



# SUTTON VALENCE PARISH COUNCIL

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**Minutes of the ordinary meeting of the Parish Council held at Sutton Valence Village Hall on Wednesday 11<sup>th</sup> March 2026 from 7:00pm to 9:30pm (At 8.59pm it was resolved to suspend standing order 3.X and extend the meeting)**

Members present: Cllr S. Annereau (Chairman), Cllr M. Flint, Cllr A. Castle, Cllr M. Gammon, Cllr D. Atkinson, Cllr I. Walker.

Also present: Mrs S. Muteham (Locum Clerk), Cllr Z. Trzebinski (Maidstone Borough Council)

## **27/26 OPENING STATEMENT**

The Chairman welcomed those present and noted that the meeting was being recorded.

## **28/26 SUBMISSIONS**

Cllr Ziggy Trzebinski (MBC) gave an update on environmental matters and noted the date of the next Police Surgery in Headcorn Village Hall on 12<sup>th</sup> April at 10am.

## **29/26 PUBLIC PARTICIPATION**

None

## **30/26 APOLOGIES**

- A. Apologies from L. Castle were received and approved.

## **31/26 DECLARATION OF INTERESTS**

None

## **32/26 MINUTES**

Minutes of the ordinary meeting of the full council held on Wednesday 11<sup>th</sup> February 2026 (minutes 13/26-26/26) having been circulated to all Members, were taken as read by members and confirmed by the chairman of the meeting. **Resolved:** the minutes of the meeting held on Wednesday 11<sup>th</sup> February 2026 were approved and signed.

## **33/26 FINANCE**

- A. **Payments** - Members present considered March payments to be made, along with payments already transacted since the previous meeting as detailed in Appendix A. **Resolved:** the payments were approved.
- B. **Bank Balances** – Members present **noted** the bank balances as detailed in [Appendix A](#). There were no comments.
- C. **Income** – Members present **noted** income since the February meeting, as detailed in [Appendix A](#).

## **34/26 POLICIES**

Prior to the meeting, the Clerk circulated an updated version of the Financial Regulations to all members. After consideration, it was agreed to accept the revisions. **Resolved:** to approve the revised policy.

## **35/26 SVPC VILLAGE HALL LEASE**

Members present considered the review of the lease agreement, however it was observed that additional source documents were required to further address the matter. It was **noted** to obtain more detailed information before further consideration.

Chairmans Initial.....

**36/26 PLAYGROUNDS**

Members present reviewed the playground proposals for the War Memorial playground. It was agreed to request that Playdale supply and install the new equipment at a cost of £50,684.63 + VAT. **Resolved:** to purchase play equipment from Playdale.

**37/26 TENNIS COURTS**

Councillors present reviewed the revised draft Tennis Association Agreement and approved the amendments, noting that the amendments would be highlighted in the final document. **Resolved:** to send out the revised agreement.

**38/26 ANNUAL PARISH ASSEMBLY**

Councillors present provided an update, noting that there had been positive responses to the meeting invitations, with 9 acceptances to date and further invitations to be sent.

**39/26 SVPC NEWSLETTER**

A lengthy discussion took place to review the proposed format and content of the SVPC Newsletter (Spring Edition). Members were each allocated sections of responsibility for submitting content. **Resolved:** to publish the newsletter before Easter.

**40/26 PLANNING**

**The appeal on the following application was considered at the meeting:**

[25/501368/OUT](#) - outline planning application (with all matters reserved) for the erection of 6 no. new build homes with associated parking, landscaping and access via new vehicle crossover.

*Location: Land Adjoining Homewell House, Maidstone Road, Service Road West*

**Resolved:** Councillors present recorded the following additional comment to be submitted to the Planning Inspectorate in continued support of its original objections;

There are concerns about the access point at the North side of the development, in regard to highway and pedestrian safety given the sites proximity to the complex Five Wents crossroads.

**41/26 PAYMENT CARD READER**

It was suggested that it would be beneficial for the parish council to have a payment card reader to facilitate easy prompt payment of regular hire/tenancy fees. It was **noted** that Cllr Annereau would investigate options before further consideration.

**42/26 REPORTS**

- A. **Councillor reports** – Cllr Gammon noted that parishioners had commented on why the lock on the village hall car park hadn't yet been instated. It was agreed to add the item to the April agenda.
- B. **Clerk's Report** – The Clerk reported that the current work priority would be aligning the finances for year end before addressing other matters. The clerk's written report was received by those present and is detailed in [Appendix B](#).

The next ordinary meeting of the Parish Council was scheduled for Wednesday 8<sup>th</sup> April 2026 at 7:00pm. There being no further business, the Chairman declared the meeting closed.

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Signed by the Chairman of the meeting

Chairmans Initial.....

**APPENDIX A**

**SVPC Ordinary Council Meeting**

**Finance (as at 1 March 2026)**

A) Invoices

- B) - Unity £140,526.32
- Nationwide £88,182.55 ( *nb: this is as at statement dated 1 Feb 2026* )

February to ratify

Name	Reason	Amount
Daisy	Landline plus broadband (DD)	63.14
Legal & General	(DD)	20.02
Tailored Auto	(Rollpay) Pension Admin (DD)	15.84
IONOS	Domain email B/P	12
Hugo Fox	Website (DD)	35.99
Daisy	Phone (DD)	16.25
Valda Energy	Street Lights (DD)	93.75
Valda Energy	Street Lights (DD)	173.11
Unity	Service charge (DD)	6

C) To note income

Name	Reason	Amount
Car Park Permit	Spaces 18 & 19	96

To Agree

Name	Reason	Amount
Tailored Auto	Roll Pay Pension Admin (DD)	15.84
HMRC	PAYE underpayment Month 9 <i>NB: 0.06 interest accruing per day until payment</i>	308.5 <i>+ interest</i>

B/P = Back Payment  
DD = Direct Debit  
ER = Earmarked Reserves

Chairmans Initial.....

## **APPENDIX B**

### **Clerk's Report**

#### **Tasks completed**

Drafted revised Financial Regulations

Attended basic training on Rialtas. Started to input finance data for December.

Contacted HMRC regarding outstanding payment due (noting that payment would be made at a date in the future once finances had been addressed)

Contacted Internal Auditor to arrange date for completion of internal audit

Updated member/clerk details on the parish council website

Commenced updating contact details with various organisations

Researched requirements for publishing Contract Details Notice on Find-Tender

Updated payroll/pension provider on employee resignation

#### **Tasks to be done**

3 months of updating financial records on Rialtas

Review/familiarise allotment tenancies

Internal audit

AGAR

Draft revised Standing Orders

Review which policies are required/create policy database/update policies accordingly

Go through office filing

Sort out parking permits

Update website with roadworks notices

Create list of direct debits/mandates