

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 13 January 2021 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 public 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.

8 January 2021



Jeanne Peterson  
Clerk to Kingston Parish Council

e. [clerk@kingston-pc.org.uk](mailto:clerk@kingston-pc.org.uk)

<b>1.</b> 20 mins >7.20pm	<b>PUBLIC QUESTIONS:</b>  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.
<b>AGENDA</b>	
<b>2.</b> 1 min	<b>MEETING ATTENDANCE:</b>  a) Present b) Acceptance of Apologies for Absence c) Absent
<b>3.</b> 2 mins	<b>DECLARATION OF INTERESTS:</b>  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><b>4.</b></p> <p>5 mins</p>	<p><b>MINUTES OF PREVIOUS MEETING:</b></p> <p>To approve and sign the minutes of the Kingston Parish Council Meeting held on 11 November 2020.</p>
<p><b>5.</b></p> <p>2 mins</p> <p>&gt;7.30pm</p>	<p><b>MATTER ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</b></p> <p>To receive matters arising from the previous meeting which are not covered in this agenda or clerk's progress report.</p>
<p><b>6.</b></p> <p>5 mins</p> <p>&lt;7.35pm</p>	<p><b>COVID 19:</b></p> <p>Kingston Parish Council continues to follow the Government guidelines.</p> <p>The community pavilion remains closed under the current Government guidelines but the pavilion committee continues its work to prepare the building for re-opening as and when it can.</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 The council asks that people please follow the latest staying safe guidance and social distancing rules.</p>
<p><b>7.</b></p> <p>5 mins</p> <p>&gt;7.40pm</p>	<p><b>CO-OPTION:</b></p> <p>Any applications will be considered at the meeting.</p> <p>Anyone interested in joining the council should in the first instance contact the chair, Fiona Harrison for an informal chat <a href="mailto:fiona.harrison@kingston-pc.org.uk">fiona.harrison@kingston-pc.org.uk</a></p> <p>Any subsequent applications will be considered at the March 2021 meeting.</p>
<p><b>8.</b></p> <p>15 mins</p> <p>&lt;7.55pm</p>	<p><b>REPORTS FROM OTHER BODIES:</b></p> <p>Written reports to be taken as read. Council can raise questions.</p> <ul style="list-style-type: none"> <li>i. District Councillor William Meyer</li> <li>ii. County Councillor Sarah Osborne</li> <li>iii. Kingston Action Group</li> <li>iv. Pavilion Committee report Appendix 1</li> </ul> <p><b>Resolve:</b></p> <p>To note the reports and authorise any agreed actions.</p>
<p><b>9.</b></p> <p>15 mins</p> <p>&gt;8.10pm</p>	<p><b>FINANCIAL REPORTS:</b></p> <ul style="list-style-type: none"> <li>a) To receive the Financial Report for all accounts Quarter 3 October to December 2020. Appendix 2</li> <li>b) To receive the Reserve Accounts Report year to December 2020 Appendix 3</li> <li>c) To receive the Bank Reconciliation year to end of December 2020. Appendix 4</li> <li>d) To receive the Budget v Actual report year to end of December 2020 Appendix 5</li> <li>e) To receive the draft budget and notes v2 2021 2022 Appendix 6 and 6a</li> </ul>

	<p>f) To receive the draft reserves budget 2021 2022 Appendix 7</p> <p>g) Utilities:</p> <p>i. The gas and electricity contract with British Gas finishes in the new year 2021. To receive a report from the clerk as to alternative providers, looking to use if feasible an environmentally friendly provider in support of the council's Environmental Policy.</p> <p>h)To note that the external audit for 2019 2020 has successfully been completed. The council has however been issued with an "except for" item which asks for a correction in the reporting of and how the reimbursement of the Saxondown legal fees is reported in the carry over figures for next year. The accounts and external audit report Section 3 is publicly available on the council website or by request.</p> <p><b>Resolve:</b></p> <p>a)To approve the Quarter 3 October to December 2020 Financial Report all accounts</p> <p>b)To note and approve the year to December 2020 the Reserve Accounts Report</p> <p>c) To approve the Bank Reconciliation year to 31 December 2020</p> <p>d) To approve the Budget against Actual report year to 31 December 2020</p> <p>e) To consider and approve the proposed draft budget and accordingly authorise the clerk to submit the council's precept request to Lewes District Council by the deadline of 15 January 2021.</p> <p>f)To consider and approve the draft reserves budget 2021 2022 subject to any agreed amends for adoption.</p> <p>g)To consider suggested alternative utility providers for gas and electricity and authorise the clerk to make any agreed switch.</p> <p>h)To note that the council external audit has been completed and signed off for 2019 2020.</p>
<p><b>10.</b></p> <p>10 mins &gt;8.20pm</p>	<p><b>SAXONDOWN EASEMENT RESERVE FUNDS:</b></p> <p>To receive a progress update on the formation of a working group whose remit will be to look into the process of how best to engage residents in the process of contributing to and gathering ideas for use of available funds.</p> <p><b>Resolve:</b></p> <p>To note the progress update and agree the next steps.</p>
<p><b>11.</b></p> <p>10 mins &gt;8.30pm</p>	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>a)To receive a planning update report on ongoing planning applications Appendix 8, and note that there are no new applications to consider for Kingston.</p> <p>b)Iford Estate – there are two current applications which KPC will not formally be asked to comment on. However, it may submit a response based on any considered effect that the proposals may have on the village.</p> <p><b>SDNP/20/05441/FUL</b> Swanborough Farm</p> <p>1.Demolition of redundant straw barn.</p> <p>2.Conversion of redundant cattle shed to stabling in connection with existing livery business</p> <p>3.Extension to existing private stable building and</p> <p><b>SDNP/20/05442/FUL</b> Iford Farm</p> <p>Demolition of redundant modern straw barn at Sheeppark Barns, Conversion of redundant Sprayer Shed to B1(a) office use and demolition of redundant above ground slurry tank</p> <p>c)Conservation Area Character Appraisal – to receive an update if available.</p>

	<p><b>Resolve:</b> To note the updates and authorise any further action.</p>
<p><b>12.</b> 15 mins &gt;8.45pm</p>	<p><b>TRAFFIC AND HIGHWAYS – ISSUES RELATING TO KINGSTON:</b></p> <p>a)Speed Sensor Project – To receive an update if available and decide the next steps in forming a project group to manage the implementation of the recording and reporting of speed data.</p> <p>b)Traffic &amp; Safety:</p> <ol style="list-style-type: none"> <li>i. to note that a response has been prepared and submitted by KPC to the ESCC Cycling and Walking Infrastructure Plan</li> <li>ii. to receive an update and any information gathered from contacts made with other parishes that have successfully gained CIL funding</li> <li>iii. to receive an update following contact with SDNPA and lead from ESCC to help inform the way forward in preparing ideas for CIL application.</li> <li>iv. the council has made available on its website a notice which residents can print off and use to inform drivers who are parking inconsiderately in the village.</li> </ol> <p><b>Resolve:</b> a)to b) To review the updates and agree any further actions.</p>
<p><b>13.</b> 5 mins &gt;8.50pm</p>	<p><b>FOOTPATHS &amp; RIGHTS OF WAY, TREES &amp; HEDGEROWS, VILLAGE GREENS:</b></p> <ol style="list-style-type: none"> <li>i. Bumpy Lane Bridleway 20 – The clearance asked for by residents at the west end of the Lane and ground, and side clearance of Fox-Twitten has been carried out by the ESCC Rights of Way team.</li> <li>ii. The ESCC Tree Officer has suggested that a suitable tree as a replacement on the highways verge adjacent to 15 Lockitt Way is a Whitebeam. This wouldn't grow too large and it would be characteristic of the downland situation. It is suggested that a 'standard' tree is planted which would have a clear stem of about 1800mm and probably be around 2400 – 3000mm high. If KPC were able to have it planted and maintained for 5 years ESCC would take it over from then. If KPC decide to go ahead ESCC would need to get a services check done first to ensure no under or over ground services were present.</li> <li>iii. KPC is waiting for a response form UK Power as to the maintenance of trees and bushes surrounding the substation at the corner of Cordons.</li> </ol> <p><b>Resolve:</b> To note updates and agree any further actions</p>
<p><b>14.</b> 15 mins &gt;9.05pm</p>	<p><b>ENVIRONMENTAL POLICY:</b></p> <p>To note that the Environmental Policy was adopted at the November meeting and a copy is available on the KPC website.</p> <p>The council is asked to now consider each of the action points listed in the policy and decide how [if not already] they may be implemented into actual council behaviours Appendix 9 and the following points to be considered:</p> <ol style="list-style-type: none"> <li>i. Comply with relevant environmental legislation and regulations</li> <li>ii. Minimise the consumption of resources; re-use and recycle</li> <li>iii. Whilst striving to get best value use environmentally sustainable products and materials where possible</li> <li>iv. Manage the Pavilion in as sustainable a way as possible</li> </ol>

	<p>v. Manage the land we own to minimise environmental pollution and promote biodiversity</p> <p>vi. Use contractors who where possible are local and support our approach</p> <p>vii. Support sustainable development where development is permitted in line with policies in the SDNPA local Plan</p> <p>viii. Support initiatives that encourage sustainable transport including improving cycle paths and footpaths</p> <p>ix. Take environmental factors into account in our decision-making</p> <p>x. As far as possible keep up to date with national and local environmental policies and strategies which may support / impact on KPC initiatives e.g. Lewes District Council climate change and sustainability strategy</p> <p><b>Resolve:</b> To agree and authorise any required actions.</p>
<p><b>15.</b></p> <p>5 mins &gt;9.10pm</p>	<p><b>CLERK'S REPORTS:</b></p> <p>To receive any updates that are not already reported on the agenda.</p> <p><b>Resolve:</b> To agree and authorise any required actions.</p>
<p><b>16.</b></p> <p>10 mins &gt;9.20pm</p>	<p><b>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</b></p> <ul style="list-style-type: none"> <li>• Pavilion Committee FH</li> <li>• Parish Hall Committee CM</li> <li>• Action Group JB</li> <li>• SDNPA workshop meeting CM/MB</li> </ul> <p><b>Resolve:</b> To receive reports from councillors following meeting attendance and agree any further actions.</p>
<p><b>17.</b></p> <p>5 mins &gt;9.25pm</p>	<p><b>DATE OF NEXT MEETING:</b></p> <p>To note the date of the next meeting of Kingston Parish Council is 10 March 2021</p>
<p><b>18.</b></p> <p>10 mins &gt;9.35pm</p>	<p><b>EXCLUSION OF PUBLIC AND PRESS FROM THE REMAINDER OF THIS MEETING:</b></p> <p>To exclude the public and press from the remainder of this meeting to consider data which has been shared in confidence with the council. The council believes that publicity would be prejudicial to the public interest because of the confidential nature of that business which is to discuss the terms and conditions of the clerk's employment in regard to the clerk's wages.</p> <p><b>Resolve:</b> To exclude the public and press from the remainder of the meeting.</p>
<p><b>9.40pm</b></p>	<p><b>CLOSE OF MEETING</b></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.