

CHART SUTTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 14TH DECEMBER 2020 VIA ZOOM VIDEO CONFERENCE

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, County Cllr E Hotson 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 Webb declared an interest for item 7. Cllr FitzGerald and Cllr Waring declared an interest for item 11.4.

4. REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

5. MINUTES OF MEETING HELD ON 9TH NOVEMBER 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 advised there had been no crimes or anti-social behaviour reports in Chart Sutton for November. He highlighted the continued cat converter thefts from vehicles and shed breaks in surrounding areas. Community Warden Lovatt provided a report on Knock and Check – Kent Community Foundation, Tea Party in a Box and parcel deliveries.

7. COMMUNITY TOGETHER INITIATIVE

Cllr FitzGerald thanked Cllrs for their support of the MBC Winter Covid Grant opportunity. If the bid is approved, letters will go out to residents before Christmas. Members considered the reimbursement of Village Hall & Church expenses due to Covid-19 – to be paid from the KCC/MBC Covid-19 Grants. Cllrs proposed, seconded and resolved **“that the Village Hall be reimbursed £300 and St Michael’s Church be reimbursed £25 from the Covid-19 Grants received”**. This was **Agreed**.

8. LOCAL PLAN REVIEW PREFERRED APPROACHES CONSULTATION

Members discussed the consultation, and asked the Clerk to respond regarding Policy LPRSA335, to request that any dwellings are kept to the north of the site, with the southern area around the Greensand Way to be allocated as a semi open natural space with planting of a wildlife corridor/woodland strip to protect the housing along Chart Road and St Michael’s Church. Upon completion the Parish Council would request that the developer donate the freehold of the southern part of the site to the Parish Council for maintenance in perpetuity.

9. WEBSITE UPDATE

Members considered the options to upgrade the website software. Cllrs proposed, seconded and resolved **“to upgrade to the premium package at a cost of £199 + VAT, plus an increase in the annual fee from £250 to £300 + VAT”**. This was **Agreed**.

10. MATTERS OF REPORT

10.1 County and 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 he met with the trustees of the Joan Johnson Trust, who agreed to provide donations to 5 residents for £80 each. This could potentially be 'topped up' with a voucher for the shop if the bid for the MBC Winter Covid Grant is successful.

10.3 Individual Councillor's Reports

Cllr Waring reported that on the day of the recent snowfall, he had removed some branches/ivy opposite the playing field and some dangerous branches at the top of Church Road. The Shop was also cleaned off. The football leagues have postponed all matches until 10th January. Cllr FitzGerald attended the recent KALC AGM on Zoom; Burger Houses currently detail names and car registration numbers on receipts, and it was suggested that this might be taken forward and put on food/drink packaging, which might help with littering. Neither Cllr Webb or Cllr FitzGerald were able to attend the Maidstone KALC meeting which was moved to Microsoft Teams, and left many unable to gain access. Cllr Webb noted that Chart Hill Road is closed this week, and thought it might be a good opportunity to litterpick whilst vehicles are prohibited. Cllr Webb had reported a pothole which had appeared on Green lane after the recent heavy rain. Cllr Webb reported that the Lord Raglan PH had issues with the drain, which had caused some flooding. Further flooding was also reported along Chart Hill Road and at Chart Corner. The Clerk was asked to request Highways to clear the culverts/drains on Chart Hill Road, Chart Corner and Norton Road. SW reported that one of the football teams had suggested that the leagues may extend the football season following Covid-19 related postponements. SW agreed that matches could be played at the Memorial Field beyond the cut-off date detailed in their Licence Agreement.

10.4 Clerk's Report

10.4.1 Donation

Members **Noted** that the Three Suttons Helpline returned their £100 donation, as the service has been used minimally since the start of the pandemic, as most of their volunteers are over 70 and have been unable to help in the usual way.

10.4.2 Pavilion

Members **Noted** that the Clerk carried out a Risk Assessment before re-opening the Pavilion on 2nd December (at the end of lockdown). Members further **Noted** that although the government advice is that organised outdoor sport can continue in Tier 3, the local leagues have suspended matches until 10th January.

10.4.3 Clerk's Annual Leave

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

11. FINANCE

11.1 Budget Monitoring

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

11.2 To note Income received since last meeting

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

HSBC Interest Nov 20	£0.50
Maidstone Inter 1 st half fees	£131.25
Coxheath 1 st half fees	£131.25
VAT Refund 01/05/20 – 31/10/20	£836.34

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 November	£158.80
SO – T Jenkins – Net Salary & Office Allowance – November	£708.16

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**.

101622 – Miss T Jenkins – expenses Nov 20	£183.79
101623 – HMRC (Nat Ins – period ending 05/01/21 (£5.79) & 05/02/21 (£15.40)	£21.19
101624 – Adam Whitehead – Litterpick – Nov 20	£60.00
101625 – EDF 22/09/20 – 19/11/20	£17.87
101626 – Mr M FitzGerald – printing Community Together leaflet re 2 nd lockdown	£20.00
101627 – P Waring – refund re purchase of web-cameras	£89.97
101628 – Chart Sutton Village Hall – reimbursement of Covid-19 expenditure	£300.00
101629 – Mr M FitzGerald – December Village News production	£380.00
101630 – Chart Sutton PCC – reimbursement re Covid-19 expenditure	£25.00
101631 – Maidstone Borough Council - Sweep/Litterpick Nov 2020	£84.02
101632 – Arbour Tree Surgery (as per agreed quote – minute 9/1534)	£780.00
101633 – P Waring – white line marker	£36.00
101634 – KCS – stationery	£62.46

12. DATE OF NEXT MEETING

Members **Noted** the next Meeting will be held on Monday 25th January 2021 either at Chart Sutton Village Hall or via Zoom

There being no further matters to be discussed, the meeting closed at 8.08pm.