

SUTTON VALENCE PARISH COUNCIL

Date:	Monday 15 th May at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter, Mel Flint, Lesley Flint Parish Clerk: Emma Hull Cllr Eagle, 6 members 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 matters raised for further consideration.

KCC Community Support Warden spoke suggesting a Club activity day to help promote Clubs in the parish.

A parishioner spoke regarding Platinum Meadow maintenance.

1. Election of Chairman and Vice Chairman –

Cllr Poulter proposed Cllr M Flint as Chairman, this was seconded by Cllr L Flint and agreed by all. Cllr M Flint accepted to be chair for this meeting. A Chairman will be elected at each meeting until a Cllr steps into the seat for longer than one meeting No Vice Chair Elected
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I. Declaration of acceptance was signed by Cllr M Flint for this meeting.

2. Apologies for absence - none

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. – Cllr Poulter

II. Village Hall Representative – Cllr Poulter

III. KALC Representative -

IV. JPG Representative -

V. Police Representative – Cllr L Flint

Action to carry forward to next meeting

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5. Declaration of Pecuniary interest Forms –completed by Cllrs Poulter, M & L Flint
6. Committees Membership of the Staffing and Events Committee to be agreed upon

The Parish Council resolved that due to there only being three Cllrs, the responsibility of both Committees lies with full council

7. Membership of the following working groups to be agreed upon: Pavilion, Allotment, Jubilee, Climate Change

The Parish Council resolved that due to there only being three Cllrs, working groups are unable to be formed

8. Cllr Co-option Vacancies The Parish Council considered the nominations received from: Mike Gammon, Melanie Dawber and Sally Annereau, to fill vacancies on Sutton Valence Parish Council by co-option.

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

9. Timetable of policy reviews to be agreed

The Parish Council resolved for at least two policies to be agreed per meeting

10. Risk Assessment to be reviewed and approved

The Parish Council resolved to approve the risk assessment

11. Approval of the use of variable direct debit for utilities and staff costs to be renewed by resolution of the Council

Was renewed by resolution of the Council

12. Minutes of the meeting held 14th April 2023 were amended, signed and dated by the Chairman.

13. KALC – nothing to report

14. Training Priority for new Cllrs to attend Dynamic Cllr training

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

- i) 23/501686/FULL 4 Heniker Cottages Heniker Lane Sutton Valence Kent ME17 3ED
Erection of single storey rear flat roof extension with light lantern, south facing balcony, alterations to rear flat roof, to create floor space within the new extended pitched roof with insertion of rear dormer and 2no. rooflights (resubmission: 21/504032/FULL).

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

- ii) 23/501689/FULL Henikers Heniker Lane Sutton Valence Maidstone Kent ME17 3EE
Pool installation with surrounding patio and an electrical box.

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

- iii) 23/501358/FULL Land At Park Farm South Of Chart Road Chart Sutton Maidstone Kent ME17 3RD
Erection of 3 No. agricultural workers rest shelters (Retrospective).

The Parish Council ratified no comment on this application

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Recommendation to be made on the following

- iv) 23/501720/FULL Land Off Forsham Lane Sutton Valence Kent ME17 3EW
Creation of a new agricultural access and track.

The Parish Council resolved no objection to this application

16. Finance

- I. Authorisation of payments
- II. Bank balances – not available
- III. The following items of income were noted

Maidstone Borough Council	73,226.00	Precept
East Sutton Parish Council	156.00	Use of room as office (Jan, Feb, Mar, Apr)
Maidstone Borough Council	167.38	CIL Money Appleacres
Allotment Holders	101.00	Rent Bowhalls inc deposit
Car Park	48.00	Permit (six months)

IV. Expenditure

i Ratified at this meeting

Tailored Auto	13.20	Pension Admin
Legal & General	210.08	Pension
XLN	121.58	Telephone
Corona Energy	17.12	Pavilion
SLCC	236.00	Yearly Membership
KALC	722.76	Yearly Subscription
P Waring	8617.14	Grass Cutting and Maintenance
HMRC	522.25	PAYE
HMRC	1113.46	PAYE
T Cowen	19.99	Signage/intercom Repairs
G Ward	121.19	Oak tree and sundries
Drax	246.59	Street Lighting
Lloyds Credit Charge	95.53	Microsoft, 11.28, NALC cours 39.22, MBC Non domestic rates Tennis 6.15, Eurooffice 35.88 printer paper, Lloyds fee 3.00
E Hull	1868.62	Salary

ii. Agreed at this meeting

T Cowen	65.00	Removal of rotten noticeboard
Room Hire	1,116.45	April, May, June
Hugo Fox	35.99	April
Hugo Fox	35.99	March
Hugo Fox	35.99	February
Hugo Fox	35.99	January
Hugo Fox	35.99	December
Hugo Fox	35.99	November

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Dignet	33.92	Photocopying charges
Dignet	255.56	Photocopying charges
Rialtas	136.00	Alpha Annual Support
Rialtas	148.95	Asset Inventory Annual Support
Lionel Robins	120.00	Internal Auditor
Mac Mole	1044.00	Pipe Repair Bowhalls
Pane and Simple	555.47	Play equipment repair War Memorial
Brooks Marquee	1,125.00	Marquee for Coronation Fun Day

- V. Bank reconciliation - not available
- VI. Internal Audit –took place 19/4/23 report circulated

The Parish Council resolved to approve and accept the report
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- VII. External Audit - Mazars have been appointed external auditors for 2022/23, with a five year contract
- 17. Recreation and Open Spaces
 - I. War Memorial Play Area and Field
 - i. Weekly Play area Inspection
 - ii. Yearly Play area inspection
 - II. Pavilion – update
 - i. Sale of the pavilion – no update
 - III. Harbour Play area and field
 - i. Weekly Play Area inspections
 - iii Annual Play area inspections
- VII. Open Spaces
 - i. Extension of Conservation Area - ongoing
 - iii. Tree Survey – no update
- 18. Roads and Transport
 - I. Roads
 - II. Public Transport
- 19. Allotment
 - I Pipe repair works at Bowhalls –repairs have been completed
- 20. Police - 5 crimes reported in March
- 21. Correspondence
- 22. Village Hall – floor
- 23. Agenda item for next meeting
Communication
- 24. Date of next meeting 14th June

Meeting closed 21.10

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