

## SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 12 <sup>th</sup> October at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter (Chair), Lesley Flint, Gary Ward, Derek Eagle, Giri Ramachandran Parish Clerk Emma Hull, Borough Cllr Wendy Young Two members of the public

### Opening statement

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

Submissions from Police, Community Support Warden, County or Borough Councillors

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns, or making comments on matters affecting Sutton Valence. As this is an information session only, no action can be taken, but the Chairman may decide to refer any matters raised for further consideration.

1. Apologies previously received from: Cllr Williams were accepted
2. Declaration of lobbying - none
  - I. Declaration of Changes to the Register of Interests - none
  - II. Declaration of Interest in items on the agenda - Cllr Flint declared an interest in item 3
  - III. Requests for Dispensation – none
3. The Parish Council considered the nomination received from: Mr Mel Flint to fill a vacancy on Sutton Valence Parish Council by co-option

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

4. Minutes of the meeting held 28<sup>th</sup> September 2022 were agreed, signed and dated by the Chairman.
5. Matters Arising from the minutes not covered under other headings - none
6. To consider the following policies / terms of reference / risk assessments
  - i. Document Retention Policy
  - ii. Legal Protocol for dealing with developers in respect of pre-application developments
  - iii. Road Naming Policy

The Parish Council resolved to approve the above policies

7. Parish Council housing survey 27<sup>th</sup> June to 18 July – funded by KCC -Haven Farm being considered

Action: To be carried over to the next agenda

8. Memorial Garden

- i. Proposal for QHOF to take on this project in conjunction with Sutton Valence, Chart Sutton and East Sutton Parish Councils

Action: The Clerk to contact the two other parishes

9. KALC/NALC

KALC Annual General Meeting 19<sup>th</sup> November 2022 – Cllr Poulter to attend

10. To consider the purchase of laptops for Cllrs

Action: To be carried over to the next agenda

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11. Rural Kent Prosperity Fund – was circulated
- 12 . Joint Parish Meetings – Attendance at Headcorn 30<sup>th</sup> Sept and Kingswood & Broomfield 3<sup>rd</sup> Oct - noted
13. Training –
  - i. MBC Enforcement Planning Training – slides to be circulated
  - ii. KCC Parish Seminars 11<sup>th</sup> October Cllr Poulter  
13<sup>th</sup> October Cllr L Flint

### 14. Working Groups updates

- I. Climate Change working group – next meeting set for the 18<sup>th</sup> October
  - II. Platinum Meadow Scheme
  - III. Allotment
15. Planning: none
16. Parish Newsletter

The Parish Council resolved the content of the Newsletter Action: Cllr M Flint to redesign
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### 17. Finance

#### I. Authorisation of payments

#### II. Bank balances

Unity	79937.04
Nationwide	83215.39

#### III. Income

The following items of income were noted:

Car park permits	48.00
Nationwide	14.13
23.59 Interest	
Vat refund	11669.54

#### IV. Expenditure

##### i. Ratified at this meeting:

Lloyds Credit Charge	14.28	Microsoft	11.28, charges 3.00
Drax	246.58	Street lighting	August
HugoFox	35.99	Website	
Tailored Auto	13.20	Pension Admin	August
Corona Energy	15.66	Pavilion	August
Staff Costs	381.70	Pension Summary	August
Staff Costs	1555.38	September	
XLN	98.76	Parish mobile	
Castle water	187.71	The Harbour	
Unity charges	31.80		

##### ii. Agreed at the meeting

Gallagher HISCOX Insurance	2967.66
Gallagher Breeze Insurance	1170.00 pavilion
Greenbarnes Ltd	3358.84 notice boards
HMRC	1753.04 Paye months 4,5 & 6

- V. Bank reconciliation agreed
- VI. Performance against budget agreed
- VII. 2022/23 Budget to agree a date – are there any projects to be considered

The Parish Council resolved to hold this meeting on Thursday 17<sup>th</sup> November at 7.00pm

18. Recreation and Open Spaces

- I. War Memorial Play Area and Field –
  - Weekly inspections - Graffiti on multi play roof
  - Monthly inspection - 5 very low risk
  - Annual Play area inspection - date to be arranged
- II. Tennis Courts – meeting date to be arranged
- III. Car park –

- i. contractor parking

Action: The Clerk to contact the developers

- ii. permit parking

Action: The Clerk to keep PCSO updated in regards to anti-social behaviour in the car park, contact MBC in regards to litter and contact enforcement and organise the warden to patrol the car park

IV. Pavilion

- i. Sale of the pavilion – advert to be placed on ebay
  - ii. Harbour Play area and field
    - Weekly inspections – Graffiti on rota rocker.
    - Monthly inspection - 12 moderate Risk
    - Annual Play area inspection - date to be arranged

VI. Open Spaces

- i. Extension of Conservation Area - ongoing
  - ii. Platinum Meadow

- i. MBC tree initiative –

The Parish Council resolved to go ahead with the tree initiative

- ii. Vehicular Gate – Gate in place and notice explaining details of the project will be placed on website / noticeboards in due course

- iii. Fields in Trust –

Action: to be carried over to next year

- iv. Green Canopy –Tree Survey ongoing – parish online to be used - ongoing

19. Roads and Transport

- I. Roads –nothing to report
  - II. Fire hydrant initiative project – ongoing
  - III. Parking Survey in the Village –

Action: to be carried over to next year

- IV. Public transport – nothing to report

20. Allotments

- i. To set a date for the Allotment Holders Meeting

The Parish Council resolved to hold this meeting on Wednesday 9<sup>th</sup> November at 6.15

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21. Remembrance Sunday – Cllr Eve Poulter will be in attendance
22. Police
  - i. Crimes reported – none
23. Village Hall Cllr Poulter to attend Village Hall Committee Meeting
  - i. Flooring in committee room and hallway raised with The Chairman of the Village Hall.

**Action: Clerk to keep as an agenda item**

24. Agenda items for next meeting
25. Date of next meeting: 9/11/22

Meeting closed 21:16

### **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