

CHART SUTTON PARISH COUNCIL

Minutes of the Full Council Meeting held at Chart Sutton Village Hall Monday 14th July 2025 at 7.45pm

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

Steve Hill – Incoming Clerk
Lesley Windless – Outgoing Clerk
Public – 1

25/1 Apologies for Absence

No apologies received.

25/2 Filming or Recording of Meeting

The Clerk recorded the meeting for his own records.

25/3 Councillors Declaration of Interest

None declared.

25/4 Request for Dispensation

None requested.

25/5 Minutes of 9th June 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.

25/6 Police Matter

Since the last meeting, 3 crimes have been reported on the e-watch.co website:

- On Sunday 22nd June between 00:30 and 00:59 in Ivans Field. Somebody stole copper cables from an Openreach underground network
- On Sunday 29th June around 12:58 in Green Lane. Somebody broke into a residential property and stole jewellery and a shot gun
- Between 22:00 on Monday 7th of July and 06:00 on Tuesday 8th of July in Chart Hill Road. Somebody stole a green Land Rover Defender, K1***, from a driveway.

25/7 Climate Change & Biodiversity

Meeting was deferred until 30th July.

Cllr Killick provided an update on areas he had cleaned recently including verges, bus stops and that he had received the cleaning materials from Golding Homes to enable him to clean the village signs.

25/8 Three Year Strategy

Update on playing field car park, TPOs, garage site, footpath accessibility and communication with residents – No new updates available.

Initials

25/9 Highways

KCC have agreed to provide 30MPH roundels and slow down markings in the road and for Chart Hill Road. Various potholes have been reported by Cllrs but informed not severe enough for repair.

25/10 Neighbourhood Plan

Cllr Sagrott provided the following update:

- The was a steering group meeting held on the 23rd June 2025
- Consultant is preparing a strategic environmental assessment to be approved
- Policies will be included into the NHP examples below:
 - Local Green Spaces
 - Biodiversity
 - Heritage
 - Views that can be had locally
 - Design Policy (style and materials)
 - Facilities and needs of the village
 - How site will be allocated

25/11 Appointment of New Clerk

Cllrs were asked to acknowledge and agree the appointment of the incoming Clerk Stephen Hill.

Resolved: The new Clerk was welcomed and accepted by all councillors to Chart Sutton Parish Council.

25/12 Football Pitch Fees

Cllrs discussed and considered the football pitch fees and options for the 2025/6 year.

Resolved: Councillors have approved an annual fee of £700.00 (seven hundred pounds) payable to the Parish Council, with the full amount due upon execution of this Licence Agreement. No additional fees will be levied for matches played on the field beyond the scheduled twelve. A refundable key deposit of £50 (fifty pounds) will also be required.

It was also agreed that two existing football clubs will utilise the pitch on Sunday mornings, while an additional football club from Lenham will use it on Saturday mornings.

25/13 Matters of Report

13.1 County and Borough Councillors

No reports available or received.

13.2 Chairman's Report

Hedges on Norton Road have been cut back; it was suggested by Cllrs that both sides of the road should be attempted to be cut to help with the visibility.

13.3 Individual Councillors Reports

There was a general comment that local waste bins had not been emptied for at least two weeks.

Resolution: The Clerk will contact MBC to report the issue.

Update from Cllr Sagrott regarding the recent KALC EGM which had only one agenda item regarding the move to unitary authorities within Kent.

Cllr Killick has been contacted by residents regarding the overgrown shrubs around the no. 2 Amber Lane, which have now been reported to Golding Homes to request they address the issue.

13.4 Clerk's Report

The clerk had produced a written report which has already been circulated to council members with agenda papers.

- Signage to Village Hall – Cllr Black of KCC had offered to pay for this from his member fund however it was considered that as the cost was minimal something more important should be suggested.
- An annual payment of £650 to the village shop has been made towards the portaloo.
- Parish Website updated with amended BYond Homes site assessment and drawings which now include a permanent location for the village shop.

25/14 Financial Resolutions

14.1 Financial statement and bank reconciliation was received and approved by councillors.

Balances as of 30 June 2025:

Unity Trust Current Account:	£ 1,806.76
Unity Trust Savings Account:	£ 76,707.26
UTB Total Balance:	£ 78,514.02

14.2 To note income received since meeting held on 9th June 2025

REF 37: Katie Lam MP – Village News advert	£ 140.00
REF 46: MBC – Parish Services Scheme – first instalment	£1,096.69
REF 49: Unity Trust Bank – interest	£ 397.33
REF 51: Sutton Scouts	£ 220.60

14.3 To approve payments made out of meeting.

Payments made out of meeting:

Ref:	Details	Amount	VAT*	Total	Auth
36	BT – village hall broadband	30.18	6.04	£36.22	DD
39	M. Fitzgerald – Village News printing			£530.00	JK & SW
40	Village hall committee – hall hire			£75.00	JK & SW
41	Parish Clerk - Stamps			£6.96	JK & SW
42	V. Underdown – plants for flower planters			£48.45	JK & SW
43	J. Killick – water butt for village green			£26.25	JK & SW
44	Village shop – annual grant towards shop toilet			£650.00	JK & SW
45	EDF Energy – pavilion electric supply			£18.48	DD
47	Parish Clerk – clerk's June salary			£905.96	SO
48	Unity Trust Bank – bank fees			£6.00	CH
50	Hugo Fox – Website Fee	19.99	4.00	23.99	DD
52	BT – village hall broadband	30.18	6.04	36.22	DD
53	Landscape Services Q1 Invoice LS 213619	403.66	80.73	484.39	JK & SW
54	L Windless - HMRC – tax and NI			£317.64	JK & SW
55	MBC – sweep / litter pick	70.02	14.00	£84.02	JK & SW
Total		£554.03	£110.81	£3,249.58	

* VAT to be reclaimed.

14.4 To resolve to make payments as presented at meeting for authorisation.

No UTB payments to be authorised at the meeting.

25/15 Date of Next Meeting – Monday 8th September 2025

With no further business the meeting was closed at 08.45pm

Signed..... Chairman

Date.....

Initials