

CHART SUTTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 11TH NOVEMBER 2024 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

PUBLIC OPEN SESSION

1. APOLOGIES

Apologies were received from Borough Councillor, Anne Dawes.

It was noted that Paul Ward had resigned from the Parish Council.

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 16.4.

4. REQUESTS FOR DISPENSATION

None.

5. MINUTES OF MEETING HELD ON 14TH OCTOBER 2024

Cllrs proposed, seconded and resolved that the draft minutes be approved as a correct record, with the following amendment to item 12 Community Resilience Plan :

... *'It was noted that resident, John Gatward might be prepared to act as leader in an emergency situation and it was agreed this would be appropriate if he is willing' ...*

... ***'Post meeting note*** : *Resident, John Gatward has confirmed that he is prepared to act as leader in an emergency situation'*

6. POLICE / KCC WARDEN MATTERS

The clerk noted that, since the last meeting, the following crime had been reported on the e-watch.co website :

Between Friday 11th October and Saturday 19th October in Forsham Lane. Somebody stole the front number plate from a Tesla Model Y parked in the road.

It was noted that a front door had been damaged on Amber Lane.

7. CLIMATE CHANGE & BIODIVERSITY

Cllr Sagrott had nothing to report.

Cllr Killick provided an update on the Clean & Green group as follows :

- A community litter pick took place in October. Turnout was not very good due to the wet weather
- Cllr Killick has been weeding the bank behind the bus stop on Amber Lane and has planted it up with daffodil bulbs
- Next clean and green meet up will take place in early Spring

Cllr Underdown advised of a lot of litter on Chart Hill Road. The clerk stated that she would pick this with her son in the next few weeks. She reminded members that litter can be left on the side of the road in green, MBC litter sacks but the location must be reported via the MBC website so they know where to collect it.

<https://maidstone.gov.uk/home/primary-services/street-care-and-cleaning/report-litter>

8. THREE YEAR STRATEGY

Nothing to report.

9. HIGHWAYS

The clerk advised that she had updated the Highway Improvement Plan and forwarded to KCC with a request for an annual review meeting in the next couple of months. Cllr Killick advised that he had asked the KCC steward for an update on various highway matters.

10. VILLAGE HALL UPGRADE WORKS

It was noted that the village hall upgrade works were now complete. The clerk had provided a breakdown of costs for the project and advised that the final spend was £128,438.04 (excl. VAT). The original project costing was £117,491.00 (excl. VAT) therefore there had been an overspend of £10,947.04. The clerk pointed out that all of this overspend was due to additional scope of work including electrical and civil work associated with UKPN design changes, soakaway construction, stump grinding, timber repairs and internal work. Following lengthy discussion it was agreed that Cllr Waring would discuss this with other members of the village hall committee with a view to splitting the bill for the additional works 50/50 between the Parish Council and the village hall committee.

CLLR WARING

Paul Ward had produced a completion report for the hall upgrade works and Cllr Waring stated that this would be discussed with the village hall committee at their next meeting.

CLLR WARING

It was noted that the village hall committee had paid the £150 Hydra bill for initial set up of the EV chargers and Hydra would be providing them with full operating instructions.

It was noted that there had been teething problems with the new heating system but this was to be expected in terms of keeping the hall at a suitable temperature for the various users and the village hall committee would resolve this with hirers.

Cllr Waring thanked the clerk, Paul Ward and Pete Underdown for their work on the village hall upgrade project.

11. NEIGHBOURHOOD PLAN

It was noted that a letter had been sent to MBC applying to designate the whole of the parish of Chart Sutton as a neighbourhood area for the purpose of producing a Neighbourhood Plan. A meeting with consultant, Alison Eardley had taken place and next steps would be forming a steering group, applying for grants, engaging with residents and doing a local call for sites. Cllr Sagrott asked if there was space for a Neighbourhood Plan stall at the Christmas fair in the village hall on 30th November. Cllr Underdown to check.

Post meeting note : NHP stall at the Christmas fair will be OK and launch event planned for 19th January. Clerk to advertise stall in noticeboards and launch event to be advertised in the Village News.

CLERK / CLLR UNDERDOWN

12. LOCAL GOVERNMENT SERVICE PAY AGREEMENT 2024/25

The clerk noted that KALC had confirmed details of the Local Government Services pay agreement for 24/25 and advised that her salary would therefore increase from £17.16 per hour to £17.79 per hour, backdated to 1st April 2024. This was agreed.

13. MBC GYPSY, TRAVELLER AND TRAVELLING SHOWPEOPLE DEVELOPMENT PLAN CONSULTATION

Following discussion it was agreed that Cllr Sagrott should respond to this consultation on behalf of the Parish Council.

14. LANDSCAPE MAINTENANCE CONTRACT

Members discussed the current grounds maintenance contract with Landscape Services and expressed their disappointment with the level of service received this year. It was noted that the contract would be up for renewal in early 2025. It was agreed to review this further once the quote for 2025/26 has been received.

15. MATTERS OF REPORT

15.1 County and Borough Councillors Report

Cllr Lottie Parfitt and Cllr Anne Dawes were not present at the meeting.

15.2 Chairman's Report

The Chairman reported as follows :

- E-mail of thanks sent to Paul Ward following his resignation
- The current agreement with the football teams is that the Parish Council marks the pitch at the start of the season then the teams take responsibility for keeping it marked out. Due to the length of time between matches and cancellations due to wet weather this is not working and it was agreed that the Parish Council should re-mark the pitch lines as and when needed. The cost of this could be included in pitch hire fees, going forward.

15.3 Individual Councillor's Reports

Cllr Gatward advised that the salt bin at the bottom of Chart Hill Road has a 'remove' notice fixed to it. Cllr Waring advised that the Parish Council has bought a new bin for this location and he will install it.

CLLR WARING

Cllr Underdown stated that she would include information in the next edition of Village News, as follows :

- Details of VE day 80, asking if any resident/s would like to organise an event
- Request for volunteers with appropriate skills to assist in an emergency (for inclusion in Chart Sutton's Resilience Plan)
- Article on EV chargers

Cllr Underdown advised that the speed gun has now been delivered.

Cllr Killick advised that he will be volunteering at Sutton Valence primary school, helping the children with the school allotment.

Cllr Sagrott 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 noted that she had advised MBC of Paul Ward's resignation and would post a casual vacancy notice on the website and main noticeboard. She added that thank you e-mails and letters had been received, following issue of donation cheques to the various local organisations.

16. FINANCE

16.1 Budget Monitoring to 31st October 2024

The budget monitoring report to 31st October 2024 was agreed.

16.2 To note Income received since the meeting held on 14th October 2024

Members noted income received during the period as follows:

Village hall committee – contribution towards hall upgrade works	£37,889.00
Scout group – textile bank donation	£102.20
HMRC – VAT reclaim	£14,254.87
MBC – CIL monies	£1,101.79

16.3 To approve payments already made

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

This was agreed.

V. Underdown – materials for noticeboard repairs	£28.24
Four Jays – portaloos hire	£126.00
Four Jays – portaloos hire	£51.00
KCPFA – annual subscription	£20.00
FGS Pilcher – soakaway work to village hall car park	£1,450.80
Castle Water – water supply to pavilion	£14.79
EDF Energy – electric supply to pavilion	£22.89
Spy Alarms – annual CCTV maintenance	£238.80
JRB Roofing – village hall works	£26,412.00
JRB Roofing – village hall works	£1,332.00
JGF Electrical – village hall works	£2,061.60
Littlewood Hire – speed gun	£2,079.54
Citizens Advice – donation	£150.00
Kenward Trust – donation	£150.00
Breast Cancer Kent – donation	£150.00
Royal British Legion – donation	£200.00
Age UK – donation	£150.00
Heart of Kent Hospice – donation	£150.00
Demelza – donation	£150.00
Parish Clerk – October salary	£854.11
Unity Trust bank – bank charges	£5.40

- 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.
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| Castle Water – pavilion water supply | £69.79 |
| Four Jays – portaloos hire for village hall upgrade works | £69.00 |
| P. Waring – stump grinding in village hall car park to enable soakaway constr. | £216.00 |
| H. Windless – litter picking on 6/10 and 10/11 | £24.00 |

It was agreed to set up a direct debit for future pavilion water bill payments to Castle Water.

It was agreed that H. Windless should carry out fortnightly litter picks, not weekly.

17.

DATE OF NEXT MEETING

Members noted the next meeting will be held on Monday 9th December 2024 at Chart Sutton village hall.

There being no further matters to be discussed, the meeting closed at 9.50pm.