

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE MEETING HELD ON FRIDAY 23<sup>RD</sup> APRIL 2021 VIA ZOOM VIDEO CONFERENCE

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

**IN ATTENDANCE:** - Borough Cllr S Munford and County Cllr E Hotson were present throughout. One parishioner was present for item 7 only.

#### PUBLIC OPEN SESSION

**1. APOLOGIES**

No apologies were received.

**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 & Cllr Waring declared an interest for item 18.4. Cllr Webb declared an interest for item 14.

**4. REQUESTS FOR DISPENSATIONS**

There were no requests for dispensation.

**5. MINUTES OF MEETING HELD ON 8<sup>TH</sup> MARCH 2021**

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 that there had been no crimes reported in March.

**7. FOOTBALL PARKING**

Members **Noted** the recent complaint regarding inconsiderate parking and an excessive number of cars during football matches, including parking across a resident’s driveway. It was **Noted** that due to Covid-19 restrictions, car sharing is not permitted, which results in more vehicles at matches. Hopefully, once restrictions are eased, the number of vehicles will reduce. Cllr Waring suggested painting a single white line across the resident’s driveway to deter parking there. The Clerk was asked to contact the PCSO, and request a visible presence on match days, and to see if he can make any further suggestions. The resident was encouraged to report any future incidents to the Police on the non-emergency 101 number.

**8. ANNUAL PARISH MEETING**

Members **Noted** that Parish Councils have been advised that it is a legal requirement to hold the APM this year. As the government legislation covering remote meetings has not been extended beyond 7<sup>th</sup> May, the meeting will be held via Zoom on Monday 26<sup>th</sup> April 2021, with no main speaker. Members further **Noted** that unfortunately, it was too late to change the cancellation notice in the April Village Newsletter.

**9. PAVILION – STORM DAMAGE REPAIRS**

Members **Noted** the recent storm lifted the roof on the pavilion causing damage to the brickwork underneath. Heras fencing has been placed around the pavilion, however, due to the urgent nature, a quote of £1,338.00 + VAT from BCH Builders Ltd was received and accepted to carry out the repairs. Cllrs proposed, seconded and resolved that **“the quote from BCH for £1338 + VAT be formally approved, and to not claim on the Parish Council insurance”**. This was **Agreed** (Cllr FitzGerald abstained). Members further **Noted** that BCH verbally advised that the structure is stable and safe for the football teams to use until the repairs can be carried out.

**10. PORTALOO ON VILLAGE GREEN**

Members **Noted** that due to a change in circumstances the owner of the Georgian House has reluctantly withdrawn use of the toilet for the volunteers in the Shop on the Green. It is a requirement that outreach post offices provide toilet facilities and the shop committee is therefore obliged to provide a toilet. Cllrs proposed, seconded and resolved that **“permission be granted to place a portaloo on the village green”**. This was **Agreed**.

**11. VOLUNTEERING – DUKE OF EDINBURGH AWARD**

Members considered the request for a local schoolgirl to carry out litterpicking in the village for the volunteering section of her DofE badge, and **Noted** that the girl’s mother will accompany her whilst litterpicking. Members were in full agreement and would provide the necessary equipment. Cllr Waring would enquire as to whether the school/DofE will provide insurance, or whether she will be covered under the Parish Council insurance.

**12. NEW WASTE BIN BETWEEN COBFIELDS AND LAXTON DRIVE**

Members **Noted** that a larger waste bin was requested by the Clerk, as the one situated between Cobfields and Laxton Drive was regularly overflowing. However, the new bin has been sited on the footpath, which is a hazard, especially to anyone with a disability. MBC has confirmed that the new bin was fitted adhering to all the required rules and regulations. Cllrs proposed, seconded and resolved **“that a concrete plinth be installed on the grassy area in order that the bin can be relocated away from the footpath by MBC”**. This was **Agreed** and Cllr Waring agreed to ask BCH Builders to carry out this work.

**13. COMMUNITY TOGETHER INITIATIVE**

Members **Noted** that Cllr FitzGerald emailed all Zone Coordinators and other volunteers as the Parish Council agreed informing them that the support under the Community Together scheme would end on March 31<sup>st</sup>, in line with the Government’s end of shielding advice. Members further **Noted** that in respect of the Community Hub Winter Grant, Cllr FitzGerald shared the confidential final monitoring report with the Maidstone Borough Council project leaders, Parish Councillors and the Clerk dated 1<sup>st</sup> April and the updated addition dated 13<sup>th</sup> April. This records that Chart Sutton shared some £945.00 of Winter Grant Funding in the form of vouchers, as per our service level agreement. These were only redeemable in the community Shop on the Green and all were redeemed. MBC thanked us for our final report saying “you were consistent and thorough (one of the best at reporting back!) we appreciate the work and commitment”.

**14. VILLAGE GREEN**

Members considered a request from the Parochial Church Council to hold a small sale on the Village Green on Saturday 29<sup>th</sup> May. This will be from around 9am to midday with approximately 5 stalls. Members further considered a request to hold regular markets on the Village Green/Playing Field in late Spring/Summer and invite stallholders at no cost. It was suggested that we ask MBC as part of the government’s ‘Welcome Back Fund’ to provide the funding to stage the market and to purchase two picnic tables, providing an outdoor area where more people can meet in a safe way to reunite with loved ones. Cllrs proposed, seconded and resolved **“that regular markets can be held on the Village Green or Playing Field in late Spring/Summer, and to request funding for the markets and two picnic tables from MBC via the Welcome Back Fund”**. This was **Agreed**.

**15. PLANNING APPLICATIONS**

Members **Noted** that when the Parish Council returns to face to face meetings in May, we will be unable to view planning applications online, as there are no internet facilities at the Village Hall. The Clerk enquired as to whether MBC will reinstate sending paper copies. Rob Jarman advised that going forward they will be provided in A3 format where legible, and if not they could produce a larger plan on request.

**16. NEWSLETTER**

Cllr FitzGerald reported that in 2001 this Council introduced the ‘new’ A4 format for the Village Newsletter and it has faithfully produced a bi-monthly edition ever since for the last 20 years. This was the year we agreed to accept advertising and the year the Duke of Kent visited the refurbished Village Hall. This has been a challenge for the council and councillors to write and prepare, copy, print and collate, distribute and deliver free of charge to every household in the village. The Council recognises this achievement and thanks and appreciation goes out to all those who have made this possible. Members agreed to write to all our volunteers who deliver the newsletter thanking them for their efforts and commitment in all weathers and expressing how much we value and appreciate what they do. Cllr FitzGerald personally thanked Cllr Underdown, as editor, for fun front pages and her editorials that mostly bring a smile to his face, and for bringing each edition together. Going forward Cllr FitzGerald would like the Council to endeavour to evaluate the impact it makes and what people would like from their newsletter.

## 17. MATTERS OF REPORT

### 17.1 County and Borough Councillors Report

County Cllr Eric Hotson advised that he will be giving a report at the APM on 26<sup>th</sup> April. Cllr Hotson reported on the flooding at the Eastern end of the parish, and confirmed work is in hand. He will be back out on site as and when Covid restrictions allow. Borough Cllr Steve Munford will also be providing a report at the APM. Cllr Munford advised that the Regulation 18 response to the Local Plan review is still going through, and will be fed back after the May 6<sup>th</sup> elections.

### 17.2 Chairman's Report

The Chairman had nothing specific to report.

### 17.3 Individual Councillor's Reports

SW reported that according to the accounts for the year ending Sept 2020, the Shop on the Green had made a small profit, and is continuing to do well. CW reported that he & SW had received their flood warden hi-viz vests. CW reported that 'Charlton's' had made a big attempt to tidy up the footpaths at Park Farm, following the recent extremely muddy conditions. CW aired concerns over the implications for flash storms, following the erection of the polytunnels. CW reported an exposed kerb on Chart Hill Road. VU reported problems with a Spanish HGV in the village, which caused damage to a car. Cllr Forknall reported that he also had to re-direct an HGV out of the village recently.

### 17.4 Clerk's Report

#### 17.4.1 Clerk's Annual Leave

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

#### 17.4.2 Annual Meeting of the Council

Members **Noted** that due to Covid-19, Parish Council election votes are being counted on Monday 10<sup>th</sup> May 2021, which means that the Annual Meeting of the Council cannot be held on 10<sup>th</sup> May. Furthermore, new and existing councillors are not in office until 4 days after the election. The Annual Meeting of the Council has therefore been delayed until Monday 17<sup>th</sup> May 2021. The current regulations for holding virtual meetings ceases after 7<sup>th</sup> May, and government has confirmed that this will not be extended, therefore, meetings after this date will revert to 'face to face' meetings at the Village Hall.

#### 17.4.3 Annual Audit & Accounts

Members **Noted** the external auditor (PKF Littlejohn LLP) has advised the date for submitting the Annual Governance and Accountability Return is no later than 2<sup>nd</sup> July (the Internal Auditor is in the process of carrying out the Internal Audit remotely).

## 18. FINANCE

### 18.1 Budget Monitoring

The Budget Monitoring Report to 31<sup>st</sup> March 2021 was **Noted**.

### 18.2 To note Income received since last meeting

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

HSBC Interest Mar 21	£0.47
HMRC VAT Refund	£403.93
Clothing Bank Income – October 20 to March 21	£149.02
Restoring Health – VN Advert	£80.00
Aquarius – VN Advert	£90.00

### 18.3 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 Mar	£158.80
SO – T Jenkins – Net Salary & Office Allowance – Feb	£708.16
SO – T Jenkins – Net Salary & Office Allowance – Mar	£708.16

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

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

101666 – Miss T Jenkins – expenses Mar 21	£36.69
101667 – Adam Whitehead – Litterpick – Mar 21	£36.00
101668 – HMRC (National Insurance – period ending 05/05/21)	£18.34
101669 – Maidstone Borough Council - Sweep/Litterpick Mar 21	£84.02
101670 – NetWise UK – Annual Website Domain renewal	£15.00
101671 – KALC – annual subscription	£434.40
101672 – Chart Sutton Community Together Initiative (refund to shop re MBC Winter Grant payments)	£455.00
101673 – M FitzGerald – Apr VN production	£340.00
101674 – P Waring – hedge cutting/tree clearance/fence repairs (Playing Field)	£1050.00
101675 – E-On streetlight electricity	£23.07

**19. DATE OF NEXT MEETING**

Members **Noted** the next Meeting will be held on Monday 17<sup>th</sup> May 2021 at Chart Sutton Village Hall.

**There being no further matters to be discussed, the meeting closed at 8.50pm.**