

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday May 11th at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Claire Dennard, Derek Eagle, Giri Ramachandran Parish Clerk: Janet Burnett, Deputy Clerk Emma Hull

Opening statement

The Chairman to ask if anyone was recording – no recording took place

1. Apologies previously received from: Cllr Flint. No apologies previously received from Cllr Williams
2. **Election of Chairman and Vice Chairman**

Cllr Ward proposed Cllr Poulter as Chairman, this was seconded by Cllr Eagle and agreed by all. Cllr Poulter accepted
Cllr Poulter proposed Cllr Ward as Vice Chairman, this was seconded by Cllr Eagle and agreed by all. Cllr Ward accepted

- I. Declarations of acceptance to be signed – signed by Cllr Poulter and Cllr Ward
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. **Election of representatives to outside bodies:**
 - I. C.A.B.

The Parish Council resolved to not have a representative

- II. Village Hall Representative
- III. KALC Representative
- IV. JPG Representatives
- V. Police Representative

Action: to carry forward to next meeting

5. **Declaration of Pecuniary Interest Forms** – Cllrs were reminded that any changes to be declared as an interest

6. **Committees** Membership of the Staffing Committee to be agreed upon

Action: to carry forward to next meeting

7. Membership of the following working groups to be agreed upon: Allotments, Climate Change and Platinum Meadow

Action: to carry forward to next meeting

8. Timetable of policy reviews was agreed

The Parish Council resolved for three policies to be agreed per meeting

9. Risk Assessment was reviewed and approved

The Parish Council resolved to approve the risk assessment

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10. Debating Rules – circulated and noted
11. Approval of the use of a variable direct debit for utilities and staff costs to be reviewed by resolution of the council

Was renewed by resolution of the Council

12. Minutes of the meeting held 14th April were agreed, signed and dated by the Chairman.
13. Matters Arising from the minutes not covered under other headings – None
14. Resignation of Cllr L Cook, MBC has been informed and notification has been placed on notice boards and website of the two Cllr vacancies
15. Members Basic allowance scheme to be considered

Action: to carry forward to next meeting

16. To consider the following policies / Terms of Reference
 - I. Lone working policy to be amended to ensure staff safety. Members of the public will not be admitted without a pre-arranged appointment. amended policy to be approved
 - II. Climate Change Policy
 - III. Climate Change Terms of Reference

The Parish Council resolved to approve the policies and terms of reference

- IV. Updated Standing Orders and Financial Regulations to be approved by resolution of the Parish Council

Action: to carry forward to next meeting

17. Membership of the Rural Market Town Group (RMTG) of the Rural Services Network was considered

The Parish Council resolved not to have membership

18. Consultations
 - I. KCC– Communities Project

Action: to carry forward to next meeting

19. Quiet Lanes and 20 is plenty – was considered following correspondence from parishioners

Action: Clerk to update the HIP with location requests of 20mph speed limits to include Lower Road, Broad Street, High Street and Chart Road
Action Clerk to respond to parishioners

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

21. Emergency Plan –

The Parish Council resolved to remove this from the agenda

22. 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 carry forward to next meeting

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23. KALC / NALC

- I. NALC letter to smaller Councils. – noted
- II. Civility and respect project – noted

24. Training – none circulated

25. Working Groups / Committees

- I. Climate Change working group – update

Action: to carry forward to next meeting

- II. Platinum Meadow Scheme

Action: to carry forward to next meeting

26. Planning:

Ratification of a no comment recommendation to be made on
22/501704/FULL 1 Boyton Court Cottages Boyton Court Road ME17 3EG Replacement of existing
dormer with new dormer, including full height double door set and balcony with glass balustrade.

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

27. Finance

- I. Signatories on Unity and Nationwide – ongoing

- II. Authorisation of payments

- III. Income was noted

The following income to be noted:

Allotment holders	448.00	
Car park permit	48.00	
MBC	70759.00	Precept
KALC	429.56	Covid management grant
MBC	17422.64	CIL monies

- IV. Expenditure

- i. Ratified at this meeting

Legal & General	326.24	Pensions
Tailored Auto	13.20	Pension admin
Staff salaries	2456.82	
XLN	60.53	Telephone
Castle Water	19.27	On account
Corona Energy	17.12	Pavilion
Lloyds Credit charge	227.27	Microsoft 11.28, charges 3.00, Eventbrite – 55.73 Climate change Cllr introduction, Amazon 11.76 to be contra, 20.78 exit sign. Adobe 125.02

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ii.	Agreed at this meeting		
	J Burnett	14.85	APA expenses
	SLCC	215.00	Membership E Hull
	ACRK	90.00	Subscription
	Arkas	177.60	Barrier repairs
	Village Hall	370.64	Room Rent
	J Adams	50.00	Allotment deposit refund
	G Ward	8.90	Replacement tap for Harbour Allotment
	HMRC	575.63	Paye month 1

V. Internal audit took place 21/4/22 – report circulated.

The Parish Council resolved to approve and accept the report

VI. External Audit report 2020/21 to be reconsidered

Conclusion of audit

‘The smaller authority failed to approve the AGAR in time to publish it before 1 July 2021, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering ‘No’ to Section 1, Box 1’

Other matters

‘We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2021/22 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2021/22 and ensure that it makes proper provision for the exercise of public rights during 2022/23’

The Parish Council reconsidered the other matters reported on the 2020/21 external audit. The Parish council was unable to comply with the timing of the exercise of public rights because of covid and being inquorate. The Parish Council will endeavour to comply with the 2021/22 exercise of public rights.

VIII. External Audit - Annual Governance and Accountability Return.

i. The Parish Council reviewed the effectiveness of the system of internal control and:

Resolved to approve the Annual Governance statement 2021/22

ii. The Parish Council considered The Accounting statements 2021/22 and:

Resolved to approve the Accounting Statement 2021/22

iii. Notice of the period for the exercise of public rights set as 13/6/22 to 22/7/22 – noted

I. The Parish Council considered whether the scope of the internal audit ensures that the auditor can complete section 4 of the Annual Return and whether Lionel Robbins be appointed Auditor for 2022/23

The Parish Council decided that the scope of the internal audit does ensure that the auditor can complete section four of the annual return and that Lionel Robbins to be appointed for the 2022/23 audit

28. Recreation and Open Spaces

- I. War Memorial Play Area and Field
 - i. Tennis agreement was considered, and the decision was to approve it
 - ii. Weekly inspections okay. Monthly not available
Toddler swing fence repairs – completed
Sign on the gate to play area reinstated
 - iii. 2022-2023 Grass cutting and maintenance schedule was all in order
 - iv. Annual Play area inspection completed – report to follow
- II. Car park
 - i. Exit barrier – repair completed
 - ii. Pedestrians crossing signage purchased and installed, awaiting response from KCC on sign painting.
- III. Pavilion
 - i. Sale of the pavilion ongoing.
- IV. Harbour Play area and field
 - i. Weekly inspections okay, monthly not available.
 - ii. Annual Play area inspection – report to follow.
- VII. Open Spaces
 - I. Extension of Conservation Area ongoing.

Action: Clerk to contact Cllr Wendy Young for an update

- II. Platinum Meadow
 - i. MBC tree initiative
The Clerk has responded to MBC and is awaiting the draft agreement which should be ready 8/4/22.
 - ii. The Parish Council considered vehicular access to the field

**The Parish Council resolved to approve the vehicular access costs with the larger diameter pipe at the cost of £1150.00 plus a ten foot wide metal gate £670 plus VAT
Action: Clerk to contact contractor and KCC Member to apply for grant funding**

- iii. Fields in Trust – Clerk has contacted them.
Cant put in trust until open to the public but can start the process

Action: Clerk to keep item on agenda as a standard item

- iv. Green Canopy EVE TO ACTION – in hand
- v. Tree Survey ongoing – parish online to be used

29. Roads and Transport

I Roads

- i. Correspondence received, note of complaint regarding Lime Trees Parking

Action: Clerk to respond to parishioner that the matter has been brought up with the School and will contact them again

- ii. Possible meeting with Susan Laporte District Manager KCC Highways 6,7,16 or 17

Action: Clerk to suggest date of 16 June

- iii. Entrance to The Platt – reported

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- II. Fire hydrant initiative project – ongoing
- III. Parking Survey in the Village
- IV. Public transport
- V. 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

IV. Tumblers Hill – noted signs to be installed by KCC either end of the raised footpath within the next three months

- 30. Lighting – Several lights reported
- 31. Allotments - SVPC have been given free water containers which will be placed on each allotment plot - ongoing
- 32. Police
 - I. Crimes reported not available
- 33. 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

- 34. Agenda items for next meeting
 - Training and Development Policy to be reviewed
 - Social media – Council Hive – problems with Facebook
 - Neighbourhood Plan
 - Road and Transport Plan
- 35. Date of next meeting: 8/6/22
- 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