

CHART SUTTON PARISH COUNCIL

Minutes of the Full Council Meeting held at Chart Sutton Village Hall Monday 13th October 2025 at 7.45pm

Present: Cllr Steven Waring (Chair) Cllr Robert Sagrott Cllr Valerie Underdown
Cllr John Killick Cllr Wendy Gatward Cllr Kerry Dreger
Cllr Mike Brown

Steve Hill – Parish Clerk
Cllr Brian Black (KCC)
Public – 3

25/30 Apologies for Absence

Apologies received and accepted for Cllr Anne Dawes (MBC).

25/31 Councillors Declaration of Interest

None declared.

25/32 Minutes of 8th September 2025 Council Meeting.

The minutes were proposed, seconded and resolved that the Chairman signs the minutes as a true and accurate record of the meeting.

25/33 Open Public Session

A question was asked regarding the Local Plan and was there any update, this was covered later in the meeting.

25/34 Report from Borough Councillors & County Councillors

Report received from Cllr Anne Dawes (MBC), which was reviewed and discussed by Cllrs.
Cllr Brian Black (KCC) provided copies of the KCC Newsletter. He mentioned having a contact who could advise the Clerk on the best way to apply for the KCC grant. He also offered to share details about the financial savings the new KCC team aims to achieve.

25/35 Crime Report:

Since the last meeting no crimes have been reported.

25/36 Climate Change & Biodiversity

Update from Cllr Sagrott – There was a meeting on the 23rd September with Cllr Anne Dawes (MBC) as the Chairman. Carbon literacy training will be repeated in February next year. Maidstone Borough Council (MBC) has been proactive in clearing up fly-tipping promptly once it's reported. In October, the Green Home Bearsted initiative will showcase practical ways to improve energy efficiency at home, including insulation and solar panel options. Further details can be found on climate.change@kent.gov.uk.

Update from Cllr Killick on Clean and Green Group – Cleaned, weeded and trimmed around the Chart Sutton area, plus some litter picking.

Initials

25/37 Review of Policies:

- **Financial Regulations – Resolved:** Cllrs agreed and accepted the revised version.
- **Generic email account hosted on an authority approved domain – Resolved:** Councillors agreed and accepted the need to transition to a XXX@chartsutton-pc.gov.uk email address. NetWise was selected as the preferred provider, as it offers a slightly lower cost compared to the alternative and the Clerk is already familiar with its system. The decision was **unanimous**.

25/38 Parish Matters

- Highways and other matters:** HIP update.
A HIP Team call took place on the 20th August where discussions took place with the new KCC Rep Emily Rodgers. Following this meeting, several additional items were proposed. These were discussed at the Parish Council meeting, where councillors agreed to include two of the items in the Highways Improvement Plan (HIP).
Resolved: The Clerk will forward the details of these additional requirements to the KCC REP.
- Football Pitch:** Two FC have now paid 50% of their Fees, these are Coxheath and Lenham U13 with Bearsted FC paying on an ad-hoc basis.
The Clerk has received complaints that the grass is too long and there is an over hanging tree, Landscape Services have confirmed they do not normally cut grass November to February.
Resolved: Cllrs agree that, if necessary, Cllr Steven Waring may cut the grass and trim back the overhanging tree in the SE corner if Landscape Services are unable to do so.
- Local Neighbourhood Plan** – Councillor Sagrott gave an update on progress with the production of the Local Neighbourhood Plan. The volunteer residents allocated to each policy workstream have had to be switched around but is still expected that most of the work will be completed by the end of November, with the Steering Group reviewing the policies in December. At a recent meeting with MBC Planning Department, it was learned that no material comments had been received from the statutory consultees on the draft Strategic Environmental Assessment so this will form the basis of a tool with which to assess the four shortlisted development sites. An approach has been received from the entity proposing a development on the Ivans field site. More details of the development are now available, and it has been agreed to hold a public meeting so that residents can learn what is proposed and have an opportunity to ask questions. A weekend date is under discussion to maximise the number of residents attending. The other three landowners/developers will also be asked if they wish to present their proposals at a public meeting.
- EV Charger** – The EV chargers at the Village Hall currently appear to be underused and are not commercially viable, resulting in a financial loss for the Village Hall. A request has been made for the Parish Council to subsidise this shortfall. Councillors agreed that, should a subsidy be provided, the Parish Council should be entitled to a share of any future profits. It was also noted that the lack of public awareness regarding the chargers’ location may be contributing to the low usage. Improved promotion was considered essential.
Resolved: It was agreed that the availability of the EV charging point should be actively promoted via the Village Hall website, Village News, Parish Council website, and Facebook pages to encourage greater use. No subsidy will be offered at this time, and the financial position will be reviewed in six months following this awareness campaign. It was also agreed a new directional sign for the Village Hall showing it has an EV Charger should be located at the Chart Corner junction.

- e. **Landscape Services – Resolution:** Councillors considered the renewal of the Landscape Services contract for the forthcoming year. It was noted that, as charges are now based solely on services used, the pricing is competitive.
Resolved: Councillors agreed to request a quotation from Landscape Services only for the 2026–2027 period.
- f. **Outreach Post Office Service in Chart Sutton – Resolution:** The Parish Council received a request from the Post Office proposing a mobile van service in place of the current arrangement at the Shop on the Green. The suggested location for the van was the Village Hall car park. Councillors felt the alternative location wasn't quite right due to concerns about distance, safety, and how easy it would be for everyone to access.
Resolved: The Parish Council will let the Post Office know it would prefer to keep the service at the Shop on the Green and will wait to hear back.

25/39 Reports from Committees and Representatives on other bodies:

- Chairman's – Report of some Fly-tipping along Warmlake Road which was cleared to one side. It was then reported to MBC who removed it.
- Councillors – Volunteers needed for Speedwatch, an advert will be put in the Village News.
- KALC – Parish conference in November both Chair and V-Chair will attend.
- Clerks – Provided a separate document to Cllrs to read and provided an update.

25/40 Correspondence/Consultations

- Post Office Email – Discussed during meeting.
- Pavilion Smart Meter faulty – Meeting booked with Pavilion manager.
- SPY Maintenance Contract – **Resolution:** Cllr Agreed to Annual Maintenance Contract

25/41 Financial Resolutions

- Financial statement and bank reconciliation was received and approved by councillors. Bank reconciliation statement signed by Cllr Steven Waring and Cllr Robert Sagrott.

Balances as of 30th September 2025:

Unity Trust Current Account: £ 651.62
 Unity Trust Savings Account: £ 69,913.46
UTB Total Balance: £ 70,565.08

- To authorise payments made out of meeting and at meeting.

Payments made out of meeting:

UTB Ref	Details	Amount	VAT*	Total	Auth
81	BG Electrical – Pavilion Electrical Inspection	103.00		103.00	BP
83	EDF – Pavilion electric supply	18.48		18.48	DD
84	NPOWER Unmetered Inv 13996415	55.96	2.80	58.76	BP
85	NPOWER Unmetered Inv 13996416	40.25	2.01	42.26	BP
87	Castle Water – Pavilion Water Supply	6.58	1.32	7.90	DD
89	Clerks Salary and Allowance - Sept	982.74		982.74	SO
90	Unity Trust Bank – Bank charge	6.00		6.00	DD
92	Hugo Fox - monthly website fee	19.99	4.00	23.99	DD
94	BT - monthly broadband fee	30.18	6.04	36.22	DD
TOTAL		1263.18	16.17	1279.35	

* VAT to be reclaimed.

Initials

Payments for authorising at meeting:

UTB Ref	Details	Amount	VAT*	Total	Auth
95	Village Hall Hire – 3 Months	45.00		45.00	JK & RS
97	NPOWER – October Inv 14161319	43.91	2.20	46.11	JK & RS
98	KCS – A4 Paper	22.49	4.50	26.99	JK & RS
99	CPRE Membership Renewal Oct 2026	36.00		36.00	JK & RS
100	Hop Engineering Ltd – Playground Repairs	180.00	36.00	216.00	JK & RS
101	Kent County Playing Fields Association	20.00		20.00	JK & RS
102	SPY Alarms Call Out Charge and Fix	240.00	48.00	288.00	JK & RS
103	Clerks Expenses September 2025	198.25	37.43	235.68	JK & RS
104	MBC Cleaning IN 2702725	70.02	14.00	84.02	JK & RS
105	M. Fitzgerald - newsletter printing	495.00		495.00	JK & RS
TOTAL		1350.67	142.123	1492.80	

* VAT to be reclaimed

- c. To note income received since last meeting on the 8th September.
 - Lenham U13 FC have paid 50% (£350.00) of the yearly fee.
 - Unity Trust Bank Q2 Interest payment £413.46
 - Unity Trust Bank Complaints Compensation payment £25.00
- d. To consider other financial considerations and purchases.
 - A black and white Laser Printer has been purchased for use by the Clerk.
 - Only consumables such as paper and ink will need to be purchased as required.
- e. To review and complete UTB account admin changes and to add Cllr Brown

Resolution: Clerk is now the Admin for the UTB account and has made a request to remove the non-serving Cllr names from the account and to add Cllr Mike Brown.

Resolved – Cllrs to agree to the proposal to leave the outgoing Clerk on the UTB account to facilitate access to the account should the serving Clerk not be available on long term absence. Cllrs also agreed to add Cllr Mike Brown to the account as authoriser and signatory.

25/42 Items for the Next Meeting.

- Next year’s financial requirements to be discussed for Precept.

25/43 Date of Next Meeting – Monday 10th November 2025

With no further business the meeting was closed at 10.00pm

Signed..... Chairman

Date.....

Initials