

## SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday July 13th at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Lesley Flint Parish Clerk: Janet Burnett, Deputy Clerk Emma Hull Cllr Wendy Young

Opening statement was read out

The Chairman asked if anyone was recording – no recording took place

1. Apologies previously received from: Cllrs Ramachandran, Eagle, and Dennard were accepted  
No apology received from Cllr Gary Williams
2. Declaration of lobbying - none
  - I. Declaration of Changes to the Register of Interests  

Action: Clerk to send Cllr Poulter declaration of interest form
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  - II. Declaration of Interest in items on the agenda - none
  - III. Requests for Dispensation – none
3. Membership of the following working groups to be agreed upon:  
Pavilion refurbishment, Allotments, Climate Change, Platinum Meadow  

Action: To be carried over to the next meeting
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4. Cllr Co-option Vacancy – have received an email enquiry
5. Minutes of the meeting held 8<sup>th</sup> June were agreed, signed, and dated by the Chairman.
6. Matters Arising from the minutes not covered under other headings - none
7. Members Basic allowance scheme to be considered – this has been circulated with the agenda  

Action: To be carried over to the next meeting
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8. To consider the following policies / terms of reference / risk assessments
  - I. Training Learning and Development Policy  

The Parish Council resolved to approve the Training Learning and Development Policy
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  - II. Updated Standing Orders and Financial Regulations to be approved by resolution of the Parish Council  

Action: The Parish Council resolved for the Clerk to set an extra ordinary Meeting to take place on the 27 <sup>th</sup> July and to send copies of the updated Standing Orders and Financial Regulations in the post to Cllrs
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  - III. Allotment Risk Assessments  

The Parish Council resolved to approve the revision
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9. The developer at Warmlake Business Estate has requested a street name of Pembroke Mews –  
The developer has agreed to the Parish Councils suggestion of Oast Gardens
10. Parish Council Attendance
  - I. SV Rose Ceremony – 21<sup>st</sup> June attended by Cllr Eve Poulter, Clerks Janet Burnett & Emma Hull
  - II. SV Speech Day- 2<sup>nd</sup> July attended by Cllr Lesley Flint, Deputy Clerk Emma Hull
11. Consultations
  - I. KCC bus funding reductions consultation report findings - noted
12. Quiet Lanes and 20 is plenty update – placed on our HIP  

Action: Chair to respond to parishioner correspondence
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13. Parish Council housing survey to be funded by MBC – Haven Farm being considered survey sent out on 27<sup>th</sup> June closing date 18<sup>th</sup> July
14. Neighbourhood Plan to discuss the possibility of revisiting or not  
Action: to be carried over to the next agenda
15. Road and Transport Plan - nothing more to report than already discussed under other headings
16. Memorial Garden  
 I. Proposal for QHOF to take on this project in conjunction with Sutton Valence, Chart Sutton and East Sutton Parish Councils  
Action: to be carried over to next agenda
17. KALC / NALC- nothing to report
18. Training – Councillors Conference 30 June – Cllr Flint circulated an update  
 Giving Cllrs more of a say on housing 27<sup>th</sup> July - noted  
 Environment & Climate Change 28<sup>th</sup> July  
Action: Clerk to book a place for Cllr Flint on 28<sup>th</sup> July
19. Working Groups updates  
 I. Climate Change working group – Cllr Flint circulated information  
Action: Sustainable checklist to be an item at the next meeting  
 II. Platinum Meadow Scheme – no update  
 III. Allotment – no update
20. Planning:  
 Recommendation made on  
 22/502895/FULL Erection of dormer to rear elevation, Roundelle Chart Road, ME17 3AW  
The Parish Council resolved no comment on this application  
 22/502469/FULL Erection of a garage outbuilding, New Bungalow Gladwish Lodge Gladwish Farm Headcorn Road, Kent ME17 3EL  
The Parish Council resolved to refuse this application but do not wish to go to committee.
21. Finance  
 I. Authorisation of payments  
 II. Bank balances  
     Unity                      82371.51 - noted  
     Nationwide              83164.00 - noted  
 III. Income  
     The following income was noted:  
     Allotment holders              162.00  
     Car park permit                  48.00  
     P Shayler                      500.00              Fair  
     Nationwide                      20.16              Interest  
 IV. Expenditure  
     i. Ratified at this meeting:  
         Castle Water                  D/D to be set up  
         Village Hall                    D/D to be set up  
         Tailored Auto                  13.20              Pension admin  
         Staff costs                      2978.18  
         XLN                              71.16              Telephone  
         Castle Water                  19.27              On account  
         Corona Energy                  15.30              Pavilion

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Lloyds Credit charge	14.28	Microsoft 11.28, charges 3.00.
Unity charges	33.15	
ii. Agreed at this meeting		
Rialtas	494.70	Fixed asset software
G Ward	41.20	CCTV signposts
G Ward	220.00	Manure
Village Hall	346.34	Room Rent
Breakthrough Communications	1613.70	Media support
Smarden pest control	60.00	Wasps nest removal
Prime one maintenance	3599.76	Update to LED South Lane (CIL)
Prime One maintenance	1040.76	Maintenance – Jan – June
Satswana	90.00	DPO services
Wallgate	To be agreed agenda item 33	

- V. Bank reconciliation to be approved - circulated
- VI. Performance against budget to be approved - approved

22. Recreation and Open Spaces

I. War Memorial Play Area and Field –

i. Football Agreements

The parish Council resolved to approve the football agreement

- ii. Weekly inspections Graffiti on multi play roof. Monthly inspection two ratings as low risk (monitored each visit), everything else satisfactory
- iii. Annual Play area inspection completed – report to follow

II. Car park

- i. Pedestrians crossing signage - purchased and installed, sign painting completed by KCC - noted

III. Pavilion

i. Sale of the pavilion – ongoing

The Parish Council resolved the sale of the pavilion.  
Action: Clerks to organise the advertising of the sale and signage

ii. Signage and relocation of bin

Action: The Parish Council resolved for the removal of the bin at the pavilion and for the rubbish and area to be cleared and signage

IV. Harbour Play area and field

- i. Weekly inspections – graffiti on rota rocker. Monthly inspection satisfactory
- ii. Annual Play area inspection – report to follow

VII. Open Spaces

- i. Extension of Conservation Area ongoing – received update from parishioner
- ii. Platinum Meadow

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i. MBC tree initiative - The Clerk has responded to MBC and is awaiting the draft agreement which should be ready 8/4/22. – chased MBC for draft agreement on 28<sup>th</sup> June – Clerk has been chasing

ii. Vehicular Gate – Grant Funding

Action: Clerk to complete the form attached to offer letter and send back to KCC

iii. Fields in Trust – ongoing

iv. Green Canopy - ongoing

iii. Tree Survey ongoing – parish online to be used - ongoing

vi. Notice Board Quotes to be considered under closed session 2 x 8A4

Company A	Aluminium	2285.00 1-year guarantee
Company B	Aluminium	3290.00 1-year guarantee
Company C	Man made timber (recycled plastic)	2799.03 5-year guarantee

The Parish Council resolved to go with Quote C

v. SV Well – restoration

Action: Clerk to organise the cleaning and tidy up of the area and place an article in the Church Magazine

23. Roads and Transport

i. i. Roads – Update given from Cllrs who attended meeting with KCC on 16 June

ii. ii. Fire hydrant initiative project – ongoing

iii. iii. Parking Survey in the Village -

Action: to be carried over to next agenda

iv. Public transport – KCC contacted in regarding signage at Warmlake, post office and temporary Arriva bus stop telephone number

v. Damage to ragstone Footpath in the High Street

Action: to be carried over to next agenda

24. Lighting – Upgrade – CIL money

Action: to be carried over to next agenda

25. Allotments

i. CCTV/Wildlife Camera– Thanks conveyed to Cllr Ward for making and positioning CCTV signage at Bowhalls

Fence theft reported to the police by tenant at The Harbour

26. Police

i. Crimes reported – 17 in May

27. Village Hall

i. Flooring in committee room and hallway raised with The Chairman of the Village Hall.

Action: Clerk to keep as an agenda item

28. Cleaning of public toilet

Action: The Clerk to devise a sheet for daily checks of the facilities

Meeting to be closed to members of the public

29. Human Resources – Staffing Committee – update

i. Revaluation of Deputy Clerk to Clerk and PayScale

The Parish Council Resolved the revaluation of Deputy Clerk to Clerk and PayScale

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### iii. Locum Clerk

The Parish Council resolved the current Clerk to locum to cover new Clerks holiday

### iii. Cleaner contract and Job Description

The Parish Council resolved to agree the Job Description and Contract Service maintenance agreement for the washer dryer

Action: The Clerk to see if the toilet can be added to the agreement

### 30. Agenda items for next meeting

Rialtas – allotment package

Allotments – decision on whether CCTV should be permitted at the allotments and placed on the agreement

Street Lighting Quotes CIL money

Newsletter

Staffing Committee TOR, Extra Cllr member requirement

Sustainable checklist

### 31. Date of next meeting: 10/8/22

Meeting closed 21.49

### Acronyms

NALC – National Association of Local Councils

MBC – Maidstone Borough Council

ACRK – Action with communities in Rural Kent

CPRE – Campaign to Protect Rural England

NP – Neighbourhood Plan

HIP – Highways Improvement Plan

JPG – Joint Parishes Group

PSS – Parish Service Scheme

KALC – 7ú Association of Local Councils

SLCC – Society of Local Council Clerks

PPF - Police/Parish Forum

PEG – parish Enhancement Group

LLV – Landscape of Local Value

PIP – Parish improvement plan