

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 10<sup>TH</sup> MARCH 2025 AT CHART SUTTON VILLAGE HALL

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

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

**1. APOLOGIES**

Apologies were received from County Councillor, Lottie Parfitt

**2. FILMING OF MEETINGS**

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

**3. COUNCILLOR DECLARATIONS OF INTEREST**

Cllr Waring declared an interest in item 16.3 (payment for line marker and pitch marking).

**4. REQUESTS FOR DISPENSATION**

None.

**5. MINUTES OF MEETING HELD ON 27<sup>TH</sup> JANUARY 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.

It was agreed to bring forward item 12 on the agenda.

**12. CHURCH HEATING**

An e-mail had been received from St Michael's church requesting a donation towards the cost of a new pew heating system. A representative from the church was in attendance at the meeting and stated that the total cost would be approximately £32,000, with donations to date totalling around £16,000. He added that a donation of £3,000 from the Parish Council would be very much appreciated. Following discussion it was proposed, seconded and agreed that the Parish Council should donate £3,000 to the church towards the cost of the new pew heating system.

**CLERK**

**6. PARISH COUNCILLOR APPLICATION**

An application to become a Parish Councillor had been received from Kerry Dreger and was circulated to members in advance of the meeting. Members were given the opportunity to ask questions before Cllr Waring proposed that Ms Dreger be co-opted on to the Parish Council. This was seconded by Cllr Sagrott and a vote was taken, with all members in agreement. Ms Dreger signed the declaration of acceptance of office form and then took her place at the meeting as a Parish Councillor. Clerk to inform MBC of co-option.

**CLERK**

**7. POLICE MATTERS**

The clerk advised that, since the last meeting, no crimes had been reported on the e-watch.co website. She added that she had attended the ward cluster meeting on 11<sup>th</sup> February. The notes from this meeting had been circulated to members.

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

Cllr Sagrott advised as follows :

- The 'Scenic Green Trail' now has full permission to go ahead
- MBC's biodiversity policy is being re-written
- MBC's decarbonisation programme is on hold
- MBC's eco-hub will be re-opening in October

Cllr Killick stated that he had made a plea on Facebook for plants for the bank behind the bus stop. It was agreed this would be planted up on Sunday 13<sup>th</sup> April. Clerk to advertise for volunteers.

**CLERK**

**9. THREE YEAR STRATEGY**

Nothing to report.

**10. HIGHWAYS**

Cllr Killick stated that the footpath outside the Old Forge had been repaired.

The clerk provided an update as follows :

- Back Lane – KCC planners attempted to find a suitable place for crossroads warning signs but land was privately owned or vegetation growth would have obscured them. KCC have identified that some of the give way / stop signs at the junction are incorrect but will rectify this
- Plough Wents Road - Pedestrian in road signs will be installed at either end of the village
- Warmlake Road / Norton Road junction - Slow markings will be installed on the road
- Warmlake Road - Junction warning sign will be installed before the Ivan's Field junction

**11. NEIGHBOURHOOD PLAN**

The clerk and Cllr Sagrott provided the following update :

- 44 residents survey responses have been received so far. The deadline has been extended from 28<sup>th</sup> February to 31<sup>st</sup> March
- A further public event has been arranged for Saturday 29<sup>th</sup> March 3.30pm to 5pm in Chart Sutton village hall. The purpose of the event will be to share the results of the survey and explain next steps
- The call for sites is live. Response deadline is 31<sup>st</sup> March
- First steering group meeting took place on 27<sup>th</sup> February. The notes from this meeting are available on the Parish Council website

**12. CHURCH HEATING**

Covered above.

**13. CHART SUTTON VILLAGE NEWS**

Following discussion it was agreed not to make any changes to the format of the Village News. It was agreed that Cllr Underdown would send a recent copy of the Village News to Cllr Dreger who agreed to put it into an A5 booklet format for further consideration by members. **CLLR DREGER**

**14. CHART SUTTON RESILIENCE PLAN**

Cllr Sagrott advised that the document is almost complete and a redacted copy will soon be uploaded to the Parish Council website. It was noted that hi vis vests and torches will need to be purchased and it was agreed that emergency 'grab bags' will be kept at Cllr Gatward and Cllr Sagrott's home addresses.

**15. MATTERS OF REPORT**

**15.1 County and Borough Councillors**

Cllr Parfitt was not present but had provided a written report in advance of the meeting which is summarised below

- £80M has been allocated for 25/26 for pavements, streetlights, bridges, drains etc
- £14.5M has been allocated to the pothole blitz
- Discussions have begun with the Director of Highways to explore greater flexibility in Department for Transport funding , aiming to unlock more investment for Kent's roads

**15.2 Chairman's Report**

The Chairman stated that he had recently carried out some landscape maintenance work at St Michael's church, as requested by the Parochial Church Council.

**15.3 Individual Councillor's Reports**

Cllr Sagrott stated that he had attended the recent KALC meeting where the following had been discussed :

- Forthcoming MBC Community Governance Review
- New model code of conduct
- KALC's response to the recent MBC gypsy and traveller site consultation

Cllr Underdown spoke regarding a potential residential planning breach. The clerk advised that this should be reported directly to MBC via their website.

Cllrs Killick, Gatward and Dreger had nothing further to report.

**15.4 Clerk's Report**

The clerk had produced a written report which was included in members' agenda papers. She stated that KALC will be running online CiLCA (Certificate in Local Council Administration) training this year, for parish clerks, at a cost of £300. The cost of the qualification will be an additional £450. She noted that Boughton Monchelsea Parish Council had agreed to fund £550 of the total £750 cost. Following discussion, it was proposed, seconded and agreed that Chart Sutton Parish Council should fund the remaining £200. **CLERK**

**16. FINANCE**

**16.1 Budget Monitoring to 28<sup>th</sup> February 2025**

The budget monitoring report to 28<sup>th</sup> February 2025 was agreed.

**16.2 To note Income received since the meeting held on 27<sup>th</sup> January 2025**

Members noted income received during the period as follows:

Coxheath – second instalment of pitch fees	£300.00
Groundwork UK – NHP grant	£2,200.00
Bearsted – second instalment of pitch fees (reduced rate agreed)	£100.00

**16.3 To approve payments already made**

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

L. Windless – Clerk's January salary + office allowance	£905.96
Unity Trust – bank charges	£6.00
Hugo Fox – website monthly fee	£23.99
HMRC – tax and NI – January	£262.63
P. Waring – line marker and pitch marking	£166.32
Grammer & Co. printers – NHP flyers	£45.00
Castle Water – water supply to pavilion	£6.26
EDF Energy – electric supply to pavilion	£23.72
BT – village hall broadband monthly fee	£33.53
EDF Energy – electric supply to pavilion	£18.48
L. Windless – Google One subscription + stamps	£22.79
Commercial Services Trading Ltd – landscape maintenance	£2,033.40
MBC – sweep / litter pick	£84.02
M. Fitzgerald – Village News printing	£370.00
Grammer & Co. Ltd – NHP survey forms	£85.00
Geosphere Ltd – Parish Online subscription	£75.60
KM Media Group – KM ad for NHP	£192.00
Castle Water – water supply to pavilion	£21.79
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L. Windless – Clerk's February salary and office allowance	£905.96
Unity Trust bank – bank charges	£6.00
HMRC – tax and NI – February	£262.63
JRB Enterprise Ltd – dog waste bags	£144.90

**16.4 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.

Commercial Services Trading Ltd – landscape maintenance work	£1,141.92
Unity Trust bank – bank charges	£6.00

**17. DATE OF NEXT MEETING**

Members noted the next meeting will be held on Monday 7<sup>th</sup> April 2025 at Chart Sutton village hall.

**There being no further matters to be discussed, the meeting closed at 10.10pm.**