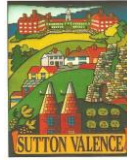


# SUTTON VALENCE PARISH COUNCIL

E-mail: [clerk@suttonvalence.org.uk](mailto:clerk@suttonvalence.org.uk)



Tel: 01622 844135

Web site: [www.suttonvalencepc.kentparishes.gov.uk](http://www.suttonvalencepc.kentparishes.gov.uk)

*From the Clerk:*

Mrs Janet Burnett  
The Parish Office  
Sutton Valence Village Hall  
Sutton Valence  
Maidstone  
Kent ME17 3HS

Notice is hereby given of the Annual Meeting of the Parish Council to be held remotely on Thursday May 6<sup>th</sup> 2021 at 7:00pm when the following business is proposed to be transacted:

1. **Election of Chairman and Vice chairman**
  - I. Declarations of acceptance to be signed.
2. Apologies for absence
3. Declaration of Lobbying
  - I. Declaration of Changes to the Register of Interests
  - II. Declaration of Interest in items on the Agenda
  - III. Requests for Dispensation
4. **Election of representatives to outside bodies:**
  - I. C.A.B.
  - II. Village Hall Representative
  - III. KALC Representative
  - IV. JPG Representatives
  - V. Police Representative
5. **Declaration of Pecuniary Interest Forms**
6. **Committees** Membership of the Staffing Committee to be agreed upon
7. Membership of the following working groups to be agreed upon: Pavilion refurbishment, Allotments, and Jubilee.
8. Timetable of policy reviews to be agreed
9. Risk Assessment to be reviewed and approved
10. Approval of the use of a variable direct debit for utilities and staff costs to be renewed by resolution of the Council.
11. Minutes of the meetings held 8th and 29th April 2021 to be agreed and signed
12. Covid 19
  - I. To consider giving the Clerk delegated powers to deal with urgent items and to make payments until 21<sup>st</sup> June 2021 or to return to face-to-face meetings.
  - II. Welcome Back Fund
  - III. Memorial garden
13. Delivering the Green Agenda
14. Request from MBC for a new street name
15. Rural Market Town Group
16. Electrical charging points
17. Consultations
18. KALC
19. Social media
20. Training
21. Data Protection
22. **Planning** – Enforcement to be discussed in closed session
23. **Finance**
  - I. Clerk salary
  - II. Authorisation of payments
  - III. Bank Balances
  - IV. Income
  - V. Expenditure
  - VI. Bank Reconciliation
  - VI. Performance against budget

- VII. External Audit
- VIII. Internal Audit
- 24. **Recreation and Open Spaces**
  - I. War Memorial Play Area and field
    - i. Weekly and monthly inspections
  - II. Car Park
    - Quotes requested from 3 companies for repairs to car park surface. Only 2 quotes received:  
Company A 1226.00  
Company B 4822.00
  - III. Pavilion update
  - IV. Football – parking issues to be discussed
  - V. Tennis Court
    - i. Resurfacing update
  - VI. Harbour Play Area and field
    - i. Weekly inspection
    - ii. Monthly inspection
  - VII. Open Spaces
    - i. Extension of Conservation Area
    - ii. Parish Council field in South Lane
    - iii. Tree survey
    - iv. PROW
- 25. **Roads & Transport Group (inc. Lighting)**
  - I. Roads
  - II. Public Transport
- 26. Lighting
- 27. Allotment - Cllr Ward to report on recent leak and emergency repairs.
- 28. Police
- 29. Correspondence
- 30. Village Hall
- 31. CCTV
- 32. Agenda items for next meeting
- 33. Date of next meeting

Janet Burnett – Clerk to the Council 29/4/21



THIS MEETING IS TAKING PLACE REMOTELY ON ZOOM. IF YOU WISH TO ATTEND THE MEETING, PLEASE JOIN USING THE DETAILS BELOW

<https://us02web.zoom.us/j/89920512275>