

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 11 November 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 10 September 2020 and you will be invited to attend via an email link.

Please note all attendees will be issued with a 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.

6 November 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 9 September 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>The community pavilion remains closed while repairs continue to take place following the flood. The pavilion committee will then consider the appropriate Government guidelines in regard to the possibility of re-opening.</p> <p>Access to the tennis courts will be facilitated by Kingston Tennis Club 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 remains open following Government guidelines and 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 continue to be available for residents to enjoy out-door exercise but the council 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>There have been no applications presented to the council for consideration and the two vacant posts remain open for co-option.</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 January 2021 meeting.</p>
<p>8. 15 mins <7.55pm</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 iv. Pavilion Committee report Appendix 1 <p>Resolve: To note the reports and authorise any agreed actions.</p>
<p>9. 20 mins >8.15pm</p>	<p>FINANCIAL REPORTS:</p> <ul style="list-style-type: none"> a) To receive the Financial Report all accounts Quarter 2 July to September 2020. Appendix 2 b) To receive the Reserve Accounts Report Year to September 2020 Appendix 3 c) To receive the Bank Reconciliation year to 30 September 2020. Appendix 4 d) To receive the Budget v Actual report year to end 30 September 2020 Appendix 5

	<p>e) To receive the draft budget and notes 2021 2022 Appendix 6 and 6a. f) The council is asked to approve setting up a direct debit payment for the annual subscription fee to the Information Commissioners Office (ICO) g) Utilities: i. To note that the clerk has instigated a switch from BT to Utility Warehouse (UW) as suggested by the pavilion committee for the two business lines (used for the building alarm and broadband access). BT costs have escalated and the term of contract has ended. The switch will take place on 4 November 2020. ii. It has been confirmed that the council insurers will contribute £1598.99 toward the extraordinary water bill following the flood. The subsequent water utility bill was also excessive but the water company has since revised this based on a water meter reading submitted by the clerk. iii. The gas and electricity contract with British Gas finishes in the new year so the clerk will investigate any favorable terms in switching to an alternative provider. h) To note that the annual contribution for rent, toward insurance and maintenance fund, from the Tennis Club has been received.</p> <p>Resolve: a) To approve the Quarter 2 July to September 2020 Financial Report b) To note and approve the year to date Reserve Accounts Report c) To approve the Bank Reconciliation year to 30 September 2020 d) To approve the Budget against Actual report year to 30 September 2020 e) To consider and approve the draft budget subject to any agreed amends and/or additions for presentation at the January 2021 meeting for adoption. f) To agree the set up of a direct debit for the ICO annual payment and authorise the clerk to take the necessary steps to do so. g) To note ongoing actions in regard to the utility provision for the pavilion h) To acknowledge receipt of the annual contribution from the Tennis Club.</p>
<p>10. 20 mins >8.35pm</p>	<p>SAXONDOWN EASEMENT RESERVE FUNDS:</p> <p>The funds received through the easement agreement between KPC and the Saxondown development can only be used for capital projects within the village and are currently held in an earmarked reserve fund account.</p> <p>Due to recent restrictions on convening public meetings the council has been unable to move these discussions forward via a public forum.</p> <p>The council is conscious however that time moves on and is keen to establish a timeline and process by which ideas can start to be evaluated and considered for funding. And as it intended, to involve residents in the discussions.</p> <p>The council will consider the following points of action:</p> <ol style="list-style-type: none"> i. Establish a small working party/group which will answer and report to the council ii. Agree a time and reporting line for each stage of discussion iii. Agree the criteria by which ideas can be assessed as suitable for the use of these “public” funds e.g. how far reaching should a project benefit the village community iv. Invite further ideas to be submitted to a deadline v. Acknowledge and review those “top line” ideas already received vi. Present to the council those ideas considered viable for further discussion vii. Seek clarification and detailed proposals on viable projects viii. Present the final selection for review by the council and for public “discussion” <p>Resolve:</p>

	To agree and approve the process elements which will be taken forward to substantiate ideas for consideration of capital funding.
11. 10 mins >8.45pm	<p>TOWN AND COUNTRY PLANNING:</p> <p>a) To receive a planning update report on new and ongoing planning applications Appendix 7</p> <p>b) Conservation Area Character Appraisal – to receive an update if available.</p> <p>c) Planning White Paper Consultation – to receive an update if available.</p> <p>d) To review whether information notices on new planning applications should resume being posted on village notice boards (following a break during Covid restrictions).</p> <p>e) Saxondown – to note that work has commenced at the site in accordance with the Deed of grant agreed & signed on 13 March 2020 between Saxondown Farm Limited And Kingston Parish Council.</p> <p>Operations will be carried out in accordance to the Deed and its Construction Management Plan.</p> <p>There is a nominated Site Manager responsible for liaising with KPC, neighbours and the public on a day-to-day basis on all aspects regarding the implementation & construction of the development and compliance with the provisions of the Construction Management Plan. Contact details are as follows: Email: liaison:saxondownfarm.co.uk Telephone: 01273 805210</p> <p>Resolve:</p> <p>a) To note the applications in hand and authorise any required action.</p> <p>b) and c) To note the updates and authorise any further action.</p> <p>c) To note the update and authorise and further action.</p> <p>d) To agree whether the information notices on new planning application should resume and update the council's Planning Policy if necessary.</p> <p>e) To note that the work has started on the development at Saxondown and that a Site Manager is available to manage any queries or concerns.</p>
12. 15 mins >9pm	<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) Speed Sensor Project – KPC has submitted all required forms to apply for the licensing and for the installation of poles to facilitate the mobile speed sensor. There has been no update on progress from ESCC at the time of writing this agenda.</p> <p>c) Traffic Calming & Safety and Signage – to receive a progress update if available.</p> <p>d) Joint meeting between KPC and SDNPA re Traffic. Summary report Appendix 8</p> <p>Resolve:</p> <p>a) to d) To review the updates and agree any further actions.</p>
13. 5 mins >9.05pm	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>i. Bumpy Lane Kingston Bridleway 20 – there continues to be concern about anti-social parking of vehicles in the Lane. The council has written to all residents and it appears that the ownership of offending vehicles is not known to the Lane. The council is asked again to consider a local scheme whereby notices are placed on cars to request considerate parking.</p> <p>ii. Fox Twitten Kingston Bridleway 19/junction Locketts Way – the dead Cypress tree has been removed. Work has also been carried out by ESCC on a Horse Chestnut tree in close proximity.</p> <p>iii. Bumpy Lane Bridleway 20 – residents have asked for clearance at the west end of the Lane and ground, and side clearance of Fox-Twitten in particular</p>

	<p>the Bamboo at the southern end. The Rights of Way team have been approached with a request to assess and carry out this work.</p> <ul style="list-style-type: none"> iv. Work has not yet been commissioned in response to the KPC tree survey. The clerk will liaise with the contractors over Autumn/Winter. v. The ESCC Tree Officer has heard from a resident in Lockett Way following the removal of highways tree, as to whether a replacement could be planted. ESCC have no funds for this but is willing to work with KPC and tree warden to discuss approval for a replacement if that could be funded locally. vi. KPC has liaised with ESCC on the matter of branches reportedly overhanging a driveway in Cordons as well as concern about trees and bushes surrounding the electricity sub-station. ESCC is under strict budget constraints but the resident can clear any overhanging branches themselves. ESCC are however approaching UK Power to look into the substation matter. <p>Resolve: To note updates and agree any further actions</p>
<p>14. 10 mins >9.15pm</p>	<p>COMMUNITY ENERGY:</p> <p>Recent activity to promote the concept on how communities may engage with community energy initiatives has been highlighted locally via a presentation given to the Kingston Action Group by OVESCO, and also via a questionnaire distributed by SDNP through their August newsletter.</p> <p>OVESCO (based in Lewes) support communities to create renewable energy projects across East Sussex and their presentation is available as Appendix . They previously presented information to the 2014 Annual Parish Meeting by invitation of KPC. Action Group members responded to the recent SDNPA questionnaire and will keep KPC updated with any reported outcome.</p> <p>The council is asked to consider how it could engage directly with these initiatives and if so how it may best let residents know about the potential for local involvement.</p> <p>Resolve: To consider the potential opportunities provided by OVESCO and the SDNPA in regard to community energy and agree any further actions.</p>
<p>15. 5 mins >9.20pm</p>	<p>WEBSITE ACCESSABILITY:</p> <p>The new website went live on 22 September 2020 and feedback has been positive.</p> <p>There have been a couple of teething problems with the Planning Map links to SDNP and the clerk is looking into this although it could be an issue with the SDNP side.</p> <p>Resolve: To note the update and authorise any required actions.</p>
<p>16. 10 mins >9.30pm</p>	<p>ENVIRONMENTAL POLICY:</p> <p>To receive a progress update on the policy development and consider the draft policy paper Appendix 9</p> <p>Resolve: To note the update and approve the draft policy subject to any agreed amendments for presentation for adoption at the January 2021 council meeting.</p>

<p>17. 5 mins >9.35pm</p>	<p>CLERK'S REPORTS:</p> <p>To receive any updates that are not already reported on the agenda.</p> <ul style="list-style-type: none"> i. Potential new football club – a resident has approached the informal football club with an idea to set up a children's club using St Pancras Green on a Saturday morning. It seems that Lewes FC could provide coaching. KPC has asked for full details via an events application for use of the green along with supporting documents. <p>Resolve: To note the clerk's progress reports and authorise any required actions.</p>
<p>18. 10 mins >9.45pm</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 and agree any further actions.</p>
<p>19.</p>	<p>DATE OF NEXT MEETING:</p> <p>To note the date of the next meeting of Kingston Parish Council is 13 January 2020</p>
<p>9.50pm</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.