

## SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 14 <sup>th</sup> June at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Mike Gammon, Sally Annereau, Melanie Dawber Parish Clerk: Emma Hull Cllr D Eagle, 1 member of the public

### Opening statement

The Chairman asked if anyone is 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

### 1. Election of Chairman and Vice Chairman

Cllr M Dawber proposed Cllr M Flint as Chairman, this was seconded by Cllr L Flint and agreed by all. Cllr M Flint accepted. No Vice Chair elected.

I. Declaration of acceptance was signed by Cllr M Flint.

2. Apologies for absence – Cllr Eve Poulter was noted and accepted.

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. KALC Representative – Cllr M Flint

II. JPG Representative - Cllr L Flint

5. Declaration of Pecuniary interest Forms – completed

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

The Parish Council resolved the Staffing Committee Cllrs to remain as Cllrs M, L Flint and Poulter

7. Membership of the following working groups agreed:

Climate Change - Cllrs M&L Flint, Annereau and Dawber

Pavilion - Cllrs Dawber, Gammon and Annereau

8. The Parish Council considered the nomination received from: Mrs Nicola Alsop 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

9. To consider the following policies

I. Equal Opportunities

II. Lone Working

The Parish Council resolved to approve the above policies

10. Minutes of the meeting held 15th May 2023 were signed and dated by the Chairman.

11. KALC – nothing to report

12. Training

i) Chairman

Action: Clerk to book place for Chairman

Dynamic Cllr

Action: Clerk to arrange bespoke training

13. Maidstone Borough Design and Sustainability Development Plan Document Regulation  
18 Consultation - circulated

14. Planning: to ratify recommendations on the following applications:

i)22/505290/FULL The Vicarage Chart Road Sutton Valence Maidstone Kent

Demolition of existing garage and store. Erection of two storey side and rear extension to eastern elevation incorporating rear dormer; single storey side extension to western elevation incorporating rear dormer; and single storey rear extension with first floor balcony; alterations to create additional off road parking.

The Parish Council ratified no objection on this application

ii)23/501901/FULL The Barn At Little Moatenden Maidstone Road Headcorn, Ashford Kent TN27 9PT

Installation of a solar panel system on detached barn.

The Parish Council ratified no comment on this application

iii)23/501902/LBC The Barn At Little Moatenden Maidstone Road Headcorn Ashford Kent TN27 9PT

Listed Building consent for the installation of a solar panel system on detached barn.

The Parish Council ratified no comment on this application

iv) 23/502172/FULL Forge Farm New Barn Road Hawkenbury Kent TN12 0ED

Change of use of the land for the keeping of horses and erection of 4 bay stable building for personal use (retrospective).

Due to not receiving sufficient number of comments in the specified time scale, the Clerk was unable to submit a comment on behalf of the Parish Council

15. Finance

I. Signatories on Unity and Nationwide

Action: Clerk to set Cllr M Gammon up as signatory

II. Authorisation of payments

III. Bank balances

Unity 53,515.18

Nationwide 83,789.44

IV. Income

The following items of income were noted

Allotment Holders	303.00	Rent and deposits Bowhalls
Maidstone Borough Council	73,226.00	Precept
East Sutton Parish Council	156.00	Room Rent Jan, Feb, Mar, Apr
Maidstone Borough Council	167.38	CIL Money Appleacres
Parishioners	48.00	Car park permit

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V. Expenditure

i. Ratified at this meeting

Tailored Auto	13.20	Pension Admin
XLN	110.90	Phone
Lloyds	95.53	Lloyds charge 3.00, Microsoft 11.28, NLAC Course 39.22, MBC Rates Tennis 6.15, Eurooffice Paper 35.88
Hugofox	35.99	Website April
Plane and Simple	555.47	Play equipment repairs War Memorial
Dignet	33.92	Photocopying charges
Hugofox	35.99	Website Mar
E Hull	1868.62	Salary
Dignet	255.56	Photocopying charges
SV Village Hall	1,116.45	Room hire April, May, June
Tim Cowen	65.00	Removal of rotten noticeboard
Rialtas	136.00	Alpha Annual Support
Hugo Fox	35.99	Website Feb
HugoFox	35.99	Website Jan
HugoFox	35.99	Website Nov 22
Brooks Marquee	1,125.00	Marquee for Coronation Fun Day
MacMole	1044.00	Pipe repair Bowhalls
Rialtas	148.95	Asset Inventory Annual Support
Lionel Robins	120.00	Internal Auditor
HugoFox	35.99	Website Dec 22
Corona Energy	15.66	Pavilion
Drax	230.66	Street Lights
Drax	7.98	Street Lights
E Hull	1,324.73	Salary

Lloyds Credit Charge	193.11	RBL plaque144.99, Microsoft 11.28, Timpson key cutting 13.50, Robert Dyas padlock 13.49, Post office Postage 6.85, Lloyds Fee 3.00
Drax	8.23	Street Lights
Tailored Auto	13.20	Pension Admin
Legal and General	210.08	Pension
XLN	112.58	Phone
Corona Energy	17.67	Pavilion
E Hull	236.00	SLCC Membership
KALC	722.76	Yearly Subscription
P Waring	8,617.14	Yearly grass cutting & maintenance
HMRC	522.25	PAYE
HMRC	1,113.46	PAYE
T Cowen	19.99	Signage / intercom Repairs
G Ward	121.19	Oak tree and sundries
Drax	238.36	Street Lights

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ii Agreed at this meeting:

C Bruce	166.09	Cleaning and materials
KCC	500.00	Match funding for EV charging project
HMRC	1273.39	PAYE
MS Computer Services	40.00	Clr new email accounts

VI. Bank reconciliation - agreed

VII. Internal audit – report distributed

The Parish Council resolved to approve and accept the report

VIII. External Audit 22/23 - 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 2022/23

ii) The Parish Council considered The Accounting statements 2022/23 and

resolved to approve the Accounting Statement 2022/23.

iii) Notice of the period for the exercise of public rights was set. 21/6/23 to 1/8/23

XI. Appointment and scope of Internal Auditor for 2022/23

The Parish Council resolved that Lionel Robins be re-appointed as the Internal Auditor for 2023/24 and that the scope of work completed would enable him to complete the Annual Audit for 2023/24.

16. Communication

i) including Newsletter distribution

Action: Clerk to contact other parishes regarding distribution

17. Recreation and Open Spaces

I. War Memorial Play Area and Field

i. Weekly Play area Inspections - undertaken

ii. Yearly Play area inspection

II. Pavilion – no update

III. Harbour Play area and field

i. Weekly Play area inspections - undertaken

ii. Yearly Play area inspection

IV. Open Spaces

i. Extension of Conservation

Action: Clerk to contact MBC for an update

ii. Tree Survey – parish on line – no update

iii. Platinum Meadow

Action: Clerk to contact MBC and Medway Countryside Partnership for confirmed date for maintenance

iv. To consider request for Neighbourhood Watch sings

Action: The Clerk to make enquiries with the previous Neighbourhood Watch Co-ordinator

Meeting to be closed to members of the public

18. To agree cleaners salary for cleaning the public toilet

The Parish Council resolved to approve the cleaner's salary

19. Roads and Transport

I. Roads

Action: Clerk to write to the SVS regarding parking

II. Public Transport – nothing to report

20. Allotment

21. Police - nothing to report

22. Village Hall – floor

23. Agenda items for next meeting

To consider setting up a Communications Working Group

24. Date of next meeting 12<sup>th</sup> July

Meeting closed 21.46

**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 – 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