

CHART SUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH SEPTEMBER 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: - 1 member of the public

PUBLIC OPEN SESSION – nothing was discussed

1. APOLOGIES

Apologies were noted from KCC member, Cllr Lottie Parfitt-Reid, MBC member, Cllr Steve Munford and KCC Warden team leader, Sandra Edmonds

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

Cllr Fitzgerald declared an interest in item 15.4 (payment for Village News printing).

4. REQUESTS FOR DISPENSATION

There were no requests for dispensation.

5. MINUTES OF MEETING HELD ON 10TH JULY 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

The clerk reported one crime for the July / August period, from the e-watch.co website :
*Between 21:00 on Wednesday 16th August and 08:00 on Thursday 17th August in Chart Hill Road. Somebody stole a vehicle, KX57***, from a farm.*

The clerk advised that she had received a report from Police beat officer, Becca Burns covering both Boughton Monchelsea and Chart Sutton parishes but there was nothing to report for Chart Sutton.

Members noted the following recent criminal activity in the parish :

- Chains cut to gate and vehicle driven around fields
- Fly tipping in Long Lane
- Fly tipping of roofing materials in Babylon Lane, by the bridge

Cllr Forknall read out the KCC Warden report which is summarised as follows :

- No pressing issues in Chart Sutton
- Seeing more and more complex scams and will be pleased to provide information and advice to residents
- Plans for a Community Safety Drop In one Saturday morning in the village hall
- Warden consultation is underway with plans for the team to shrink from 14 to 3 wardens plus 1 team leader, re-positioned into areas of greatest deprivation. Service will be extremely streamlined but will endeavour to meet the needs of all communities

7. CLIMATE CHANGE & BIODIVERSITY

Cllr Sagrott noted that the Parish Council Environment Network would be meeting again during week commencing 18th September. He stated that he had made a recent visit to the MBC Eco Hub in the town centre

8. THREE YEAR STRATEGY

Members discussed the possibility of installing EV charging points in the village hall car park, specifically for residents of the village with no off-street parking. It was agreed that Cllr Ward should arrange a feasibility study and obtain quotes for supply and installation of low power chargers, for further consideration by the Parish Council.

CLLR WARD

Members discussed the need for disability upgrade works to public rights of way throughout the parish. It was agreed that Cllr Webb would produce a map showing suggested works, for discussion with KCC. **CLLR WEBB**

Members discussed the possibility of providing a car park for the recreation ground car park. It was agreed that the clerk should write to the Salmon Trust to ask whether they would be prepared to gift a small area of land to the Parish Council to facilitate this. **CLERK**

9. HIGHWAYS

9.1 Village gateways – to consider whether to proceed

The clerk advised that following the recent site meeting with Kent Highways they had agreed to fund a gateway feature at the eastern end of the village, near the recreation ground. Following discussion, Cllrs proposed, seconded and resolved to proceed with this gateway installation. Clerk to inform KCC accordingly. **CLERK**

9.2 RTC's – to discuss crash data

The clerk had forwarded a crash map link to members in advance of the meeting <https://www.crashmap.co.uk/>
This website provides details of all reported RTC's in the area.

Members expressed concern regarding road safety at the Warmlake Road / Norton Road junction and it was agreed this should be added to the Highway Improvement Plan, for future discussion with KCC **CLERK**

It was noted that the hedge outside 'Wentways' needs cutting, for improved driver visibility. Cllr Waring agreed to discuss this with the homeowner. **CLLR WARING**

10. PARISH CHARTER REVIEW

Following discussion, it was agreed that the clerk should respond to this consultation on behalf of the Parish Council. Cllr Fitzgerald asked the clerk to include comments in relation to the Parish Services Scheme. **CLERK**

11. D-DAY 80TH ANNIVERSARY

Members discussed the possibility of holding an event on 6th June 2024. It was agreed to make a decision on this nearer the time.

12. OCTOBER LITTER PICK

Following discussion it was agreed that the next community litter pick would take place on Saturday 21st October 10am to 12pm, meeting in the village hall car park. Clerk to advertise event on website, noticeboard and Facebook and arrange supply of green volunteer litter bags from MBC. **CLERK**

13. 2024 COUNCIL ELECTIONS

Members discussed the forthcoming Parish Council elections in May 2024. It was noted that several members would probably not be standing and therefore efforts should be made to attract prospective new Councillors. Cllr Fitzgerald agreed to produce an article for the Village News. **CLLR FITZGERALD**

14. MATTERS OF REPORT

14.1 County and Borough Councillors Reports

Neither Cllr Lottie Parfitt-Reid nor Cllr Steve Munford were present at the meeting.

14.2 Chairman's Report

Cllr Forknall had nothing further to report.

14.3 Individual Councillors Reports

Cllr Waring advised that Maidstone Inter football team had recently folded so would not be using the pitch this season but Coxheath mens and Bearsted youth were continuing.

Cllr Waring noted that the roadworks in Leeds village appeared to be going well.

Cllr Underdown stated that she had attended the Neighbourhood Watch AGM.

Cllr Webb expressed concern regarding a planning condition that was allegedly not being complied with in relation to Elderden Farm in Chart Hill Road. Members requested that this be reported to MBC enforcement. **CLERK**

Cllr Fitzgerald requested that the salt bin in the village centre be moved. Cllr Waring agreed to look into this.

CLLR WARING

14.4 Clerk's Report

The clerk had provided a written report which was circulated to members in advance of the meeting and is summarised below :

- New Unity Trust bank account now open. HSBC account will be switched to Unity on 13th September
- Responded to Community Governance review, in support of the proposed changes to the parish boundary
- Responded to dog control public spaces protection order consultation
- Copy of updated Highway Improvement Plan sent to KCC
- Requested extension of double yellow lines on Chart Hill Road. KCC responded stating that they would not agree to this due to lack of supporting crash data
- Annual electrical inspection of the pavilion now complete

15. FINANCE

15.1 Budget Monitoring to 31st August 2023

The Budget Monitoring Report to 31st August 2023 was **Noted**

15.2 To note Income received since last meeting

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

D. Turner – one off football pitch hire	£47.50
HSBC Interest July 23	£96.92
Bearsted FC – football pitch hire, first instalment	£300.00
HSBC Interest August 23	£105.32

15.3 To approve payments already made

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

To approve payments already made

Bank Charges 31 May – 29 Jun 23	£10.20	£10
Bank Charges 30 Jun – 30 Jul 23	£9.00	£9
101943 – BG Electrical Contractors – pavilion electrical inspection	£98.00	£98
101944- MBC – sweep / litter pick July 23	£84.02	£84
101945 – S. Whitehead – litter pick July 23	£48.00	£48
101946 – L. Windless – Clerk's salary and expenses July 23	£805.45	£05
101947 – HMRC – PAYE and Employer's NI July 23	£216.78	£16
101948 – Chart Sutton PC – Unity Trust bank – current account opening	£500.00	£00
101949 – Chart Sutton PC – Unity Trust bank – reserve account opening	£500.00	

15.4 To resolve to make payments as presented for authorisation

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

It was noted that these payments would be made via BACS, not cheque, from the new Unity Trust account

001 – L. Windless – clerk's salary and expenses Aug 23	£813.70
002 – HMRC – PAYE and Employer's NI Aug 23	£216.78
003 - Castle Water – pavilion water bill	£18.13
004 - Commercial Services Trading Ltd – grounds maintenance Apr / May / Jun 23	£1,068.32
005 – M. Fitzgerald – Village News printing	£500.00
006 – S. Whitehead – litter picking Aug 23	£48.00
007 – CPRE – annual subscription	£36.00
008 – MBC – sweep / litter pick August 23	£84.02

Cllrs proposed, seconded and resolved **that the Council approve the Village News printing price increase from £40 to £45 per colour page and from £20 to £25 per black and white page, effective from the August 2023 edition**. This was **Agreed**.

15.5 Consideration of donations to be made

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

Citizens Advice Bureau £150
Kenward Trust £150
Breast Cancer Kent £150

Royal British Legion (poppy appeal, including cost of wreath) £200
Age UK Maidstone £150
Three Suttons Helpline £150
Heart of Kent Hospice £150
Demelza £150

Clerk to arrange payment of the above donations.

CLERK

- 15.6 Annual Governance & Accountability Return (AGAR) – year ended 31 March 2023**
Members noted that following completion of their review of the AGAR, the external auditors, Mazars, have issued the certificate with no outstanding actions. The clerk advised that the statutory notice confirming the Audit has been completed is currently displayed on the website and the noticeboards around the Parish.
- 16. DATE OF NEXT MEETING**
Members **Noted** the next Meeting will be held on Monday 9th October 2023 at Chart Sutton Village Hall.

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