

## SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday June 8th at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Claire Dennard, Derek Eagle, Lesley Flint, Parish Clerk: Janet Burnett, Deputy Clerk Emma Hull  1 member of the public

### Opening statement

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

1. Apologies previously received from: Giri Ramachandran, Gary Williams, Wendy Young, Lottie Parfitt-Reid
2. 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
3. Election of representatives to outside bodies:
  - I. Village Hall Representative - Cllr Poulter and Cllr Eagle
  - II. KALC Representative - Cllr Poulter and Cllr Eagle
  - III. JPG Representatives – Cllr Flint
  - IV. Police Representative – Cllr Flint
4. Declaration of Pecuniary Interest Forms – no change
5. Committees Membership of the Staffing Committee to be agreed upon Cllr Poulter, Cllr Ward and Cllr Dennard
6. Membership of the following working groups to be agreed upon:  
Pavilion refurbishment, Allotments, Climate Change, Platinum Meadow

<b>Action: To be carried over to next meeting</b>
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7. Confirmation has been received that the Parish Council can now co-opt a replacement for Cllr Cook - noted
8. Minutes of the meeting held 11<sup>th</sup> May were agreed, signed and dated by the Chairman.
9. Matters Arising from the minutes not covered under other headings - none
10. The developer at Warmlake Business Estate has requested a street name of Pembroke Mews

<b>The Parish Council resolved that the name Oast Gardens be proposed</b>
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<b>Action: Clerk to respond to MBC and attach a copy of the parish Street Naming Policy</b>
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11. Members Basic allowance scheme to be considered

<b>The Council resolved for the Clerk to investigate the criteria and place as an item for the next meeting</b>
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12. To consider the following policies / terms of reference
  - I. Training Learning and Development Policy
  - II. Updated Standing Orders and Financial Regulations to be approved by resolution of the Parish Council

<b>Action: To carry forward to next meeting</b>
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13. Consultations
  - I. KCC– Communities Project
14. Quiet Lanes and 20 is plenty update – placed on our HIP

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15. Social Media – Council Hive to be considered

**The Parish Council resolved to go with the second package for a year.**

16. Parish Council housing survey to be funded by MBC – Haven Farm being considered

**Action: Cllrs to send comments back to the Clerk regarding housing needs survey**

Neighbourhood Plan to discuss the possibility of revisiting or not

**Action: To carry forward to next meeting**

18. Road and Transport Plan

**Action: Cllrs to send items to Cllr Poulter regarding the meeting with KCC Highways on 16 June**

19. Memorial Garden

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

**Action: Clerk to investigate yearly costs to maintain the area**

20. KALC / NALC- nothing to report

21. Training – Councillors Conference 30 June

**Action: Clerk to book a place for Cllr Flint**

22. Working Groups / Committees

I. Climate Change working group – update received from Cllr Flint

II. Platinum Meadow Scheme – no update

23. Planning:

Recommendations made on the following:

22/502049/FULL - 3 High Street, ME17 3AG – Change of use from Class A1 retail (E) to C3 residential

**The Parish Council resolved no comment to be made on this application**

22/502454/FULL – Sutton Place Rectory Lane ME17 3BT - Installation of a padel tennis court for private use.

**The Parish Council resolved no comment to be made on this application**

22/502468/FULL- Pine Lodge Maidstone Road ME17 3LS Demolition of existing outbuilding and erection of single storey annexe ancillary to main dwelling.

**The Parish Council resolved no comment to be made on this application**

22/502171/FULL - 3 Warmlake Cottages, Warmlake Road ME17 3LP

Erection of first floor side extension including extension to loft conversion with roof lights

**The Parish Council ratified no comment to be made on this application**

22/501948/FULL Sutton Valence Care Centre Maidstone Road ME17 3LW. Erection of a two-storey side extension to create new stairwell and alterations to fenestration

**The Parish Council resolved no comment to be made on this application other than to suggest the provision of an electric charging point**

24. Finance

I. Signatories on Unity and Nationwide – completed. Several Cllrs still to set up their Unity access

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- II. Authorisation of payments
- III. Bank balances
  - Unity 88624.04 – noted
  - Nationwide 83143.84 – noted
- IV. Income
 

The following income was noted:

Allotment holders	357.00	
ESPC	79.00	Room rent
MBC	2305.00	PSS Grant
Nationwide	3.42	Interest
- V. Expenditure
  - i. Ratified at this meeting:
 

Drax	469.33	Street lighting
Tailored Auto	13.20	Pension admin
Staff salaries	2563.79	
XLN	67.56	Telephone
Interactive Media	192.00	Newsletter delivery (Action Clerk to seek delivery of newsletter)
Castle Water	19.27	On account
Corona Energy	15.30	Pavilion
Lloyds Credit charge	39.23	Microsoft 11.28, charges 3.00, Amazon 24.95 - stationery.
  - ii. Agreed at the meeting
 

L Robbins	120.00	Internal audit
Diginet	130.79	Copier charges
Arkas	177.60	Barrier repairs – inv agreed May not signed
Village Hall	346.34	Room Rent
J Stubbs	148.00	Allotment deposit & rent refund
G Rastelli	50.00	Allotment deposit refund
Plane and Simple	400.24	Repairs to War Mem play area
HMRC	622.62	Paye month 1
- VI. Bank reconciliation approved – circulated
- VII. Performance against budget approved – circulated

**25. Recreation and Open Spaces**

- I. War Memorial Play Area and Field
  - i. Football Storage Shed - broken into - noted
  - ii. Weekly inspections okay. 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, awaiting response from KCC on sign painting. Ongoing
- III. Pavilion
  - i. Sale of the pavilion – ongoing
- IV. Harbour Play area and field

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- i. Weekly inspections okay. Monthly inspection satisfactory
- ii. Annual Play area inspection – report to follow.

### VII. Open Spaces

- i. Extension of Conservation Area ongoing

**Action: Clerk to contact parishioner for an update**

### I. Platinum Meadow

MBC tree initiative - The Clerk has responded to MBC and is awaiting the draft agreement which should be ready 8/4/22.

**Action: Clerk to follow up**

- ii. Pedestrian Gate – propose dennard

**The Parish Council resolved not to install a pedestrian gate until the field is ready to be opened to parishioners**

- iii. Vehicular Gate

**Action: Clerk to complete KCC Grant funding form**

- iv. Fields in Trust – ongoing

**Action: Clerk to keep item on agenda**

- v. Notice Boards – requested a grant from MBC unfortunately allocation for this year

**Action: Clerk to get quotes for Harbour and the Old Post Office notice boards**

- vi. Green Canopy – ongoing

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

## 26. Roads and Transport

### I Roads

**Cllr Poulter and Cllr Dennard to meet with KCC Highways 16<sup>th</sup> June to discuss local issues including parking, reduction in speed, pedestrian lining at carpark exit**

- II. Fire hydrant initiative project – ongoing

### III. Parking Survey in the Village

**Action: Clerk to circulate scope and contact PCSO**

### IV. Public transport

**Action: Clerk to contact KCC regarding signage at Warmlake, Post Office and temporary Arriva bus stop telephone number**

- V. Damage to ragstone Footpath in the High Street – Cllr Dennard reported

**The Parish Council resolved that Cllr Dennard to investigate the possibility of the unlisted part of the cobbled path becoming listed – Action: to carry forward to next meeting**

## 27. Lighting – Several lights reported – next agenda for upgrade

## 28. Allotments

**Action: Clerk to send email to Harbour and Bowhalls regarding recent break in at Bowhalls**

## 29. Police

- I. Crimes reported 15 April

## 30. Village Hall

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

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

Meeting to be closed to members of the public

**CLlr Eagle left the meeting at 21.31**

31. Human Resources  
I Clerks holiday pay

**The Parish Council resolved the Clerk be paid for holiday not taken**

II Deputy Clerks hours

**The Parish Council resolved the increase in the Deputy Clerks hours to 35**

32. Agenda items for next meeting  
HR – Revaluation of Deputy Clerk to Clerk and pay scale  
CCTV Policy  
CCTV Allotment signage  
Street Lighting  
Restoration of Parish Well  
Open Spaces War Memorial Playing Field – pole bollard broken
33. Date of next meeting: 13/7/22

Meeting closed 21.44

### 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