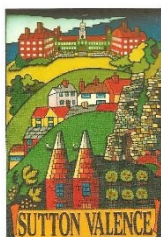


SUTTON VALENCE PARISH COUNCIL

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 ordinary meeting of the Parish Council to be held on **Wednesday 8th April 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

28th March 2026

AGENDA

1. **Opening Statement** – the chair to ask if anyone is recording the meeting
2. **Submissions** – to receive reports from Police, Community Support Warden, County or Borough Councillors
3. **Questions/comments** – public participation where 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
4. **To receive and approve apologies**
5. **To receive Declaration of Interests**
6. **To approve minutes of the ordinary meeting of the Parish Council held on Wednesday 11th March 2026**
7. **Finance**
 - a. to approve April payments
 - b. to note bank balances
 - c. to note income
8. **Policies** – to review and approve Standing Orders (*document attached to email*)
9. **Training** – to consider approving Rialtas training for Locum Clerk
10. **Accounts/allotment software** – to consider moving software packages and agree further action
11. **Reliance Group** – to consider approving formation of village group
12. **SVPC VH Lease Agreement** – to further review progress and consider next steps
13. **Village Hall Working Group** – to consider setting up working group to address village hall issues
14. **Village Hall Car Park** – to receive an update on car park lock and consider further action
15. **Village Hall Café** – to consider approving permissions for café and agree further action

- 16. Playgrounds** – to receive an update on installation of new playground and agree any further action
- 17. Annual Parish Assembly (20 May 2026)** – to finalise details for event
- 18. Planning** - to consider and approve comments to be submitted regarding the following planning matters:
- 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*
 - b. [26/500962/FULL](#) – Erection of self-build detached cottage. *Land at Southwinds, North Street, Sutton Valence*
- 19. Payment card reader** – to further consider purchase of a card reader and agree next steps
- 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 A](#))

Date of next meeting – 13 May 2026

Appendix A

Clerks report: 12-27 March 2026

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

3 months of updating financial records on Rialtas
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