

# Kingston Parish Council

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## Minutes of the Kingston Parish Council Meeting held virtually via Zoom Wednesday 9 September 2020 at Kingston Pavilion

ItemNo:		Action By:
1.	<p><b>PUBLIC ATTENDANCE AND QUESTIONS:</b></p> <p>The chair welcomed council members, district councillor William Meyer (WM) and one member of the public to the meeting.</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), John Bewick (JB), Joe Halanen (JH) and Jeanne Peterson (clerk)</p> <p><b>Acceptance of Apologies for Absence:</b> Apologies were accepted from Maria Barney.</p> <p><b>Absent:</b> None</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 8 July 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>There was nothing new to report apart from the imminent guidance which is to be issued by the Government saying that gatherings will be limited to a maximum of six people.</p> <p>The informal football club had enquired about whether they could still play - the rule of six does not apply as long as the group stick to the rules of organised sport events so they can continue.</p> <p>It was noted that the Parish Hall will be holding a Trustee meeting next week to see if they can open for other activities. Currently it is only the Pre-School operational at the hall.</p>	
7.	<p><b>CO-OPTION:</b></p> <p>The attending member of public has expressed an interest in joining the council and was attending this evening to see how the meetings worked and to gain an idea of current topics.</p>	

	<p>Details of the current opportunities to join the council will also be circulated via the Kingston News and the village Whatsapp group.</p> <p>Applications will be discussed at the November meeting.</p>	<p><b>FH</b></p>
<p><b>8.</b></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>• Proposed changes [Government] on planning will not apply to conservation areas or those areas of outstanding beauty. The expectation in the Lewes District is that 8,000 new dwellings will be built. Land for this is difficult in areas other than the national park and there is a fight back against development in the towns.</li> <li>• WM thanked KPC for its response submission to the planning committee on the Swanborough Lakes development. There could be a re-submission but let's wait and see.</li> <li>• There is an expectation for SDNPA to receive the Seven Sisters National Park under its auspices.</li> <li>• The Community Infrastructure Levy (CIL) is to be discussed at the October SDNP planning committee meeting. These funds have largely focused to date on Hampshire and West Sussex.</li> <li>• Lewes District Council (LDC) meetings will continue online until May 2021.</li> <li>• LDC currently has an overspend of 4m and are using reserves to fund ongoing costs and services.</li> <li>• There is the imminent prospect of Local Government reform to reduce the existing multi-tier structure. It is likely that there will be a 2-2.5 year period before these reforms come into play.</li> <li>• It is hard for LDC to do anything about housing in the villages. There is no land in Kingston. No information is available yet on the Castelmer fruit farm development.</li> </ul> <p>The chair thanked WM for his update, the council found the report very informative. There were no questions.</p> </li> <li>➤ <b>County Councillor Sarah Osborne</b> – The County update was now available and will be circulated with the minutes. A key action to note is that SO is pushing forward with the idea to relevant departments that double yellow lines should be implemented at the burger bar road bend. The council agreed that it should work co-operatively with Sarah on this due to its own previous efforts to gain support for the same outcome..</li> <li>➤ <b>Kingston Action Group (AG) – Appendix 1</b> was taken as read. KPC agreed that the problem of antisocial parking continues at the bus stop (adjacent to the burger bar) and appreciated the group's efforts at improving relations with the owners to reduce litter. There had been no recent correspondence from the bus company on whether their services had been affected. <ul style="list-style-type: none"> <li>The degraded state of the Juggs/Ashcombe Hollow footpath is a concern, especially as all efforts to trace ownership have to date revealed no positive result. The question of KPC funding the path repairs was considered, but the council is cautious to charge Kingston village residents and spend precept funds when it has no ownership authority. There could then be an assumption of ongoing liability. It was agreed for KPC to look again at the land registry (initial look appears to show one title of the field ownership) and to open discussion with the Rights of Way team on how the path may be designated. It was noted that if the path land is in private ownership then no-one is obliged to resurface it, only able to use it.</li> </ul> </li> </ul>	

	<p>KPC will be corresponding with the AG about the proposed Environmental Policy.</p> <p><b>Appendix 2</b> – the council considered the AG request that it fund the annual lease fee of the allotment. It agreed that as this is wholly an AG project it would not be appropriate for the council to take on as part of its governance costs. It is better that the allotment remains a community project, and the council may consider support via the new council grant scheme next year – which would leave responsibility and accountability for the project completely in the Action Group’s hands.</p> <p><b>Appendix 3</b> – the Parish in Bloom submission for 2020 was noted and it was confirmed that KPC had funded the entry fee.</p> <p>➤ <b>Pavilion Committee</b> – Appendix 4 was taken as read and there were no questions.</p> <p>The council agreed unanimously to approve the settlement offer from the insurers, to cover costs of building repairs and refurbishment, following the flood. The clerk was asked to confirm the acceptance to the insurers and in liaison with the pavilion committee arrange for contractors to get on with the works. The council noted that confirmation on cover for the extraordinary water bill costs and the cylinder replacement was outstanding, but it agreed that cylinder replacement costs would be covered by existing reserves if not by the insurers.</p> <p>FH reported that there had been a number of meetings between the pavilion committee members and the football groups to ensure that football activities could start again. The clerk confirmed that all relevant paperwork and risk assessments had been received by the council and that they could indeed go ahead.</p> <p><b>It was resolved:</b> To note the available updates and authorise any further actions.</p>	Clerk
9.	<p><b>FINANCIAL REPORTS:</b></p> <p>The council noted that:</p> <ol style="list-style-type: none"> <li>Quarter two financial reports for July-September 2020 will be presented to the November meeting</li> <li>Receipt of the external audit papers submitted by KPC to the auditors has been acknowledged and the council now awaits the result.</li> <li>Members should let the clerk know of any items they wish considered for inclusion in the 2021 -2022 budget. The draft will be presented at the November meeting.</li> <li>There had been an increase to the pay scale rate of the clerk’s wages after NJC national negotiation and this was agreed as back dated to 1 April 2020.</li> </ol> <p><b>It was resolved:</b></p> <ol style="list-style-type: none"> <li>a) to b) To note the points</li> <li>c) To inform the clerk of any budget spending ideas in preparation for the draft budget</li> <li>d) To approve, according to the NALC Model Contract of Employment, the payment to the clerk of the increased pay scale to the clerk’s wages as from September 2020 and as a one off payment the stated back pay of £88.56 relating to the period 1 April 2020 to 31 August 2020.</li> </ol>	Clerk
10.	<p><b>GRANT GIVING POLICY:</b></p> <p>The council agreed that the revised scheme was straight forward to understand and would also provide accountability to the council for funds it granted. It was agreed that the scheme would be implemented from the next financial year 2021 2022 and that in its first year £1,000 would be allocated within the council</p>	

	<p>budget [precept funds] but that this would not result in a year on year increase to the precept request. It was noted that a small grant giving scheme toward local projects could not legally be funded from the council's capital reserve funds or via the Saxondown receipts.</p> <p>An initial limit of £150 grant would be placed on offers made to groups although larger grants may also be considered by the council at its discretion. Grants made to groups without a bank account would only be paid to the approved key member of the group.</p> <p><b>It was resolved:</b> To approve implementation of the KPC grant giving scheme and to adopt the policy. That the clerk takes the necessary steps to implement the scheme within the council's 2021-2022 budget and to make information and paperwork publicly available at the appropriate time.</p>	Clerk
11.	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>a)Appendix 6 was taken as read. There was nothing outstanding for the council to submit comment on. Audiburn is still being considered. Nothing has moved on the Top Yard pre-application advice. The council agreed that the shared responsibility of dealing with the applications works well. There had also been good response levels from residents to letters circulated by KPC seeking views on adjacent/adjoining planning applications.</p> <p>b) There was no update on the Conservation Area Character Appraisal other than there is a three month lead from the beginning so an initial draft is expected early October.</p> <p><b>It was resolved:</b> a)To note the planning updates. To continue seeking resident views by circulating letters as appropriate. b)To continue to work with and support SDNPA in developing the Conservation Appraisal update.</p>	KPC
12.	<p><b>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</b></p> <p>a)Air Quality – It is looking like the university project has floundered. Despite requests for updates there has been a lack of communication from their side and the student initially involved is no longer around. Rather than trying to initiate another new scheme, it was agreed to look into, again, the contact and results from the NOX tube already placed by LDC last year.</p> <p>b)Speed Sensors – Nearly there with this project. Licensing forms have been received for completion for the installation of site pole on two sides of the road and these will be submitted next week. Once the license is granted then the equipment can be ordered.</p> <p>c)Traffic Calming &amp; Safety and Signage – There is still a lot that could be done to help with safety in the village and WM suggested a follow up to the approach to Chris Patten and Alex Pringle. It was agreed that the more voices able to express their Concerns the better. A separate action will be to support Sarah Osborne and her efforts to install double yellow lines in Ashcombe Hollow.</p> <p><b>It was resolved:</b> a)To report back to the next meeting with any available report on existing NOX testing in the village.</p>	Clerk  Clerk

	<p>b) That the clerk will submit licensing applications and keep council informed of outcome.</p> <p>c) That the report should be resent to SDNP contacts and following any response a report will made in Kingston News.</p>	<b>FH</b>
<b>13.</b>	<p><b>C7 WHOLE ROAD STRATEGY PROJECT/POLO:</b></p> <p>Appendix 7 and 7a were taken as read.</p> <p>FH who is current chair of POLO reported that attempts to improve traffic on the C7 have been going on for some years. The lford consolidation of issues has brought it again to the fore. POLO is hoping to get consultants to look at radical proposals as a solution to the problems of this road. The first action is to get funding to engage the consultant. POLO is not asking individual parishes to contribute funds but needs its support by way of letter to submit with funding application. This is to show collective concern of the issues; fast road, unsafe and 10,000 vehicles use it every day. The council agreed to support POLO in these efforts to assess potential solutions. It was noted that, should funding be successful, the report could be used as an exemplar for other rural roads.</p> <p><b>It was resolved:</b> That KPC support the funding application by contribution of a supporting letter which FH will draft and circulate to members for approval.</p>	<b>FH</b>
<b>14.</b>	<p><b>FOOTPATHS &amp; RIGHTS OF WAY, TREES &amp; HEDGEROWS, VILLAGE GREENS:</b></p> <p>All updates i. to vi were noted.</p> <p>The council discussed Bumpy lane and the necessity to maintain open access for emergency vehicles. Vehicles should be parked within each property curtilage.</p> <p><b>It was resolved:</b> To note all updates. That KPC would write to all residents of Bumpy Lane requesting that vehicles should be parked within own property curtilage keeping lane access clear. The clerk would draft a letter for approval by the council. That the proposed tree maintenance plan from the tree survey be carried out and that the clerk make necessary arrangements for the works over the suggested period.</p>	<b>Clerk</b> <b>Clerk</b>
<b>15.</b>	<p><b>WEBSITE ACCESSABILITY:</b></p> <p>Members had had the opportunity to look at the “draft” site and had sent comments to the clerk. Overall the appearance and accessibility was good with some minor tweaks to be made before becoming live. Updates can continue to be made after the deadline for launch which is 23 September 2020. The sites accessibility across all device types will also be checked.</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>	<b>Clerk</b>
<b>16.</b>	<p><b>KPC RISK ASSESSMENTS:</b></p> <p>Appendix 9 to 9f were taken as read. The council reviewed the assessments and had no revisions to be made to the additional controls or risk rating. It was agreed that they could be signed off by the clerk and chair with electronic signature.</p>	

	<p>It was also agreed that in support of these risk assessments, it would be best practice for the council to periodically monitor its assets/responsibilities to note any necessary remedial repairs/actions. JH agreed to take on this role.</p> <p><b>It was resolved:</b>          To approve and adopt the Risk assessment as written, to be electronically signed by the chair and clerk.          To appoint JH as asset monitor, who will periodically check KPC assets/areas of responsibility and report any concerns to the clerk for remedial action.</p>	<p><b>FH/Clerk</b> <b>JH</b></p>
15.	<p><b>CLERK'S REPORT:</b></p> <p>An ITV drama production company due to film at the church have asked for permission to put up a few pop-up small gazebos on St Pancras Green to act as weather cover for cast and crew while filming. They have completed the KPC use of open spaces form and provided copy of relevant insurance cover. The dates are 1<sup>st</sup> and 2<sup>nd</sup> October 2020.          Car parking is being facilitated in the Raes's field.</p> <p><b>It was resolved:</b>          To approve the application and for the clerk to inform the production company.</p>	<p><b>Clerk</b></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 – Meetings had been convened via zoom to discuss football re-start and insurance claim.</li> <li>• Parish Hall Committee – A Parish Hall meeting is due next week via zoom. The pre-school has a new supervisor.</li> <li>• Action Group – The next meeting is due later in September. KPC is hoping to talk with the chair of the AG about the environmental policy, to plan to properly work together from the beginning on this.</li> </ul> <p><b>It was resolved:</b>          To note the updates.</p>	<p><b>FH</b></p>
17.	<p><b>DATE OF NEXT MEETING:</b></p> <p>The date of the next meeting of the council will be Wednesday 11 November 2020 and it was agreed to wait and see nearer the time as to what meeting arrangements would be appropriate.</p>	<p><b>Clerk</b></p>
	<p><b>CLOSE OF MEETING 9.30pm</b></p>	

Signed.....Chairman

Date.....