

CHART SUTTON PARISH COUNCIL
MINUTES OF THE MEETING
HELD ON MONDAY 12TH OCTOBER 2020
AT CHART SUTTON VILLAGE HALL

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

IN ATTENDANCE: -

PUBLIC OPEN SESSION

1. APOLOGIES

Apologies were received and accepted from Cllr P McLoughlin and 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

Cllr FitzGerald declared an interest for item 11.4, being the recipient of a cheque.

4. REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

5. MINUTES OF MEETING HELD ON 14TH SEPTEMBER 2020

Cllrs proposed, seconded and resolved **“that the draft Minutes be approved as a correct record”**. This was **Agreed** and the Chairman was authorised to sign off the official copy.

6. POLICE MATTERS

PCSO Gardner provided the following report for September. 1 crime – burglary at Sutton Valence Prep School (cricket equipment). Community Warden Liz Lovatt reported that Kent Trading Standards have launched a new home maintenance and improvement fair traders scheme. Liz has been carrying out welfare visits and dealing with neighbourhood disputes.

7. COMMUNITY TOGETHER INITIATIVE

Cllr FitzGerald proposed that some of the KCC Coronavirus grant could be used for expenses incurred by the shop/church/village hall, for hand sanitizers, signage etc. This was **Agreed**. The Parish Council should be invoiced within the current financial year for these expenses.

8. FOOTBALL PITCH

Members discussed the request to offer a licence to Loose Lions U9’s who play on a Saturday, bearing in mind that Bearsted U15’s no longer require use of the pitch this season. The team require a smaller pitch (which they will mark out in a different colour to the existing pitch), and require storage of their portable goals in the pavilion. Cllrs proposed, seconded and resolved **“that a licence be offered to Loose Lions U9’s for this season at an introductory fee of £150.00 for 12 matches with each additional match incurring a charge of £15.00”**. This was **Agreed**.

9. TREE MAINTENANCE

Members **Noted** that Cllr Waring had carried out some emergency tree maintenance at the playing field due to broken branches. Members considered the quote from Arbour Tree Surgery to carry out further tree work. Cllrs proposed, seconded and resolved **“that the quote for items 1, 2 & 3 for £650.00 plus VAT be accepted”**. This was **Agreed**.

10. MATTERS OF REPORT

10.1 Borough Councillors Report

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

10.2 Chairman's Report

The Chairman reported that Highways had recently tarmacked Brishing Road, however, they had left a ridge, which is causing a puddle when it rains, and may eventually lead to damage of the road surface. The Clerk was asked to report this to Highways. The litterpick was carried out on 10th October, which resulted in a lot of litter being collected, probably because the spring litterpick was cancelled due to the Covid-19 lockdown.

10.3 Individual Councillor's Reports

CW reported that the metal & concrete barriers installed fairly recently in Green Lane have been badly damaged. The Clerk was asked to report this to Highways. A tree on Chart Hill Road has been removed and an electricity box installed. The Green Lane Farm hedgerow has been re-planted. The re-alignment of caravans at Peas Place is still awaited. MF confirmed that Poppies would be sold on the Village Green on Sat 17th October, rather than door to door sales. KCC have no plans to re-launch the bus pilot scheme until after the Covid restrictions have been relaxed. Restricted versions of the Remembrance Day services will go ahead on 8th November - 10am at Sutton Valence, 11am at East Sutton and 3pm at Chart Sutton. The Parish Council will lay a wreath as usual. SW reported that the textile bank had been emptied 4 times so far, earning £63 to be split between the Scouts and the Parish Council. The Village Hall committee investigated a complaint that the Church group were singing (which is against the current Covid-19 rules), however, this turned out to be pre-recorded singing. The shop is continuing to do well, however, the Post Office hours have changed to 2pm – 4pm on a Wednesday. The 1.30pm – 2pm slot has been filled by a volunteer.

10.4 Clerk's Report

10.4.1 Clerk's Annual Leave

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

10.4.2 Meeting Dates

Members confirmed that they were happy with proposals to continue to meet on the second Monday monthly with the exception of January, when the Council will meet on the fourth Monday, and April, when the Council will meet on the third Monday. There will be no full Council meeting in February or August. The Annual Parish Meeting is to take place at the Village Hall on Monday 26th April 2021.

10.4.3 Annual CCTV Maintenance

Members **Noted** that the annual CCTV maintenance will be carried out on 14th November.

11. FINANCE

11.1 Budget Monitoring

The Budget Monitoring Report to 30th September 2020 was **Noted**.

11.2 To note Income received since last meeting

Members **Noted** payments received during the period as follows:

Tfr from BMM to C/A 08/09/20	£3000.00
Football pitch hire x 2	£88.00

11.3 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 September	£151.99
SO – T Jenkins – Net Salary & Office Allowance – August	£686.60

11.4 To resolve to make payments as presented for signature

Cllrs proposed, seconded and resolved “that the Council approve the following payments”. This was **Agreed**.

101596 – Miss T Jenkins – expenses Sept 20	£26.43
101597 – HMRC (National Insurance for period ending 05/11/20)	£15.40
101598 – Adam Whitehead – Litterpick – Sept 20	£48.00
101599 – Chart Sutton Community Assoc. (re payment of volunteer expenses for Aug 20)	£10.86
101600 – Brook Security – Annual CCTV Maintenance 20/11/20 – 19/11/21	£172.80
101601 – PKF Littlejohn LLP – external audit fee	£240.00
101602 – EDF Energy	£36.66
101603 – Citizens Advice	£100.00
101604 – Kenward Trust	£100.00
101605 – Breast Cancer Kent	£100.00
101606 – Royal British Legion (Poppy Appeal) to include cost of wreath	£150.00
101607 – Age UK Maidstone	£100.00
101608 – Three Suttons Help Line	£100.00
101609 – The Heart of Kent Hospice	£100.00
101610 – Demelza	£100.00
101611 – MBC Sweep/Litterpick July & August 2020	£84.02
101612 – Mr M FitzGerald – October Village Newsletter production	£400.00
101613 – Chart Sutton Village Hall hire Sept & Oct 20	£28.00
101614 – E-On streetlight electricity 01/07/20 – 30/09/20	£23.58

11.5 Annual Governance & Accountability Return – Year Ended 310320

Members **Noted** that following their perusal of our Return, the external auditors, PKF Littlejohn LLP, have given us a “clean” certificate. The statutory notice saying that the Audit has been completed is currently displayed on the noticeboards around the Parish.

12. DATE OF NEXT MEETING

Members **Noted** the next Meeting will be held on Monday 9th November 2020 either at Chart Sutton Village Hall or remotely depending on government guidelines.

There being no further matters to be discussed, the meeting closed at 9.01pm.