



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 12th August 2026 from 7:00pm to 8.50pm

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

Also present: Mrs C. Barrett (Locum Clerk), Cllr B. Black (Kent County Council (KCC)), Cllr Z. Trzebinski (Maidstone Borough Council (MBC))

113/26 – Opening Statement

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

114/26 – Apologies for Absence

Cllr D. Atkinson sent his apologies.

115/26 – Declarations of Interest

No declarations were made.

116/26 – Submissions

No reports had been received from the Police or Community Warden.

Cllr Black gave an update which included overgrown vegetation, continuing traffic diversions and road safety issues, and ongoing issues caused by water leaks which Cllr Black would continue to address with SE Water.

Cllr Trzebinski provided an update on SE Water, including the possibility of a public meeting in September, and on local government restructuring and its implications for Headcorn and Sutton Valence Ward. Work on the restructuring would take several months, and Cllr Trzebinski would continue to provide further updates.

117/26 – Public Participation

There was 1 member of the public present, attending in relation to the Clerk and Councillor Recruitment agenda item.

118/26 – Minutes of the Previous Meeting

RESOLVED: The minutes of the meeting held on 8th July 2026 were approved.

119/26 – Finance

- a. Receipts – NOTED: Receipts for the month of July, as detailed in Appendix A, were approved.
Payments – RESOLVED: Payments for the month of July, as detailed in Appendix A, were approved with one exception which was noted by the Clerk for follow up.
- b. Payments made by direct debit – NOTED: Direct Debit payments for the month of July, as detailed in Appendix B, were noted.
- c. RESOLVED: to defer consideration of a grant application from Air Ambulance Charity Kent Surrey Sussex (KSS) until the October ordinary meeting in line with the council's Grant Awarding policy.

120/26 – Open Spaces

- a. NOTED: The installation of new play equipment at War Memorial Playground was now complete. The barriers would remain in place until a site inspection had been undertaken.

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- b. RESOLVED: A meeting with Playdale to inspect the playground to be scheduled for the following week. When the inspection had been carried out the barriers would be removed so the playground could re-open.
- c. RESOLVED: To schedule the removal of the storage container for 25th August, overseen by Cllr Walker.
- d. RESOLVED: Agreed not to review the safety inspection reports received for War Memorial and Harbour play areas until the question of whether the safety inspection company had been tasked with an inspection was resolved.
- e. RESOLVED: To approve a parking permit request subject to a check that the vehicle would fit the parking bays available without causing difficulty for other vehicles to manoeuvre.

121/26 – Village Hall

- a. NOTED: Cllrs Annereau and L. Castle had attended a meeting with representatives of the village hall committee where they had discussed the terms of the lease.
- b. RESOLVED: Cllr L. Castle to get back to the village hall committee with a revised lease agreement.

122/26 – Transfer of Land

- a. Councillors had received an email about land transfers between MBC and parish councils as part of local government reorganisation.
- b. The Clerk had asked MBC about the possibility of a transfer of land between High Street and Lower Road, however, MBC confirmed this was not their land. KCC had also been unable to confirm whether they owned the land. The Clerk would email Cllr Black details to follow up on behalf of the parish council to try to establish ownership. The Clerk would also ask MBC for further information about any land they did own in the parish.
NOTED: Kent Association of Local Councils (KALC) would shortly hold an online Asset Transfer Workshop. Cllr Gammon circulated the details.

123/26 – Clerk & Councillor Recruitment

- a. RESOLVED: Councillors voted to co-opt Mr Chris Read to the parish council.
- b. Councillors considered the design and wording for a recruitment flier.
RESOLVED: Cllr Flint would make the agreed revisions and check distribution numbers.

124/26 – Planning

The Council considered the following applications:

- a. [26/502596/SUB](#) – Submission of details pursuant to condition 4- (enhancement of ecology) subject to [26/501614/FULL](#). Land at 4 Oast Gardens.
RESOLVED: No comment to be submitted.
- b. [26/502585/FULL](#) – Extension of an existing fish farm with the creation of 3 new lakes, erection of a barn and associated landscaping. Land at Babylon Fish Farm, Hawkenbury.
RESOLVED: No comment to be submitted.
- c. [26/502498/FULL](#) – Retain the dwelling unit and replace ground floor window in the front elevation with a door (Retrospective), dwelling at 15 North Street.
RESOLVED: No comment to be submitted.
- d. [25/503067/FULL](#) – Submission of Biodiversity Gain Plan in relation to a full application previously considered in August 2025, land at Oakdene Farm, Leeds Road.
RESOLVED: No comment to be submitted.

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125/26 – Reports

a. Councillor reports

Cllr Gammon gave an update on KALC matters, including community and environmental funding opportunities, and a project investigating support for parish councils.

Cllr Annereau gave an update on allotment occupancy. There was discussion about the importance of rainwater harvesting.

Cllr Flint gave an update which included educational projects, a community pantry and road safety issues with HGV vehicles. He also gave a report on the memorial garden project.

b. Clerk's report

The Clerk gave an update on activities and matters listed in Appendix C.

126/26 – Date of Next Meeting

The next meeting of the Parish Council was scheduled for 9th September 2026 at 7:00pm. This would be chaired by Cllr Flint as Cllr Annereau would be absent.

There being no further business, the Chair declared the meeting closed at 8.50pm.

Signed by the Vice-Chairman, Cllr Mel Flint

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Appendix A.**Unity Balance: 31.7.26 - £240,248.45****Receipts June – July 2026**

Name	Reference	Description	Amount £
Parking Permit	Bay 17	Renewal 6 months	48
Maidstone Borough Council	1507226		2701,50
Credit	305	Shayler - Fair	500
Allotments	B-F1	Allotment Deposit	50
Parking Permit	Bay 12	Permit 12 months & key	106
Allotments	B-A1	Allotment Deposit	50

Payments for approval June – July 2026

Name	Reference	Description	Amount £
Starboard Systems LTD	INV-20239	Scribe Software	91.20
Playsafety LTD	100603	Annual Playground Inspections	208.20
Plot BI- 2 Stephney	300451	Return of Allotment Deposit	50
Gareth Morgan Plumbing & Heating	SI-2591	Replacement External Toilet Inlet Valve	102.00
SV Village Hall Committee	260804	Committee Room July – September	1,145.49
Councillor Annereau	G171984977 G168072327	Microsoft Licenses - July	25.71
Councillor Annereau	310726	Screwfix – 2x Padlocks	35.98
Kay's Admin Office	048	Locum Clerk Services	1,870.20

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Appendix B.

Payments to note (direct debit estimates for information only)

Name	Reference	Description	Amount £
Castle Water	10010511344	BOWER HALL ALLOTMENTS	348.20
Castle Water	10010609528	SOUTH LANE Allotments	19.93
Valda Energy	01962043	Electricity Charges	£ 106.16
Daisy	9261616108	Landline/broadband	71.06
	4704835	mobile	16.45
RollPay	16492	Pension Admin	15.84
Unity		Service Charge	7.00
HugoFox		Website	35.99

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Appendix C.

Clerk's Report

Tasks completed

Finalised hire agreements with MBE FC.
Updated Facebook and website with road closures and other resident notifications.
Coordinated logistics for War Memorial Playground equipment installation.
Familiarisation with filing and accounting systems.
Familiarisation with Standing Orders and Financial Regulations.
Followed up/escalated Unity and Nationwide banking access.
Ad hoc carpark permit renewals.
Item preparation/research for meeting agenda.
Requested extensions to planning application extensions.
Liaised with residents over road safety and overgrowth issues, and parking permit enquiries.
Arranged plumbing repairs to external toilet.
Started Insurance Renewal.

Tasks in progress

Banking for May – July
Updating financial software with invoices/receipts May – July.
Arrangements for Remembrance Sunday – road closure application, liaison with QUOFF.
In-box backlog.
Savings Account Research.
Looking into CIL expenditure.
Updating signatories on Nationwide and Unity Bank accounts.

Tasks to be done

Look at audit report findings.
Progress Insurance Renewal
Website Review.
Review of policies.
Make list of upcoming statutory RFO responsibilities.
Carpark permit renewals.
Give access to Clerk's calendar – councillors to advise of holidays.
Share One.network and Kent Highways report-a-fault portal on medial channels.

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