

Kingston Parish Council
(www.kingston-pc.org.uk)

Dear Councillor,

On 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

The main provisions for local authorities are noted in Annex 1 to this agenda.

Taking those provisions into account, Kingston Parish Council will cancel its Annual Meeting of the Council until next year May 2021, carrying forward current appointments of responsibility within the council until that time unless the council decide to elect replacements earlier.

A shorter ordinary meeting of the council will take place instead to consider essential business, held remotely via the meeting platform Zoom and you are summoned to attend the Meeting of the Parish Council to be held on Wednesday 13 May 2020:

7.00pm via Zoom. The chair will contact each member via email to invite them to attend the remote meeting.

Members of the press and public are welcome and encouraged to attend. To do so please send your name and email address to the clerk by 5pm on Tuesday 12 May 2020 and you will be invited to attend via an email link sent to you during 13 May 2020.

The chair will manage the meeting in the same way as usual and invite members and any attending public to speak clearly, and in turn.

7 May 2020



Jeanne Peterson
Clerk to Kingston Parish Council

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1. 20 mins >7.20pm	PUBLIC QUESTIONS: 20 minutes, not exceeding, are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting.
AGENDA	
2. 1 min	MEETING ATTENDANCE: a) Present b) Acceptance of Apologies for Absence c) Absent
3. 2 mins	DECLARATION OF INTERESTS: To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial.

<p>4. 5 mins</p>	<p>MINUTES OF PREVIOUS MEETING:</p> <p>To approve and sign the minutes of the Kingston Parish Council Meeting held on 11 March 2020.</p>
<p>5. 2 mins >7.30pm</p>	<p>MATTER ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</p> <p>To receive matters arising from the previous meeting which are not covered in this agenda or clerk's progress report.</p>
<p>6. 5 mins <7.35pm</p>	<p>COVID 19:</p> <p>Kingston Parish Council is following the Government guidelines and its public facilities are temporarily closed; Community Pavilion, Tennis Courts and children's play area (parents are advised not to allow their children to use the equipment).</p> <p>The village green and St Pancras Green are available for residents to enjoy out-door exercise but it asks that people please follow the requirement of maintaining the 2 metre distance advice and no gatherings.</p>
<p>7. 5 mins <7.40pm</p>	<p>REPORTS FROM OTHER BODIES:</p> <p>Written reports to be taken as read. Council can raise questions.</p> <ul style="list-style-type: none"> i. District Councillor William Meyer ii. County Councillor Sarah Osborne iii. Kingston Action Group. Appendix 1 iv. Pavilion Committee. Appendix 2 <p>Resolve: To note the reports and authorise any agreed actions.</p>
<p>8. 10 mins >7.50pm</p>	<p>REVIEW OF DELEGATION ARRANGEMENTS:</p> <p>To agree the arrangements which authorise the Clerk and Responsible Financial Officer Council and committee/s of the Council to act with delegated authority in the specific circumstances detailed in the draft Scheme of Delegation Appendix 3.</p> <p>Resolve: To review delegation arrangements and adopt the Scheme of Delegation for annual review.</p>
<p>9. 10 mins >8pm</p>	<p>REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:</p> <p>To review the Standing Orders and Financial Regulations as available on the website, to be taken as read.</p> <p>a) Standing Orders – to note that there are no required updates to be made.</p> <p>b) Financial Regulations – to note that there are no required updates to be made.</p> <ul style="list-style-type: none"> i. The council is asked to note that provision is already made within the existing financial regulations section 6. Instructions for the making of payments that payments from the council may be made by bank transfer rather than cheque. Contractors now prefer this method of payment and it presents an improved and efficient method of working practice. The clerk asks the council to consider the attached proposal Appendix 4 and approve the adoption as

	<p>general practice for the council to use the online banking payment transfer procedure. To be reviewed annually.</p> <p>Resolve: a) To note that there are no required updates to Standing Orders and to approve and adopt the Standing Orders as they stand subject to any legal updates received during the year 2020/2021 b) To note that there are no required updates to Financial Regulations and to approve and adopt the Financial Regulations as they stand subject to any legal updates received during the year 2020/2021. To consider Appendix 4 and the adoption of the proposed changes in administering council payments.</p>
<p>10. 10 mins >8.10pm</p>	<p>REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES:</p> <p>All policies are available on the council website and do not require updating.</p> <p>Resolve: To note that there are no required updates to the council's policies and procedures and to approve and adopt them as they stand subject to any legal updates received during the year 2020/2021.</p>
<p>11. 5 mins >8.15pm</p>	<p>SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR 2020/2021:</p> <p>To consider the proposed schedule of meetings dates for the year ahead. Appendix 5</p> <p>Resolve: To agree the proposed calendar of meetings for 2020-2021.</p>
<p>12. 20 mins >8.35pm</p>	<p>FINANCIAL REPORTS:</p> <p>1. END OF YEAR REPORTS</p> <p>a) To receive the Financial Report Quarter 4 January to March 2020. Appendix 6 b) To receive the Bank Reconciliation at year end 31 March 2020. Appendix 7 c) To receive the Budget v Actual report year to end 31 March 2020 with attention to notes. To consider where appropriate a virement of funds between headings. Appendix 8 d) To receive the Summary of all Bank Accounts year 2019 to 2020 Appendix 9 e) To approve the current list of KPC direct debit payees shown below:</p> <ul style="list-style-type: none"> ➤ BT ➤ British Gas (gas and electricity) ➤ Lewes District Council ➤ TV Licensing ➤ Southern Water <p>Resolve: a) To approve the Quarter 4 Financial Report b) To approve the Bank Reconciliation for year end at 31 March 2020. c) To approve the Budget against Actual report and note the requirement for virement of funds between budget headings that the net effect is positive. d) To approve the Summary of all Bank Accounts (including reserves) at year end 31 March 2019. e) To authorise continuing payment arrangements by direct debit for the listed utilities.</p>

2. EXTERNAL AUDIT ANNUAL RETURN

The council is asked to note that end of year external audit reports will be presented at the 8 July 2020 meeting in line with the revised timetable issued by the external auditors Littlejohn LLP following new legislation in response to Covid-19:

In response to the Coronavirus pandemic the Ministry for Housing, Communities and Local Government (MHCLG) has issued the following new Statutory Instrument (SI) as follows:

- **SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020** This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.** This SI was issued on 7 April and is effective from 30 April 2020.

The internal audit is booked to take place remotely on 25 June 2020 with a deadline for submission of all completed paperwork to the external auditors of 31 July 2020.

13.

10 mins
>8.45pm

TOWN AND COUNTRY PLANNING:

a) To receive a planning update report on new and ongoing planning applications Appendix 10

b) Saxondown – to note that the deed of easement transactions have now concluded and that the funds of £170,000 have been transferred to the council and are held as capital reserve. Village discussions on the use of the funds will be arranged once meeting restrictions are lifted.

The council could in the meantime consider the adoption of a Grant Giving Policy: KPC does not currently have a grant awarding policy and the attached draft document Appendix 11 proposes to implement a small grants scheme which will comply with the council's support of local village groups and services for its residents.

The policy sets out under which statutory provision the council may grant awards. It sets appropriate guidance and controls in place to ensure the focus of application locally and to check the ability of the group to deliver the project. It requires feedback ensuring continuing links with the group/s to develop local relationships and partnership working.

c) Conservation Area Character Appeal – KPC preference for its involvement has been sent to SDNP and acknowledged.

"Their specialist would come down to the village at the start of the process and do a walk-around with whoever wants to come. This gives people an opportunity to draw things to my attention that they feel are important. In doing this I also often learn things that are valuable in writing the document."

Review is now on hold until public activities can be resumed but the council has been asked to suggest dates later in the year from July 2020 for a member/s to meet with the SDNPA team.

	<p>d) Neighbourhood Planning – discussions are on hold until a village meeting can be convened.</p> <p>Resolve: a) To note the applications in hand and updates, and authorise any required action. b) To consider the draft Grant Giving Policy for adoption and authorise any actions. c) and d) To note the updates.</p>
<p>14. 10 mins >9.55pm</p>	<p>MEADOW PLANTING:</p> <p>To receive a revised proposal from the Action Group for the council to consider the installation of meadow planting areas on its land Appendix 12</p> <p>Resolve: To review and consider the revised proposal and agree the next steps.</p>
<p>15. 10 mins >9.05pm</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATING TO KINGSTON:</p> <p>a) Air Quality Monitoring at the School – to receive an update if available.</p> <p>b) Following communication between FH and Rupert Clubb, KPC has been told by ESCC that “ Recently our working practice for the use of VAS signs has been amended. In view of the Parish Council’s ongoing concerns over vehicle speeds and applications for such a device, I have taken the opportunity to re-assess your application against the new working practice. I can advise that the site proposed in Wellgreen Lane, opposite Ashdown Cottage, now meets our requirements from a Traffic and Safety perspective.”</p> <p>KPC has since heard that a second site in Ashcombe Lane can also be approved provided that the device is located at least 30 metres from the junction with The Avenue.</p> <p>This will enable the purchase and use of a mobile speed sensor unit, but before the council’s request can be passed to the ESCC Licensing team to go through the terms of the License it must provide the following details:</p> <ol style="list-style-type: none"> 1. Specifications of the device that it wishes to use. Appendix 13, 13a and 13b provides up to date information from KPC and the company SWARCO who were initially the preferred contractor. 2. If it is a device that requires fixing to street furniture, details must be given as to what the device will be fixed to when in use at the two sites. Telegraph poles cannot be used for safety reasons. <p>Sarah Osborne has acknowledged receipt of the council's letter sent to her voicing its concerns about traffic and highways issues in the village.</p> <p>c) The production and availability of a draft notice to deter illegally parked cars is on hold until freedom of movement is restored.</p> <p>d) The clerk has written to the ESCC asking about the ownership of the Juggs Road/Ashcombe Hollow path and is awaiting a response.</p> <p>Resolve: a) To d) To review the updates and agree any further actions.</p>
<p>16. 5 mins >9.10pm</p>	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>i. The tree survey is delayed until restrictions on movement are lifted.</p>

<p>17.</p> <p>5 mins >9.15pm</p>	<p>WEBSITE ACCESSABILITY:</p> <p>If commissioned and specified directly accessibility WCAG 2.1AA compliant websites can be very costly to build, but ready-made sector specific packages are available to councils.</p> <p>These options provide a compliant framework and website at the point of launch along with full back up and support.</p> <p>To receive an update from the clerk on progress with options for KPC.</p> <p>Resolve: To note the update and authorise any required actions.</p>
<p>18.</p> <p>5 mins >9.20pm</p>	<p>CLERK'S REPORTS:</p> <p>To receive the following updates:</p> <ol style="list-style-type: none"> i. Play Area Village Green – The Annual Inspection report is generally good with only a few low risk items for attention Appendix 14 . Work quotes will be requested for the areas noted. ii. VE Day Celebrations – these are postponed until such a time that Government restrictions are lifted iii. TT Fitness – these classes previously held on St Pancras Green have been cancelled until such a time that Government restrictions are lifted. iv. A27 bus stop – As agreed at the last meeting the clerk has written to the environmental health department at LDC to report the concerns over rubbish in open bins, rats and blocked drains at the burger bar area. v. Parish in Bloom – this will be a virtual event with the Action Group submitting a portfolio to the organisers. <p>Resolve: To note the clerk's progress reports and authorise any required actions.</p>
<p>19.</p> <p>5 mins >9.25pm</p>	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <ul style="list-style-type: none"> • Pavilion Committee FH • Parish Hall Committee CM • Action Group JB <p>To receive reports from councillors following meeting attendance.</p>
<p>20.</p>	<p>DATE OF NEXT MEETING:</p> <p>To note that the Annual Parish Meeting is now cancelled due to current Government guidelines on public meetings.</p> <p>To note the date of the next meeting of Kingston Parish Council is 8 July 2020</p>
<p>9.30pm</p>	<p>CLOSE OF MEETING</p>

ANNEX 1

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The relevant Regulations for local authorities are as follows:

Regulation 2 – the 2020 Regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021. The date could be brought forward if Government rules are relaxed.

Regulation 3 – parish councils in England are included within the definition of “local authority” in the 2020 Regulations. Parish meetings are not included within the definition and, as such, there is nothing permitting them to meet remotely. In NALC’s view, the current Government guidance means that parish meetings should not take place in person, including the annual meeting of the electors.

Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.

Regulation 5 – this permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting do not need to be in the same place. “Place” means more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers (Regulation 5 (1)). To attend a meeting remotely a member in remote attendance must meet specified conditions (see below).

Regulation 5 (6) also enables local councils to make standing orders to specify (i) how voting will be carried out, (ii) how members and the public can access documents and (iii) how remote access of the press and public by electronic means will take place. Councils should make these decisions based on their own needs and capacity. Local factors such as broadband strength may also determine what methods they use. See also the NALC guidance on remote meetings.

Regulation 6 – confirms that being present at a local council meeting includes being present through remote attendance. The Regulation also disapplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting although a council may do so if they so choose. However paragraph 8 of Schedule 12 has not been disapplied. Paragraph 8 requires a local council to hold in a year not less than three meetings.

in addition to the annual meeting. We believe this should also have been disapplied. The equivalent paragraphs have been disapplied for principal authorities (paragraphs 1 and 2 of Schedule 12).

Regulation 13 – s.1 (4) (a) of the 1960 Act has been amended so that public notice of the time and place of the meeting is deemed to be given if published on the relevant principal authority’s website. In NALC’s view the notice could be placed on the local council’s website or in a prominent physical place to meet the advertising requirements contained in Schedule 12 of the 1972 Act. Councils should take account of social distancing requirements before deciding to put notices in physical spaces

Regulation 17 – confirms that a local council complies with Regulation 8 of the Openness of Local Government Bodies Regulations 2014 (decisions and background papers to be made available to the public) by making the written record and any background papers available for inspection by publishing them on their website; or by such other means that the council considers appropriate.

What are the specified conditions to enable local councils to meet remotely?

Regulation 5(2) of the 2020 Regulations provides that a member in remote attendance attends the meeting at any time if the member is able at that time:

- a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

All of the above conditions must be satisfied.

These conditions allow members to join via a video link system or by telephone so long as every member can be heard by every other member and the public.

All members, clerk and other staff, and any members of the public will be in attendance for the purposes of the 2020 Regulations if they are in remote attendance. The provisions in Regulation 5 will apply notwithstanding any standing orders or rules to the contrary.

Existing provisions that have not been specifically disapplied still apply, including the notice requirements in Schedule 12 of the 1972 Act.

Summary

- The 2020 Regulations permit the holding of remote meetings, with conditions.
- Local councils can decide the methods they will use to facilitate the holding of remote meetings.
- There is no requirement to hold an annual meeting.