

CHART SUTTON PARISH COUNCIL

Minutes of the Full Council Meeting held at Chart Sutton Village Hall Monday 10th November 2025 at 7.00pm

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

Steve Hill – Parish Clerk
Cllr Anne Dawes (MBC)
Public – 0

25/44 Apologies for Absence

Apologies received and accepted Cllr Gatward and Cllr Brown.

25/45 Councillors Declaration of Interest

None declared.

25/46 Minutes of 13th October 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.

25/47 Open Public Session

No public present.

25/48 Report from Borough Councillors & County Councillors

Report received from Cllr Anne Dawes (MBC). The MBC projects she spoke about included, but were not limited to, the following:

- Nature Recovery Programme
- Revitalise/Regenerate Maidstone Town Centre
- Violence against Women and Girls campaign
- Headcorn Flood Mitigation plans
- Proposal for Pump Track to be provided in MBC area
- Air quality measurements have improved

Maidstone's Biodiversity and Climate Change projects include tree planting, creating new nature reserves, and implementing policies like Biodiversity Net Gain for developments. The borough also supports community initiatives through the "Go Green Go Wild" funding, such as creating pollinator meadows and pond projects, and manages public spaces with methods like "No Mow May" and reduced mowing to benefit wildlife. MBC tree planting project link:

<https://maidstone.gov.uk/home/other-services/campaigns-and-projects/tree-planting-projects>

25/49 Crime Report:

Since the last meeting no crimes have been reported.

25/50 Climate Change & Biodiversity

Update from Cllr Sagrott – There have been no meetings this month.

Update from Cllr Killick on Clean and Green Group – Limited activity this month.

Initials

25/51 Parish Matters

a. Highways and other matters: HIP update.

- Two road improvements have been suggested to KCC and a request to re-mark the bus layby at Chart Corner. KCC have asked these new requirements to be added to HIP including looking at Gateway Signs.
- Clerk will request an on-line HIP call date, suggested to be in December.

b. New Village Signs:

Resolution: New signs are required for various locations around the Village:

- Move existing large sign and replace small sign at Recreational Field
- Village Hall and EV sign for Chart Corner
- Sign at Village Hall location showing EV charging available, bi-directional
- New CCTV to meet ICO regulations Chart Corner

Resolved: Cllr Waring will obtain quotes for required signs, a budget of £300 agreed by Cllrs.

- c. **Neighbourhood Plan** – Update from Cllr Robert Sagrott – Work is currently underway on the new policies, with draft versions expected to be available by the end of November. Presentation meetings are proposed to take place in the subsequent months, and details will be advertised via the Parish Council website and Facebook page.
- d. **Grounds Maintenance** – It was decided at the last Parish meeting to continue using Landscape Services, the Clerk has requested new 2026 quotation – waiting prices to be confirmed.
- e. **Outreach Post Office Service in Chart Sutton** – The Post Office has confirmed it is no longer possible to operate from within the Shop on the Green. Instead, the mobile Post Office have agreed to park in the layby adjacent to the shop during morning hours, to avoid conflict with local bus services. Further operational details are expected in due course.

25/52 Reports from Committees and Representatives on other bodies:

- a. **Chairman's** – commented on the vehicle parking on the double yellow lines causing a problem.
- b. **Councillors** – Police have visited the Shop on the Green to look at CCTV due to stolen car reports. **Parish Conference Report:** The recent Parish Conference included discussion on Local Government Reorganisation (LGR). It is anticipated that three or four new unitary authorities will be formed. Maidstone is expected to be grouped with Tonbridge & Malling and Sevenoaks, collectively referred to as West Kent. Maidstone would like to be made a Town Council. Work on Local Plan to start again. **Golding Homes Visit:** A meeting was held with representatives from Golding Homes, during which it was confirmed that they manage 42 homes in Chart Sutton, along with supporting the residents. A constructive discussion took place to clarify their responsibilities, and a 30-point questionnaire was completed with their full cooperation. **Traffic Disruption:** General traffic issues were raised, particularly those stemming from the closure of Loose Road and ongoing local road repairs. These disruptions have led to increased HGV traffic on roads with restricted widths, causing concern for safety and accessibility.
- c. KALC – No meetings took place.
- d. Clerks – Provided a separate document to Cllrs to read and provided an update.

Initials

25/53 Correspondence/Consultations

- Letter of support needed - CIL funding - Heart of Kent Hospice:
Resolved: Letter in support agreed by all Cllrs.
- Email from Chart Sutton resident – Comments about Wreath and Post Office:
Resolved: Councillors agreed to donate to Royal British Legion (RBL) equivalent to the amount contributed to the previous year. Comments regarding the Post Office were noted; however, it was acknowledged that the decision lies beyond the Parish Council's control.

25/54 Financial Resolutions

- a. 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 31 October 2025:

Unity Trust Current Account:	£ 1,047.50
Unity Trust Savings Account:	£ 67,500.00
UTB Total Balance:	£ 68,547.50

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

Payments made out of meeting:

UTB Ref:	Details	Amount	VAT*	Total	Auth
106	EDF – Pavilion electric supply	18.48		18.48	DD
108	Castle Water – Pavilion Water Supply	9.26	1.85	11.11	DD
109	HMRC SDDS – Staff PAYE	427.53		427.53	DD
110	Clerks Salary and Allowance - October	982.74		982.74	SO
111	Netwise – Email Subscription	192.00	38.40	230.40	BP
113	Unity Trust Bank – Bank charge	6.00		6.00	DD
114	Hugo Fox – monthly website fee	19.99	4.00	23.99	DD
116	BT – monthly broadband fee	30.18	6.04	36.22	DD
TOTAL		1686.18	50.29	1736.47	

* VAT to be reclaimed.

Payments for authorising at meeting:

UTB Ref:	Details	Amount	VAT*	Total	Auth
117	Clerks Expenses October 2025	11.10		11.10	JK&RS
118	SPY Alarms Annual Maintenance Contract	200.00	40.00	240.00	JK&RS
119	Val Underdown- Rumwood Nurseries	22.46	4.49	26.95	JK&RS
120	Commercial Services LS214498 Q2	1883.10	376.62	2259.72	JK&RS
121	MBC Cleaning IN 2702983	70.02	14.00	84.02	JK&RS
TOTAL		2186.68	435.11	2621.79	

* VAT to be reclaimed

- c. To note income received since last meeting on the 13th October**

MBC - Parish Services Scheme + CIL £1,186.69 (£1096.69 + £ 90.00)

Initials

d. To consider and agree donation to Remembrance Wreath

Resolution – Cllrs to consider and agree donation and amount.

Resolved: Councillors **agreed** to donate to Royal British Legion (RBL) equivalent to the amount contributed to the previous year.

e. KCC Grant allocation

Resolution – Cllrs to consider and agree what the KCC grant may be used towards

Resolved: Cllrs agree that they did not have any suitable projects that met the KCC requirements.

f. To review and consider budget for 2026-27 Precept.

Resolution- Q2 Financial Information was provided for review; full details will be provided for Decembers Parish meeting.

Resolved: Cllrs to agree budget and set Precept at December Parish Meeting.

g. To consider other financial considerations and purchases.

Resolution: A discussion took place to determine whether any of the Christmas lights require replacement ahead of the festive season.

Resolved: Tree lights and a new transformer to be sourced a budget of £75.00 allocated.

25/55 Items for the Next Meeting.

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

25/56 Date of Next Meeting – Monday 8th December 2025

With no further business the meeting was closed at 9.10pm

Steven Waring

8th December 2025

Signed..... Chairman

Date.....