# CHART SUTTON PARISH COUNCIL

## MINUTES OF THE MEETING
## HELD ON MONDAY 27TH JANUARY 2020
## AT CHART SUTTON VILLAGE HALL

**PRESENT :-** Cllr P Forknall in the Chair, Cllrs S Waring, V Underdown, P Ward, P McLoughlin, M FitzGerald, MBE, C Webb and Miss T Jenkins, Clerk.

**IN ATTENDANCE:-**

**PUBLIC OPEN SESSION**

**1. APOLOGIES**
Apologies were received and accepted from Borough Cllr S Munford.

**2. FILMING OF MEETINGS**
There were no requests for notification of whether anyone intends to film, photograph or record any items.

**3. DECLARATIONS OF INTEREST**
There were no declarations of interest.

**4. REQUESTS FOR DISPENSATIONS**
There were no requests for dispensation.

**5. MINUTES OF MEETING HELD ON 9TH DECEMBER 2019**
Cllrs proposed, seconded and resolved **"that the draft Minutes be approved as a correct record**". This was **Agreed** and the Chairman signed off the official copy.

**6. POLICE MATTERS**
PCSO Gardner was not present but had provided the following crime figures for Dec 19 :- 2 crimes – 1 x criminal damage, Chart Hill Road (broken car window) and 1 x theft from motor vehicle, Chart Road (number plates). Cllr Forknall reported people rabbiting in his fields have been cutting fences to gain access.

**7. ANNUAL PARISH MEETING**
Members discussed various options for the main speaker, however, due to lack of people attending the APM in recent years, agreed not to have a main speaker this year.

**8. BUS PILOT SCHEME UPDATE**
Members **Noted** the latest update and that the layby construction works will commence in January 2020. MF reported that production of the timetable has been delayed & may not be received in time to advertise in the February edition of the Village News.

**9. WEBSITE ACCESSIBILITY COMPLIANCE / GDPR**
Members **Noted** that the new website has been ordered from NetWise. **Cllrs proposed, seconded and resolved "to approve an additional charge of £15 for the annual domain registration"** This was **Agreed**. Members **Noted** that the Clerk attended a Website Accessibility Regulations workshop on 20/01/20, the website can now be progressed, however, the Parish Council will have to work towards making all documents on the new website "Accessible". Members further **Noted** that, once again, Cllrs are being urged to use Council email addresses instead of personal ones. All Members **Agreed** that they wish to continue using their personal email addresses, however, it was **Agreed** to change the Clerk's email address (to be provided by NetWise).

**10. CHILDREN'S PLAYGROUND – ANNUAL INSPECTION**
Members **Noted** the Annual Inspection Report, which highlighted areas that have been brought to the Council's attention. Overall the report states there is a 'Low Risk', which does not require any action at this time. However, Members **Agreed** to replace the swing seats which have been UV damaged and the chain splays on both the junior and toddler swings. Cllr Waring to action. The Clerk was asked to provide the insurers with a copy of the Inspection Report if required.

## 11. RESOURCES AND ENVIRONMENT MATTERS

### 11.1 Village Clean Up

Members **Agreed** that the Spring Village Clean Up should be carried out on Saturday 21st March 2019. Anyone wishing to help should meet at the Village Hall Car Park at 10am.

### 11.2 Kent Downs AONB Tree Packs

Members discussed the tree packs. Cllrs proposed, seconded and resolved "**that the Council purchase one pack of saplings for clay soil for £101.25**". This was **Agreed** & Cllr Forknall agreed to plant them when received.

## 12. HIGHWAYS MATTERS

### 12.1 HGV's

Members **Noted** the approximate costs for a width/weight restriction sign to prevent HGV's entering Chart Road. Members **Agreed** that the sign would make little difference and would not be a good use of funds.
*Note : since the meeting KCC announced a crackdown on foreign lorries using unsuitable roads.*

### 12.2 Parking in Bus Stop

Members discussed the vehicles parking in the bus stop area. It was decided that there was little that the PC can do to stop them and therefore **Agreed** to take no further action at this time.

### 12.3 Surface Water Adjacent to Village Green

Members discussed the recent lack of drainage of water at Chart Corner/Warmlake Road, and the blocked culvert on Norton Road. The Clerk was asked to report this to Highways.

## 13. MATTERS OF REPORT

### 13.1 County and Borough Councillors

County Cllr Eric Hotson and Borough Cllr Steve Munford were unable to be present.

### 13.2 Chairman's Report

The Chairman reported a recent increase in flytipping.

### 13.3 Individual Councillors Reports

PM reported that the batteries in the Defibrillator still appear to be ok despite advice that they may need replacing due to lifespan (purchased in 2016). PM tests the Defibrillator monthly, however will investigate further. SW reported that the bench on the village green has been repaired. The football pitch is now being used more (matches were recently cancelled six weeks in a row due to the weather). VU advised that the parish report in the KM has to be reduced to 8 paragraphs. CW reported that the carol singers raised £204 for Demelza. CW reported that the landlady of the Cock Inn had recently passed away. MF reported that nothing further had been heard from SVPC on the VE Day 75 event (08/05/20). MF suggested the Council should consider giving a contribution.

### 13.4 Clerk's Report

### 13.4.1 2020/21 Tax Base

Members **Noted** that MBC have advised the Tax Base for 2020/21 is 414.30.

### 13.4.2 Clerk's Annual Leave

Members **Noted** the Clerk's annual leave dates.

### 13.4.3 30mph Roundels

Members **Noted** that the 30mph roundels were installed in Warmlake Road, Chart Hill Road and Amber Lane on 6th January.

## 14. FINANCE

### 14.1 Budget Monitoring

The Budget Monitoring Report to 31st December 2019 was **Noted.**

**14.2 To note Income received since last meeting**

The Chairman perused the records and was satisfied that the balances in hand agreed with the Clerk's records. Members **Noted** payments received during the period as follows:

| | |
|---|---|
| HSBC Interest on Reserve Account – December | £8.86 |
| Tfr from BMM to C/A 04/12/19 | £3000.00 |
| Kingswood Xmas Trees – VN ad | £35.00 |
| UKPN Wayleaves | £20.09 |
| HMRC VAT Refund 01/09/19 – 30/11/19 | £399.99 |
| Aquarius VN Ad | £90.00 |

**14.3 To approve payments already made**

Cllrs proposed, seconded and resolved "**that the following payments should be ratified**". This was **Agreed.**

| | |
|---|---|
| D/D – NEST – employer/employee pension payment for December | £143.63 |
| SO – T Jenkins – Net Salary & Office Allowance – November | £679.76 |
| SO – T Jenkins – Net Salary & Office Allowance – December | £679.76 |

**14.4 To resolve to make payments as presented for signature**

Cllrs proposed, seconded and resolved "**that the Council approve the following payments**". This was **Agreed** and the cheques were signed.

| | |
|---|---|
| 101532 – Miss T Jenkins – expenses Dec 2019 | £11.88 |
| 101533 – HMRC (National Insurance for period ending 05/02/20 & 05/03/20) | £32.50 |
| 101534 – Adam Whitehead – Litterpick – Dec 19 | £36.00 |
| 101535 – Craigdene Ltd (playground inspection) | £95.00 |
| 101536 – NetWise UK (website) | £764.00 |
| 101537 – E-On – streetlight electricity | £23.58 |
| 101538 – Miss T Jenkins – refund re Website Accessibility Regulations Workshop booking fee | £72.00 |
| 101539 – MBC Sweep/Litterpick Apr 19 – Dec 19 | £756.22 |
| 101540 – MBC Sweep/Litterpick Jan 2020 | £84.02 |
| 101541 – D A Edwards & son (repair of seat on village green) | £200.00 |

**14.5 2020/21 Budget**

Cllrs proposed, seconded and resolved **"to accept the budget prepared by the Clerk".** All Members **Agreed.**

**14.6 2020/21 Parish Precept**

Cllrs proposed, seconded and resolved **"to set the Precept at £22,500 for 2020/21 (£500 increase from 2019/20)".** All Members **Agreed**.

**14.7 Santander 12 Month Business Bond**

Members **Noted** that the account matures on 1st April 2020. Members decided to re-invest the bond for a further 12 months with Santander. Cllrs therefore proposed, seconded and resolved that **"at maturity of the Santander 12 Month Business Bond Account, the balance plus accrued interest should be re-invested in the Santander Business Bond Account for a further 12 months"**. This was **Agreed**.

**15. DATE OF NEXT MEETING**

Members **Noted** the next Meeting will be held on Monday 9th March 2020 at Chart Sutton Village Hall.

## There being no further matters to be discussed, the meeting closed at 9.30pm.