

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 hold its next meeting remotely via the meeting platform Zoom and you are summoned to attend the Meeting of the Parish Council to be held on:

Wednesday 9 September 2020 7.00pm via Zoom.

The clerk 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 email your name and email address to the clerk by the deadline of 4pm on Tuesday 8 September 2020 and you will be invited to attend via an email link.

Please note all attendees will be issued with an individual participant number code to access the meeting, all public attendees must therefore make themselves known directly to the clerk by the deadline above.

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.

4 September 2020



Jeanne Peterson
Clerk to Kingston Parish Council

e. clerk@kingston-pc.org.uk

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 8 July 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 continues to follow the Government guidelines.</p> <p>It should be noted that the community pavilion is still undergoing an insurance assessment following the flood and until this, and the boiler repair is carried out, the building is likely to remain closed to the public despite any changes in Government guidelines.</p> <p>The Tennis Courts are open to facilitate play between limited numbers in accordance with the Government and Lawn Tennis Club guidelines. Details may be obtained from Kingston Tennis Club.</p> <p>The children's play area is now open following a Covid risk assessment carried out by Lewes District Council (who are contracted to carry out risk assessments for KPC on a monthly and annual basis)</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 latest staying safe guidance and social distancing rule.</p>
<p>7. 5 mins >7.40pm</p>	<p>CO-OPTION:</p> <p>The recent vacancy within the council has been advertised formally in accordance to Lewes District Council Electoral Services requirements and there has been no call to hold an election. Therefore, KPC can go ahead and co-opt to the council. There are currently two vacancies.</p> <p>Anyone interested in joining the council should in the first instance contact the chair, Fiona Harrison for an informal chat fiona.harrison@kingston-pc.org.uk</p> <p>Any subsequent applications will be considered at the November meeting.</p>
<p>8. 10 mins <7.50pm</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 update report Appendix 1 <ul style="list-style-type: none"> ➤ Proposed Community Allotment Appendix 2 ➤ Parish in Bloom – a submission has been made by the Action Group on behalf of the village Appendix 3 iv. Pavilion Committee report Appendix 4 <ul style="list-style-type: none"> ➤ Kingston pavilion insurance claim following the flood – a settlement has been offered by the insurers of £3,727.57 to cover remedial building works; redecoration, floor repairs, electrics. The council is asked to consider acceptance of the settlement and to authorise the clerk to liaise

	<p>with the insurers to complete the procedure. The pavilion committee has obtained quotes for the work needed and it has been assessed that this will be covered by the settlement</p> <p>It should be noted that cover for the water cylinder replacement and excessive water charges related to the flood are still being considered by the insurers (at the time of writing the agenda). The clerk has chased for a decision on these in order to move on as soon as practicable with the opening of the pavilion.</p> <p>Resolve: To note the reports and authorise any agreed actions.</p>
<p>9.</p> <p>15 mins >8.05pm</p>	<p>FINANCIAL REPORTS:</p> <p>a)The second quarter of the current financial year 2020-2021 July to September financial reports will be presented at the November meeting</p> <p>b) The external audit papers for 2019-2020 have been submitted with their receipt acknowledged and the council awaits the result.</p> <p>c) Budget 2021-2022 preparation – the draft budget will be presented to the November meeting (to be approved subject to any changes for adoption in January). The council is asked to consider and suggest any ideas for expenditure to be put forward for inclusion. Members must take into consideration the advice from the internal auditor that due to the level of reserves now held, it should in addition to the community budget, include as separate budget proposals any spending against those reserves as appropriate.</p> <p>d)Clerk’s wages - On 24 August, the National Joint Council for Local Government Services (NJC) announced that an agreement was reached between the National Employers and the NJC Trade Union Side on the new pay scales for 2020-21 to be implemented from 1 April 2020. Please note that the increase should be backdated to 1 April 2020. September wages to be paid at the new rate and the back dated pay 1 April to 31 August will be £88.56</p> <p>Resolve:</p> <p>a)and b) To note the updates.</p> <p>c)To agree items for inclusion in the budget</p> <p>d)To acknowledge and approve the NJC pay scale agreement with implementation and back dated pay to the clerk with September 2020 wages.</p>
<p>10.</p> <p>10 mins >8.15pm</p>	<p>GRANT GIVING POLICY:</p> <p>Following agreement in principle at the 13 May meeting to implement a grant scheme, the council will now consider the revised policy which takes into account giving grant funds to local groups that do not hold affiliated bank accounts. Appendix 5</p> <p>Resolve: To note the revised policy and consider whether to implement a grant scheme</p>
<p>11.</p> <p>10 mins >8.25pm</p>	<p>TOWN AND COUNTRY PLANNING:</p> <p>a)To receive a planning update report on new and ongoing planning applications Appendix 6.</p> <p>b)Conservation Area Character Appraisal – To receive an update if available.</p> <p>Resolve:</p> <p>a)To note the applications in hand and authorise any required action.</p> <p>b)To note the updates and authorise any further actions.</p>

<p>12.</p> <p>10 mins >8.35pm</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATING TO KINGSTON:</p> <p>a) Air Quality Monitoring at the School – to receive an update if available. b) Speed Sensor Project – the KPC case was passed to the ESCC Licensing team on 23 July as the application has met the criteria specified in the Highways working practise in terms of road safety. They have since contacted KPC with the relevant paperwork which is in the process of completion. ESCC also came back with an acceptable quote to install the facility to place the fixing poles. c) Traffic Calming & Safety and Signage – to receive a progress update, and to consider a further application to install double yellow lines at Ashcombe Hollow (to control inconsiderate and illegal parking at the burger bar area).</p> <p>Resolve: a) to c) To review the updates and agree any further actions.</p>
<p>13.</p> <p>5 mins >8.40pm</p>	<p>C7 WHOLE ROAD STRATEGY PROJECT/POLO:</p> <p>KPC has been asked to consider giving its written endorsement to the “C7 whole road Strategy project” to back up its planned requests for support from funding Organisations. Appendix 7 and 7a.</p> <p>Resolve: To consider the request and agree further actions.</p>
<p>14.</p> <p>15 mins >8.55pm</p>	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <ul style="list-style-type: none"> i. Kingston Footpath 8 - Due to continuing problems with the state of the footpath leading up the hill from the end of The Street, the Rights of Way team have confirmed that they are scheduling an inspection. ii. Bumpy Lane Kingston Bridleway 20 – there are concerns of anti-social parking of vehicles in the Lane. The council is in correspondence with the Rights of Way team as it is a designated Bridleway and also the ease of access for emergency vehicles must be available at all times. iii. Kingston footpath 3 – it was reported to KPC that the kissing gate on the footpath behind Kingston School wasn't in proper working order and the Rights of Way team have since added the details to their prioritised work list for inspection. iv. Fox Twitten Kingston Bridleway 19/junction Locketts Way – a dead Cypress tree is due to be removed by KPC as it is encroaching on an adjacent property in Monckton Lane. Some cutting back has taken place with the rest due for completion in a week or so after fledging wood pigeons have flown the nest. v. Kingston Bridleway 6 – a bollard has been damaged at the junction of The Ridge and Upper Church Lane. The Rights of Way Team have been alerted and this will be checked out for remedial action. vi. The periodic Tree Survey has been completed on behalf of KPC to assess the state of trees on council owned land. The council is asked to approve the suggested works and authorise the clerk to manage these over the suggested time period. Appendix 8 and 8a. <p>Resolve: To note updates and agree any further actions</p>
<p>15.</p> <p>5 mins >9pm</p>	<p>WEBSITE ACCESSABILITY:</p> <p>The clerk will update the meeting on progress with the new website.</p>

	<p>Resolve: To note the update and authorise any required actions.</p>
<p>16.</p> <p>10 mins >9.10pm</p>	<p>KPC RISK ASSESSMENTS:</p> <p>The pavilion prepares and updates its own Risk Assessments (RA) in regard to activities relating to the pavilion and its committee. These were reviewed and approved in 2019 and updates relating to Covid-19 have been/are being drafted as required.</p> <p>KPC has additional assets and areas of responsibility for which risks must be assessed.</p> <p>The financial RA was approved and adopted at the July 2020 meeting and the remaining have now been updated.</p> <p>Members are asked to now review the risk assessments for any further additions: Appendix 9 Risk Schedule Appendix 9a RA Assets & Responsibilities Appendix 9b RA Council & Other Public Meetings Appendix 9c RA St Pancras Green Appendix 9d RA Village Green & Play Area Appendix 9e RA Village Volunteers (Tree Warden, village maintenance & litter picking) Appendix 9f RA Village Volunteers Hedge Trimming</p> <p>Resolve: To approve and adopt the risk assessments subject to any agreed changes.</p>
<p>17.</p> <p>5 mins >9.15pm</p>	<p>CLERK'S REPORTS:</p> <p>To receive any updates that are not already reported on the agenda.</p> <p>Resolve: To note the clerk's progress reports and authorise any required actions.</p>
<p>18.</p> <p>10 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>19.</p>	<p>DATE OF NEXT MEETING:</p> <p>To note the date of the next meeting of Kingston Parish Council is 11 November 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.