

**CHART SUTTON PARISH COUNCIL**  
**MINUTES OF THE MEETING**  
**HELD ON MONDAY 23<sup>RD</sup> JANUARY 2023**  
**AT CHART SUTTON VILLAGE HALL**

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

**IN ATTENDANCE:** -

**PUBLIC OPEN SESSION**

1. **APOLOGIES**  
Apologies were received and accepted from Cllr Webb.
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**  
Cllrs FitzGerald & Waring declared an interest for item 15.4.
5. **MINUTES OF MEETING HELD ON 12<sup>TH</sup> DECEMBER 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.
6. **POLICE MATTERS**  
PCSO Gardner provided the following report Nov 22 - Theft – forge lane (gate), Theft of vehicle Ivans Field.  
Dec 22 - No crimes.
7. **CLIMATE CHANGE & BIODIVERSITY**  
Members considered the amended wording of the Chart Sutton Climate Change and Biodiversity Strategy. Cllrs proposed, seconded and resolved “**that the Chart Sutton Climate Change and Biodiversity Strategy be adopted, subject to renewal on an annual basis**”. This was **Agreed**.

**8. THREE YEAR STRATEGY**

Cllr FitzGerald has written an article for the Village News regarding setting up a communication/email group to disseminate the various information received by the Parish Council. Cllr Forknall to arrange a meeting regarding the potential of a car park at the Memorial Playing Field.

**9. COMMUNITY GOVERNANCE REVIEW**

Members **Noted** that Boughton Monchelsea PC agreed to the proposed changes, and that the proposed boundary change was submitted to the Maidstone Borough Council review on 11<sup>th</sup> January 2023.

**10. CHILDRENS PLAYGROUND – ANNUAL INSPECTION**

Members **Noted** the Annual Report, which highlighted areas that have been brought to the Council's attention. Overall the report states there is a 'Low Risk'. Cllrs proposed, seconded and resolved **“that a budget of £1500.00 be set to carry out the following works:- replace the seats and chains on both the toddler and junior swings; adjust the small gate to allow the gate to operate correctly and put down some rubber matting where the ground has eroded; replace the damaged litterbin”**. This was **Agreed**. Members also **noted** the report of missing inserts on the Multi Play (Junior) and Climbing Frame, which could lead to finger entrapment, however, the report deemed this as 'Very Low Risk' and no inserts were ever provided when the equipment was installed, so Members **Agreed** to take no further action in this regard.

**11. VILLAGE CLEAN UP**

Members **Agreed** that the Spring Village Clean Up should be carried out on Saturday 18<sup>th</sup> March 2023. Anyone wishing to help should meet at the Village Hall Car Park at 10am.

**12. KING'S CORONATION**

Members **Agreed** that an event should be held and **Noted** that a meeting was due to be held on 11<sup>th</sup> February to gauge interest/recruit volunteers.

**13. SOUTH EAST WATER GRANT**

Members **Noted** that following the recent loss of water in the Chart Sutton area, South East Water has provided a grant of £2500.00 to the Parish Council from its community chest for use within the community, as the Parish Council sees fit. Members **Agreed** to use the grant for the King's Coronation event, should it go ahead.

**14. MATTERS OF REPORT**

**14.1 County and Borough Councillors Report**

No reports were provided.

#### **14.2 Chairman's Report**

Cllr Forknall reported that a battery for an electric fencer unit had been stolen (behind Ivans Field). The B2163 (below the garden centre) was still flooded and there were multiple potholes on Forge Lane - the Clerk was asked to report both issues to Highways.

#### **14.3 Individual Councillors Reports**

PW asked whether local farmers etc. would be permitted to carry out temporary pothole repairs to assist Kent Highways. The Clerk to contact County Cllr Parfitt-Reid with this enquiry. RS advised that the next meeting of the PCEN will be held on 24<sup>th</sup> January. SW reported that the footpath between Norton Road and Plough Wents Road has been cleared. SW reported that the state of Norton Road is deteriorating. The culvert needs clearing and the road edges are getting worse. This was reported to Highways following the inappropriate road diversions put in place after the gas explosion on the A274, but nothing has happened. The problems have been exacerbated, as there has been more traffic whilst the roads in the village have been closed during the gas mains replacement project. SW has called off all football matches for a prolonged period due to the pitch either being waterlogged or frozen. A quote of £700 has been received to spike the pitch with a deep spiker to help with drainage, but this can't be carried out until the ground dries out. VU reported that the village shop has lost money whilst the roads in the village have been closed, there has also been a lot of wastage. SW reported that new Christmas lights had to be purchased, as the previous set were faulty. VU had been given two Gardening Society trophies which had been found in a neighbour's loft. MF has written an article for the Village News encouraging people to come forward if they are suffering financial hardships. MF has written to the MP regarding the closure of Action for Communities in Rural Kent. KALC are exploring routes for the service to be maintained. This is ongoing and updates are awaited. MF reported that Nu-Venture has provided an important initiative to provide a 59 bus shopping service on a Wednesday, which might be a lifeline for people who can't get out of the village. VU reported that whoever is grubbing out the orchard has been telling people it is being done for a housing development. However, no such application has been received for comment. MF reported the sad loss of two long term residents of the village, Tony Collins and Alan Wisdom. Both served the village well over the years and supported local events.

#### **14.4 Clerk's Reports**

##### **14.4.1 2022/23 Tax Base**

Members **Noted** that MBC advised the draft Tax Base for 2023/24 is 430.60.

Note: The tax bases have yet to be adopted by MBC in accordance with the usual timetable. However, draft Parish tax bases that are set to be presented to the Policy & Resources Committee scheduled for 25<sup>th</sup> January 2023 have been provided.

#### **15. FINANCE**

**15.1 Budget Monitoring**

The Budget Monitoring Report to 31<sup>st</sup> December 2022 was **Noted**.

**15.2 To note Income received since last meeting**

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

HSBC Interest December 22	£37.81
VN Ad – Kingswood Christmas Trees	£50.00
VN Ad – MWF Electrical	£50.00
VAT Refund 010922-301122	£526.36
VN Ad – SVPS	£300.00
UKPN Wayleaves/Licences	£20.09
South East Water Grant	£2500.00

**15.3 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 December	£273.77
SO – T Jenkins – Net Salary & Office Allowance – December	£834.59
Bank Charges to 29/11/22	£9.00

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

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

101869 – Miss T Jenkins – expenses Dec	£11.37
101873 – HMRC (National Insurance – period ending 05/02/23 & 05/03/23)	£80.46
101874 – Samuel Whitehead – Litterpick Dec	£24.00
101875 – Maidstone Borough Council – street sweeping	£84.02
101876 – P Waring – white line marker, remarking/overmarking pitch & salt for salt bin	£244.51
101877 – The Play Inspection Company Ltd	£120.00
101878 – Npower - streetlighting	£23.61
101879 – Sutton Valence & District RBL Grant re 100 <sup>th</sup> Anniversary Event	£250.00
101880 – Chart Sutton Village Hall – hire x 3	£42.00
101881 – Commercial Services Trading – Grounds Maintenance	£613.13

**15.5 2023/24 Budget**

Cllrs proposed, seconded and resolved “**to accept the budget prepared by the Clerk – Appendix A**”. All Members **Agreed**. Members also suggested funds be earmarked for projects such as the development of the Memorial Playing Field car park, and the Clerk was asked to put this on the next agenda.

**15.6 2023/24 Parish Precept**

Cllrs proposed, seconded and resolved “**to set the Precept at £23,500 for 2023/24 - an increase of £1,000 from 2022/23**”. All Members **Agreed**.

**16. DATE OF NEXT MEETING**

Members **Noted** the next Meeting will be held on Monday 13<sup>th</sup> March 2023 at Chart Sutton Village Hall.

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

APPENDIX A

CHART SUTTON PARISH COUNCIL

ESTIMATED YEAR END POSITION FOR 2022/23 AND ESTIMATED BUDGET FOR 2023/24

2021/22		INCOME			
Actual	Budget Heads	Budget 2022/23	To 31st December	Est Year End	Prediction for 2023/24
£		£	£	£	£
22,500	Parish Precept	22500	22,500	22,500	TBC
1931	MBC - Parish Services Scheme	1,931	1977	1,977	1,977
0	MBC - Additional Grants	0		0	0
1430	KCC - Grants	---		0	0
1653	Playing Fields - Lettings	1,575	598	1,300	1,300
20	Wayleaves/Licences	20		20	20
885	Advertising - Village News	700	285	700	700
3199	Other Income	500	571	3071	500
8	Bank Interest	7	120	200	250
58	Santander Interest	60	15	15	60
	Village Embellishment Fund		451	451	0
	<b>Totals</b>	<b>27,293</b>	<b>26,517</b>	<b>30,235</b>	<b>4,807</b> (plus precept)
<u>31,684</u>					

## EXPENDITURE

Budget Heads		Budget	To 31st	Est Year	Prediction
Expended		2022/23	December	End	for
£		£	£	£	2023/24
					£
	General Administration				
9,992	Salaries	10,400	8,130	10,945	11,407
220	PAYE / NI	270	140	261	290
104	Employers Pension Contribution	130	155	200	220
1,788	Running Expenses, see over	<u>2610</u>	<u>2,225</u>	<u>2,848</u>	<u>2845</u>
290	Audit Fees	330	290	290	300
619	Insurance	675	700	700	720
	Parish Services Scheme				
4,212	Playing Field	6,500	5,701	6265	7,300
1,422	Open Spaces	1,800	1,001	1665	1,800
235	Street Lighting	110	96	125	140
	Other PSS Expenditure	100		0	100
0	Training	200		0	200
2,130	Village News	2,600	2,083	2,465	2,550
850	Donations (see S137 in running expenses)	850		0	0
1,907	Contingencies	3,000	1039	1,100	3,000
1,356	Street Sweeping	1,500	1207	1,480	1,550
1,928	Pavilion	600		0	600
330	Website Annual Maintenance	350	350	350	360
151	CCTV Annual Maintenance	175	170	170	185
455	MBC Winter Grant	0		455	0
25	Bank Charges	120	89	115	115
	Queens Platinum Jubilee Big Lunch	4500	4525	4525	0
<u>28,014</u>	<b>Sub-Totals</b>	<u>36,820</u>	<u>27,902</u>	<u>33,959</u>	<u>33,682</u>
	Reserves at 31st March 2022				
---	Key Deposits	250	---	---	---
---	Village Infrastructure Fund	14,647.55	---	---	---
---	General Funds	60,750	---	---	---

28,014	<b>Total expenditure for year</b>	27,902	33,959	33,682
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**CHART SUTTON PARISH COUNCIL**

**Summary of Running Expenses**

	<b>Budget</b>			<b>Estimated</b>	<b>Prediction</b>	
	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>to</b>	<b>Year End</b>	<b>2023/24</b>
				<b>31/12/22</b>		
Advertising	100.00	100.00	100.00	0.00	0.00	50.00
Annual Parish Meeting	30.00	30.00	30.00	20.00	20.00	20.00
Chairman's Allowance	100.00	100.00	100.00	0.00	0.00	100.00
Clerk's Office Allowance	500.00	510.00	525.00	391.50	522.00	540.00
Clerk's Travel Expenses	160.00	140.00	140.00	90.75	130.00	140.00
Data Protection Registration Fee	35.00	35.00	35.00	35.00	35.00	35.00
Hire of Hall	200.00	140.00	140.00	28.00	126.00	140.00
Members' External Meeting costs	60.00	60.00	60.00	0.00	0.00	50.00
Postages	100.00	100.00	70.00	8.16	30.00	40.00
Publications	100.00	50.00	50.00	0.00	0.00	50.00
s137	500.00	500.00	500.00	850.00	1100.00	850.00
Stationery & Office Expenses	130.00	120.00	120.00	175.09	185.00	185.00
Subscriptions	580.00	620.00	660.00	590.32	595.00	600.00
Telephone	80.00	75.00	80.00	35.93	45.00	45.00
<b>Total</b>	<b>2675.00</b>	<b>2580.00</b>	<b>2610.00</b>	<b>2224.75</b>	<b>2788.00</b>	<b>2845.00</b>