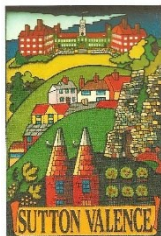


SUTTON VALENCE PARISH COUNCIL

The Parish Office, Sutton Valence Village Hall, North Street, Sutton Valence, Maidstone ME17 3HS
Tel: 01622 844135

www.suttonvalencepc.org.uk

clerk@suttonvalence.org.uk



All members of the Council are hereby summoned to attend the Annual Meeting of the Parish Council to be held on **Wednesday 13th May 2026 at 7:00pm** in the Daphne Green Room, Sutton Valence Village Hall when the business as set out in the agenda is proposed to be transacted.

Sarah Muteham, PSLCC (Locum Clerk)

S. Muteham

7th May 2026

AGENDA

1. **Opening Statement** – the chair to ask if anyone is recording the meeting
2. **Election of Chairman** and sign Declaration of Acceptance of Office
3. **Election of Vice-Chairman** and sign Declaration of Acceptance of Office
4. **To receive and approve apologies**
5. **To receive Declaration of Interests**
6. **Submissions** – to receive reports from Police, Community Support Warden, County or Borough Councillors
7. **Public participation** – members of the public are invited to raise matters of concern (limited to 15 minutes in total, a maximum of 3 minutes per person). The chair may decide to refer any matters raised for further consideration.
8. **To approve minutes of the ordinary meeting of the Parish Council held on Wednesday 8th April 2026**
9. **To elect representatives to outside bodies including:**
 - a. Kent Association of Local Councils
 - b. Village Hall Committee
 - c. The Suttons Charity
10. **To elect representatives to committees**
11. **To review Standing Orders and Financial Regulations**
12. **Finance**
 - a. to consider approving bank reconciliation ([Appendix A](#))
 - b. to consider approving May payments ([Appendix B](#))
13. **Internal Auditor** – to approve appointment of internal auditor for 2026/27
14. **Vegetation** – to consider granting permission for tree surgery across parish council land

15. Playgrounds

- a. to consider approving purchase of chess table
- b. to nominate councillor representation at playground pre-start installation meeting

16. Annual Parish Assembly (20 May 2026) – to finalise details for event

17. Planning - to consider and approve comments to be submitted regarding the following planning matters:

- a. [26/501168/FULL](#) – Erection of new 5 bed dwelling with associated access. *Land at St Aubyns, North Street*
- b. [26/501614/FULL](#) – Demolition of existing rear porch and erection of a single storey rear extension. *4 Oast Gardens*

18. Meeting dates – to consider amendment of date for June full council meeting

19. Staffing – to note resignation of locum Clerk and agree further action

20. Reports

- a. **Councillor reports** – to receive reports on activities/matters brought to the attention of individual councillors
- b. **Clerk's report** – to receive the Clerk's report ([Appendix C](#))

Date of next meeting – 10 June 2026

Appendix A

	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		226,095.75
	ADD		
	Receipts 01/04/2026 - 30/04/2026		143,582.85
			369,678.60
	SUBTRACT		
	Payments 01/04/2026 - 30/04/2026		34,634.67
A	Cash in Hand 30/04/2026 (per Cash Book)		335,043.93
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Unity Current Account 30/04/2026	246,654.58	
	Nationwide 31/03/2026	88,389.35	
			335,043.93
	Less unrepresented payments		
			335,043.93
	Plus unrepresented receipts		
B	Adjusted Bank Balance		335,043.93
	A = B Checks out OK		

Appendix B

Payments for approval

Stationery Express	Newsletters	£118.80
P. Waring	Grounds Maintenance	£2,606.10
SLCC	Locum fees	£2,838.24
Sutton Valence Village Hall	Room hire	£40.16
Dacre Activities Ltd	Grounds Maintenance	£6,000.00
Starboard Systems Ltd	Scribe software	£415.20

Payments to note (direct debit estimates for information only)

Valda Energy	Streetlights electricity	£150.00
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
Castle Water	Allotments water	£120.00

Appendix C

Clerks report

Tasks completed

Completed VAT reclaim

Completed AGAR

Installed SCRIBE accounts software

Created parking permit database within SCRIBE

Updated parking permit tenancies

Invoiced parking tenants for parking lock

Advertised for Locum Clerk position (informally)

Obtained quotes for internal audit fees 2026/27