

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 9<sup>TH</sup> DECEMBER 2024 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  
Borough Councillor Anne Dawes (from 8.40pm)

#### PUBLIC OPEN SESSION

**1. APOLOGIES**

Apologies were received from County Councillor, Lottie Parfitt.

**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 17.3 (invoice for stump grinding).

**4. REQUESTS FOR DISPENSATION**

None.

**5. MINUTES OF MEETING HELD ON 11<sup>TH</sup> NOVEMBER 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.

**6. POLICE / KCC WARDEN 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 had nothing to report.

Cllr Killick stated that he had cleared leaves from the village green and cleaned road signs around the village.

**8. THREE YEAR STRATEGY**

Nothing to report.

**9. HIGHWAYS**

It was noted that a Highway Improvement Plan review meeting with KCC had taken place on 3<sup>rd</sup> December. KCC had agreed to install new road signs in various locations, in the new financial year. The following highway issues were discussed :

- Norton Road / Warmlake Road junction – Although it's located on highway verge, KCC will not be cutting the hedge. It was agreed that the Parish Council should cut the hedge down to approximately 3 feet in height and keep it trimmed on a regular basis, to aid highway visibility. **CLLR WARING**
- Private hedge on Plough Wents Road, near Lested Lane junction – KCC state that the hedge is not encroaching on the highway therefore there is no action they can take. It was agreed that Cllr Waring should speak to the homeowner to ask permission for the Parish Council to cut the hedge, to aid highway visibility when pulling out of Lested Lane. **CLLR WARING**
- Sold sign at junction Lested Lane / Plough Wents Road has been removed by Cllr Killick as it was restricting highway visibility. Village shop signs need to be lowered. **CLLR WARING**
- Cllr Killick advised that KCC's highway steward has inspected the failing road edges on Plough Wents Road but does not feel they require any attention at the moment.
- Flooding issues were discussed, including at the Chart Hill Road / Green Lane junction. Clerk to report to KCC. **CLERK**

**10. VILLAGE HALL UPGRADE WORKS**

It was noted at the last Parish Council meeting that there had been an overspend of £10,947 + VAT on the village hall upgrade works. This overspend was a result of additional works including cabling and trenching to suit

UKPN's amended design, soakaway construction and rotten timber repairs. Cllr Waring advised that the village hall committee had agreed to contribute £5,000 towards the cost of the additional work and noted that he and Cllr Underdown did not vote on the matter at the recent village hall committee meeting. It was agreed that the Parish Council would fund the remainder of the cost. Clerk to invoice village hall committee for £5,000. **CLERK**

**11. NEIGHBOURHOOD PLAN**

The clerk noted that MBC have advised that the Parish Council's application to designate the whole of the parish of Chart Sutton as a Neighbourhood Area has been informally approved. Formal confirmation to follow.

Cllr Sagrott advised that he and Cllr Killick had manned a NHP stall at the Christmas fair in the village hall on 30<sup>th</sup> November and handed out forms encouraging residents to get involved. It was noted that a NHP launch event will be held in the village hall on Sunday 19<sup>th</sup> January from 2pm to 4pm. This has been advertised in the Village News and consultant, Alison Eardley will also be attending.

A survey is being prepared to ask residents for their views and this will be ready for the January launch event. Discussion followed regarding the best way of ensuring a good survey response. It was agreed to hand deliver surveys and collect responses 2 weeks later. It was noted that the next Village News will be delivered in early February.

It was noted that an e-mail had been received from a resident, indicating that he was not in agreement with the Parish Council producing a Neighbourhood Plan and suggesting a new Parish Plan should be produced instead. Cllr Sagrott stated that he would respond directly to the resident. **CLLR SAGROTT**

It was noted that next steps in the NHP process will be carrying out a local call for sites and applying for grant funding.

**12. PROJECTS FOR 25/26**

Members discussed projects to be taken forwards in 2025/26 and agreed that the following financial sums should be included in the budget :

- Neighbourhood Plan £10,000
- Vegetation cutting adjacent to highways £2,000

**CLERK**

**13. DOGS ON PLAYING FIELD**

It was noted that a person with 8 dogs had been seen on the playing field and had been letting their dogs in the children's play area. Following discussion, it was agreed to fit 2 signs to the play area gates stating 'no dogs allowed' and 'please shut the gate'. It was also agreed to put a sign on the main playing field gate. Cllr Waring to action. **CLLR WARING**

**14. VILLAGE NEWS ADVERTISING COSTS**

Members discussed the current Village News advertising costs and agreed to keep these the same, as follows :

Quarter page black & white £15  
Quarter page colour £35  
Half page black & white £30  
Half page colour £50  
Full page black & white £50  
Full page colour £70

**15. KCC COMMUNITY TRANSPORT GRANT SCHEME**

The clerk noted that correspondence had been received from KCC regarding grants available for community transport schemes. The clerk was asked to forward this to the Three Suttons Helpline, for their information.

**CLERK**

Borough Councillor, Anne Dawes arrived at the meeting at this point (8.40pm)

**16. MATTERS OF REPORT**

**16.1 County and Borough Councillors Report**

Cllr Lottie Parfitt was not present at the meeting.

Cllr Dawes advised that MBC have changed eligibility rules for affordable housing and noted MBC's plans for small scale affordable housing schemes on rural exception sites.

## 16.2 Chairman's Report

The Chairman reported as follows :

- Tree down at junction Norton Road / Warmlake Road – cut up and removed by Cllr Waring
- New dog waste bag holder now in position on Amber Lane
- Teething problems with village hall heating. Committee will be blocking up holes in the ceiling
- Village hall committee are looking into buying a defibrillator
- Parish Council will re-mark the football pitch if teams haven't played on it for several weeks

## 16.3

### Individual Councillor's Reports

Cllr Sagrott reported as follows :

- Propose supporting KALC's response to the gypsy and traveller consultation. This was agreed
- Propose to reluctantly acquiesce and support KALC's model code of conduct. This was agreed
- Attended recent flood warden training
- A consultation is underway on virtual attendance at Parish Council meetings. This was discussed, with members stating their preference for face to face meetings

Cllr Killick stated that he had removed a tree branch in the verge on Plough Wents Road.

Cllr Gatward and Cllr Underdown had nothing further to report.

## 16.4 Clerk's Report

The clerk had produced a written report which was included in members' agenda papers. She stated that Landscape Services had sent their 25/26 renewal contract and noted that prices had increased by 7% from last year. Following discussion, it was agreed to renew with Landscape Services for another year. **CLERK**

## 17. FINANCE

### 17.1 Budget Monitoring to 30<sup>th</sup> November 2024

The budget monitoring report to 30<sup>th</sup> November 2024 was agreed.

### 17.2 To note Income received since the meeting held on 11<sup>th</sup> November 2024

Members noted income received during the period as follows:

MBC – Parish Services Scheme grant – second instalment	£1,064.63
KCC – member fund grant towards speed gun	£700.00
Kingswood xmas trees – Village News advert	£50.00

### 17.3 To approve payments already made

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

Hugo Fox – website monthly fee	£23.00
BT – village hall broadband – monthly fee	£33.53
L. Windless – clerk's October salary and expenses – paid by bank transfer	£192.05
HMRC – tax and NI October	£340.01
EDF Energy – electric supply to pavilion	£23.35
MBC – sweep / litter pick	£84.02
JRB Enterprise Ltd – dog waste bags	£144.90
Harvey Windless – litter picking	£24.00
Paul Waring – stump grinding – village hall car park	£216.00
Four Jays Group – portaloos hire – village hall	£69.00
Castle Water – water supply to pavilion	£69.79
Unity Trust bank – bank charges	£6.00

### 17.4 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.

MBC – sweep / litter pick	£84.02
Hugo Fox – website monthly fee	£23.99
Bank charges	£6.00
EDF Energy – electric supply to pavilion	£23.65
M. Fitzgerald – Village News printing	£485.00
L. Windless – clerk's expenses (stamps)	£6.80

**18. DATE OF NEXT MEETING**

Members noted the next meeting will be held on Monday 13<sup>th</sup> January 2025 at Chart Sutton village hall.

**There being no further matters to be discussed, the meeting closed at 9.35pm.**