

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 27<sup>th</sup> JANUARY 2025 AT CHART SUTTON VILLAGE HALL

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

County Councillor, Lottie Parfitt (left the meeting after item 13.1)

1 member of the public

**PUBLIC OPEN SESSION** – Nothing was discussed during the public open session. The resident in attendance wished to observe the meeting.

**1. APOLOGIES**

Apologies were received from Borough Councillor, Anne Dawes

**2. FILMING OF MEETINGS**

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

**3. COUNCILLOR DECLARATIONS OF INTEREST**

Cllr Waring declared an interest in item 14.4 (invoice for marking out football pitch).

**4. REQUESTS FOR DISPENSATION**

None.

**5. MINUTES OF MEETING HELD ON 9<sup>TH</sup> DECEMBER 2024**

Cllrs proposed, seconded and resolved that the draft minutes be approved as a correct record. Cllr Waring signed the official copy of the minutes.

It was agreed to bring forward item 13.1 on the agenda.

**13.1 County and Borough Councillor reports**

Cllr Parfitt spoke regarding the Devolution White Paper. She advised that Kent County Council will be replaced by 3 or 4 unitary authorities. Authorities will be split into wards with 5,000 to 10,000 electors per ward. A Mayor will be elected in 2026, covering the whole of Kent. Next year's KCC elections are likely to be postponed. The Police and Crime Commissioner position will go.

**6. POLICE MATTERS**

The clerk noted that, since the last meeting, no crimes had been reported on the e-watch.co website.

**7. CLIMATE CHANGE & BIODIVERSITY / CLEAN & GREEN GROUP**

Cllr Sagrott advised that the next Parish Council Environment Network meeting will take place on 26<sup>th</sup> February.

Cllr Killick stated that he had cleaned signs at the playing field and cleaned road signs on Plough Wents Road. He had also reported litter on Plough Wents Road, chased KCC up regarding the path outside The Old Forge and raked over the bank near the bus shelter. He stated that he would put a plea out on Facebook for perennials to plant up on the bank. **CLLR KILLICK**

Cllr Underdown advised of a possible clash of dates for the garden sale on the green in May. Cllr Killick stated that he would clarify this with Sutton Valence Gardening Society. **CLLR KILLICK**

It was agreed that the Spring litter pick should take place on Saturday 15<sup>th</sup> March. Details to be advertised on the noticeboards, website and Facebook page, nearer the time. **CLERK**

**8. THREE YEAR STRATEGY**

Nothing to report.

**9. HIGHWAYS**

Cllr Waring advised that he has dug out ditches on Norton Road and reported flooding. He added that flooding at

the Chart Hill Road / Green Lane junction is due to a water leak. Flooding on Back Lane was also noted.

**10. NEIGHBOURHOOD PLAN**

It was noted that the Neighbourhood Plan (NHP) launch event had been a success, with a very good turnout and a number of residents offering to help out. The online NHP survey is now live and paper copies will be delivered to every household in the parish, along with the Village News. The next step in the process will be a local call for sites. **CLERK**

The clerk advised that she has applied for a £2,200 grant towards the costs involved in producing the NHP. If successful, the funds will need to be spent by the end of March and an application made in 25/26 for further funding, if available.

**11. PLAY AREA**

**11.1 Annual play area inspection report**

A copy of the latest annual play area inspection report had been circulated to members in advance of the meeting. All items identified were 'low risk'. Cllr Waring stated that he would remove the offensive word on the youth shelter and would fill any small 'finger trap' holes in items of play equipment. He also stated that he would speak to Hop Engineering regarding welding a plate on the multi play unit, to deal with the corrosion. **CLLR WARING**

'No dogs' signs have now been fitted to the railings around the play area.

**11.2 Sign for play area gate**

It was agreed that the existing sign had been cleaned therefore it was not necessary to buy a new one.

**12. CHART SUTTON RESILIENCE PLAN**

Cllr Sagrott stated that he had been working on the resilience plan and would be ready to bring this back to the Parish Council at the March meeting, for consideration. The clerk was asked to check with the Parish Council's insurer to determine whether volunteers would be covered, if assisting in an emergency situation. **CLERK**

**13. MATTERS OF REPORT**

**13.1 County and Borough Councillors**

Covered above. Cllr Dawes was not present at the meeting.

**13.2 Chairman's Report**

The Chairman reported as follows :

- Windows 10 will become obsolete in October 2025. The Parish Council's desktop computer is old and will probably need to be replaced before then
- Members to consider whether to change the format of the Village News from A4 to A5. The resident in attendance stated that she would be happy to help with production of an A5 document. It was agreed this should be added as an agenda item for the next meeting

**13.3 Individual Councillor's Reports**

Cllr Gatward stated that the Lord Raglan has some large serving dishes available if the Parish Council would like them for future social events. The consensus was that they may be useful and could be stored in the shed behind the village hall.

Cllr Underdown stated that Cobfields residents had been in touch to ask for wheelie bins to be put back inside property boundaries after bin day as they are often left out and blocking the path. The clerk stated she would pass this on to the Golding Homes manager, for action. **CLERK**

Cllr Underdown stated that residents had also requested that the double yellow lines in Cobfields be refreshed. This should be reported to KCC via their website. **CLLR UNDERDOWN**

Cllrs Sagrott and Killick had nothing further to report.

**13.4 Clerk's Report**

The clerk had produced a written report which was included in members' agenda papers. She stated that she would need to report back to MBC by the end of February with feedback on the village hall upgrade works. It was noted that it would be difficult to give any meaningful feedback until comparison of a year's worth of utility bills could be made. This would not be possible until September.

## 14. FINANCE

### 14.1 Budget Monitoring to 31<sup>st</sup> December 2024

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

### 14.2 To note Income received since the meeting held on 9<sup>th</sup> December 2024

Members noted income received during the period as follows:

Unity Trust Bank – interest on savings account	£283.89
Village hall committee – contribution towards village hall upgrade works	£5,000.00
UKPN – wayleave income	£18.94
Aquarius Soft Furnishings – Village News advert income 2025	£90.00
Mad About Dog – Village News advert – one off	£15.00
Warford Computers – Village News advert income 2025	£180.00

### 14.3 To approve payments already made

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

This was agreed.

L. Windless – Clerk’s expenses – stamps	£6.80
EDF Energy – electric supply to pavilion	£23.65
M. Fitzgerald – Village News printing	£485.00
Unity Trust bank – bank charges	£6.00
L. Windless – Clerk’s December salary and office allowance	£905.96
HMRC – tax and NI – December	£262.83
MBC – sweep / litter pick	£84.02
The Play Inspection Company – annual play area inspection	£140.40
Village hall committee – hall hire Oct, Nov, Dec	£45.00
Iden Signs – parish map and ‘no dogs’ signs	£237.60
N Power – electric supply to street light	£57.03
Unity Trust – bank charges	£6.00
Hugo Fox – monthly website fee	£23.99
BT – village hall broadband – monthly fee	£33.53

### 14.4 To resolve to make payments as presented for online authorisation

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

Commercial Services Trading Ltd – landscape maintenance work 24/25	£2,033.40
Hugo Fox – website monthly fee	£23.99
Unity Trust – bank charges	£6.00
P. Waring – pitch marking materials and marking out football pitch	£166.32
Grammer Printers – NHP flyers	£45.00
Grammer Printers – NHP surveys	£85.00
Caste Water – pavilion water supply	£7.51
Parish Online – mapping software – annual fee	£70.00
EDF – pavilion electric supply	£23.72

### 14.5 Draft 25/26 budget.

The draft budget had been circulated to members in advance of the meeting. It was noted that, aside from the usual budget heads, the following items had also been included :

- £10,000 NHP costs (should no further grant funding be available)
- £2,000 hedge cutting adjacent to highways
- £1,000 new desktop or laptop for clerk

Following discussion, it was agreed that the draft budget be accepted. This was proposed by Cllr Waring, seconded by Cllr Underdown and agreed by all members.

### 14.6 25/26 precept.

Following discussion and based on the now agreed 25/26 budget, a precept of £27,450 was agreed. This was proposed by Cllr Waring, seconded by Cllr Underdown and agreed by all members. It was noted that this level of precept represents £63.03 per year for a band D property, an increase of 11p per week

from last year.

15.

**DATE OF NEXT MEETING**

Members noted the next meeting will be held on Monday 10<sup>th</sup> March 2025 at Chart Sutton village hall.

**There being no further matters to be discussed, the meeting closed at 10.20pm.**