



SUTTON VALENCE PARISH COUNCIL

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

Tel: 01622 844135

clerk@suttonvalence.org.uk

Minutes of the ordinary meeting of the Parish Council held at Sutton Valence Village Hall on Wednesday 8th July 2026 from 7:00pm to 8.25pm

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

Also present: Mrs C Barrett (Locum Clerk), Cllr Z Trzebinski (Maidstone Borough Council (MBC))

100/26 – Opening Statement

The Chair opened the meeting and asked if anyone was recording the meeting. The Locum Clerk confirmed she was recording to aid accuracy of minutes.

101/26 – Apologies for Absence

Borough Cllr M Round sent his apologies.

102/26 – Declarations of Interest

No declarations were made.

103/26 – Submissions

No reports were received from Police, Community Warden, County or Borough Councillors.

Borough Cllr Trzebinski gave an update which included continuing water shortage issues and MBC's vote to drop the latest version of the Gypsy & Traveller Development Plan document.

104/26 – Public Participation

Two members of the public were present.

A representative of Sutton Valence (SV) Village Hall Committee asked councillors to clarify next steps to progress their plans to run a café in the village hall.

There was discussion about upgrading the external toilet for café customer use.

RESOLVED: Members of the parish council to schedule a meeting with the village hall committee to amend their lease agreement.

The café operator to contact the Locum Clerk about coming to look at the external toilet.

The two members of public left the meeting at 7.25pm.

105/26 – Minutes of the Previous Meeting

RESOLVED: The minutes of the meeting held on 10th June 2026 were approved.

106/26 – Memorial Recreation Ground

RESOLVED: The agreement terms for 2026/27 football pitch hire were approved.

107/26 – Harbour Water Project

RESOLVED: The Grant Agreement was approved on the basis that the necessary amendments be made.

Cllr Atkinson to schedule a visit and commission a report by South East Rivers Trust.

108/26 – Finance

A. Receipts – RESOLVED: Receipts for the month of June, as detailed in Appendix A, were approved.

B. Payments – RESOLVED: Payments for the month of June, as detailed in Appendix B, were approved.

Chairmans Initial.....

109/26 – Planning

The Council considered the following applications:

- A. [26/502301/FULL](#) Land Adjacent to Forum Cottage Chartway Street Sutton Valence Kent ME17 3JA
RESOLVED: No comment to be submitted.
- B. [26/502336/FULL](#) Land At Southwinds North Street Sutton Valence Kent ME17 3HT
RESOLVED: No comment to be submitted.
- C. [25/505231/FULL](#) Notice of Appeal – Land South of Orchard End, Maidstone Road, Sutton Valence
RESOLVED: The parish council's original objection to the application remained and Cllr Annereau would comment to this effect.
- D. [25/504176/FULL](#) – Diversion Order Application – Land to the rear of Gladwish Lodge, Headcorn Road, Sutton Valence ME17 3EL
RESOLVED: No comment to be submitted.

110/26 – Staffing

Mrs Barrett had been appointed as Locum Clerk.

RESOLVED: Clerk/RFO recruitment – Cllr L Castle to investigate advertising further.

Councillor recruitment – Councillor vacancy to be displayed on parish noticeboards and promoted through a door-to-door flyer.

111/26 – Councillor Reports

Cllr Annereau gave an update on activities and matters listed in Appendix C.

NOTED: Cllr Annereau was planning a session to cut back brambles on parish council land in October.

Cllr Gammon gave an update on the latest KALC newsletter, refreshing the yellow lines in the village hall carpark, and some areas of vegetation which had become overgrown.

RESOLVED: Yellow lines to be addressed as part of the lease agreement meeting with SV Village Hall Committee.

Cllr Flint reported that the Memorial Garden Working Group had been active.

Noted: The Memorial Playground equipment installation would start on Monday 20th July and was expected to take roughly three weeks.

112/26 – Date of Next Meeting

The next meeting of the Parish Council was scheduled for 12th August 2026 at 7:00pm. There being no further business, the Chair declared the meeting closed at 8.25pm.

Signed by the Chairman of the meeting

Chair's Initial.....

Appendix A

Receipts – June

Plot B-F1	Allotment Deposit	50.00
Bay	Car Park Permit and Key	106
Plot B-A1	Allotment Deposit	50
Donation	Hockey Club car park use	100
Drax Energy Solutions	Haven Power	11.03
Plot B-H4	Allotment Deposit	50
Plot B-I2	Allotment Deposit	50
Plot [tarbin g w]	Allotment Deposit	50
Bays 3 and 4	Car park keys	20

Appendix B

Unity (as at 30 June 2026) – 237,244.45

Nationwide (as at 01 June 2026) – 88,603.68

Payments for approval

SLCC	Locum fees - May	855.36
Gareth Morgan Plumbing	Bowhalls – leaking tap repair	9
Sally Annereau	Microsoft Invoices June	
	3.,6.26 G161804011	12.10
	16.6.26 G165679189	12.10
Starboard Systems Limited	Scribe software	£91.20

Payments to note (direct debit estimates for information only)

Valda Energy	Streetlights electricity	120.84
Unity Trust Bank	Bank service charge	7.00
Daisy	Mobile phone	16.45
Daisy	Landline/broadband	71.06
RollPay	Pension Admin	15.84
HugoFox Ltd	Website	35.99

Appendix C

Tasks completed:

Two tap repairs – Bowhalls Allotments

Meter readings submitted – Bowhalls and Harbour

Additional Allotment plots let (Bowhalls)

New car park permit issued

Unity Access updated

AGAR submitted to external auditors

CIL notice submitted to MBC but further work required

Chair's Initial.....