

## CHART SUTTON PARISH COUNCIL

### MINUTES OF THE MEETING HELD ON MONDAY 24<sup>TH</sup> JANUARY 2022 AT CHART SUTTON VILLAGE HALL

**PRESENT:** - Cllr P Forknall in the Chair, together with Cllrs S Waring, P Ward, R Sagrott, M FitzGerald MBE and Miss T Jenkins, Clerk.

#### PUBLIC OPEN SESSION

1. **APOLOGIES**  
Apologies were received and accepted from Cllrs Webb & Underdown and Borough Cllr Munford.
2. **FILMING OF MEETINGS**  
There were no requests for notification of whether anyone intends to film, photograph or record any items.
3. **DECLARATIONS OF INTEREST**  
There were no declarations of interest.
4. **REQUESTS FOR DISPENSATIONS**  
There were no requests for dispensation.
5. **MINUTES OF MEETING HELD ON 13<sup>TH</sup> DECEMBER 2021**  
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 MATTERS**  
PCSO Gardner was unable to be present but reported that there was 1 crime in December - criminal damage – Lucks Lane (gate).
7. **CLIMATE CHANGE & BIODIVERSITY**  
No action required.

8. **THREE YEAR STRATEGY**

The following items were discussed:-

**Car Park at Memorial Playing Field** – No further progress with Saville’s to report.

**TPO’s** – Clerk to report inaccuracies on the MBC website.

**Electrical Charging Points** –The Village Hall is awaiting contact regarding its suitability. MF reported that the deadline for the grant for private ECP’s is 31<sup>st</sup> March 2022.

**59 Bus Service** – meeting scheduled for 31<sup>st</sup> January.

**Purchase of Garage Site** – Shop Committee agreed that it is a possibility. Perhaps a small group to meet to look into funding etc. The shop is not very busy in the afternoon and there are not enough volunteers to man it all day. The shop may open for afternoon periods during the summer, perhaps to coincide with the end of the school day.

**Village Hall Purchase of Freehold** – MF holds copies of historic documentation. The VH was built in 1929.

9. **QUEEN’S PLATINUM JUBILEE/QUEEN’S CANOPY PROJECT**

Members **Noted** that a Queen’s Platinum Jubilee meeting is to be held on 12<sup>th</sup> February.

Cllr Waring advised that there are four positions on the playing field where trees could be planted. Smaller trees would be better, perhaps 8-10cm or 10-12cm girth.

10. **MEMORIAL FOR JOHN ASHWELL**

MF to draft wording for the plaque, for Members to agree. SW to purchase once wording agreed.

11. **CCTV - SHOP ON THE GREEN**

Members **Noted** that the CCTV camera needs replacing due to moisture inside. Members considered the quote from Brook Security. Cllrs proposed, seconded and resolved **“that the quote for £626.60 + VAT from Brook Security for a replacement CCTV camera be accepted”**. This was **Agreed**.

12. **CHILDREN’S PLAYGROUND – ANNUAL INSPECTION**

Members **Noted** the Annual Report, which highlighted areas that have been brought to the Council’s attention. Overall the report states there is a ‘Low Risk’, however, Members **Agreed** for SW to get quotes to adjust the small gate and level the grass to allow the gate to open without getting stuck and to put down some rubber matting. Replace the corroded metal bin. Replace worn chains on both the junior & toddler swings. Fix roundabout seat. Replace bolts in climbing frames/fill holes (finger traps). Replace the sign and post at the entrance to the playing field. Repainting as necessary. Replace the fence at the back of the play area (to be replaced with metal fencing to match the other fencing). To carry out a hard cut back of the laurel hedge adjacent to the fence (SW/PF to meet at field to have a look). Repairs of steel on the sports wall posts is already in hand. The Clerk was asked to provide the insurers with a copy of the Inspection Report if required.

Cllrs proposed, seconded and resolved **“that The Play Inspection Company Ltd, be instructed to carry out an inspection on an annual basis, until advised otherwise”**. This was **Agreed**.

The electrician is carrying out the approved electrical work in the pavilion, but unfortunately his vehicle got stuck & had to be towed out.

**13. VILLAGE CLEAN UP**

Members **Agreed** that the Spring Village Clean Up should be carried out on Saturday 19<sup>th</sup> March 2022. Anyone wishing to help should meet at the Village Hall Car Park at 10am.

**14. HEATING IN THE CHURCH**

This item was deferred until the next meeting.

**15. RECYCLING – MAIDSTONE LIONS CLUB**

Members agreed to take no further action.

**16. MATTERS OF REPORT**

**16.1 County and Borough Councillors Report**

No reports received.

**16.2 Chairman's Report**

The Chairman had nothing specific to report.

**16.3 Individual Councillors Reports**

SW reported that no football was played last weekend, and that the pitch needs a roll/harrow/spike. PW has cleared the ditch along Green Lane. MF would like to discuss the overhanging vegetation & flowerbeds in the village, plus decorations/bunting for the Jubilee. The Clerk was asked to put this on the next agenda. MF advised there will be a RBL coffee morning on 24<sup>th</sup> February. SW had received a report of concerns regarding the edge of Chart Hill Road being dug up by Openreach during the recent closure of Chart Hill Road. PW advised that it was not too close to the edge & should not cause a problem. SW to request the hedge at the playing field be cut.

**16.4 Clerk's Report**

**16.4.1 2021/22 Tax Base**

Members **Noted** that MBC advised the draft Tax Base for 2022/23 is 416.40.

Note : The tax bases have yet to be adopted by MBC in accordance with the usual timetable. However, draft Parish tax bases that are set to be presented to the Policy & Resources Committee have been provided.

**17. FINANCE**

**17.1 Budget Monitoring**

The Budget Monitoring Report to 31<sup>st</sup> December 2021 was **Noted**.

**17.2 To note Income received since last meeting**

Members **Noted** payments received during the period as follows:

HSBC Interest Dec 21	£0.50
Village News Advert – Restoring Health	£65.00
Village News Advert – SVPS	£300.00
UKPN Wayleaves/Licences	£20.09

**17.3 To approve payments already made**

Cllrs proposed, seconded and resolved “**that the following payments should be ratified**”. This was **Agreed**.

D/D – NEST – employer/employee pension payment for Dec	£167.48
SO – T Jenkins – Net Salary & Office Allowance – Dec	£715.81

**17.4 To resolve to make payments as presented for signature**

Cllrs proposed, seconded and resolved “**that the Council approve the following payments**”. This was **Agreed**.

101747 – Miss T Jenkins – expenses Dec	£39.74
101748 – HMRC (National Insurance – period ending 05/02/22 & 05/03/22)	£36.68
101749 – Samuel Whitehead – Litterpick – Dec 21	£36.00
101750 – Maidstone Borough Council – street sweep/litterpick	£84.02
101751 – The Play Inspection Company – Annual Inspection	£120.00
101752 – Commercial Services – Grounds Maintenance Oct/Nov/Dec 21	£1273.00
101753 – Chart Sutton Village Hall – hire Sept-Dec	£56.00

**17.5 2022/23 Budget**

Cllrs proposed, seconded and resolved “**to accept the budget prepared by the Clerk – Appendix A**”. All Members **Agreed**.

**17.6 2022/23 Parish Precept**

Cllrs proposed, seconded and resolved “**to set the Precept at £22,500 for 2022/23 - no increase from 2021/22**”. All Members **Agreed**.

**17.7 Santander 12 Month Business Bond**

Members **Noted** that the account matures on 1<sup>st</sup> April 2022. Members decided to re-invest the bond for a further 12 months with Santander. Cllrs therefore proposed, seconded and resolved that **“at maturity of the Santander 12 Month Business Bond Account, the balance plus accrued interest should be re-invested in the Santander Business Bond Account for a further 12 months”**. This was **Agreed**.

**17.8 HSBC - Non Profit Organisation/Charity Accounts**

Members **Noted** that HSBC have introduced banking services charges for Non-Profit Organisation/Charity Accounts. This includes activity charges plus a £5 monthly fee for maintaining the account. The first charges for the period 30 Nov to 30 Dec 21 (£8.60) will be debited on 21<sup>st</sup> January 2022. SW to enquire regarding HSBC requirements for online banking (combination of two signatories for online payments).

**18. DATE OF NEXT MEETING**

Members **Noted** the next Meeting will be held on Monday 14<sup>th</sup> March 2022 at Chart Sutton Village Hall.

**There being no further matters to be discussed, the meeting closed at 8.58pm.**

**APPENDIX A**

**CHART SUTTON PARISH COUNCIL**

**ESTIMATED YEAR END POSITION FOR 2021/22 AND ESTIMATED BUDGET FOR 2022/23**

<b>2020/21 INCOME</b>					<b>Prediction</b>
<b>Actual</b>	<b>Budget Heads</b>	<b>Budget</b>	<b>To 31st</b>	<b>Est Year</b>	<b>for</b>
<b>£</b>		<b>2021/22</b>	<b>December</b>	<b>End</b>	<b>2022/23</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
22,500	Parish Precept	22500	22,500	22,500	?
1883	MBC - Parish Services Scheme	1,883	1931	1,931	1,931
1375	MBC - Additional Grants	0	0	0	0
1764	KCC - Grants	---	0	0	0
1112	Playing Fields - Lettings	2,100	821	1,652	1,575
20	Wayleaves/Licences	20	20	20	20
815	Advertising - Village News	500	690	780	700
149	Other Income	500	7	200	500
26	Bank Interest	30	5	7	7
73	Santander Interest	75	58	58	60
	<b>Totals</b>	<b>27,608</b>	<b>26,033</b>	<b>27,148</b>	<b>4,793</b> (plus precept)
<u>29,717</u>					

<b>Expended</b>	<b>Budget Heads</b>	<b>Budget</b>	<b>To 31st</b>	<b>Est Year</b>	<b>Prediction</b>
<b>£</b>		<b>2021/22</b>	<b>December</b>	<b>End</b>	<b>for</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>2022/23</b>
					<b>£</b>
	General Administration				
9,759	Salaries	10,200	7,482	10,032	10,400
211	PAYE / NI	270	165	220	270
108	Employers Pension Contribution	150	85	114	130
1,603	Running Expenses, see over	<u>2580</u>	1,443	1,758	<u>2610</u>
315	Audit Fees	330	290	290	330
651	Insurance	675	619	619	675
	Parish Services Scheme				
2,863	Playing Field	3,600	2,401	3500	3,600
1,538	Open Spaces	1,800	1,222	1600	1,800
89	Street Lighting	100	235	260	110
	Other PSS Expenditure	100	0	0	100
0	Training	200	0	0	200
2,320	Village News	2,600	1,770	2,130	2,600
750	Donations	850	850	750	850
902	Contingencies	2,000	1277	1,963	2,000
1,376	Street Sweeping	1,500	1034	1,370	1,500
230	Pavilion	600	1488	2008	600
300	Website Annual Maintenance	310	330	330	350
144	CCTV Annual Maintenance	150	151	151	175
889	COVID-19 (pymts from KCC/MBC Grants)		0	0	0
0	COVID 19	500	0	0	0
480	MBC Winter Grant/Community Together	455	455	455	0
<u>24,527</u>	<b>Sub-Totals</b>	<u>28,970</u>	<u>21,297</u>	<u>26,614</u>	<u>28,300</u>

Reserves at 31st March 2021				
---	Key Deposits	250	---	---
---	Village Infrastructure Fund	14,589.25	---	---
---	General Funds	57,187	---	---
<u>24,527</u>	<b>Total expenditure for year</b>		<u>21,297</u>	<u>26,614</u>
			<u>28,300</u>	

## CHART SUTTON PARISH COUNCIL

### Summary of Running Expenses

			<b>Budget</b>		<b>Estimated</b>	<b>Prediction</b>
	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>to</b>	<b>Year End</b>	<b>2022/23</b>
				<b>31/12/21</b>		
Advertising	0.00	100.00	100.00	0.00	0.00	100.00
Annual Parish Meeting	20.00	30.00	30.00	0.00	0.00	30.00
Chairman's Allowance	0.00	100.00	100.00	80.00	80.00	100.00
Clerk's Office Allowance	529.96	500.00	510.00	382.50	510.00	525.00
Clerk's Travel Expenses	138.74	160.00	140.00	93.84	130.00	140.00
Data Protection Registration Fee	35.00	35.00	35.00	35.00	35.00	35.00
Hire of Hall	98.00	200.00	140.00	42.00	98.00	140.00
Members' External Meeting costs	0.00	60.00	60.00	0.00	0.00	60.00
Postages	58.33	100.00	100.00	35.04	65.00	70.00
Publications	0.00	100.00	50.00	0.00	0.00	50.00
s137	350.00	500.00	500.00	0.00	0.00	500.00
Stationery & Office Expenses	109.93	130.00	120.00	112.96	120.00	120.00
Subscriptions	563.36	580.00	620.00	584.00	640.00	660.00
Telephone	38.88	80.00	75.00	77.16	80.00	80.00
<b>Total</b>	<u>1942.20</u>	<u>2675.00</u>	<u>2580.00</u>	<u>1442.50</u>	<u>1758.00</u>	<u>2610.00</u>