

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday 14 th September 2017 at 7.15pm
Venue:	Committee Room, Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter, Derek Eagle, Sharon Judge, and Phil Taylor Clerk: Janet Burnett

Min No		Actioned by
	A prayer preceded the meeting The Chairman asked if anyone was recording Submissions from Public, Community Support Warden, Borough Councillor	
1.	Apology for absence previously received: Cllr Maurice Stancombe	
2.	Declaration of Lobbying - none	
I.	Declaration of Changes to the Register of Interests - none	
II.	Declaration of Interest in items on the Agenda – Cllrs Judge and Taylor – allotments, Cllrs Poulter and Taylor - CAB	
III.	Requests for Dispensation – none	
3.	Minutes of the meetings held 14 th and 24 th August and 4 th September 2017 were agreed and signed	
4.	Matters arising from the minutes not covered under other headings Risk Management – Clerk has approached 3 solicitors in the Maidstone area and none supply this service for non – clients	
5.	<u>The Parish Council instructed the Clerk to investigate the cost of a strong box</u> Personnel and Training Training: Clerk has booked on SLCC data protection webinar training 23/8/17 – webinar circulated. Must stay on the agenda until all of the Parish Council’s procedures are compliant Clerks conference 14/9/17- £60.00 HMRC webinar training – Health & Safety 27/9/17 - free Cllrs Poulter and Eagle reported on the Maidstone planning training 13/9/17 Chairmanship Training available 23/9/17 Elham Village Hall – Cllr Poulter to attend	Clerk Cllr Poulter
6.	Telephone Boxes	
7.	Consultations Broadband Universal Service Obligation South East Water draft drought plan 2017 Council Tax Reduction Scheme & Introduction of Universal Credit Stakeholder Consultation Closes 1st October – Clerk to complete Park & Ride Improvements & Charges Survey Closes 22nd October	
8.	Data Protection	
9.	<u>Local Development Framework</u>	
I.	<u>Local Plan</u> Local Plan Enquiry – Helen Whatley has called this in to: Sajid Javid, the Minister for Communities and Local Government.	
II.	<u>Neighbourhood Planning</u>	
i.	Correspondence: None	
ii.	Fields in Trust Plaque order form received – wording for War Memorial plaque to be agreed – Clerk to investigate wording further.	
10	<u>Planning</u>	
I.	Correspondence Letters and emails received regarding polytunnels. Cllr Poulter and Clerk reported on enforcement presentation at KALC meeting on 11/9/17	Clerk

SUTTON VALENCE PARISH COUNCIL

- II. Inspectorate and MBC decisions
- III. Enforcement was discussed in closed session

11. Finance

I. Correspondence:

Unity Bank – all Cllrs now able to authorise internet payments

II. Bank Balances

70905.96 Unity less 578.13 o/s cheque plus 339.30 n/c banking

67128.90 Nationwide

III. The following items of income were noted:

ESPC	37.00	Room Hire
Nationwide	19.95	Interest
UK Power Network	2.30	Rent
Rent of field	300.00	
Football Rents	437.50	

IV. The following payments were ratified:

1320.73 J. Burnet salary

The following were agreed at this meeting

d/d	49.31	XLN
d/d	82.02	Legal & General pensions (PC 22.37)
d/d	181.95	Multipay card: £3.00 card charge, £178.95 door camera
d/d	13.20	Tailored Auto enrolment
d/d	9.32	Engie – Pavilion Power
	72.00	KALC – Chairman’s training
	335.00	Village Hall – rent July
	13.93	IOS – copier charges
	874.31	HMRC Paye month 5
	2344.16	Came & Co Insurance – policy to be reviewed
	360.00	PFK Littlejohn – external audit
	812.87	Haven Power

Clerk will set up payments on Friday. All Cllrs can authorise. Two will need to authorise when payments are set up.

V. Bank Reconciliation approved and signed.

VI. Performance against budget was agreed

VII. PSS Scheme review – Clerk has completed

VIII. External Audit has been received with no comments by PFK Littlejohn. Clerk to place conclusion of external audit on notice boards and website

Clerk

The Parish Council resolved that the audit be approved with no comments.

12 Recreation

I. Correspondence - none

II. Tree survey and quote received – ongoing

Clerk has contacted land owner - tree in Mrs Argles’ Wood across path - Clerk to chase

Clerk

III. Maintenance

IV. War Memorial Play Area and Field

i. Reports

weekly report – nothing to report

monthly report – Cantilever swing – movement on top anchor plate – to be monitored

ii. Outdoorsy Living are repairing fencing, gate and multiplay bridge

V. Car Park

i. Resurfacing of old play area to be carried forward

ii. The Parish Council resolved to set the permit charge at 96.00 per annum dependent on the take up. This can also be paid half yearly.

There is to be a 3 month trial, any illegal parking must be reported to the Clerk with details of time and car registration numbers.

Clerk to construct letter to be sent to the parishioners and circulate for approval.

Clerk

SUTTON VALENCE PARISH COUNCIL

- iii. Barrier Quotes Clerk has requested quotes from two local companies
- VI. Lacrosse, Football, Groundsman and Pavilion
 - I. Clerk has chased Millbrook Designer Homes and Newcourt Residentials Ltd for a response to a request for a contribution to the Pavilion
 - II. A business plan is in the process of being prepared. Clerk contacted ACRK for assistance in grant finding – not something they do.
 - III. Power – Currently with Engie – 19.97p per unit down to 18.93 on a fix & Flex contract for 4 years – prices cannot go up but can come down.
The Parish Council resolved to accept this quote
 - IV. Clerk has had complaints about a football team's behaviour. Clerk has contacted them and informed them that this behaviour will not be tolerated.
- VII. Harbour Play Area and Field – Goal post has been removed as rotten
 - i. Reports:
Weekly – Cllr Judge to continue inspecting
Monthly MBC - MBC reported all low risk and satisfactory with the exception of the Multiplay equipment and surface which is now medium risk. This area has been cordoned off.
 - ii. New Play Area:
Clerk has made contact with MBC regarding 106 monies due. £65991.91 has been lodged with MBC by Wealden Homes.
Clerk has met with two play consultants to discuss working on the project, third consultant contacted.
Questionnaire to be designed to go out to parishioners along with a map identifying the site
 - iii. Tennis – Clerk has completed non-domestic rates review form to obtain rates relief for the tennis hut
- VIII. Public Toilets
- IX. Open Spaces
- X. Public Right of Way
Request for an Officer to go in next newsletter
Public Rights of Way consultation – Cllr Taylor has responded
- 13. Roads and Transport including lighting
 - I. Correspondence
Letter from parishioner regarding a crossing on the A274 by entrance to the Village Hall and the school cricket ground. Clerk has asked for a meeting with Cllr Hotson, early morning date to be arranged.
 - II. Speedwatch – to go in newsletter asking for volunteers to come forward.
 - III. Public Transport – East of Maidstone Bus meeting was held here on 3/7/17 – minutes circulated. Next meeting is on 2/10/17.
 - IV. Lighting
 - i. Following advice from KALC 3 quotes will be needed on maintenance contract – 2 received awaiting 3rd.
 - ii. Clerk has reported two lights – one in Rectory Lane and one in North Street.
 - iii. Utilitywise are obtaining quotes for power contract
 - V. Fire Hydrants – request for an Officer to go in next newsletter
- 14. Communications
- I. Newsletter - Cllrs Poulter and Judge to progress
- 15. Police
 - Theft**
Between 6:10pm on Friday 8th of September and 7:15am on Monday 11th of September in North Street. Someone stole the motor unit from an automatic gate at a school
 - Burglary Of Public Or Commercial Property**
Between 12:01am on Sunday 20th of August and 1:20am on Monday 21st of August in School Lane. The tractor shed on the cricket field at a school was been broken into. Nothing appears to have been taken.
 - Theft**
On Sunday 6th of August between 9:30pm and 10:00pm in Warmlake Road. A heavy duty wooden gate was stolen from the front of a residential property.
- 16. Allotments
 - I. Water supply is no longer a monopoly Clerk to shop around.

Clerk

SUTTON VALENCE PARISH COUNCIL

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| II. | Lettings – Allotments are being turned down because of their condition. The view has been expressed that although they are being given over free of rent for a year it would be better to get them cleared and rent them out in an acceptable state. Site meeting arranged 9.00 16/9/17 |
| III. | Rents to be carried forward to next meeting |
| 17. | Jubilee – Coffee morning more help needed |
| 18. | PEG- meeting 27/9/17 |
| I. | Clerk has asked QHOF to take on the planter as offered and informed Contractor to take it off of his schedule |
| 19. | Correspondence |
| I. | Previously circulated or dealt with by the Clerk
ICO News
CAB – AGM to be held at 7pm in the Chamber of the Town Hall, High Street, Maidstone on Monday 25th September 2017 – Cllrs Poulter and Taylor to attend
Mayor’s Charity Event at Great Danes Hotel 25/11/17 tickets £40.00
Countryside Alliance Awards
NALC - Chief Executive's Bulletin 29, 30, 31
MBC – new items of interest - 2 |
| II. | On table
Clerks & Councils direct September 2017 |
| 20. | Village Hall
Defibrillator – This has now been received. Clerk is arranging training |
| 21. | Matters for next meeting – Budget |
| 22. | Date of next meeting: 12/10/17 |
| 23. | Meeting closed: 21:12 |

Clerk

Acronyms

Shlaa – strategic housing land availability assessment
MBC – Maidstone Borough Council
ACRK – Action with communities in Rural Kent
CPRE – Campaign to Protect Rural England
NP – Neighbourhood Plan
LLV – Landscape of Local Value

NALC – National Association of Local Councils
KALC – Kent Association of Local Councils
SLCC – Society of Local Council Clerks
PPF - Police/Parish Forum
PEG – parish Enhancement Group
PSS – Parish Service Scheme