

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12<sup>TH</sup> JUNE 2023 AT CHART SUTTON VILLAGE HALL

**PRESENT:** - Cllr P Forknall (Chair), Cllrs S Waring, V Underdown, C Webb, R Sagrott, P. Ward,  
M FitzGerald MBE, Mrs Lesley Windless (Clerk)

**IN ATTENDANCE:** - Cllr S Munford was present until 8.50pm.

#### PUBLIC OPEN SESSION

**1. APOLOGIES**

No apologies were noted.

**2. FILMING OF MEETINGS**

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

**3. COUNCILLOR DECLARATIONS OF INTEREST**

The following interests were declared : Cllr FitzGerald - item 15.4, Cllr Underdown – item 15.4,  
Cllr Waring - item 15.4.

**4. REQUESTS FOR DISPENSATION**

There were no requests for dispensation.

**5. MINUTES OF MEETING HELD ON 15<sup>TH</sup> MAY 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 / KCC WARDEN MATTERS**

No crimes had been reported. The clerk advised that a letter had been received from the Kent Police & Crime Commissioner earlier in the day which had been e-mailed to members. The letter stated that the phased roll out of beat Officers was now underway, in line with the new Neighbourhood Policing Model. Cllr Munford stated that he had attended a meeting recently where the Police had advised the rollout would be 95% complete by the end of the year. He added that the rural policing team would be doubling in size. Cllr Fitzgerald expressed concern that information was not being relayed to parishes directly by the Police.

**7. CLIMATE CHANGE & BIODIVERSITY**

Cllr Sagrott noted that MBC had recently had an ‘Eco hub’ in the Mall shopping centre in Maidstone. This would be repeated from 1<sup>st</sup> August with MBC looking to roll it out to villages. Carbon literacy training should be taking place over the summer.

Cllr Sagrott reported that the Parish Council Environment Network are still working on the Scenic Green Trail.

**8. THREE YEAR STRATEGY**

Cllr Fitzgerald asked that the clerk contact NALC to establish whether there is likely to be any further funding available for EV charging points. This was **Agreed**.

**9. CCTV ON VILLAGE GREEN**

Two quotes had been received for supply and installation of new security cameras covering the village green and shop. Both quotes were like for like and very similar in price. Members expressed concern at the failure of the current system and asked for information on the warranty period for the new cameras which the clerk would confirm. Following discussion, Cllrs proposed, seconded and resolved **that the quote from Brook Security for £1,981.24 + VAT should be accepted**. This was **Agreed**.

**10. ELECTRICAL INSPECTION TO PAVILION**

A quote had been received for £98 to carry out the annual electrical inspection of the pavilion. Cllrs proposed, seconded and resolved **that the quote should be accepted**. This was **Agreed**.

## 11. SOCIAL MEDIA

Following discussion, it was **Agreed** that the clerk should set up a Facebook page for the Parish Council. The main purpose of the page would be to provide information to residents and for ease of management, commenting would be turned off, with residents encouraged to contact the Parish Council via the usual methods, i.e. phone and e-mail.

The clerk advised that she had been updating the Parish Council website and adding photos. Cllr Fitzgerald suggested that photos from the Coronation event etc could be added to the gallery. This was **Agreed**.

## 12. ONLINE BANKING

Members considered whether to move from cheque payments to online transactions, supported by an appropriate online banking policy. The clerk had contacted HSBC who had indicated there would be no monthly online banking fee, only small fees for each transaction as is the case with current cheque payments. Fees could not be confirmed until the clerk had taken over as primary user on the account. Following discussion, Cllrs proposed, seconded and resolved **that the clerk set up online transactions facility with HSBC in line with the current mandate, i.e. 2 Councillors to authorise each payment.** This was **Agreed subject to a maximum additional monthly HSBC fee of £20.**

The clerk had produced a draft online banking policy which had been circulated to members in advance of the meeting. Following discussion, Cllrs proposed, seconded and resolved **that the draft online banking policy be adopted.** This was **Agreed**

## 13.

### HIGHWAYS

#### 13.1

##### **Highway Improvement Plan – to review and update**

The clerk advised that KCC Highways had requested the Parish Council update its Highway Improvement Plan. The three current items on the plan were all related to speeding. Cllr Fitzgerald suggested the Parish Council investigate the possibility of village gateways. Cllr Waring stated there may not be enough verge width to install them. Following discussion amongst members it was **Agreed** that the clerk should set up a site meeting with KCC Highways.

## 14. MATTERS OF REPORT

### 14.1 County and Borough Councillors Report

Borough Councillor Munford advised Cllrs of the ongoing governance review, including proposed amendments to parish boundaries. He suggested the Parish Council respond to the further consultation, once live.

### 14.2 Chairman's Report

The Chairman reported fly tipping on Peens Lane, Lower Farm Road and Forge Lane. He added that KCC had carried out some recent pothole repairs in Hermitage Lane and Forge Lane.

### 14.3 Individual Councillor's Reports

Cllr Waring noted that the village shop AGM had taken place in May. The shop had made a loss of approximately £3000 due to lack of footfall. It was noted that the treasurer position was vacant.

Cllr Underdown stated that she had attended a recent Speedwatch co-ordinator meeting (via Teams). 356 hours of Speedwatch had been carried out throughout the county in just one week with 1359 vehicles recorded as exceeding the speed limit by at least 10% + 2mph. Cllr Underdown explained that Speedwatch only covers 30mph and 40mph roads and that the Police do not enforce 20mph limits. She added that Speedwatch volunteers can use body cams and radar guns with guns costing £400 each + VAT.

Cllr Underdown advised that the church group who hire the village hall on Sundays have expressed concern regarding walkers parking their cars in the car park and going off for walks, reducing the amount of parking spaces available for churchgoers. Following discussion, it was agreed that this was a matter for the village hall committee who would need to decide whether to put up notices stating the car park is for hall users only.

Cllr Fitzgerald stated that he would be attending the Armed Forces flag raising ceremony in Maidstone town centre on 19<sup>th</sup> June. He added that the village green would be used for RBL poppy sales on 28<sup>th</sup> October.

Cllr Fitzgerald expressed concern at the overall reduction in bus services across the borough and derision at KCC's planned free weekend of bus travel across Kent and Medway on 24<sup>th</sup> and 25<sup>th</sup> June, feeling that the funds used on this could have been better spent elsewhere.

Cllr Munford left the meeting at this point.

#### 14.4 Clerk's Report

The clerk noted the following :

Royal British Legion funders report which had been received from Mike Fitzgerald and circulated to all Councillors by e-mail.

Cllr Fitzgerald's report on the Coronation event which had been sent to KALC but, due to the change in clerk, had been sent too late for the relevant edition of KALC News

Pavilion electric meter to be changed for a smart meter on 14<sup>th</sup> June

Football teams have been contacted regarding their plans for the forthcoming season. Awaiting responses and will be discussed at the July meeting

#### 15. FINANCE

##### 15.1 Budget Monitoring to 31<sup>st</sup> May 2023

The Budget Monitoring Report to 31<sup>st</sup> May 2023 was **Noted**

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

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

VAT refund (invoices dated 22/2/23 to 28/4/23)	£382.71
King's Coronation event income (raffle, market, breakfast on the green, guest donations)	£800.15
HSBC Interest May 23	£91.65

##### 15.3 To approve payments already made

Cllrs proposed, seconded and resolved "**that the following payments should be ratified**". This was **Agreed**.

101923 – Zurich Municipal – annual insurance premium	£717.12
S/O – T Jenkins – Net Salary & Office Allowance – May	£786.82
D/D – NEST – employer/employee pension payment – May	£221.36
D/D – ICO – annual data protection fee	£35.40
Bank Charges 31 Mar – 29 Apr 23	£11.00

##### 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**.

101924 – V. Underdown – flowers for planters	£60.48
101925 – T. Jenkins – expenses May 23	£21.20
101926 – L. Windless – salary and office allowance 2/5/23 to 31/5/23	£770.56
101927 – HMRC – PAYE and Employer's NI – 2/5/23 to 31/5/23	£194.48
101928 – S. Whitehead – May litterpick	£48.00
101929 – M. Fitzgerald – Village News printing – June edition	£460.00
101930 – Paul Waring – verti-draining to football pitch	£840.00
101931 – Cavendish Marquees – replacement cheque as 101917 lost in post and cancelled	£1,544.80

#### 16. DATE OF NEXT MEETING

Members **Noted** the next Meeting will be held on Monday 10<sup>th</sup> July 2023 at Chart Sutton Village Hall.

**There being no further matters to be discussed, the meeting closed at 9.00pm.**