

CHART SUTTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 9TH MAY 2022 AT CHART SUTTON VILLAGE HALL

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

IN ATTENDANCE: - One parishioner was present throughout. Borough Cllr S Munford was present until item 18.1.

PUBLIC OPEN SESSION

1. APOLOGIES

Apologies were received and accepted from Cllr P Ward.

2. ELECTION OF OFFICERS

2.1 Chairman

Cllrs nominated and seconded Cllr Forknall as Chairman. There being no other nominations and all Members being in agreement, Cllr Forknall was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

2.2 Vice Chairman

Cllrs nominated and seconded Cllr Waring as Vice-Chairman. There being no other nominations and all Members being in agreement, Cllr Waring was duly elected as Vice-Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

3. FILMING OF MEETINGS

There were no requests for notification of whether anyone intends to film, photograph or record any items.

4. DECLARATIONS OF INTEREST

Cllr FitzGerald declared an interest for item 13, Cllr Underdown for items 13 & 18.6 and Cllr Waring for item 18.6.

5. REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

6. MINUTES OF MEETING HELD ON 11TH APRIL 2022

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.

7. POLICE MATTERS

PCSO Gardner advised there had been 2 crimes in April. Theft from a motor vehicle – Chart Hill Road (number plates) and a burglary – Amber lane (shed). Furthermore, there had been a report of nuisance bikes in the Amber Lane area. Regular patrols are taking place and no further calls since. The PCSO spoke with the Parkwood PCSO who advised they could be coming from there via Brishing Road.

8. APPOINTMENT of Committees and Council Representatives

8.1 The following Committee arrangements were **Agreed** for the forthcoming year:-

Planning and Highways – Cllr Forknall as Chair, together with Cllrs Waring, Webb, Underdown, Sagrott and Ward.

Resources and Environment – Cllr Waring as Chairman, together with Cllrs Forknall, Webb, Underdown, Sagrott, Ward and FitzGerald.

8.2 Appointment of Representatives

The following appointments were made:-

Village Hall Management Committee

Parish/Police Liaison/Ward Cluster

KALC Area Committee

Shop Liaison

Cllr Waring

Cllr Waring/Cllr Underdown

Cllr Webb

Cllr Waring/Cllr Underdown

9. REVIEW OF STANDING ORDERS & POLICY DOCUMENTS

Members reviewed the Standing Orders, Financial Regulations, Grant Awarding Policy, Public Participation Policy, Freedom of Information Act – Publication Scheme, Complaints Policy, Kent Code of Conduct, Code of Conduct Complaints Procedure, Media Policy, Risk Assessment Policy and Surveillance Camera Code of Practice and **Agreed** there were no changes to be made at the present time.

Cllrs proposed and seconded and resolved **“that the Standing Orders, Financial Regulations, Grant Awarding Policy, Public Participation Policy, Freedom of Information Act – Publication Scheme, Complaints Policy, Kent Code of Conduct, Code of Conduct Complaints Procedure, Media Policy, Risk Assessment Policy and Surveillance Camera Code of Practice are adopted”**. This was **Agreed**.

10. ANNUAL PARISH MEETING

Members reviewed the events of the evening and agreed that a copy of the Annual Report be included in the June Village News. Cllrs proposed, seconded and resolved **“that Mrs Mary Underdown should be given a £20 Marks & Spencer voucher in recognition of the help received from her in providing and serving refreshments at the APM”**. This was **Agreed**. Members **Noted** the email from Claire Corkran, Head of SVPS apologising for her absence, due to Covid-19.

11. CLIMATE CHANGE & BIODIVERSITY

Cllrs Underdown, Webb and Sagrott agreed to meet with Sutton Valence PC and East Sutton PC to discuss/tackle climate change issues. Cllr FitzGerald advised of the NALC Fighting climate change event on 25th May 2022, and the Sevenoaks Town Council climate change article in the April 22 KALC news, which may be of use.

12. THREE YEAR STRATEGY

Cllr FitzGerald reported that a response was awaited with regard to the car park at the Memorial Playing Field, and that the government had introduced an Electric Vehicle Charge Point grant which provides funding of up to 75% towards the cost of installing EV smart charge points at domestic properties across the UK. The grant is open to flat owner-occupiers and people living in rented properties. Private landlords and social housing providers can also apply. The grant is not open to homeowners (including people with mortgages) who live in single-unit properties such as bungalows and detached, semi-detached or terraced housing.

13. QUEEN’S PLATINUM JUBILEE/ QUEEN’S CANOPY PROJECT

Cllr FitzGerald advised that so far, 118 people have accepted their invite to the Big Lunch. The marquee will be erected on Thurs 2nd June, so the playing field will be closed to the public from 2nd June to 6th June. SW to provide a chain/padlock. The Clerk was asked to invite the vicar, Fiona Haskett to attend, and to notify MBC to collect extra rubbish bags from Monday 6th June. Stakes were required for the bunting – SW to look into this in time for the next meeting on Thurs 12th May at 10am. So far, £2,770.50 had been spent out of the grants/donations provided. A raffle is being organised and local businesses have been approached for donations. Help will be required to put up the bunting.

Cllr Forknall had been given some 100 trees which had been planted in support of the Queen’s Canopy Project.

14. PLANTERS

Cllr Ward had offered to supply some lined planters (made from fruit bins). The Clerk was asked to accept this kind offer and request two planters.

15. OVERHANGING VEGETATION & FLOWERBEDS

The Clerk and Cllr FitzGerald are meeting with Golding Homes on Thurs 12th May, to take this forward.

It was not known whether Highways had responded with regard to the overgrown ivy on the footpath from the church to Chart Road.

16. FOOTBALL PITCH LICENCES 2022/23

Members discussed the arrangements for the next year. Cllrs proposed, seconded and resolved **“to offer Licences to one team each from Maidstone Inter, Coxheath, and Bearsted for next season at £550 for 12 matches with each additional match incurring a charge of £47.50”**. Members asked the Clerk to arrange for the setting out of the football pitch in mid-August prior to the start of the season. The Clerk was asked to notify the teams that the Playing Field would be closed from 2nd – 6th June, in respect of the Queen’s Jubilee celebrations.

17. MATTERS OF REPORT

17.1 County and Borough Councillors Report

Borough Councillor Munford advised that MBC/KCC both have Schemes involving “No Mow May” where areas will not be mowed. This should be bore in mind when dealing with complaints regarding unkempt highways and other areas. Cllr Munford suggested that Ward Clusters were included with Parish/Police Liaison reps (item 8.2). This was **Agreed**. Cllr Munford advised that although the media has reported that the conservatives have lost overall control in the borough, they are still the largest party with 27 seats, a majority. (one short of overall control).

17.2 Chairman’s Report

The Chairman reported that there had been problems with kids on bikes in local fields and there have been fewer instances of flytipping. An email from Eve Poulter, Chairman of Sutton Valence PC was read out, with regard to the parishes of the Three Suttons joining forces to create a Memorial Garden in Sutton Valence that could be used for parishioners as a place of remembrance and contemplation for those who died during the pandemic but not necessarily of Covid-19. The Clerk was asked to respond advising that Chart Sutton Parish Councillors are interested in knowing more about the project, however, are unable to make a financial commitment at this time. They would be interested in attending a meeting to discuss the project further.

17.3 Individual Councillor’s Reports

Cllr Waring was concerned over the narrowness of Chart Hill Road (on the bend by the lake), which is not wide enough for two vehicles and is dangerous. Approximately 6 months ago, Cllr Webb was advised that Kent Highways had no safety concerns, however, the Clerk was asked to report this again, as the hedgerow has now been cut back, and the kerb is more exposed and could be moved back. There is a concern that vehicles could flip over if they hit the kerb. Cllr FitzGerald asked the Clerk to inform KALC of the Chart Sutton Queen’s Jubilee Big Lunch event, as they are collating this information.

17.4 Clerk’s Report

17.4.1 Annual Leave

Members **Noted** the Clerk’s annual leave date.

18. FINANCE

18.1 Annual Report and Audit 2021/22

Members **Noted** the Internal Auditor completed the Audit on 21st April, with no major findings to report. Members further **Noted** the Annual Internal Audit Report section on page 3 of the Annual Governance and Accountability Return.

18.1.1 Cllrs proposed, seconded and resolved “**that the Council’s Statement of Accounts should be approved**”. This was **Agreed**.

18.1.2 Members considered the Annual Governance Statement contained on page 4 of the Annual Governance and Accountability Return, determined that the statements numbered 1 to 8 should all be answered “Yes”, and statement number 9 should be answered “N/A”. Cllrs proposed, seconded and resolved “**that the Statement should be approved**”. This was **Agreed**.

18.1.3 Cllrs proposed, seconded and resolved “**that the Accounting Statements contained on Page 5 of the Annual Governance and Accountability Return should be approved**”. This was **Agreed**.

18.2 Budget Monitoring to 30th April 2022 & Setting for 2022/23

Members **Noted** a report that showed the 2021/2022 budget and actuals, the preliminary budget for 2022/2023 as previously agreed, the recommended changes, and receipts and payments for April. Cllrs proposed, seconded and resolved “**that the revised budget is approved**”. This was **Agreed** with the following changes:-

Increase in ‘Contingencies’ to £3,000.00 to cover payments already made re: replacement of Village Sign/Post - £765 & purchase of new litterpick equipment - £262.50

Increase in ‘Playing Field’ to £6,500.00 to cover the expected increase in electricity costs, plus expected costs for repainting the play equipment £2,100 & replace the fencing at the back of the play area £540.

New Budget for ‘Bank Charges’ - £120.00

New Budget for ‘Queens Platinum Jubilee Big Lunch’ - £4,500.00

- 18.3 To note Income received since last meeting**
Members **Noted** payments received during the period as follows:
- | | |
|----------------------------------------|------------|
| HSBC Interest Apr 22 | £2.87 |
| Precept | £22,500.00 |
| Tfr from C/A to BMM 11/04/22 | £20,000.00 |
| Donation for Queen's Jubilee Big Lunch | £100.00 |
| Donation for Queen's Jubilee Big Lunch | £200.00 |
- 18.4 To approve payments already made**
Cllrs proposed, seconded and resolved **“that the following payments should be ratified”**. This was **Agreed**.
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|--------------------------------------------------------|---------|
| D/D – NEST – employer/employee pension payment for Apr | £177.31 |
| Bank Charges 28 Feb – 30 Mar 22 | £9.40 |
- 18.5 Annual Review of Insurance**
Members **Noted** that the renewal of insurance from 1st June had been received from Gallagher Insurance (previously Came & Company). The Council entered into a 3-year long undertaking in 2020. Cllrs proposed, seconded and resolved **“that the Parish Council insurance should be renewed with Gallagher Insurance for £699.98”**. This was **Agreed** and cheque number 101791 was signed.
- 18.6 To resolve to make payments as presented for signature**
Cllrs proposed, seconded and resolved **“that the Council approve the following payments”**. This was **Agreed**.
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|-----------------------------------------------------------------------------------------|----------|
| 101780 – Kilby Trading (replacement of stopped cheque 101772) | £600.00 |
| <i>101781 – cheque destroyed</i> | |
| 101782 – Quinn Artistes (replacement of stopped cheque 101774) | £637.50 |
| 101783 – Miss T Jenkins – expenses Apr 22 | £151.89 |
| 101784 – Samuel Whitehead – Litterpick – Apr 22 | £48.00 |
| 101785 – HMRC (National Insurance – period ending 05/06/22) | £22.38 |
| <i>101786 – cheque destroyed</i> | |
| 101787 – KALC - Annual Subscription | £435.98 |
| 101788 – Castle Water | £28.99 |
| 101789 – Commercial Services Trading – Grounds Maintenance Jan-Mar 22 | £279.43 |
| 101790 – Lionel Robbins – internal audit | £90.00 |
| 101791 – Arthur J Gallagher – annual parish council insurance renewal | £699.98 |
| 101792 – Maidstone Borough Council - Sweep/Litterpick | £84.02 |
| 101793 – Chart Sutton Village Hall – hire April 22 x 2 | £28.00 |
| 101794 – Kent Marquees (re Queen's Platinum Jubilee Big Lunch) | £1404.00 |
| 101795 – Mrs V Underdown – reimbursement re Queen's Jubilee Big Lunch catering supplies | £133.26 |
| 101796 – S Waring – reimbursement re purchase of John Ashwell memorial plaque | £11.99 |
- 18.7 Annual Review of Memberships and Contracts**
In line with the Standing Orders, Members reviewed and **Agreed** the Council's Memberships and contracts for Services for the forthcoming year.
- 18.8 Donation to Ukraine**
Members **Noted** the restrictions on powers under the Local Government Act 1972 regarding providing donations to a charity or public service body operating overseas.
Chart Sutton Parish Councillors offered their support and concern for all the young people of the Ukraine.
- 19. DATE OF NEXT MEETING**
Members **Noted** the next Meeting will be held on Monday 13th June 2022 at Chart Sutton Village Hall.

There being no further matters to be discussed, the meeting closed at 8.54pm.