

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11<sup>TH</sup> DECEMBER 2023 AT CHART SUTTON VILLAGE HALL

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

**IN ATTENDANCE:** - 1 member of the public

**PUBLIC OPEN SESSION** – nothing was discussed

**1. APOLOGIES**

None

**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**

Cllrs Fitzgerald and Waring declared an interest in item 14.4 as both would be receiving payments for services provided.

**4. REQUESTS FOR DISPENSATION**

There were no requests for dispensation.

**5. MINUTES OF MEETING HELD ON 13<sup>TH</sup> NOVEMBER 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**

There were no reported crimes for November on the e-watch.co website. A report had been received from Police beat officer, Becca Burns which is summarised below :

- Report of anti-social behaviour and drug taking in the village hall car park. No vehicles or individuals identified yet
- Report of concrete blocks being fly tipped in Church Road. Passed on to Maidstone Borough Council
- PC Harry Greenfield will be taking over as beat officer on 22<sup>nd</sup> December

Members of the village hall committee were not aware of any anti-social behaviour or drug taking in the village hall car park and asked the clerk to contact the new beat officer for dates so that CCTV could be checked. **CLERK**

**7. CLIMATE CHANGE & BIODIVERSITY**

Cllr Sagrott had provided a written update on the Parish Council Environment Network which was circulated to members in advance of the meeting. Cllr Sagrott updated members as follows :

- MBC carbon literacy training will be delivered to Parish Councils, starting in February. Any Parish Councillors who gain accreditation will be able to pass on the main lessons of the course to other interested members
- MBC’s Eco Hub in The Mall was taken on the road to Headcorn and Bearsted but this had not proved successful and further events have been put on hold for now with the possibility of school visits as an alternative to roadshows
- Members of the Parish Council Environment Network have been walking various sections of the Scenic Green Trail to identify obstructions and route issues. There is much work to do before the Trail can be launched including clear route marking and written route guidance
- Boughton Monchelsea organised a farm cluster meeting with the intention of getting local farmers working together for nature recovery
- The Great Big Green Week is scheduled for 8<sup>th</sup> to 16<sup>th</sup> June 2024

It was suggested that the Parish Council could include an Eco Hub talk and information at the Annual Parish Meeting in April 2024. Cllr Sagrott agreed to investigate this. **CLLR SAGROTT**

## 8. **THREE YEAR STRATEGY**

### 8.1 **EV chargers**

It was noted that 2 quotes had been received for EV chargers in the village hall car park. The third company the Parish Council had approached would not be quoting. To be discussed under agenda item 10 below.

### 8.2 **Footpath sub-group – 2023 review**

Cllr Sagrott had produced a written report which was circulated to members in advance of the meeting. This is summarised as follows :

- Sub-group members, Cllrs Sagrott and Webb have walked many of the footpaths in the parish over the last year. Paths are also used by ‘Sutton Strollers’ from time to time
- Most footpaths and stiles are in a reasonable condition
- Several rotten or damaged stiles have been reported to KCC
- Cllrs Sagrott and Webb intend to meet more regularly in 2024 and devise a more formal footpath inspection schedule. A resident has also offered to assist

### 8.3 **Recreation ground car park**

The clerk advised that a further holding response had been received from the Salmon Trust regarding the Parish Council’s enquiry about acquiring a piece of land to provide a car park for the recreation ground. It was noted that the response appeared positive and it was proposed, seconded and **Agreed** that the clerk should produce a plan showing a 20m strip of land extending the whole depth of the field and forward this to the Trust with a note that this area would best serve our requirements. **CLERK**

## 9. **HIGHWAYS**

### 9.1 **Highway Improvement Plan**

Members reviewed the contents of the Highway Improvement Plan and agreed that no amendments were required in advance of the Highway Improvement Plan meeting with KCC on 19<sup>th</sup> December.

It was agreed that Cllr Underdown would include details of how to report highway faults to KCC in the next edition of Village News. **CLLR UNDERDOWN**

## 10. **RURAL ENGLAND PROSPERITY FUND**

The clerk advised that the deadline for Rural England Prosperity Fund grant applications was 22<sup>nd</sup> January 2024. Following lengthy discussion, it was proposed, seconded and **Agreed** that the Parish Council should submit an application for EV chargers, solar panels and air source heating for the village hall. It was noted that 3 quotes would be required and Cllr Waring and the clerk agreed to work together on this. **CLLR WARING / CLERK**

## 11. **80<sup>TH</sup> ANNIVERSARY D-DAY CELEBRATIONS**

Cllr Fitzgerald advised that Sutton Valence Parish Council have confirmed they would like to work with Chart Sutton on delivering an 80<sup>th</sup> Anniversary D-Day event. East Sutton have also been asked if they wish to join. A working group of Cllrs Fitzgerald and Webb was agreed, with an additional member required to help on the day of the event as Cllr Webb will not be available. It is hoped that bids for funding can be submitted but each parish will need to commit funds to ensure early bookings of hall, entertainment etc can be made before any grant decisions are known. A joint parish meeting will be arranged early in the new year.

## 12. **JOAN JOHNSON TRUST**

Donations from the Trust were discussed.

## 13. **MATTERS OF REPORT**

### 13.1 **County and Borough Councillors Reports**

Cllr Lottie Parfitt-Reid and Cllr Munford were not present at the meeting..

### 13.2 **Chairman’s Report**

Cllr Forknall advised of recent fly tipping in Lower Farm which he had reported.

### 13.3 **Individual Councillors Reports**

Cllr Underdown reported as follows :

- A village hall user has requested a highway mirror due to lack of visibility when exiting the car park. Following discussion, it was agreed that Cllr Waring would review to see if trimming the hedge back would improve the situation. The clerk had sought advice from KCC who stated that the verge opposite the hall is in private ownership so a mirror could be installed, with permission from the landowner.

**CLLR WARING**

- CCTV camera at the shop is misting up. Brook Security visited site but unknown if camera is repairable.  
Clerk to chase **CLERK**

Cllr Waring reported as follows :

- The village hall committee is looking to redecorate the hall next year
- New seats and chains have been fitted to the swings in the play area and grass grid fitted beneath the gate
- Salt bins have been checked and all are OK except the bin opposite Laxton Drive (see agenda item 13.4)

Cllr Fitzgerald reported as follows :

- Cllr Fitzgerald had attended the recent meeting with MP, Helen Whately where the Leeds / Langley relief road was discussed as well as policing issues
- The Christmas dinner on 10<sup>th</sup> December (organised by Chart Sutton Amenities Committee) had been a great success and enjoyed by all who attended

Cllr Webb reported as follows :

- Attended remote MBC Biodiversity Net Gain (BNG) seminar on 4th December. Aim of BNG is a neutral environment. Recently published guidance states that it will be mandatory from 2024 for developers to achieve a 10% minimum gain for 30 years (householder applications are exempt). The BNG Register will be monitored by Natural England
- Recent KALC meeting minutes had been received
- During recent icy weather, a car had ended up in a ditch near River Farm

13.4 Cllr Ward asked whether the defibrillator was being checked. The clerk advised she was doing monthly checks.

Cllr Sagrott had nothing further to report.

#### **Clerk's Report**

The clerk had provided a written report which was circulated to members in advance of the meeting. She expanded on this as follows :

- Sutton Valence Parish Council had invited Chart Sutton PC to attend a meeting with KCC Highways on 16<sup>th</sup> November. Cllrs Ward, Waring and Underdown and the clerk had attended. The main discussion point was Warmlake crossroads (junction A274 / Warmlake Road / Chartway Street
- The clerk had attended the KCC Highways parish seminar on 22<sup>nd</sup> November. Powerpoint presentations from the day had been circulated to members, for information
- A further meeting with MP, Helen Whately would be taking place on 26<sup>th</sup> Jan, to discuss environmental issues. Cllr Sagrott agreed to attend this meeting, if available. **CLLR SAGROTT**
- Following a report from a resident regarding the salt bin opposite Laxton Drive being empty the clerk had reported to KCC who advised that the bin was not on their schedule and they would not be filling it.

It was proposed, seconded and **Agreed** that the Parish Council should purchase a supply of salt and maintain this salt bin from now on. Cllr Waring agreed to action this. **CLLR WARING**

## **14. FINANCE**

### **14.1 Budget Monitoring to 30<sup>th</sup> November 2023**

The Budget Monitoring Report to 30<sup>th</sup> November 2023 was **Noted**

### **14.2 To note Income received since the meeting held on 13<sup>th</sup> November 2023**

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

HSBC Interest November 23	£0.04
Parish Services Scheme – second instalment	£1,018.63

### **14.3 To approve payments already made**

Cllrs proposed, seconded and resolved “**that the following payments should be ratified**”. This was **Agreed**.  
Clerk's salary and office allowance – November £805.45

### **14.4 To resolve to make payments as presented for authorisation**

Cllrs proposed, seconded and resolved **that the Council approve the following payments**. This was **Agreed**. £10

Online payments :	
023 - HMRC – PAYE and Employer’s NI Nov 23	£216.78
024 - L. Windless – Nov expenses	£7.19
025 - S. Whitehead – litter picking Nov 23	£60.00
026 – MBC – sweep / litter pick Nov 23	£84.02
027 – M. Fitzgerald – Village News printing	£480.00
028 – Castle Water – pavilion water bill	£69.63
029 – Netwise UK Ltd – website hosting and domain name – annual fee	£420.00
030 – Paul Waring – play area repairs and work to gate area	£1,480.80
031 – Paul Waring – supply of line marker for football pitch	£82.32

**15. DATE OF NEXT MEETING**

Members **Noted** the next Meeting will be held on Monday 22<sup>nd</sup> January 2024 at Chart Sutton Village Hall.

**There being no further matters to be discussed, the meeting closed at 9.20pm.**