

CHART SUTTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 13TH MARCH 2023 AT CHART SUTTON VILLAGE HALL

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

IN ATTENDANCE: - Borough Cllr S Munford and one parishioner were present throughout.

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

There were no declarations of interest.

4. REQUESTS FOR DISPENSATIONS

Cllrs FitzGerald & Underdown declared an interest for items 11 and 16.4.

5. MINUTES OF MEETING HELD ON 23RD JANUARY 2023

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 - Jan 23 – no crimes. Borough Cllr Munford reported on the new module which will see a reduction in PCSO’s from June 2023. However, each Ward cluster will have a named warranted officer and the rural taskforce will double in size. KCC are also consulting on Community Wardens.

7. CLIMATE CHANGE & BIODIVERSITY

Nothing further to report. Next meeting to be held on 21st March 2023.

8. THREE YEAR STRATEGY

Approximately 10 people have signed up for the email group. Cllr Underdown has agreed to assist with distributing the information. The EV provision to remain on the Three Year Strategy. In order to try & progress the Memorial Playing Field car park, Cllr FitzGerald to try & find contact information for the foundation. Cllr Waring to plant two oak trees at the Memorial Playing Field (one for the Queen’s Jubilee and one for the King’s Coronation).

9. GOLDING HOMES

Laxton Drive Hedges & Trees – to be cut down to the lower hedge height and one tree removed, area tidied up & new planting to fill any gaps. Regular trimming will take place twice a year outside of the nesting season.

Land behind bus stop - some clearance has taken place on this strip, but GH unable to check Land Registry – could be the bus company that are responsible.

EV Charging Points – GH have no current plans for EV points in the village.

King’s Coronation – GH agreed a contribution of £200 for plants/displays. To be purchased on 5th April. Next meeting scheduled for 24th May.

10. FOOTBALL PITCH

Cllrs proposed, seconded and resolved “**to carry out verti-draining on the football pitch, at a cost of approximately £700 plus VAT**”. This was **Agreed**.

Cllrs considered a reduction in fees for the Coxheath and Maidstone Inter teams following the number of matches that have been cancelled due to the pitch being waterlogged/frozen. Cllrs agreed to look again at the fees at the end of the season once we know exactly how many matches have been played. As Maidstone Inter have already paid in full, they may be offered a reduction next season.

11. KING'S CORONATION

Members **Noted** that the following cheques have already been issued in respect of the Coronation Big Lunch - £650.00 Cavendish Marquees (deposit only - 101882) & £240.00 Four Jays Group (101883) – see item 16.3. Members further **Noted** the following funding/donations which have either been received or approved:-

£2,500.00 – Parish Council

£500.00 - KCC Member Grant

£500.00 – Village Hall

£250.00 – Amenities Committee

£2,500.00 – The National Lottery Community Fund

The sale of raffle tickets is going well. The market/breakfast on the green will be held on 1st April, stalls will include cakes, tombola, books etc.

12. ANNUAL PARISH MEETING

All Members **Agreed** not to invite a main speaker, due to the lack of attendees.

13. CCTV CAMERAS

Members considered the quote from Brooke Security for £558 + VAT for the replacement of two cameras which have moisture in them. Cllrs proposed, seconded and resolved “**to accept the quote from Brook Security to replace 2 x CCTV cameras**”. This was **Agreed**. However, Members asked the Clerk to enquire with Brook Security as to the reasons why the cameras are letting moisture in.

14. GYPSY, TRAVELLER AND TRAVELLING SHOWPEOPLE DEVELOPMENT PLAN DOCUMENT – SCOPING, ISSUES & OPTIONS PUBLIC CONSULTATION (REGULATION 18) & CALL FOR SITES

Members agreed to provide the Clerk with comments for submission prior to the deadline of 17th April.

15. MATTERS OF REPORT

15.1 County and Borough Councillors Report

Borough Cllr Munford started by apologising for not being in attendance at the last couple of meetings. Cllr Munford gave an update on the Local Plan Review – phase 1 was found to be sound, and phase 2 will continue once the questions raised have been answered.

15.2 Chairman’s Report

Cllr Forknall reported on the flooding near the garden centre on Plough Wents Road. Further works need to be carried out & the Clerk/Chairman will meet to discuss reporting to Highways/Lottie Parfitt-Reid.

15.3 Individual Councillors Reports

SW reported that the Environment Agency have suggested that Parish Councils look at the KCC map of drains, culverts, ditches etc to ensure it is up to date, which will help with reporting of future issues. VU reported that aggressive cold callers have been in Chart Sutton trying to get residents to have their driveways steam cleaned. The cold callers were also seen taking water from the fire hydrant. CW reported on the recent heated debate between Lenham PC & Maidstone KALC. CW noted the bio-diversity works carried out near Langley Loch, which was interesting and worth a visit.

15.4 Clerk’s Reports

15.4.1 Clerk’s Annual Leave

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

15.4.2 Clerk’s Resignation

Members **Noted** that the Clerk tendered her resignation on 28th February giving the statutory 3 months’ notice. Adverts have or will be placed in the North Downs Ad, Wealden Advertiser, KALC website, Parish noticeboards, Parish website and will be in the April Village Newsletter. The Clerk was asked to add ‘to set up and maintain the Parish Council’s social media platforms’ to the Clerk’s Job Description. Members **Agreed** that interview dates & interviewers to be agreed at the next PC meeting.

16. FINANCE

16.1 Budget Monitoring

The Budget Monitoring Report to 28th February 2023 was **Noted**.

16.2 To note Income received since last meeting

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

HSBC Interest January 2023	£45.14
HSBC Interest February 2023	£46.07
Maidstone Inter – 2 nd half football fees	£275.00
VN Ad – MWF Electrical	£50.00
VN Ad – Helen Whately	£90.00
VN Ad – Aquarius	£90.00
Tfr fm BMM to C/A 06/03/23	£3000.00

16.3 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 January	£273.77
D/D – NEST – employer/employee pension payment for February	£273.77
SO – T Jenkins – Net Salary & Office Allowance – January	£834.59
SO – T Jenkins – Net Salary & Office Allowance – February	£834.59
Bank Charges to 301222	£8.20
Bank Charges to 300123	£10.20
Cheque 101882 – Cavendish Marquees (deposit) re King’s Coronation Big Lunch (see item 11)	£650.00
Cheque 101883 – Four Jays Group re King’s Coronation Big Lunch (see item 11)	£240.00

16.4 To resolve to make payments as presented for signature

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

101884 – Miss T Jenkins – expenses Jan & Feb 23	£28.30
101885 – HMRC (National Insurance – period ending 05/04/23)	£40.23
101886 – Samuel Whitehead – Litterpick Feb	£48.00
101887 – Maidstone Borough Council – street sweeping x 2	£168.04
101888 – MR M FitzGerald – Feb VN production	£390.00
101889 – Miss T Jenkins (advert for Parish Clerk in North Downs Ad & Wealden Ad)	£216.00
101890 – Mrs V Underdown – King’s Coronation Big Lunch reimbursement re tableware	£207.91

16.5 Santander 12 Month Business Bond

Members **Noted** that the account matures on 1st May 2023. Members decided to re-invest the bond for a further 12 months with Santander. Cllrs therefore proposed, seconded and resolved that “**at maturity of the Santander 12 Month Business Bond Account, the balance plus accrued interest should be re-invested in the Santander Business Bond Account for a further 12 months**”. This was **Agreed**.

16.6 Statement of Internal Control

Members reviewed the Statement of Internal Control produced by the Clerk. Cllrs proposed, seconded and resolved “**that the Statement of Internal Control is signed and included with the year-end accounts**”. This was **Agreed** and it was further **Agreed** that Cllr Forknall and the Clerk should sign the Statement.

16.7 Annual Review of Effectiveness of Internal Audit

In carrying out its Annual Review, Members confirmed that the internal auditor is independent of the Council and has no involvement in the financial decision making and is competent to carry out an effective audit of the Council’s system of internal control; that the review and scope of the internal audit adequately assesses the Council’s internal controls and management of risk; that Members understand the importance of the relationship between the internal audit and the Council and that adequate preparations are made for the audit procedure and reports received from the Internal and External Auditor are actioned when necessary.

16.8 Annual Review of Clerk’s Salary & Office Allowance and Employers Pension Contributions
Exempt item.

16.9 Annual Grounds Maintenance Contract

Members considered the 8% uplift in the 2023 quote. Cllrs proposed, seconded and resolved “**to accept the Landscape Services quotation for 2023**”. This was **Agreed**. Cllrs further proposed, seconded and resolved “**that additional items for 2023 to be included were:- top up the football goal mouths & oversee the whole pitch and fertilise in spring and autumn**”. This was **Agreed**.

16.10 Earmarking of Funds

Cllrs proposed, seconded and resolved “**to earmark £10,000 for the Memorial Playing Field Car Park**”. This was **Agreed**.

17. DATE OF NEXT MEETING

Members **Noted** the next Meeting will be held on Monday 17th April 2023 at Chart Sutton Village Hall.

There being no further matters to be discussed, the meeting closed at 9.08pm.