

CHART SUTTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 12TH MAY 2025 AT CHART SUTTON VILLAGE HALL

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

IN ATTENDANCE: - 2 members of the public.

PUBLIC OPEN SESSION

A resident expressed concern regarding large vehicles using inappropriate roads such as Brishing Road during the current Loose Road closure. Concern was also expressed at resulting damage to roads and verges and bollards on Plough Wents Road being knocked over. Cllr Killick stated that he had contacted KCC about these issues, as a resident. It was agreed to lobby KCC, asking for road and verge repairs to be carried out when the closure is over. It was noted that residents can report damage / concerns to KCC via their online portal. Clerk to post details of this on the Parish Council's Facebook page. **CLERK**

1. APOLOGIES

No apologies were noted.

2. ELECTION OF OFFICERS

2.1 Chairman

Cllrs nominated and seconded Cllr Waring as Chairman. There being no other nominations and all members being in agreement, Cllr Waring was duly elected as Chairman for the forthcoming year and completed the Chairman's Declaration of Acceptance of Office.

2.2 Vice Chairman

Cllrs nominated and seconded Cllr Sagrott as Vice-Chairman. There being no other nominations and all members being in agreement, Cllr Sagrott was duly elected as Vice-Chairman for the forthcoming year.

3. FILMING OF MEETINGS

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

4. COUNCILLOR DECLARATIONS OF INTEREST

No interests were declared.

5. REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

6. MINUTES OF MEETING HELD ON 7TH APRIL 2025

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.

7. POLICE MATTERS

The clerk noted that no recent crimes had been reported on the e-watch.co website.

8. APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES

8.1 Structure of Committees

The following Committee arrangements were agreed for the forthcoming year:-

Planning and Highways – Cllr Waring as Chairman, together with Cllrs Underdown, Sagrott, Dreger, Killick and Gatward.

Resources and Environment – Cllr Waring as Chairman, together with Cllrs Underdown, Sagrott, Dreger, Killick and Gatward

8.2 **Appointment of Representatives**

The following appointments were made:-

Village Hall Management Committee

Police Liaison/Ward Cluster

KALC Area Committee

Shop Liaison

Parish Council Environment Network

Cllr Waring

Cllr Underdown / Cllr Dreger

Cllr Sagrott

Cllr Waring / Cllr Underdown / Cllr Sagrott

Cllr Sagrott

9. **REVIEW OF STANDING ORDERS & POLICY DOCUMENTS**

Members reviewed the Standing Orders, Financial Regulations, Risk Assessment Policy, Grant Awarding Policy, Public Participation Policy, Freedom of Information Act – Publication Scheme, Complaints Procedure, Kent Code of Conduct Complaints Procedure, Media Policy, Surveillance Camera Code of Practice, CSPC Reserves Policy, Climate Change and Biodiversity Strategy and Banking Policy and agreed there were no changes to be made at the present time.

Cllrs proposed, seconded and resolved that the Standing Orders, Financial Regulations, Risk Assessment Policy, Grant Awarding Policy, Public Participation Policy, Freedom of Information Act – Publication Scheme, Complaints Procedure, Kent Code of Conduct Complaints Procedure, Media Policy, Surveillance Camera Code of Practice, CSPC Reserves Policy, Climate Change and Biodiversity Strategy and Banking Policy be adopted. This was agreed.

10. **PARISH COUNCILLOR APPLICATION**

An application had been received from Mr Mike Brown which had been forwarded to members in advance of the meeting. Cllr Waring proposed that Mr Brown be co-opted on to the Parish Council. This was seconded by Cllr Underdown and a vote was taken, with all members in agreement. Mr Brown signed the declaration of acceptance of office form and took his place at the meeting as a Parish Councillor. Clerk to inform MBC of co-option.

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11. **CLIMATE CHANGE & BIODIVERSITY**

Cllr Sagrott had nothing to report.

12. **THREE YEAR STRATEGY**

Nothing to report.

13. **HIGHWAYS**

As discussed during the public open session, it was agreed to write to KCC requesting road repairs on Plough Wents Road, following the re-opening of Loose Road.

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Cllr Killick stated that he had reported a missing road name sign on Amber Lane. This had been passed to MBC for action.

Cllr Dreger expressed concern at the blind bends at the top of Chart Hill Road. Various options were discussed including ‘SLOW’ road markings and double bend signage. It was agreed to add this to the Parish Council’s Highway Improvement Plan, for discussion at the next meeting with KCC Highways. Road humps were also discussed but the clerk advised this would not be an option due to a lack of street lighting.

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14. **NEIGHBOURHOOD PLAN**

Cllr Sagrott stated that 11 sites were submitted during the Parish Council’s recent call for sites. All 11 parties have been interviewed and an objective assessment of the sites is underway, led by planning consultant, Alison Eardley. A further public meeting will be held once the initial assessment process is complete. Cllr Sagrott to produce an article for the next edition of the Village News.

CLL R SAGROTT

15. **MATTERS OF REPORT**

15.1 **County and Borough Councillors Report**

New County Councillor, Brian Black was not in attendance.

Borough Councillor, Anne Dawes was not in attendance.

15.2 **Chairman’s Report**

The Chairman reported as follows :

- Directional signage to the village hall will cost around £70. To be discussed at the next Parish Council meeting
- The clerk has tendered her resignation and a new clerk will need to be appointed. It was agreed that an

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advert should be placed in the Kent Messenger, Wealden Advertiser, Village News, KALC website, Parish Council website, Facebook page and noticeboards, with a closing date of 16th June. The clerk's current contract includes a one month notice period. It was agreed to review this prior to the appointment of a new clerk

- A one-off football match took place on 11th May. Pitch hire fee will be paid into the Parish Council's account by Cllr Waring

15.3 Individual Councillor's Reports

Cllr Sagrott spoke regarding changes to the Joan Johnson Trust and noted the relevant minute from the Parish Council meeting of 10th June 2024, as follows :

'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.'

Cllr Sagrott asked that the above minute be expanded / clarified as follows, for the purposes of changing the authorised signatories on the Trust's bank account :

'Two trustees and authorised signatories (Peter Forknall and Chris Webb) were to stand down as they were no longer on the Parish Council, to be replaced by Robert Sagrott and Wendy Gatward. Existing trustees remain - Mary Underdown and Valerie Underdown (who is also an authorised signatory).'

The above clarification statement was agreed.

Cllr Killick stated that he had weeded the bank behind the bus shelter on Amber Lane. He added that the Clean & Green group have been asked to do some weeding in the village hall car park. It was assumed that a resident is still maintaining the flower planter on Chart Hill Road. Cllr Underdown advised that she would plant up the pots / planters on the village green.

Cllrs Underdown, Gatward, Dreger and Brown had nothing further to report.

15.4 Clerk's Report

The contents of the clerk's report were noted. Cllr Killick agreed to attend future meetings with Golding Homes. Clerk to inform Mike Fitzgerald.

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16. FINANCE

Annual Report and Audit 2024/25

Cllrs proposed, seconded and resolved that the Council's Statement of Accounts should be approved. This was agreed and the document was signed by the clerk and Chairman.

- 16.1 Members considered the Annual Governance Statement contained on page 4 of the Annual Governance and Accountability Return, determined that the statements numbered 1 to 8 should all be answered 'Yes', and statement number 9 should be answered 'N/A'. Cllrs proposed, seconded and resolved that the Statement should be approved. This was agreed.

- 16.2 Cllrs proposed, seconded and resolved that the Accounting Statements contained on Page 5 of the Annual Governance and Accountability Return should be approved, subject to satisfactory internal audit. This was agreed. It was noted that the internal audit would be taking place on 27th May. Submission deadline for external audit is 30th June.

16.3 Appointment of internal auditor

It was agreed to appoint Mr Lionel Robbins to carry out the internal audit of the Parish Council's 24/25 accounts.

16.4 Budget Monitoring to 30th April 2025

The budget monitoring report to 30th April 2025 was noted.

16.5 To note Income received since the meeting held on 7th April 2025

Members noted income received during the period as follows:

MBC - Precept	£27,450.00
MBC – CIL monies	£450.00
HMRC – VAT reclaim 24/25	£9,583.00

16.6 To approve payments already made

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

EDF – pavilion electric supply	£18.48
Castle Water – pavilion water supply	£23.90
Parish Clerk – clerk’s April salary and office allowance	£905.96
Unity Trust – bank charges	£6.00

16.7 To resolve to make payments as presented for signature

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

ICO – annual data protection fee	£47.00
Hugo Fox – monthly website fee	£23.99

16.8 Annual review of Memberships and Contracts

In line with the Standing Orders, Members reviewed and agreed the Council’s Memberships and contracts for Services for the forthcoming year.

Following discussion, it was agreed there was no need to carry out any paid street litter picking, going forwards.

18. DATE OF NEXT MEETING

Members noted the next meeting will be held on Monday 9th June 2025 at Chart Sutton village hall.

There being no further matters to be discussed, the meeting closed at 9.15pm.