

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 9<sup>TH</sup> JUNE 2025 AT CHART SUTTON VILLAGE HALL

**PRESENT: -** Cllr S. Waring in the Chair, together with Cllrs V. Underdown, R. Sagrott, J. Killick, M. Brown and W. Gatward; Mrs Lesley Windless, Parish Clerk

Borough Councillor Anne Dawes, County Councillor Brian Black, 2 members of the public

**PUBLIC OPEN SESSION** – Nothing was discussed during the public open session.

**1. APOLOGIES**

Apologies were received from Councillor Kerry Dreger

**2. FILMING OF MEETINGS**

There were no requests to film, photograph or record any items.

**3. COUNCILLOR DECLARATIONS OF INTEREST**

None.

**4. REQUESTS FOR DISPENSATION**

None.

**5. MINUTES OF MEETING HELD ON 12<sup>TH</sup> MAY 2025**

Cllrs proposed, seconded and resolved that the draft minutes be approved as a correct record. Cllr Waring signed the official copy of the minutes.

**6. POLICE MATTERS**

The clerk advised that, since the last meeting, no crimes had been reported on the e-watch.co website.

**7. CLIMATE CHANGE & BIODIVERSITY / CLEAN & GREEN GROUP**

Cllr Sagrott advised that the Scenic Green Trail is now live on the Explore Kent website. He added that the next meeting of the Parish Council Environment Network will take place on 2<sup>nd</sup> July but advised that he will be on holiday so unable to attend. Other members were invited to take his place but declined.

Cllr Killick stated that the new plants behind the bus shelter are growing well and the area has recently been weeded. He added that he has swept out the bus stop bay in front of the village green and installed a second water butt behind the bus shelter. The village hall car park has also been weeded with plans to create a rockery.

**8. THREE YEAR STRATEGY**

TPOs – recent tree cutting work on land off Norton Road has been reported to MBC, for investigation  
Footpaths – residents have expressed concern regarding overgrown vegetation and broken glass on the path to the playing field

**9. HIGHWAYS**

The clerk advised that action to address the dangerous bends on Chart Hill Road has been added to the Parish Council's Highway Improvement Plan and will be discussed further at the next meeting with KCC Highways.

Cllr Killick stated that he had written to KCC (as a resident) regarding required road repairs on Plough Wents Road following the recent Loose Road closure. Cllr Black advised that KCC are investigating the traffic issues that occurred during the road closure and will be meeting with SGN to discuss,

**10. NEIGHBOURHOOD PLAN**

Cllr Sagrott provided the following update :

- The public meeting on 7<sup>th</sup> June was very well attended. The purpose of the meeting was to discuss the call for sites, the submissions received and the next steps in the process
- The meeting presentation and initial site assessments are now available on the Parish Council website. A new survey monkey link has been added for residents to submit their comments

- A further meeting of the NHP steering group is being arranged

## 11. PURCHASE OF IT EQUIPMENT

It was noted that the current Parish Council desktop will need to be upgraded before October when Windows 10 becomes obsolete. The clerk noted that the monitor, keyboard, mouse and printer / scanner belong to her so these items will need to be sourced for the new clerk. A budget of up to £1,500 was agreed for a new laptop / desktop and a printer / scanner.

## 12. SIGNAGE TO VILLAGE HALL

Cllr Underdown had noted at a previous meeting that a resident had been in touch to advise that a number of drivers have been stopping to ask where the village hall is. The resident had suggested the Parish Council may wish to consider installing direction signage. Following discussion, it was agreed to fix an appropriate sign below the road name sign on Chart Hill Road, pointing towards the village hall. Cllr Waring advised that the cost of this would be £70. Cllr Black agreed to fund this from his member fund.

**CLLR WARING / CLERK**

## 13. MATTERS OF REPORT

### 13.1 County and Borough Councillors

Cllr Black advised that KCC are surveying Plough Wents Road with a view to carrying out repairs, as required. He added that the Council are reviewing their contracts with the aim of making contractors more accountable for the repairs they carry out.

Cllr Black advised that he is Chairman of the Kent Fire & Rescue Committee.

Cllr Dawes spoke regarding pump tracks and noted that MBC have underspent on some services and overspent on others. She stated that she is a member of the MBC Communities, Housing and Environment Policy Advisory Committee.

### 13.2 Chairman's Report

The Chairman reported as follows :

- The hedge at the junction of Norton Road / Warmlake Road has been trimmed to aid highway visibility
- The Parish Council agreed an annual grant last year of £650 to the village shop as a contribution towards the cost of maintaining the toilet. This is now due. Clerk to arrange payment.

**CLERK**

### 13.3 Individual Councillor's Reports

Cllr Gatward reported as follows :

- Request received from resident asking if they can park their car overnight in the village hall car park. It was noted that this is a decision for the village hall committee
- Residents have been leaving bags of dog waste in a carrier bag hooked over the bag dispenser on Amber Lane. It was noted that, as a one off, this bag should be placed into a green MBC volunteer waste bag and left next to one of the village bins, for collection by MBC.

Cllr Sagrott noted that he had not been available to attend the recent KALC AGM but had read the minutes. The new model Code of Conduct is being progressed.

Cllr Brown noted that a youth had been advised not to kick balls against the pavilion in the playing field

Cllrs Underdown and Killick had nothing further to report.

### 13.4 Clerk's Report

The clerk had produced a written report which was included in members' agenda papers. She advised that 11 applications have been received so far for the parish clerk vacancy and noted that the internal 24/25 accounts audit has been completed and signed off and the AGAR submitted to Mazars for external audit.

## 14. FINANCE

### 14.1 Budget Monitoring to 31<sup>st</sup> May 2025

The budget monitoring report to 31<sup>st</sup> May 2025 was agreed.

### 14.2 To note Income received since the meeting held on 12<sup>th</sup> May 2025

Members noted income received during the period as follows:

Santander bond interest

£154.49

Langley FC – one off pitch hire fee £55.00

**14.3 To approve payments already made**

Cllrs proposed, seconded and resolved that the following payments should be ratified.

This was agreed.

Hugo Fox – website monthly fee	£23.99
HMRC – tax and NI	£317.64
L. Windless – postage	£4.79
MBC – sweep / litter pick	£84.02
BT – village hall broadband monthly fee	£36.22
EDF Energy – pavilion electric supply	£18.48
MBC – sweep / litter pick	£84.02
KM Media – parish clerk job advert	£168.00
ICO – data protection annual fee	£47.00
Unity Trust Bank – bank charges	£6.00
Hugo Fox – website monthly fee	£23.99
L. Windless – clerk’s May salary	£905.96

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

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

Wealden Advertiser Ltd – parish clerk job advert	£288.00
MBC – sweep / litter pick	£84.02
Lionel Robbins – internal accounts audit	£140.00
HMRC – tax and NI – May	£317.64
Village hall committee – hall hire	£75.00
Mike Fitzgerald – Village News printin	£530.00
Hugo Fox – website monthly fee	£23.99
BT – village hall broadband monthly fee	£36.22
Unity Trust – bank fees	£6.00
V. Underdown – plants for flower planters on village green	£26.25
J. Killick – water butt for village green	£650.00
Village shop – annual contribution towards cost of toilet	

**15. DATE OF NEXT MEETING**

Members noted the next meeting will be held on Monday 14<sup>th</sup> July 2025 at Chart Sutton village hall.

There being no further matters to be discussed, the meeting closed at 8.40pm.