

## SUTTON VALENCE PARISH COUNCIL

Date:	Thursday January 13th at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	CLLrs: Eve Poulter (Chair), Gary Ward, Lorraine Cook, Claire Dennard, Derek Eagle, Lesley Flint, Giri Ramachandran, Gary Williams. Parish Clerk: Janet Burnett Deputy Parish Clerk Emma Hull Cllr Wendy Young

A Prayer to precede the meeting

The Chairman asked if anyone was recording - No

Submissions from MBC Councillor Wendy Young

1. Apologies previously received from Cllr Parfit-Reid. No apology received from Cllr Hunt
2. The Parish Council considered the nominations received from:  
Claire Dennard, Lesley Flint, Giri Ramachandran and Gary Williams, to fill the vacancies on Sutton Valence Parish Council by co-option.

**The Parish Council resolved to approve the co-option of all four applicants. The co-option forms were completed, and Declaration of Pecuniary forms were distributed**

3. Declaration of lobbying - none
  - I. Declaration of Changes to the Register of Interests – none
  - II. Declaration of Interest in items on the agenda - none
  - III. Requests for Dispensation - none
4. Minutes of the meetings held 9<sup>th</sup> December 2021 were agreed, signed, and dated by the Chairman.
5. The Parish Council considered changing the date of the Parish Council meeting to enable it to be held in the main hall

**The Parish Council resolved to change the date of the monthly Parish Council meeting to the second Wednesday of the month.**

6. The following policies previously circulated were considered
  - I. Expenses policy
  - II. Grievance and disciplinary procedures.
  - III. Health and safety policy
  - IV. Equal opportunities policy
  - V. Grievance Policy

**The Parish Council resolved to adopt all the above policies**

7. Consultations
  - I. Public consultation on refreshed Kent Minerals and Waste Local Plan
8. Local plan
9. Parish Council housing survey meeting – CPRE meeting date to be set zoom from 4.30pm
10. Emergency Plan
11. Memorial Garden
12. Electrical Charging points – Work has commenced
13. KALC
  - I. Ward cluster meeting date - Clerk has contacted MBC but had no response
  - II. KALC Community Awards Scheme 2022 – The Clerk has put forward the nominee
  - III. Carbon footprint calculator

**Action: Cllr Eagle to progress this**

  - IV. Kalc bulletins circulated
14. Newsletter – Clerk to try and source a distributor
15. Training
  - I. KALC training courses circulated circulate to new councillors

**SUTTON VALENCE PARISH COUNCIL**

16. Planning: recommendation to be carried forward as MBC planning portal was unreachable:

- I. 21/506530/FULL **Clothworkers Arms Lower Road Sutton Valence ME17 3BL**  
Change of use from a public house to 2no. dwelling houses, including demolition of existing timber balcony and staircase, and erection of single storey rear extension with roof terrace (part retrospective).

**Action: An extra ordinary meeting to be called**

II. **The following recommendations made by the Clerk under delegated powers were noted:**

- i. 21/506413/LBC The Barn Court House Rectory Lane ME17 3BS  
Listed Building Consent for internal and external works in connection with conversion of the barn to create 1no. residential unit. – **No comment**
- ii. 21/505458/REM Land Rear Of Redic House Warmlake Road ME17 3LP  
Approval of Reserved Matters for the erection of 3(no) detached dwellings with associated parking (Appearance, Landscaping, Layout, Scale being sought) pursuant of 20/504370/OUT (Outline application for erection of 3(no) detached dwellings with matters of access and layout being sought, appearance, landscaping and scale are reserved matters for future consideration) - **No change to comments submitted 17/11/21**
- iii. 21/506412/FULL The Barn Court House Rectory Lane ME17 3BS  
Conversion of barn to create 1no. residential unit alongside with the creation of amenity space, parking and access – **No comment**
- iv. 21/506416/FULL 3 Valdene Close Sutton Valence Kent ME17 3GS  
Erection of 1no. one bedroom annexe ancillary to main dwelling.  
**The Parish Council believes that this should be refused on the grounds of LP Policy DM11 as they believe that there will be a significant loss of privacy, light, and outlook for the adjoining property**

17. Finance

- I. Authorisation of payments to be made by Cllrs Cook and Ward
- II. Bank Balances
 

Unity:	27287.14
Nationwide	83130.17
- III. The following items of income were noted
 

Nationwide	3.53	Interest
MPE FC	200.00	Pitch hire
ESPC	39.00	Room rent
SE Power	79.04	Wayleave rent
HMRC	4738.94	Vat refund
- IV. Expenditure
  - i. Ratified at this meeting
 

Legal & General	290.18	Pensions
Staff salaries	2330.72	
XLN	60.53	Telephone
Castle Water	19.27	On account
Corona Energy	17.49	Pavilion
Lloyds Credit charge	174.68	Microsoft 11.28, charges 3.00, Amazon prime 7.99 to be refunded, Amazon - diary 9.99, 18.48 bin and desk tidy, Argos – phone 39.99 and chair 83.95
Hugo fox	35.99	Website
Unity	27.30	Charges

## SUTTON VALENCE PARISH COUNCIL

ii.	Agreed at this meeting		
	J Burnett	358.55	Contra – Christmas parcels
	E Poulter	180.00	Chairman’s allowance
	Village Hall	346.34	Room Rent
	HMRC	622.75	Paye month 9

- V. HP Laptop value between 50.00 and 100.00. East Sutton Parish Council has asked for 75.00

**The Parish Council resolved to pay 75.00**

- VI. Bank Reconciliation – circulated  
VII. Performance against budget – circulated  
VIII. The 2022/23 budget was carried forward to the meeting of 20/2/22  
IX. 2022/23 Precept was carried forward to the meeting of 20/2/22

### 18. Recreation and Open Spaces

- I. War Memorial Play Area and Field
- i. Weekly and monthly inspections
    - Shackles beginning to wear on trim trail & toddler swing
    - Gate slow closing
    - All satisfactory or low risk
  - ii. Annual Play area inspection completed – report to follow
  - iii. Car park. Contractors from the Warmlake Nursery site are parking for a short period until the car park on site has been built. A donation has been offered towards the upkeep of the car park.
- II. Pavilion
- For the groundsman to continue with the grass cutting and pitch maintenance for the junior teams the container will have to remain

**The Parish Council resolved to allow the container to remain for now**

- III. Football  
IV. Harbour Play area and field
- i. Weekly and monthly inspections
    - Gate spring needs adjusting
    - Spin dish – movement in bottom fixings
    - All satisfactory
  - ii. Annual Play area inspection – report to follow
- VII. Open Spaces
- i. Extension of Conservation Area on going
  - ii. Sutton Valence Castle – letter from English Heritage

**The Parish Council resolved that they would be happy to meet up with English Heritage and suggested the landowner be in attendance**

- iii. MBC tree initiative – The Harbour field is approx. 2.25 acres
- Anywhere between 500 and 800 trees can be planted per acre
  - What trees should be planted and who is planting them

**Action: The Clerk to ask Cllr Harwood for advice**

- iv. Tree survey ongoing – Parish online to be used.

### 19. Roads and Transport

- I. Roads
- i. Public transport – bus shelters at the village hall were discussed

**The Parish Council resolved to approach developers if Haven Farm development goes ahead.**

## SUTTON VALENCE PARISH COUNCIL

- ii. Tumblers Hill – KCC has put forward a proposal to keep the hedge cut back and signage to be erected to warn of a drop.

**The Parish Council resolved to accept the proposal**

- iii. Fire hydrant initiative project – ongoing  
iv. The Parish Council considered parking issues in the village

**Following an in-depth discussion, the Parish Council proposed that the Clerk investigate the possibility of employing a professional to look at the issues and come up with solutions, that will then be used to consult with parishioners.**

20. Lighting

21. Allotments

- I. A date was agreed as 9/2/2022 at 6pm for an allotment meeting.

22. Police

- I. Crimes reported November 2021 - 9

23. Correspondence previously circulated

- Community resilience fund
- Golding Homes request for a meeting regarding The Harbour

**Action: The Clerk to arrange a meeting**

- Several notes of thanks for the Christmas boxes
- Household Support Grant

24. Village Hall

- I. AGM 16/12/21 – Chairman reported  
II. Flooring in committee room and hallway raised with The Chairman of the Village Hall.

25. Agenda items for next meeting:

Date of next meeting: 9/2/22

Meeting closed: 21.45

### 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

JPG – Joint Parishes Group

PSS – Parish Service Scheme

KALC – Kent 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