

CHART SUTTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 9TH MARCH 2020 AT CHART SUTTON VILLAGE HALL

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

IN ATTENDANCE:- One parishioner was present for the Public Open Session. Community Warden L Lovatt was present from item 1 to item 7 and Borough Cllr S Munford was present until item 9.2.

PUBLIC OPEN SESSION

A parishioner expressed concerns over recent flytipping in Amber Lane and an insecure gate making it easier for flytipping on to private land. Cllr Forknall agreed to put a new lock on the gate. The flytipping had been reported to Maidstone Borough Council for removal.

1. APOLOGIES

Apologies were received and accepted from County Cllr E Hotson and Cllrs P McLoughlin and M FitzGerald, MBE.

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 27TH JANUARY 2020

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 January - 1 x criminal damage (vehicle on Warmlake Road), and February – 1 x theft by employee – Plough Wents Road. PCSO Gardner also reported on abandoned vehicles. Community Warden Lovatt reported on a suspected abandoned vehicle in Amber Lane, welfare visits, and flytipping. Community Warden Lovatt reported that she had recently completed her City & Guilds course in dementia.

7. MBC – GYPSY & TRAVELLER ACCOMMODATION ASSESSMENT SURVEY

Members discussed the survey questions and asked the Clerk to respond.

8. HIGHWAYS MATTERS

8.1 Parking at the Village Green

Members discussed the parking issues & agreed that a two parking notices should be erected on the village green and a notice put in the Village Newsletter. Cllrs proposed, seconded and resolved **“that two parking notices be purchased”**. This was **Agreed**.

9. MATTERS OF REPORT

9.1 County and Borough Councillors

County Cllr Eric Hotson was unable to be present. Borough Cllr Steve Munford reported that he had attended a pre-application meeting with River Farm, who had entered into a Planning Performance Agreement with MBC. Cllr Munford also re-confirmed that as a part of the Local Plan Review no sites would be allocated until the Autumn, and no decisions had yet been made on strategy. Cllr Munford advised that he would be standing in the elections, due to be held on 7th May 2020.

9.2 Chairman's Report

The Chairman reported on flooding in the village following the recent storms.

9.3 Individual Councillors Reports

Cllr Waring reported that no football had been played this weekend. The hedge at the front of the playing field is to be cut. The flytipping online reporting system is much improved. At the Village Hall AGM, Cllr Underdown was appointed to the committee. The Village Hall is in good condition with a healthy bank balance. The litterpick equipment is to be loaned to Collier St. and Kingswood. The shop on the green is thriving, but still needs more volunteers. Cllr Webb spoke regarding Coronavirus and vulnerable/elderly people who may require assistance/emergency supplies if unwell/self-isolating. A notice would be put in the Village News and on the website/noticeboards with contact details. Although unable to attend the meeting, Cllr FitzGerald had provided a report advising he had attended the 59 Bus launch with Arriva/Nu Venture/KCC Cabinet Member Michael Payne and our local member Eric Hotson. A press release will be issued. Timetables will be issued with the next edition of the Village Newsletter. We are without anyone to deliver the Village Newsletters on the B2163. Due to the dangers of delivering to this area, it was suggested that copies be left in Pleasant View Garden Centre for residents to collect.

9.4 Clerk's Report

9.4.1 Clerk's Annual leave

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

9.4.2 Pitch Hire - Boughton Monchelsea U11s

Members **Noted** the request for Boughton Monchelsea U11's to use the pitch on a few dates in May/June/July. Any matches played would be subject to the usual fee of £45 per match.

10. FINANCE

10.1 Budget Monitoring

The Budget Monitoring Report to 29th February 2020 was **Noted**.

10.2 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 – January	£8.88
HSBC Interest on Reserve Account – February	£7.97
Tfr from BMM to C/A 21/01/20	£2000.00
SVPS – VN ad	£300.00
Helen Whately – VN Ad	£90.00
Maidstone Inter – 2 nd half fees	£262.50
Bearsted FC 3 x 2 nd half fees	£787.50

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 January	£143.63
D/D – NEST – employer/employee pension payment for February	£143.63
SO – T Jenkins – Net Salary & Office Allowance – January	£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.

101542 – Miss T Jenkins – expenses Jan & Feb 20	£242.84
101543 – HMRC (National Insurance for period ending 05/04/20)	£16.25
101544 – Adam Whitehead – Litterpick – Jan & Feb 20	£108.00
101545 – Action with Communities in Rural Kent – annual membership	£55.00
101546 – Mr M FitzGerald – February VN production)	£360.00
101547 – Commercial Services Trading Ltd – spiking of football pitch x 3	£371.30
101548 – MBC Sweep/Litterpick Jan 2020	£84.02

10.5 Interim Internal Audit

Members **Noted** the Internal Auditor, Lionel Robbins carried out an Interim Audit on 3rd February 2020, with no major findings to report.

10.6 Statement of Internal Control

Members reviewed the Statement of Internal Control produced by the Clerk. Cllrs proposed, seconded and resolved **“that the Statement of Internal Control is signed and included with the year end accounts”**. This was **Agreed** and Cllr Forknall and the Clerk signed the Statement.

10.7 Annual Review of Effectiveness of Internal Audit

In carrying out its Annual Review, Members confirmed that the internal auditor is independent of the Council and has no involvement in the financial decision making and is competent to carry out an effective audit of the Council’s system of internal control; that the review and scope of the internal audit adequately assesses the Council’s internal controls and management of risk; that Members understand the importance of the relationship between the internal audit and the Council and that adequate preparations are made for the audit procedure and reports received from the Internal and External Auditor are actioned when necessary.

10.8 Annual Review of Clerk’s Salary & Office Allowance and Employers Pension Contributions

Cllrs proposed, seconded and resolved **“that the Clerk’s salary should increase from 1st April 2020 in line with the one point rise to Spinal Column Point 20, an increase of £189.28 per annum, together with an increase in the Clerk’s office allowance to £500 per annum, and an increase in the employer’s pension contribution to £8.60 per month.”** This was **Agreed**.

11. DATE OF NEXT MEETING

Members **Noted** the next Meeting will be held on Monday 20th April 2020 at Chart Sutton Village Hall.

There being no further matters to be discussed, the meeting closed at 9.15pm.