



SUTTON VALENCE PARISH COUNCIL

Parish Office, Sutton Valence Village Hall, North Street, Sutton Valence, Maidstone ME17 3HS

Tel: 01622 844135

clerk@suttonvalence.org.uk

10

Minutes of the ordinary meeting of the Parish Council held at Sutton Valence Village Hall on Wednesday 8th April 2026 from 7:00pm to 9:30pm (At 8.58pm 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, Cllr L. Castle

Also present: Mrs S. Muteham (Locum Clerk), Cllr B. Black (Kent County Council)

43/26 OPENING STATEMENT

The Chairman welcomed those present.

44/26 SUBMISSIONS

Cllr Brian Black (KCC) gave an update on Local Government Reorganisation and local traffic issues.

45/26 PUBLIC PARTICIPATION

None

46/26 APOLOGIES

A. None

47/26 DECLARATION OF INTERESTS

Cllr M. Gammon declared an interested in agenda item 14 (Village Hall Car Park)

48/26 MINUTES

Minutes of the ordinary meeting of the full council held on Wednesday 11th March 2026 (minutes 27/26-42/26) 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 11th March 2026 were approved and signed.

49/26 FINANCE

- A. **Payments** - Members present considered April payments to be made as detailed in [Appendix A](#). After discussion, it was agreed to exclude payments to P. Waring pending queries on the invoices. **Resolved:** the payments (excluding P. Waring) were approved.
- B. **Income** – Members present **noted** monthly income for March, as detailed in [Appendix A](#).
- C. **Bank balances** – the Chair verified the bank balances as detailed in [Appendix A](#)

50/26 POLICIES

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

51/26 ACCOUNTS & ALLOTMENT SOFTWARE

The Clerk provided feedback on the usability of the current supplier of Software (Rialtas) and provided members with details of alternative software available. After much consideration, those present agreed to move to Scribe as the new software provider with immediate effect. **Resolved:** to purchase Scribe accounting and allotment software at an initial cost of £260 + VAT plus monthly subscription thereafter.

Chairmans Initial.....

52/26 TRAINING

Following on from the resolution to purchase new accounting/allotment software, it was noted that there was no longer a demand to train the Clerk on Rialtas software.

53/26 RESILIENCE GROUP

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.

54/26 SVPC VILLAGE HALL LEASE

It was **noted** to obtain more detailed information before further consideration.

55/26 VILLAGE HALL WORKING GROUP

Members present considered the benefits of having a working group to address and document matters between the village hall and parish council. After considerable discussion, it was agreed that Cllr L. Castle and Cllr M. Gammon would seek to establish a working group alongside representatives from the Village Hall. **Resolved:** to establish working group.

56/26 VILLAGE HALL CAR PARK

It was reported that the chain/locking mechanism to secure the permit parking area was in place but not operational. Following a discussion, it was agreed that permit holders would be contacted with details of how to gain access to the locking mechanism, which would become live on 1st June 2026. **Resolved:** to activate the locking mechanism

57/26 VILLAGE HALL CAFE

A proposal was received for a commercial café to be located at or within premises at the Village Hall. Those present held a lengthy discussion on the subject and agreed that whilst the Parish Council was not against the idea, more information was required before further consideration.

58/26 PLAYGROUNDS

It was **noted** that the order for the new play equipment at the village hall had been instructed.

59/26 ANNUAL PARISH ASSEMBLY

Councillors present continued to finalise plans for the event. It was **noted** that Cllr A. Castle would distribute table plans and the Clerk would send out attendance reminders.

60/26 PLANNING

The following applications were considered at the meeting:

- a. 26/500999/FULL – Retrospective application for conversion of ground floor of existing garage to ancillary accommodation, including alterations to fenestration. Oakwood Manor, Headcorn Road, Sutton Valence. **Resolved:** to make no comment on the application.
- b. 26/500962/FULL – Erection of self-build detached cottage. Land at Southwinds, North Street, Sutton Valence. **Resolved:** to record no objection to the application, subject to Maidstone Borough Council acknowledgment of the KCC Highways & Transportation submission dated 20 March 2026.

61/26 PAYMENT CARD READER

Councillors present further considered the purchase of a card reader, to facilitate easy payments for council services (parking permits, allotments etc.). After a short discussion, it was agreed to purchase a card reader. **Resolved:** to purchase a card reader at a maximum cost of £100.00 + VAT.

Chairmans Initial.....

62/26 REPORTS

- A. Councillor reports** – Cllr Annereau noted that the location of the Parish Council noticeboards may need to be reviewed.
- B. Clerk’s Report** – The Clerk noted that the current work priority remained in 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 meeting of the Parish Council was scheduled for Wednesday 13th May 2026 at 7:00pm. There being no further business, the Chairman declared the meeting closed.

Signed by the Chairman of the meeting

DRAFT

Chairmans Initial.....

APPENDIX A

Payments for approval

Kent Association of Local Councils	Annual subscription	£893.71
Maidstone Borough Council	Tennis Club rates	£25.15
Petron Welding	VH barrier repairs	£468.00
SV Village Hall	Room hire (Apr-Jun)	£1,145.49
Dignet Solutions Ltd	Printer charges	£49.65
P. Waring	Grass cutting	£1,941.48
P. Waring	Grass cutting	£664.62
Rialtas	Accounting/allotment software	£720.00
Playdale	Play Equipment	£30,883.58

Payments to note (Direct Debit estimates for information only)

RollPay	Pension admin	£15.84
HugoFox	Website	£35.99
Daisy	Mobile phone	£16.25
Daisy	Phone/broadband	£71.06
Valda Energy	Street lighting	£175.00
Castle Water	Bowhalls allotments	£133.75
Service charge	Unity bank account	£7.00

Income to note (March)

Allotments/Parking	£501.31
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Bank Balances

Nationwide £137,706.40

Unity Trust Bank £88,389.35

Chairmans Initial.....

APPENDIX B

Clerk's Report

Tasks completed

Placed order for Playground equipment
Published UK7 Contract Notice
Completed December 2025 bank reconciliations
Set date for internal audit (4th June)
Drafted revised Standing Orders

Tasks in progress

Obtaining invoices/receipts for Jan/Feb/Mar
Updating financial software with invoices/receipts
Requesting quotes for financial/allotment software packages
Sorting through email in-box

Tasks to be done

Review/familiarise with allotment tenancies
AGAR
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
Obtain electricity quotes for streetlighting contracts

Chairmans Initial.....