

CHART SUTTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 15TH MAY 2023 AT CHART SUTTON VILLAGE HALL

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

IN ATTENDANCE: - Cllr S Munford was present from 7.52pm until the end of the meeting.

PUBLIC OPEN SESSION

1. APOLOGIES

No apologies were noted.

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.

Cllr Forknall stated that he would not be putting himself forward for election in 2024.

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. COUNCILLOR DECLARATIONS OF INTEREST

The following interests were declared : Cllr FitzGerald - items 13 and 18.6, Cllr Underdown - items 13, 16 & 18.6, Cllr Waring - item 16.

5. REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

6. MINUTES OF MEETING HELD ON 17TH APRIL 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.

7. POLICE MATTERS

No crimes had been reported. Cllr Fitzgerald expressed concern at lack of information received on the new policing model. Mrs Windless and Cllr Munford stated that they had attended a recent ward cluster meeting where the new policing model had been explained. It was noted that Chart Sutton would have a designated Police Officer who would be covering all parishes in the cluster, i.e. Chart Sutton, Boughton Monchelsea, Coxheath, Hunton, Loose, Sutton Valence and Langley. Cllr Munford stated that he would feed back Cllr Fitzgerald’s concerns at the next ward cluster meeting. Mrs Windless advised that she would attend future ward cluster meetings on behalf of both Chart Sutton and Boughton Monchelsea parishes.

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.

Cllr Fitzgerald requested that ‘Highways’ be added as a regular agenda item for future full Council meetings. This was agreed.

8.2 Appointment of Representatives

The following appointments were made:-

Village Hall Management Committee	Cllr Waring
Parish/Police Liaison/Ward Cluster	Cllr Waring / Cllr Underdown
KALC Area Committee	Cllr Webb
Shop Liaison	Cllr Waring / Cllr Underdown / Cllr Sagrott

9. REVIEW OF STANDING ORDERS & POLICY DOCUMENTS

Members reviewed the Standing Orders, Financial Regulations, Risk Assessment Policy, Grant Awarding Policy, Public Participation Policy, Freedom of Information Act – Publication Scheme, Complaints Procedure, Kent Code of Conduct Complaints Procedure, Media Policy, Surveillance Camera Code of Practice, CSPC Reserves Policy and Climate Change & Biodiversity Strategy 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, Risk Assessment Policy, Grant Awarding Policy, Public Participation Policy, Freedom of Information Act – Publication Scheme, Complaints Procedure, Kent Code of Conduct Complaints Procedure, Media Policy, Surveillance Camera Code of Practice, CSPC Reserves Policy and Climate Change & Biodiversity Policy are adopted**”. This was **Agreed**.

Cllr Fitzgerald suggested that the Parish Council’s media policy be reviewed in due course once the use of social media had been considered.

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.

The draft Annual Parish Meeting minutes were noted.

11. CLIMATE CHANGE & BIODIVERSITY

Cllr Sagrott noted that 3 members of the Parish Council Environment Network (PCEN) had stood as Green Party members at the recent MBC elections with one successfully elected. He explained that a PCEN meeting had taken place on 25th April where a proposed ‘Scenic Green Trail’ walking route from Platts Heath to West Malling was discussed. The proposed new route would use existing footpaths except for two short road sections and it was hoped that new signage could be installed as well as development of a Scenic Green Trail app.

Cllr Sagrott stated that he had been voted Chair of PCEN for the next 6 months.

12. THREE YEAR STRATEGY

The following items were to remain on the Parish Council’s 3 year strategy :

- E-mail group (to be advertised in the next edition of Village News)
- EV chargers (to be investigated in conjunction with the village hall committee)
- Recreation ground car park

13. KING’S CORONATION

Cllr Fitzgerald handed out copies of a ‘Report for Funders’ document he had prepared in relation to the recent Coronation event including a balance sheet and explained that there was £140.35 plus raffle takings of £482.50 in left over funds. Cllr Underdown advised that, following the event, she had received a note of thanks and a £50 cash donation for the Parish Council. Total surplus funds from the event was therefore £672.85.

Cllrs proposed and seconded that £672.85 (plus VAT of £631.81 from event expenditure, once received) be added to the embellishment fund. This was **agreed**.

It was noted that several thank you letters and e-mails had been received from residents in relation to the event. Cllr Webb expressed thanks on behalf of the Parish Council to Cllrs Underdown and Fitzgerald for their hard work organising and managing this very successful and enjoyable event.

14. GMAIL UPDATE

The clerk advised that the Gmail e-mail storage was full and an upgrade to 100Gb with cloud backup could be purchased at a cost of £15.99 per year. This was **agreed**.

15. PARISH COUNCIL COMMUNITY COST OF LIVING SUPPORT GRANT

Details of this grant scheme had been forwarded to members in advance of the meeting. The clerk advised that the deadline for applications was 31st May 2023. Following discussion it was agreed not to apply for this grant. .

16. CCTV

It had been agreed at a previous meeting to carry out repairs to CCTV cameras at the village shop. The clerk noted that Brook Security had since advised that the cameras were out of warranty and would not be cost effective to repair. Brook Security had provided a quote to the clerk for two new cameras and this had been updated to reflect the need for ANPR and high resolution images. It was also noted that the wireless connection to the existing cameras was not working and would need further investigation, the price of which was included in the overall quote of £1,981.24 + VAT. Following discussion it was agreed that a further quote should be obtained. Cllr Forknall agreed to arrange for another security company to visit the shop and quote for the same works. The two quotes would then be considered at the next Council meeting.

17. MATTERS OF REPORT

17.1 County and Borough Councillors Report

Borough Councillor Munford advised that the MBC Local Plan review was ongoing. He noted that the civic parade would be taking place in Maidstone town centre on Saturday 20th May where the new mayor and new administration of the Council would be elected.

17.2 Chairman's Report

The Chairman reported that KCC's forthcoming closure of Forge Lane / Hermitage Lane had been cancelled. The closure was for carriageway repairs. Potholes and fly tipping were noted on various roads within the parish.

17.3 Individual Councillor's Reports

Cllr Sagrott noted that the 'Great Big Green Week' was coming up in June. A community litter pick was discussed however it was agreed that verge vegetation had now grown too much for this to be practical.

Cllr Waring noted that new football contracts were outstanding, pending decisions from teams on whether they wish to continue. The clerk advised that the two adult teams may be giving up but the existing youth teams had expressed an interest in taking over their morning match slots. She added that a new youth team had also been in contact who would like to play on Saturdays. Cllr Waring advised that youth teams do not cause as much damage to the pitch. It was noted that verti-draining had recently been carried out on the pitch.

Cllr Waring expressed concern regarding MBC apparently tipping electrical items in with normal rubbish during domestic bin collections.

Cllr Underdown stated that she had reported fly tipping on Church Road which had been quickly cleared by MBC.

Cllr Webb expressed concern regarding the condition of the road and a water leak adjacent to Boundary House.

Cllr Ward had nothing to report.

Cllr Fitzgerald requested that social media and internet banking be included on the agenda for the next Council meeting.

17.4 Clerk's Report

Nothing to report

18. FINANCE

18.1 Annual Report and Audit 2022/23

Members **Noted** the Internal Auditor completed the Audit on 19th 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 2023 & Setting for 2023/24**
Members **Noted** a report that showed the 2022/2023 budget and actuals, the preliminary budget for 2023/2024 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:-
New Budget for ‘King’s Coronation Big Lunch’ - £2,943.42
- 18.3** **To note Income received since last meeting**
Members **Noted** payments received during the period as follows:
- | | |
|-----------------------------------|------------|
| HSBC Interest Apr 23 | £70.28 |
| Precept | £23,500.00 |
| Tfr from C/A to BMM 17/04/23 | £23,500.00 |
| Textile Bank Income | £61.80 |
| Transfer from BMM to C/A 09/05/23 | £3,000.00 |
- 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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|---|---------|
| S/O – T Jenkins – Net Salary & Office Allowance – April | £786.82 |
| D/D – NEST – employer/employee pension payment – April | £221.36 |
| Bank Charges 28 Feb – 30 Mar 23 | £9.40 |
- 18.5** **Annual Review of Insurance**
Members **Noted** that the renewal of insurance quotation from 1st June 2023 had been received from **Gallagher Insurance, at a cost of £878.19 for a fixed 3 year Long Term Agreement with Hiscox (£150K Fidelity Guarantee)**. Two other quotes had been received as follows :
BHB £757.40 for 3 year Long Term Agreement with Aviva (£100K Fidelity Guarantee)
Zurich £717.12 for 3 year Long Term Agreement (£250K Fidelity Guarantee)
- Following discussion, Cllrs proposed, seconded and resolved “**that the Parish Council insurance should be renewed with Gallagher Insurance if they are able to match Zurich’s price of £717.12 for a fixed 3 year period. If Gallagher Insurance are unable to match this price then a new policy should be taken out with Zurich at £717.12 for a fixed 3 year period**”. This was **Agreed**.
- 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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|--|----------|
| 101906 – Miss T Jenkins – expenses Apr 23 | £25.18 |
| 101907 – Samuel Whitehead – Litterpick – Apr 23 | £60.00 |
| 101908 – HMRC (National Insurance – period ending 05/06/23) | £26.58 |
| 101909 – Maidstone Borough Council – street sweep/litterpick | £84.02 |
| 101910 – Mr L Robbins – Internal Audit Fee | £90.00 |
| 101911 – Chart Sutton Community Association – King’s Coronation Big Lunch expenses | £280.50 |
| 101912 – Mrs V Underdown - King’s Coronation Big Lunch expenses | £30.00 |
| 101913 – Mr M FitzGerald - King’s Coronation Big Lunch expenses | £244.80 |
| 101914 – Chart Sutton Community Association – King’s Coronation Big Lunch expenses | £257.81 |
| 101915 – Mr M FitzGerald - King’s Coronation Big Lunch expenses | £160.00 |
| 101916 – Mrs V Underdown - King’s Coronation Big Lunch expenses | £99.62 |
| 101917 – Cavendish Marquees - King’s Coronation Big Lunch expenses | £1544.80 |

101918 – Mr M FitzGerald - King’s Coronation Big Lunch expenses	:	£200.00
101919 – Chart Sutton Community Association -King’s Coronation Big Lunch expenses	:	£77.12
101920 – Mr M FitzGerald - King’s Coronation Big Lunch expenses	:	£40.00
101921 – JP Supplies - King’s Coronation Big Lunch expenses	:	£215.00
101922 – David Catt & Sons Ltd - King’s Coronation Big Lunch expenses	:	£54.76

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.

19. DATE OF NEXT MEETING

Members **Noted** the next Meeting will be held on Monday 12th June 2023 at Chart Sutton Village Hall.

It was noted that this was the last Council meeting for outgoing Clerk, Miss Terri Jenkins. Cllr Forknall presented Miss Jenkins with a certificate, voucher and bouquet of flowers and thanked her on behalf of the Parish Council for all her hard work during her years of service as Parish Clerk. All members echoed Cllr Forknall’s sentiments and it was agreed that Miss Jenkins had been a wonderful Clerk. Cllr Munford also thanked Miss Jenkins for all her help and support during his time as ward Councillor. Miss Jenkins thanked members for their kind words and gifts.

There being no further matters to be discussed, the meeting closed at 8.55pm.