

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 10<sup>TH</sup> JUNE 2024 AT CHART SUTTON VILLAGE HALL

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

**IN ATTENDANCE:** - Borough Cllr A. Dawes

#### PUBLIC OPEN SESSION

**1. APOLOGIES**

No apologies were noted.

**2. FILMING OF MEETINGS**

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

**3. COUNCILLOR DECLARATIONS OF INTEREST**

No interests were declared.

**4. REQUESTS FOR DISPENSATIONS**

None.

**5. MINUTES OF MEETING HELD ON 13<sup>TH</sup> MAY 2024**

Cllrs proposed, seconded and resolved that the draft minutes be approved as a correct record. This was agreed and the Chairman was authorised to sign off the official copy.

**6. POLICE / KCC WARDEN MATTERS**

The clerk noted that, since the last meeting, one crime had been reported on the e-watch.co website, as follows :  
*On Tuesday 7<sup>th</sup> May between 22.45 and 22.59 in Brishing Road. Somebody tried to break into a shed at a residential property. They may have been interrupted by someone.*

It was noted that the KCC Warden had been to visit a resident regarding a recent crime.

**7. CLIMATE CHANGE & BIODIVERSITY**

Cllr Sagrott advised as follows :

- Approximately 20 people visited the ‘swap on the green’ stall on the village green on 8<sup>th</sup> June. Thanks to Cllrs Killick and Ward for their assistance
- MBC will be holding a free biodiversity net gain training session on 24<sup>th</sup> June at 6pm, via Teams
- Following an appeal, Cllrs Sagrott and Waring have now received carbon literacy accreditation

Cllr Sagrott had made slight amendments to the Parish Council’s climate change & biodiversity strategy document which had been circulated to members in advance of the meeting. Following discussion, it was proposed, seconded and resolved that the amended document be agreed.

The clerk stated that she would circulate the previously agreed list of ‘green issues’ to be considered when responding to planning applications for new houses / developments or major extensions. **CLERK**

Cllrs Sagrott and Ward agreed to act as the Parish Council’s representatives at Parish Council Environment Network meetings, going forwards.

**8. THREE YEAR STRATEGY**

The clerk had produced an updated 3 year strategy which was agreed. The following updates were noted :

- Playing field car park – awaiting further response from the Salmon Trust
- TPO’s – information on MBC website <https://maidstone.gov.uk/home/primary-services/planning-and-building/heritage-and-landscape/trees>
- Garage site – on hold
- Footpath accessibility – Cllr Sagrott is working on this

- Communication with residents – clerk to check cost of Hugo Fox web site compared with current provider and report back to members at the next meeting. **CLERK**

## 9. HIGHWAYS

Cllr Waring stated that potholes etc had recently been filled on the B2163. Cllr Killick noted that edge and centre line road markings had been refreshed but roundels had not been repainted. It was noted that speed strips were currently out in the village.

## 10. VILLAGE HALL UPGRADE WORKS

The clerk and Cllr Ward gave an update on the village hall upgrade work that had been carried out during May half term week. Due to last minute design changes by UK Power Networks, additional electrical and civil works was needed. This work has already been completed and had to be carried out urgently to ensure there was power to the building ready for hall bookings the following week. Additional work was as follows :

- JGF Electrical – Installation of new feeder pillar next to telegraph pole and cabling from there into the hall, including under floor cable pulling. Additional cost £5,166.01 + VAT
- FGS Pilcher – construction of concrete base for feeder pillar. Excavation of trench across village hall car park, installation of ducts, backfill with concrete and tarmac surfacing. Additional cost expected to be £3,000 + VAT

It was proposed, seconded and agreed that the Parish Council should fund this additional work, totalling £8,166.01 + VAT. The clerk advised that she had contacted UKPN with a request for a full refund of monies paid to them, to cover at least part of the Parish Council's additional costs. Awaiting response.

It was noted that the remainder of the hall upgrade work would be carried out during the school summer holidays.

## 11. FOOTBALL PITCH

A request had been received from a Maidstone based girls team to play football on the playing field. The team is newly formed and will probably consist of U8, U9 and U10's who would like to play on Saturday mornings and train one evening per week. This was agreed in principle. Clerk to advise team manager. **CLERK**

## 12. JOAN JOHNSON TRUST

Correspondence had been received from the Joan Johnson Trust, advising that two members of the Parish Council were required to administer the Trust, taking over from retired Councillors, Peter Forknall and Chris Webb. Cllrs Sagrott and Gatward agreed to take this on. Clerk to advise Peter Forknall. **CLERK**

## 13. NEIGHBOURHOOD PLANNING

The clerk advised that correspondence had been received from MBC asking Parish Councils whether they intend to produce a Neighbourhood Plan (NHP) or update their existing plan. It was agreed that the clerk should respond by stating that the Parish Council are currently reviewing whether to produce a plan or not. The clerk advised that NALC would be running NHP training in September. Cllr Killick agreed to attend. **CLERK**

## 14. MATTERS OF REPORT

### 14.1 County and Borough Councillors Report

County Councillor, Lottie Parfitt-Reid was not in attendance but her latest report had been circulated to members in advance of the meeting. It was proposed, seconded and agreed to submit an application for a £1,500 member grant towards supply and installation of EV chargers in the village hall car park. **CLERK**

Borough Councillor, Anne Dawes had nothing to report.

### 14.2 Chairman's Report

The Chairman had nothing further to report.

### 14.3 Individual Councillor's Reports

Cllr Sagrott advised as follows :

- Attended a recent community resilience plan meeting and would be happy to draft a plan for Chart Sutton, for consideration by members. This was agreed.
- A resident had suggested forming a 'Clean and Green' group. It was agreed to add this to the agenda for the next meeting. **CLERK**
- Attended recent KALC AGM. Items discussed included meeting with KCC Highways, village hall rate relief and MBC's Local Plan review

Cllr Underdown advised that parking in the bus stop area was still a problem. It was agreed that a sign should be installed asking residents not to park there during shop opening hours. **CLLR WARING**

Cllr Killick advised that the two untaxed vehicles in the village green area had now been removed and suggested that the remainder of the leaves should be cleared.

Cllrs Gatward and Ward had nothing further to report.

#### **14.4 Clerk's Report**

The clerk had produced a written report which was included in members' agenda papers. Further update as follows:

. Church of the Way have advised they do not wish to continue advertising in the Village News for now and will review whether they wish to return to the hall in September, following completion of the village hall upgrade works. It was noted that the church would only need to be out of the hall for three Sundays, from 22<sup>nd</sup> July. Cllr Underdown to inform hall booking secretary. **CLLR UNDERDOWN**

. Volunteer required to deliver the Village News in Chart Road

. Internal audit took place on 28<sup>th</sup> May. The internal audit report had been circulated to members in advance of the meeting. This was noted, with no actions. AGAR submitted to Mazars, for external audit.

#### **15. FINANCE**

##### **15.1 Budget Monitoring to 31<sup>st</sup> May 2024**

The budget monitoring report to 31<sup>st</sup> May 2024 was agreed.

##### **15.2 To note Income received since the meeting held on 13<sup>th</sup> May 2024**

Members noted payments received during the period as follows:

MBC – Rural England Prosperity Fund grant for village hall upgrade works	£66,198.27
Marden Minors football club – one off pitch hire	£50.00
MBC – Parish Services Scheme – first instalment	£1,064.63

##### **15.3 To approve payments already made**

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

DD – BT – village hall broadband charges	£26.18
29 – Chart Sutton village hall – hall hire	£67.50
30 – Stationery Express – D-day event flyers	£78.40
31 – Stationery Express – D-day event posters	£116.10
40 – Castle Water – water supply to pavilion	£14.59
41 – RBL Shop – Unknown Tommy statue	£200.00

##### **15.4 To resolve to make payments as presented for signature**

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

045 – HMRC – tax and NI - May	£237.16
046 – S. Whitehead – litter picking - May	£63.00
047 – M. Fitzgerald – Village News printing	£460.00
048 – MBC – sweep / litter pick - May	£84.02
049 – JGF Electrical Services – village hall upgrade works – general electrical and EV work	£6,124.67
050 – JGF Electrical Services – village hall upgrade works – additional electrical work	£6,199.21
051 – Lionel Robbins – internal audit	£105.00
052 – Jane Nagle – vocal performance at D-day event	£200.00
053 – Chart Sutton Community Association – food for D-day event	£218.36
054 – V. Underdown – napkins for D-day event	£27.96

It was agreed to write to Chris Webb thanking him for his hard work organising the D-Day 80 event. **CLERK**

#### **16. DATE OF NEXT MEETING**

Members noted the next meeting will be held on Monday 8<sup>th</sup> July 2024 at Chart Sutton village hall.

**There being no further matters to be discussed, the meeting closed at 9.28pm.**