

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

**Minutes of the Kingston Parish Council Meeting
Wednesday 11 March
2020 at Kingston Pavilion**

ItemNo:		Action By:
	<p>PUBLIC ATTENDANCE AND QUESTIONS:</p> <p>The chair welcomed to the meeting four members of the public and Lewes District Councillor William Meyer</p> <p>Council members introduced themselves to the meeting.</p> <p>Standing Orders were suspended to allow discussion on agenda item 14.i. VE Day Village celebrations.</p> <p>John Crabb (JC), lead of the organising group outlined the proposal to act as the council's VE Day Celebrations working party as detailed in Appendix 7. The organisation of village celebrations has been drawn together under the group's umbrella and they are now able to produce estimated costs as itemised in Appendix 7a.</p> <p>The council asked the following questions:</p> <ul style="list-style-type: none">➤ what is hoped to be covered by self-funding versus what the council might be asked to consider for financial support?➤ What will happen to the History & Heritage Group exhibition following the celebrations? Could it be archived or displayed elsewhere? <p>JC was able to confirm that the organising group now have a better idea of the overall itemised costs and have already been able to look at significant savings. KPC is asked to underwrite the top line costs at £1300 maximum; for the council to either pay supplier invoices direct or reimbursement by expenses claim supported by receipts. It is anticipated that some events will be self-funding to offset the costs.</p> <p>It was agreed that it is not feasible with the number of children likely to attend that they bring their own crockery and it is planned to buy suitable supplies from a cash and carry outlet.</p> <p>Materials and display boards purchased for the exhibition can be re-used for the future.</p> <p>The council asked whether there is a contingency plan given the current situation with Coronavirus. It was agreed that in a worst-case scenario the celebrations would be re scheduled for a later date. The situation will be monitored over the coming weeks.</p> <p>It was resolved:</p> <p>To unanimously agree that John Crabb and his group be formerly adopted as a working party of the council to oversee and organise the village VE Day Celebrations</p>	

	and that the council will underwrite up to a maximum of £1300 costs to be funded from existing general reserves.	
	AGENDA	
1.	<p>MEETING ATTENDANCE</p> <p>Present: Councillors: Fiona Harrison (FH), Chris Moulder (CM), John Bewick (JB) and Jeanne Peterson (clerk). Acceptance of Apologies for Absence: Rosemarie Jeffery Absent: None</p>	
2.	<p>DECLARATION OF INTERESTS:</p> <p>None</p>	
3.	<p>MINUTES OF PREVIOUS MEETINGS:</p> <p>The minutes of the last Kingston Parish Council Meeting held on 8 January 2020 were approved and signed by the chair.</p>	
4.	<p>MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</p> <p>There were no matters arising.</p>	
5.	<p>CASUAL VACANCY:</p> <p>Two applications had been received to be considered for co-option to the council and the interest was welcomed by the council.</p> <p>The prospective candidates Joe Halanen and Maria Barney were present at the meeting and were invited to give a brief self-introduction.</p> <p>It was resolved:</p> <p>a) To receive the two applications and thank them for their introduction. b) To approve the appointments to council by co-option of Joe Halanen and Maria Barney. Both candidates completed their acceptance of office form and joined the council.</p>	
6.	<p>REPORTS FROM OTHER BODIES:</p> <ul style="list-style-type: none"> ➤ District Councillor William Meyer (WM): <ul style="list-style-type: none"> • WM attended the appeal hearing for the Iford Shoot application to increase the number of available shooting days from 28. The case will be reviewed and considered by the hearing Inspector who will publish a report in due course. • The co-operative alliance of LDC is working well. The budget has been approved; less general revenue will mean some necessary service re-alignment will be needed to make it work. • It looks like the weekly refuse collection in the District will continue. ➤ County Councillor Sarah Osborne – Appendix 1 was taken as read and there were no questions. ➤ Kingston Action Group (AG) – There was no report available from the group ➤ Pavilion Committee – Appendix 2 was taken as read and there were no questions. 	

	<p>It was resolved: To note the available updates and authorise any further actions.</p>	
7.	<p>MEADOW PLANTING ON ST PANCRAS GREEN:</p> <p>This item is deferred to the next meeting 13 May 2020.</p> <p>The council noted that the last proposed paper was still rehearsing arguments which had already been agreed in principle by the council.</p> <p>The council require a definitive and clear plan, alternative site options (not St Pancras green) and visuals.</p>	
8.	<p>FINANCIAL REPORTS:</p> <p>a)The council noted that financial reports for the quarter 4 end of year January to March 2020 will be presented at the May 2020 meeting. The clerk informed the council that the internal audit is booked for Thursday 7 May 2020 in line with requirements for the end of year audit to take place where possible prior to the sign-off by council of the annual accounts.</p> <p>b)The council was asked to nominate a third bank signatory. The council acknowledged that the clerk will be making necessary mandate changes on its behalf with the bank.</p> <p>It was resolved:</p> <p>a)To note that end of year financial reports will be presented to the May 2020 KPC meeting and that the internal audit will be completed on 7 May 2020 in preparation for the end of year accounts.</p> <p>b) JB offered to be third account signatory which was accepted and approved by the council. The clerk was asked to make the necessary mandate changes.</p>	clerk
9.	<p>SAXONDOWN – EASEMENT REQUEST:</p> <p>The final draft papers from the council’s solicitor have been signed off by the council and now awaiting completion for the transfer of funds. This will complete the agreement for the granting of Easement to Saxondown access over KPC land.</p> <p>The council discussed how the funds would be banked and reported, and allocated to projects.</p> <p>The clerk informed the council of the precedent of holding co-existing earmarked funds in the capital reserve bank account. These could be reported separately via current reporting methods.</p> <p>The council was asked to consider how best to manage:</p> <ol style="list-style-type: none"> i. Suggestions on how the funds could be used ii. The possibility of implementing a grant giving policy and associated process. <p>It was acknowledged, as legally advised, that the spend of the funds must be toward capital expenditure only. Arrangements for public consultation will be agreed in due course.</p> <p>It was suggested that as a starting point a grant giving policy might be considered and the clerk was asked to report on a process for discussion at the next meeting.</p> <p>The council can then consider criteria for approval and agree the administrative</p>	

	<p>process along with suggested arrangements for public consultation.</p> <p>It was resolved: That a grant allocation policy, and processes for discussion with village residents, will be considered and discussed at the next KPC meeting. The clerk will prepare a draft grant giving policy for presentation at the next meeting. That the Easement funds be transferred to the earmarked reserve account following receipt into the council's current account.</p>	<p>clerk</p>
<p>10.</p>	<p>TOWN AND COUNTRY PLANNING:</p> <p>A member of the public joined the meeting and asked about tree maintenance procedures. He felt that unnecessary works had taken place. The council confirmed that all works carried out on KPC land have to be approved by Lewes District Council with its Tree Officer acting as case officer. In addition, the council confirmed that its appointed village Tree Warden Steve Berry is consulted. In the case of Fox Twitten, a particular point in question, all works had been assessed and approved. Any tree works on other land such as road verges are the responsibility of East Sussex County Council and any concerns should be submitted to them directly.</p> <p>a) Appendix 3 was taken as read and there were no questions. The council members will continue to jointly review planning applications until such a time a new lead member is appointed.</p> <p>b) It was noted that incorrect points were written in the agenda i. ii. iii. for the Conservation Area Character Appraisal options for the council to consider.</p> <p>The corrections were noted as follows:</p> <ul style="list-style-type: none"> i. SDNPA can just get on with it and the Parish would have an opportunity to comment on it as part of the wider consultation process that follows completion of the first draft. ii. The Parish can be heavily involved in the work. This does have the advantage of giving you a degree of ownership but, in y experience, does slow down the process quite significantly. iii. 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. <p>The council agreed that option iii. is preferable.</p> <p>c) Neighbourhood Planning – The general view of the council was agreed to consider options for a neighbourhood plan and its relevance to the village. It was noted that a plan would require a significant involvement by residents should it be decided to go ahead. Public discussion on the subject would be presented at the Annual Parish Meeting for the village to consider the pros and cons.</p> <p>d) The current arrangement of collective responsibility for reviewing planning applications was discussed.</p> <p>It was resolved: a) To note the planning update</p>	

	<p>b) To authorise the clerk to submit the council's preference in engaging with the Conservation Area Character Review for Kingston</p> <p>c) To note that discussion on Neighbourhood Planning for Kingston would be the topic for this year's Annual Parish meeting.</p> <p>d) It was agreed to continue with the arrangement for collective council review of planning applications until such a time as an individual is appointed as lead.</p>	clerk
11.	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</p> <p>a) Air Quality – This project is still ongoing. Students are currently refining the testing equipment before installing at school sites.</p> <p>b) It was reported that the West Sussex process to install speed sensors involves less red tape. FH has the opportunity to raise the issue with Rupert Clubb, also about the confusing signage at the Ashcombe roundabout reference width and access. JB has drafted the letter to Sarah Osborne with supporting pictures to ask for her support in approaching ESCC about ongoing problems: speeding, HGV vehicles, illegal parking.</p> <p>c) Appendix 5 was noted and its confirmation of legality of parking. The council discussed how the practicalities might work in producing notices to put on cars and who would be responsible. It was agreed that a draft notice be available via the KPC website for residents to download, print and use to deter illegal parking.</p> <p>d) The ownership of the Juggs Road/Ashcombe Hollow path has still not been confirmed. The clerk was asked to write again to ESCC, especially given that recent tree works and clearance had taken place.</p> <p>It was resolved:</p> <p>a) To report back to the next meeting on progress with the university project</p> <p>b) That the council will await response from Rupert Clubb on the licensing for a mobile speed unit. The clerk will forward the agreed letter to Sarah Osborne.</p> <p>c) That the clerk would draft a “polite” notice which could be used for residents to help deter illegal parking in the village.</p> <p>e) That the clerk write to ESCC again to try and establish responsibility of the footpath.</p>	clerk
12.	<p>HOUSING:</p> <p>The Housing Needs Survey Report and Summary Appendix 6 and 6a were taken as read.</p> <p>The council agreed that the report offered very useful information and confirms the opinion of the council that there are not enough smaller properties in the village.</p> <p>The report gives a sound basis to take forward further discussion on the potential of getting together a mixed development of dwellings in the village and could work alongside a neighbourhood plan process should that be considered in the future</p> <p>It was resolved:</p> <p>To note the completed survey report and agree to use of the data as a basis for ongoing discussion on housing needs in the village.</p> <p>To ask the clerk to publish the report onto the council website.</p>	clerk
13.	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p>	

	<p>The council noted points i. to iv.</p> <p>The clerk updated the meeting that the St Pancras Green sign had now been repaired and erected, also the fencing work repairs on the village green completed.</p> <p>It was resolved: To note the updates and approve the tree survey quote.</p>	<p>clerk</p>
<p>14.</p>	<p>CLERK'S REPORT:</p> <p>The clerk's updates were noted and the following points discussed:</p> <ul style="list-style-type: none"> • VE Day celebrations – The village working party and celebration costs were discussed during the public questions session and formerly adopted by the council. Contingency arrangements would be considered in due course regarding Coronavirus. • VE Day Village Green Beer Festival – the clerk confirmed that an application had been received from The Juggs to hold a festival on the village green. That all insurance and paperwork was in place, along with LDC Temporary Events Notice. The council agreed to approve this event and the clerk was asked to liaise with The Juggs' manager as necessary. • TT Fitness – An application to use St Pancras Green to hold fitness classes was considered by the council. It was noted that all paperwork has been submitted to include insurance and risk assessment. The council approved this use of the green. • A27 Bus Stop/Burger Bar – The council agreed that this continues to be an ongoing problem despite its considerable efforts to engage help from all the potential sources. Members were concerned about the environmental health impact noted in this correspondence regarding rodents and potential drain blockage. The clerk was asked to write to Lewes District Council Environmental Health department to raise this issue. <p>It was resolved: To note the clerk's reports and authorise any agreed actions.</p>	<p>clerk</p>
<p>15.</p>	<p>WEBSITE CONTENT ACCESSABILITY:</p> <p>The council noted that the council website will require updating by September 2020 to comply with new regulations on the accessibility of local authority websites.</p> <p>It was resolved: To authorise the clerk go ahead and research options for alternative website provision to comply with legislation on accessibility. The clerk will provide the council with suitable options for approval.</p>	<p>clerk</p>
<p>16.</p>	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <p>FH had attended the Bonfire Stakeholders de-brief meeting. The feedback summary mentioned Kingston which was useful to be identified. The issue of confusion appears to be between the reporting of road closures and parking restrictions and Kingston is not informed of the parking situation. It is hoped that there will be future improvement.</p> <p>Also raised was the issue of not enough parking area for buses to stop on the A27 to give access to the bus stop for return journeys following the event.</p> <p>FH had attended LDALC where Rupert Clubb (RC) was speaker. Pot holes in the</p>	

	<p>District had been a hot topic with a raise from the same quarter last year at 3,000 incidents to 11,000 this year. FH had been able to raise the issues of Kingston traffic speed through the village and access of large vehicles and invited to submit details to RC.</p> <p>FH chaired the POLO meeting where attendees discussed how the parishes could work together if they have issues in common to present a joint voice.</p> <p>It was resolved: To note the reports</p>	
17.	<p>ANNUAL PARISH MEETING:</p> <p>It was agreed that the Annual Parish Meeting would be held (subject to Coronavirus guidelines) on Friday 1 May 2020. The invited guest speaker will be Chris Paterson from SDNP to present a talk on Neighbourhood Planning with Questions & Answers.</p> <p>The event will be billed as “Neighbourhood Planning a Village Decision”. Refreshments will be served, and the clerk was asked to contact Diana Arlott to ask whether her group could help with delivering leaflets to promote attendance.</p>	clerk
18.	<p>DATE OF NEXT MEETING:</p> <p>The date of the next meeting will be the Annual Meeting of the Council on Wednesday 13 May 2020 (subject to Coronavirus guidelines).</p>	clerk
	CLOSE OF MEETING 9.45pm	

Signed.....Chairman

Date.....