

# Kingston Parish Council

(www.kingston-pc.org.uk)

## Minutes of the Kingston Parish Council Meeting held virtually via Zoom Wednesday 8 July 2020 at Kingston Pavilion

ItemNo:		Action By:
1.	<p><b>PUBLIC ATTENDANCE AND QUESTIONS:</b></p> <p>The chair welcomed council members and district councillor William Meyer (WM) to the meeting.</p> <p>Two members of the public joined later.</p> <p>There were no questions or comments in this session of the meeting.</p>	
	<p><b>AGENDA</b></p>	
2.	<p><b>MEETING ATTENDANCE</b></p> <p><b>Present:</b> Councillors: Fiona Harrison (FH), Chris Moulder (CM), Maria Barney (MB), John Bewick (JB), Joe Halanen (JH) and Jeanne Peterson (clerk)</p> <p><b>Acceptance of Apologies for Absence:</b> There were no apologies</p> <p><b>Absent:</b> None</p> <p>The meeting was informed that Rosemarie Jeffery had resigned from the council. According to Lewes District Council Electoral Services process the vacancy will be advertised. Should ten residents call for an election to fill the vacancy, this will be deferred until next May 2021 due to Covid-19 restrictions. Otherwise the council will be able to co-opt as from its next meeting.</p>	
3.	<p><b>DECLARATION OF INTERESTS:</b></p> <p>There were no declarations of interest.</p>	
4.	<p><b>MINUTES OF PREVIOUS MEETINGS:</b></p> <p>The minutes of the last Kingston Parish Council Meeting held on 13 May 2020 were approved and will be signed by the chair.</p>	
5.	<p><b>MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</b></p> <p>There were no matters arising.</p>	
6.	<p><b>COVID-19:</b></p> <p>The play area is now open following the relaxation of Government guidelines. A risk assessment has been carried out by Lewes District Council, who are contracted by KPC to provide monthly and annual assessments. LDC have also provided the required signage.</p> <p>It was decided by the council that the informal rope swing should remain unavailable until further notice as it does not fall within the scope of the LDC risk assessment. The clerk was asked to inform the resident group who manage the swing.</p>	<p><b>clerk</b></p>

	<p>The tennis courts are open following Government and Lawn Tennis Club guidance and use is being managed by Kingston Tennis Club.</p> <p>The pavilion remains closed. Before considering re-opening the insurance claim must be settled and the hot water cylinder replaced following the flood. The committee has written to all users with an update and are looking already into what will need to be done in preparation for re-opening.</p> <p>A water bill has been received for £1900, and the clerk is working with the water board to address this, checking whether there is an invisible leak, and whether the flood has caused this in which case the insurance provider will be approached for cover.</p> <p>The greens remain accessible to all.</p>	
<p>7.</p>	<p><b>REPORTS FROM OTHER BODIES:</b></p> <ul style="list-style-type: none"> <li>➤ <b>District Councillor William Meyer (WM):</b> <ul style="list-style-type: none"> <li>• LDC is handling the Covid situation well and its communications to residents have been well received. For those not using IT, information has been shared via letter.</li> <li>• It looks like district finances will take a major hit, but future financial pressures are uncertain.</li> <li>• The Alliance administration had been in place for 12 months and their corporate plan for the locality covering housing, sustainability and green issues has been received well.</li> <li>• The Saxonbury development has finally been approved for the refurbishment of twelve houses and these will be re-let as part of the council portfolio. Despite budget constraints elsewhere the housing budget is robust and the authority continues to explore the need for and opportunities to develop new social housing. Including acquiring new sites.</li> <li>• The SDNPA AGM has appointed Vanessa Rowlands from East Sussex as vice-chair and WM was re-appointed to the Planning Committee.</li> <li>• WM and FH were thanked for their work on the Iford Estate planning appeal presentations, the decision of which was controlled by the Local Plan policies. There were complex issues involved which had not been clear from the application.</li> <li>• Due to continuing problems with the state of the stile and footpath leading up the hill from the end of The Street, the Rights of Way team have been contacted. The clerk was asked to also get in touch with them to seek a solution.</li> </ul> </li> <li>➤ The chair thanked WM for his update.</li> <li>➤ <b>County Councillor Sarah Osborne</b> – Appendix 1 the county report was taken as read and there were no questions.</li> <li>➤ <b>Kingston Action Group (AG)</b> – There was no update report available. It was agreed that JB would work with the group on their proposed draft Environmental Policy. KPC would ask the group to circulate the latest version to enable the council to consider its own input and share the discussion. Following a meeting the day before with SDNP about the Kingston Conservation Appraisal it was confirmed by the council that they will be feeding back to and involving the AG.</li> <li>➤ <b>Pavilion Committee</b> – Appendix 2 was taken as read and there were no questions.</li> </ul>	<p>Clerk</p> <p>FH/JB</p>

	<p><b>It was resolved:</b> To note the available updates and authorise any further actions.</p>	
8.	<p><b>FINANCIAL REPORTS:</b></p> <p><b><u>1.Reports for the new financial year 2020-2021:</u></b></p> <p>The following reports were taken as read and there were no questions:  a)Financial Report Quarter one April to June 2020 Appendix 3  b)Bank Reconciliation to end of June 2020 Appendix 4  c)Budget v Actual Report year to end of June 2020 Appendix 5  d)The council noted and agreed the proposed Insurance renewal and it was confirmed that the policy covered all council assets.</p> <p><b>It was resolved:</b>  a)To approve the Financial Report at June 2020  b) To approve the Bank Reconciliation at June 2020.  c) To approve the Budget against Actual report at June 2020  d) To approve the insurance premium for the year 2020-2021 and authorise the clerk to arrange for its payment.</p> <p><b><u>2. External Audit Annual Return 2019-2020</u></b></p> <p>The following reports were received and noted by the council:  a)End of Year 31 March 2020 Annual Governance and Accountability Return (AGAR) Appendix 6  b)The AGAR report for the explanation of variance of differences year on year Appendix 7  c)Section 1 Annual Governance Statement 2019/2020 which was presented to the council before the Accounting Statements as requested by the external auditors.  d)Section 2 Accounting Statements 2019/2020 signed and dated by the clerk/RFO before the council meeting as required by the external auditors.  e) The council noted that the internal audit took place on 25 June 2020. The audit approves the financial processes of the council and the annual submission for external audit. The Scope of Internal Audit Appendix 8 was noted and confirmation of audit can be seen in Appendix 9 the completed AGAR page 3, along with the internal auditors report Appendix 9a.  The internal auditor has suggested, due to the increase of funds held by the council, that the 2021/2022 budget and reporting may require some changes to confirm what projects will be or have been funded from reserves.  f)The council's financial processes were reviewed and the Financial Risk Assessment with updates Appendix 10 was noted.  g) The council noted the deadline for submission of the AGAR as 31 July 2020.</p> <p>The clerk was asked for a breakdown of the reserves held by the council and this was reported using the financial report bank statement totals at the end of June 2020.</p> <p><b>It was resolved:</b>  a)To note the Annual Return 31 March 2020  b)To note the explanation of variances year on year  c)To approve the Section 1 Annual Governance Statement and authorise the chair and clerk/RFO to sign the Statement as soon as practicable.  d)To approve the Section 2 Accounting Statements and authorise the chair to sign the Statements as soon as practicable.  e)To note the scope of audit and accept the internal audit report  f)To approve the council's financial processes and adopt the updated Financial Risk</p>	

	<p>Assessment</p> <p>g)To authorise the clerk to submit by the deadline of 31 July 2020 the Annual Return Papers to the external auditors, for year end 31 March 2020. And to display the notice for the exercise of public rights.</p>	<b>clerk</b>
<b>9.</b>	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>a)The planning report Appendix 12 was taken as read. The following applications were discussed:</p> <p><b>Astley</b> – the application has since been approved with a requirement for them to run the external materials past LDC for approval before construction. This aspect of the application had been the concern for KPC.</p> <p><b>Top Yard</b> – the pre application advice had been quite positive (KPC had not been asked for comment) and it was noted that the buildings in question for re-development into dwellings were not of historical importance although the site falls outside of the settlement boundary.</p> <p><b>Kingston manor</b> – KPC has already submitted its No Comment on this application.</p> <p><b>Ashdown</b> – the application is in progress</p> <p><b>Audiburn</b> – the design has been generally improved with notice having been taken of points previously raised. Remaining concerns are the issues of drainage which has not been addressed and the potential of overloading the infrastructure. The meeting was reminded that planning permission has already been granted for the development prior to the adoption of the SDNPA Local Plan, so a response by the council on this latest application and supporting papers, would be a chance to address any additional points. It was agreed that the village tree warden would be asked to comment to KPC on the landscape document which is a clear plan of which trees and shrubs should be removed or crowned to accommodate the building. Members were asked to send their comments on the application to CM by 15 July, and a KPC response would be drafted for agreement.</p> <p>b)Conservation Area Character Appraisal – FH and MB had attended a site meeting with SDNPA. The process of updating the appraisal is that following the walk- round site visit (which lasted over three hours) a draft report will be sent to KPC for discussion and the council will involve the Action Group. Suggestions/comments from these discussions will be fed back to SDNPA who will revise the document. This 2<sup>nd</sup> draft will then be put out for a six-week consultation period. Residents within the conservation area will be sent a letter and there will be draft copies for referral held at The Juggs, the Parish Hall and at the Community Pavilion (subject to Covid-19 guidelines).</p> <p>There was the question of whether the conservation boundary should be extended to include the Holdings but the meeting decided that there is no historical reason to do so although it noted some social history interest. The danger of taking in additional sites, for example Snednore which would include the school, the area could become just too large. Also the inclusion of new sites would bring restrictions to those people’s homes.</p> <p>SDNPA felt that the 2007 report had been unnecessarily restrictive about re-use of buildings and they are really open-minded about this although any developments would still have to go through the normal planning application process. They are also aware of the traffic and parking issues, and the SDNPA traffic department could be involved for suggestions surrounding a different control plan for the conservation area. It was agreed that an updated Appraisal is an important document and material consideration in any planning coming up in the area. The Kingston Appraisal is the first to be updated.</p> <p>c)Iford Estate – There were no further points to make on the appeal. It was noted that a retrospective application has been submitted to keep the membrane rooves on the</p>	

	<p>Swanborough lodges and this has been called-in for consideration by the Planning Committee.</p> <p><b>It was resolved:</b>  a)To note the planning updates.  b)To continue to work with and support SDNPA in developing the Appraisal update, and to engage with the Action Group in ongoing discussions to inform the draft document.  c)To note the update</p>	
10.	<p><b>GRANT GIVING POLICY:</b></p> <p>There had been no responses from other councils on experience of donating to local groups without bank accounts. The internal auditor has advised that ideally donations should be to group accounts but that provision in a policy could be made, perhaps with a financial cap, to donate to key individuals leading a group to support community activity.</p> <p><b>It was resolved:</b>  That the clerk would re-draft the grant giving policy for discussion at the September Meeting.</p>	
11.	<p><b>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</b></p> <p>a)Air Quality – There were no further updates available.</p> <p>b)Speed Sensors – Equipment specification and site details have been sent to ESCC for licensing consideration but with no response to date. Also, a request for a quote to supply and fit posts to secure the sensor onto. The clerk was asked to chase this up</p> <p>c)Appendix 13 was taken as read and agreed as a starting point to look afresh at the issues as set out regarding signage, reduction of speed limit, parking and cycling. There are potential funds available for cycle path development through the East Sussex Infrastructure Plan and it was agreed that this should be looked into. Also a contact was suggested to follow up initially who may be able to sign post a schedule of action; whether through SDNPA or ESCC as a first point.</p> <p><b>It was resolved:</b>  a)To report back to the next meeting on progress with the university project.  b) That the clerk would chase the progress with ESCC on obtaining a license for the mobile speed sensor and for the post installation quote.  c) To follow up on viability for funding application and to liaise with SDNPA and ESCC to start conversations around solutions to the traffic issues affecting Kingston.</p>	FH/clerk
12.	<p><b>FOOTPATHS &amp; RIGHTS OF WAY, TREES &amp; HEDGEROWS, VILLAGE GREENS:</b></p> <p>Points raised on the agenda were taken as read.</p> <p>Discussion continued about the footpath re-instatement – KPC had objected to this application a couple of years ago. Although there was no action to be taken at this time, the clerk will forward relevant dates to members once received on the ESCC order details. The council may then submit an appeal.</p> <p>It was noted that the Action Group is hoping to start meadow planting in August.</p>	

13.	<p><b>WEBSITE ACCESSABILITY:</b></p> <p>Basic information has been submitted to the site designers and a basic site already set up for the clerk to upload all required data and documents. The clerk will circulate the link for members to see the outline site.</p> <p>It is likely that while email addresses will not change, that they will be managed via webmail which is considered highly compliant within data protection and GDPR guidelines as it provides a direct link to council emails rather than through a secondary mail provider. The clerk will keep members informed.</p> <p><b>It was resolved:</b> That the clerk will continue to develop the new site in liaison with the providers and to keep the council informed.</p>	clerk
14.	<p><b>DRAFT EAST SUSSEX, SOUTH DOWNS AND BRIGHTON AND HOVE WASTE AND MINERALS LOCAL PLAN CONSULTATION:</b></p> <p>The reports were taken as read and it was agreed by the meeting that any response to the consultation would be down to individuals to make should they wish and that the report would be shared with POLO.</p>	FH
15.	<p><b>CLERK'S REPORT:</b></p> <p>The clerk's update was noted.</p>	
16.	<p><b>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</b></p> <ul style="list-style-type: none"> <li>• Community Pavilion Committee – The next meeting is due to be held on 13 July 2020.</li> <li>• Parish Hall Committee – There have been no meetings of the committee</li> <li>• Action Group – The two points raised at the last AG meeting; Environmental Policy and involvement with the Conservation Appraisal had already been covered earlier in the meeting.</li> </ul> <p><b>It was resolved:</b> To note the updates.</p>	
17.	<p><b>DATE OF NEXT MEETING:</b></p> <p>The date of the next meeting of the council will be Wednesday 9 September 2020 The chair thanked everyone</p>	clerk
	<b>CLOSE OF MEETING 9.10pm</b>	

Signed.....Chairman

Date.....