

Kingston Parish Council

(www.kingston-pc.org.uk)

Minutes of the Kingston Parish Council Meeting held virtually via Zoom Wednesday 13 May 2020 at Kingston Pavilion

ItemNo:		Action By:
1.	<p>PUBLIC ATTENDANCE AND QUESTIONS:</p> <p>The chair welcomed council members, district councillor William Meyer (WM), Steve Berry (SB) from the Action Group and two members of the public to the meeting, the first one held virtually via zoom.</p> <p>This would normally be the Annual Meeting of the Council where the appointment of chair and vice chair would occupy the first items on the agenda. Due to current circumstances existing appointments within the council will be carried forward until next year unless changes are agreed in the interim.</p> <p>Other areas of lead and specific responsibility by councillors will also remain as they are until next year unless changes are agreed in the interim.</p> <p>Points raised and discussed during this session:</p> <ul style="list-style-type: none">➤ It is fantastic news for the village that the proposed use of mobile speed sensors is now likely to go ahead.➤ It was confirmed that final locations for the siting of the mobile sensors has not yet been decided but there will need to be provision in each of Wellgreen Lane and Ashcombe Hollow.➤ A member of the public offered to help contribute to discussion about the location of the sensors and was thanked.➤ Regarding the planning application for the redevelopment of the Astley site, the current process by council was questioned given that there is no longer one lead councillor focussing specifically to draw together considerations on items for consultation. <p>The chair and councillors reassured the meeting that the members have collective responsibility for determining the council's response to each planning application. Each case is looked into thoroughly before the council finalises an agreed response. The council is not against the proposal for Astley and had commented on the materials proposed of timber cladding and lack of hanging tiles. This had apparently been noted by the planning department as an objection which had not been the intention.</p> <p>The council echoed its earlier statement that it looks thoroughly at the applications as a council group.</p> <ul style="list-style-type: none">➤ A question was raised over the housing survey and further developments. The survey has been completed and a copy is on KPC website. It identifies the needs in some detail and the council is at the very beginning of thinking about whether to consider a Neighbourhood or Community Housing Plan, but this cannot progress at the moment.	

	AGENDA	
2.	<p>MEETING ATTENDANCE</p> <p>Present: Councillors: Fiona Harrison (FH), Chris Moulder (CM), Maria Barney (MB), John Bewick (JB) and Jeanne Peterson (clerk). Rosemarie Jeffery (RJ) was unable to attend the meeting due to technical difficulties accessing zoom.</p> <p>Acceptance of Apologies for Absence: Joe Halanen</p> <p>Absent: None</p>	
3.	<p>DECLARATION OF INTERESTS:</p> <p>There were no declarations of interest.</p>	
4.	<p>MINUTES OF PREVIOUS MEETINGS:</p> <p>The minutes of the last Kingston Parish Council Meeting held on 11 March 2020 2020 were approved and will be signed by the chair.</p>	
5.	<p>MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</p> <p>There were no matters arising.</p>	
6.	<p>COVID-19:</p> <p>The council wished to express a massive thank you to everyone that has helped in the village to support each other, neighbours and also look after local facilities: the Whatsapp Group, individuals and the pavilion committee.</p> <p>There have been issues with public transport and the 123 bus service is currently suspended but residents can utilise the CTLA replacement service, details are on the KPC website.</p> <p>The council facilities, pavilion and play area, remain temporarily closed. Restrictions for use of tennis courts have been lifted by the government but as the Kingston courts are managed on behalf of the council by the tennis club volunteers, the club must first discuss how they could safely operate the use of the courts and the council will support their decision.</p> <p>The Village Green and St Pancras Green remain open and available for outdoor exercise by individuals or same household families while maintaining the 2m distance, but no gatherings.</p>	clerk
7.	<p>REPORTS FROM OTHER BODIES:</p> <p>➤ District Councillor William Meyer (WM) – reported that it had been hard to function as a member during lockdown and there is not much to report, however things are starting to get back to normal a bit.</p> <p>The district council is suffering financially due to the accumulative effect from loss of commercial activities creating gaps in the income side versus the necessity of a significant extra spend. It is currently unclear what support funding may be available from government.</p> <p>Some good news is, that across the district there are not many people in temporary accommodation and most people are managing to keep up with rent payments.</p> <p>It's been confirmed that the Lewes district planning committee will be back operational online from 28/29 May 2020.</p> <p>SDNPA planning committee has not yet said when it will resume. Everyone is aware of the problem with the delegated process of decision making in effect</p>	

	<p>allowing one person to decide on the planning applications. Locally this has caused concern reference the lford Estate. SDNP are being urged via additional representations to hold over the decision of this item until the committee is operational as it has far reaching consequences not only for lford but for the whole Ouse valley.</p> <p>The chair thanked WM for his update.</p> <ul style="list-style-type: none"> ➤ County Councillor Sarah Osborne – was unable to attend the meeting and sent apologies. She will circulate a report in due course. ➤ Kingston Action Group (AG) – Appendix 1 was taken as read. The chair has offered to meet the Highways Steward to look at the state of the trees on the verge alongside the path from Juggs Road to Ashcombe Hollow. Volunteers continue to clear the pathway but ownership is still unknown despite contact with the Right of Way team and Highways. ➤ Pavilion Committee – Appendix 2 was taken as read and there were no further questions. The council wished to note its thanks to Terry Krejkl and Bob Butchart who have been managing the building during lockdown including dealing with a flood caused by the cracked inner tank of the hot water cylinder. An application is in progress with the council insurers for recovery of costs due to damage. <p>It was resolved: To note the available updates and authorise any further actions.</p>	
<p>8.</p>	<p>REVIEW OF DELEGATION ARRANGEMENTS:</p> <p>Appendix 3 was taken as read.</p> <p>At previous annual meetings the reporting of delegation arrangements have lacked detail and the aim of this scheme is to clarify roles and responsibilities of the council itself and also affiliated committees. The council thanked the clerk and noted that it did clarify operations and was very useful.</p> <p>The pavilion committee arrangements were agreed taking into account that:</p> <ul style="list-style-type: none"> ➤ there remain two council representatives but one is the deputy should the main role holder be unable to attend. ➤ It is less critical as to when the committee meet nowadays as a report is always supplied by the committee to the council for each of its meetings. The committee meeting agendas and minutes are also available on the council website. It was agreed to remove this stipulation. <p>The council asked about arrangements with the tennis club. Although KPC own the tennis courts it has delegated the management of the facility to the club. It was agreed that these arrangements must be included into the document.</p> <p>It was resolved: To approve and adopt the Scheme of Delegation subject to the notes above and to review annually.</p>	<p>clerk</p>
<p>9.</p>	<p>REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:</p> <p>a)The council noted that there were no updates required to existing Standing Orders at this time</p> <p>b)The council noted that there were no updates required to existing Financial Regulations at this time.</p> <ul style="list-style-type: none"> i. The current payment process requires the clerk to check and approve all payments and then for two signatories to authorise them and sign the cheques. This has caused difficulties during lockdown and social 	

	<p>distancing. Also some contractors are no longer willing to accept cheques. The proposal, as detailed in Appendix 4, is that this process could now be stream-lined within current Financial Regulations to allow the signatories to continue making the same level of checks while improving the commitment to its payees with faster and more efficient payments via online banking.</p> <p>It was resolved: a) To approve and adopt the Standing Orders 2020-2021 subject to any legal updates during the next year. b) To approve and adopt the Financial Regulations 2020-2021 subject to any legal updates during the year. i. To agree and adopt the Online Banking Policy, that going forward the council would administer and make its payments via online banking in compliance with the provisions made in its Financial Regulations.</p>	<p>clerk</p>
10.	<p>REVIEW OF COUNCIL'S POLICIES AND PROCEDURES:</p> <p>It was noted that the council policies available on the KPC website do not require updating at this time.</p> <p>It was resolved: To adopt the existing council policies 2020-2021 without change, but subject to any Necessary and agreed updates during the year.</p>	<p>clerk</p>
11.	<p>SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL FOR THE YEAR 2020/2021:</p> <p>Appendix 5 was taken as read and the meetings dates agreed.</p> <p>It was resolved: To approve the forthcoming year meeting dates of Kingston Parish Council and for the clerk to publish the dates on its website.</p>	<p>clerk</p>
12.	<p>FINANCIAL REPORTS:</p> <p><u>1.End of Year Reports</u> a) Financial Report Quarter four January to March 2020 Appendix 6 b) Bank Reconciliation year to end of March 2020 Appendix 7 c) Budget v Actual Report year to end of March 2020 Appendix 8 d) Summary of all Bank Accounts 2019-2020 Appendix 9 e) List of current direct debit payees for approval.</p> <p>The council noted the financial reports and there were no questions.</p> <p>It was resolved: a) To approve the Quarter 4 Financial Report at 31 March 2020 b) To approve the Bank Reconciliation for year end at 31 March 2020. c) To approve the Budget against Actual report and agree the virement of funds between budget headings as necessary and note that the net effect is positive. d) To approve the Summary of all Bank Accounts (including reserves) at year end 31 March 2020. e) To approve and authorise continuing payment arrangements by direct debit for the listed utilities: BT, British Gas, Lewes District Council, TV Licensing, Southern Water.</p>	

	<p><u>2. External Audit Annual Return</u> The council noted that the submission date for the return of completed paperwork to the external auditor has been delayed due to covid-19 and will be presented to the council at its July meeting. The internal audit is booked to take place on 25 June 2020.</p>	<p>clerk</p>
<p>13.</p>	<p>TOWN AND COUNTRY PLANNING:</p> <p>a)The planning report Appendix 10 was taken as read. There are no new applications, and the Audiburn application has been withdrawn.</p> <p>b)The Saxondown easement agreement has been completed and the funds now held by KPC in a capital reserve account. The council is in possession of the original signed agreement.</p> <p>The council considered Appendix 11, the purpose of which is to open a discussion on establishing a scheme which can make available small or larger funding grants to local community groups for specific projects.</p> <p>It was agreed that while being discussed within this section, due to funds available from Saxondown, that it did not need to be affiliated only or with those funds. That it could be considered as a year on year way to support local groups and manage a general grant process with an annually budgeted amount. There was concern that many local groups do not have their own bank accounts to receive a grant payment into. It was agreed that overall the proposed documentation is straightforward and would be simple to use and a good way for the council to handle requests.</p> <p>c)Conservation Area Character Appraisal - It was agreed that before meeting with the SDNP representative the council needs to make sure of what its thoughts and questions are on this. The meeting is provisionally arranged for 7 July 2020 at 10am. RJ had been considerably involved with the original appraisal and will represent the council views for the proposed meeting along with MB. WM expressed his willingness to assist in any way the council thought fit.</p> <p>d)Neighbourhood / Community Plan – These discussions are noted as on hold</p> <p>It was resolved:</p> <p>a)To note the planning updates. b)That the council agree in principle to establishing a grant giving fund, looking forward to next year so that consideration can be made within the annual budget as well as from existing funds. That this item will be considered as separate from the easement funds although the council can if it wishes agree to use a portion of those funds for the scheme. That the clerk will look into the practicalities of the payment of grants to groups who are without bank accounts, and report back to the July meeting. c)The chair will circulate an email to all members asking for comments in preparation for discussion with SDNP on the Conservation Appraisal. RJ and MB will represent the council at the 7 July meeting and report back to the council to discuss and agree further steps d)To defer discussions on Neighbourhood Plans until lockdown restrictions are lifted for public meetings.</p>	<p>clerk</p>
<p>14.</p>	<p>MEADOW PLANTING ON ST PANCRAS GREEN:</p> <p>Appendix 12 was taken as read and SB attended the meeting to answer any questions.</p>	

	<p>The council re-iterated that it has always been in favour of a meadow planting project in principle but it was the location and management which had needed more consideration.</p> <p>The latest proposal appeared to suggest an “allow to grow and see what establishes” idea and after consideration the council agreed that a more managed method of seed and/or plug planting would be preferable to avoid overgrowth with unwanted species. This would also allow for better management of the selected area while the plants establish.</p> <p>As at previous meetings the council does not agree to planting on St Pancras Green but will consider as a good first step the Village Green as a one location trial to be reviewed on an annual basis.</p> <p>Sources of plants and seed were discussed and it was thought that local people in the village may be able to contribute to a mixed growing scheme.</p> <p>Although there was a question as to how many people would actually view and benefit from the project if sited on the Village Green as opposed to St Pancras Green, it was agreed that plenty of use is made of the green by residents and visitors and that meadow planting would definitely enhance and create interest at that location.</p> <p>SB acknowledged that the Action Group would agree to go ahead on that basis.</p> <p>It was resolved: To approve that meadow planting could go ahead on one planting site of KPC owned land – The Village Green. That the project is to be reviewed on an annual basis. That the specific area of the project on the Village Green would be clearly defined by the action group. That planting would be carried out using seeds and/or plug plants and not by leaving the area to establish untended. That the site would be maintained to manage any overgrowth by unwanted species. That the clerk will liaise between SB and the grass cutting contractors to find out when the next grass cut is due and when to leave the proposed site uncut.</p>	<p>SB clerk</p>
<p>15.</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</p> <p>a) Air Quality – There were no further updates available.</p> <p>b) Speed Sensors – ESCC has now agreed that KPC can apply for a license for use of a mobile speed sensor at two locations in the village. The next step is to work out where the sensor can be physically located as there are no suitable fixing posts already located in Wellgreen Lane or Ashcombe Hollow. JB will be meeting with the contractor to discuss siting options and any additional cost implications. ESCC would then be consulted again.</p> <p>A question was raised as to whether an ipad or laptop would need to be purchased but as data from the sensors is analysed remotely then emailed through, it means that existing IT equipment can be used.</p> <p>MB expressed an interest in working with JB to operate the mobile scheme should the council agree that this project should still go ahead.</p>	

	<p>c)It was noted that the production of a draft notice to deter illegally parked vehicles would be deferred until freedom of movement is restored.</p> <p>d)There is still no further advance in establishing the ownership of The Juggs Road/Ashcombe Hollow path.</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 mobile speed sensor project for Kingston will go ahead funded from existing reserves, with the next steps being to find suitable locations for the sensor and apply for the license.</p> <p>That JB will continue to liaise with the contractor and report back to the council.</p> <p>That MB will work with JB on this project going forward.</p> <p>That items c) and d) were noted by the council.</p>	JB clerk
16.	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>Points raised on the agenda were taken as read and there were no questions.</p> <p>It was noted that the chair of Iford & Swanborough Parish Meeting had written to Rights of Way about the state of the Swanborough footpath.</p>	
17.	<p>WEBSITE ACCESSABILITY:</p> <p>Potential providers of a new website have been narrowed down to two and details with example links have been sent to council members for feedback to the clerk. A deadline was agreed for Monday 18 May 2020.</p> <p>Both have experience of creating local authority websites, but the council will look for something that is clear and easy to use and has a straight forward content management system for the clerk.</p> <p>One of the providers offers the facility for members of the public to contact the council direct and the option of developing an e-newsletter which the council thinks could be of benefit and potentially help develop its communications with residents.</p> <p>A member of the public offered his help to discuss anything through on the technicalities of the set up if the council needed and was thanked for his offer of support.</p> <p>It was resolved:</p> <p>That members would send their response on the example sites to the clerk by the deadline 18 May 2020.</p> <p>That once a clear consensus is agreed on provider, as already approved at a previous meeting the clerk will go ahead and liaise with the chosen company to start the development of a new site.</p>	clerk
18.	<p>CLERK'S REPORT:</p> <p>The clerk's updates were noted.</p> <p>It was acknowledged that Parish in Bloom will be a virtual event this year and the clerk confirmed that the entry fee invoice had now been received for payment at the reduced rate of £25.</p> <p>It was resolved:</p> <p>To note the clerk's reports and authorise any agreed actions.</p>	clerk

19.	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <ul style="list-style-type: none"> • Community Pavilion Committee – attended by FH. The committee discussed the council’s proposed Scheme of Delegation and made the points already as discussed in item 8 of this agenda. The opening of the pavilion will depend on the lifting of restrictions and also its cleaning. Roger Wakeford-Brown has offered very useful advice and practical help on this and the council thanked him for this. Issues around re-opening the tennis club were also under debate as the news had only just broken that restrictions could be lifted. The general view is that the council and pavilion committee would support any actions the Tennis Club felt they could manage given the unsupervised aspect of the courts. However should they decide to open there will remain no access to the pavilion for players or tennis coach. • Parish Hall Committee – CM reported that no meetings had been held, but that the parish hall had been successful in obtaining a government grant of £10,000 due to its loss of income. • Action Group – JB reported that he had not attended a meeting of the group. WM reported that there had been progress on the allocation by Lewes District Council of one allotment to the joint responsibility of the Action Group and Iford & Kingston School. Discussion is ongoing as to who should sign the agreement. <p>It was resolved: To note the reports.</p>	
20.	<p>DATE OF NEXT MEETING:</p> <p>The date of the next meeting of the council will be Wednesday 8 July 2020 The chair thanked everyone</p>	clerk
	CLOSE OF MEETING 8.45pm	

Signed.....Chairman

Date.....