

Kingston Parish Council
(www.kingston-pc.org.uk)

**Minutes of the Kingston Parish Council Meeting held virtually via Zoom
Wednesday 13 January 2021 at Kingston Pavilion**

ItemNo:		Action By:
1.	<p>PUBLIC ATTENDANCE AND QUESTIONS:</p> <p>The chair welcomed council members and District Councillor William Meyer to the meeting.</p> <p>There were no public attendees.</p>	
	AGENDA	
2.	<p>MEETING ATTENDANCE</p> <p>Present: Councillors: Fiona Harrison (FH), Chris Moulder (CM), John Bewick (JB), Joe Halanen (JH), Maria Barney (MB) and Jeanne Peterson (clerk). JH joined the meeting slightly later due to technical difficulties.</p> <p>Acceptance of Apologies for Absence: None</p> <p>Absent: None</p>	
3.	<p>DECLARATION OF INTERESTS:</p> <p>There were no declarations of interest.</p>	
4.	<p>MINUTES OF PREVIOUS MEETINGS:</p> <p>The minutes of the last Kingston Parish Council Meeting held on 11 November 2020 were approved and will be signed by the chair.</p>	
5.	<p>MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</p> <p>There were no matters arising.</p>	
6.	<p>COVID-19:</p> <p>Under the latest Lockdown 3, the tennis courts have had to close again and the pavilion remains closed.</p> <p>The children's play area can however remain open. The council noted that there had been no further complaints of people flouting the distancing guidelines on the green, or of dogs being a nuisance. The council asked the clerk to go ahead and order a sign to be displayed to discourage owners from taking dogs onto the Village Green.</p> <p>Kingston Parish Council continues to follow the Government guidelines.</p>	Clerk
7.	<p>CO-OPTION:</p> <p>There were no formal applications, but a new resident has expressed an interest in joining the council and will attend the March meeting before discussing things further with the chair.</p>	FH

<p>8.</p>	<p>REPORTS FROM OTHER BODIES:</p> <ul style="list-style-type: none"> ➤ District Councillor William Meyer (WM) – updated the meeting: <ul style="list-style-type: none"> • The SDNPA has celebrated its 10 year anniversary. Although it was set up in April 2010 it didn't become a legal entity until 2011. • Central government funds have helped the district drastically reduce the need for temporary and emergency housing. • The financial legacy of Covid remains that there is a huge hole in the budget, and many councils are in a difficult financial position. • Homeworking seems to have established with the possibility in future years that many office and building assets could be relinquished. The upside of homeworking is the flexible opportunities it offers to people otherwise put off from applying for roles within the council. Seven posts within the planning department have been filled in the last few months. • WM reported that he has resigned from the SDNP Planning Committee due to time constraints, and Richard Waring, the local planning member, has taken over the brief. ➤ County Councillor Sarah Osborne – did not attend the meeting and a written report is not available. ➤ Kingston Action Group (AG) – a written report is not available. ➤ Pavilion Committee – Appendix 1 was taken as read and there were no questions. <p>It was resolved: To note the available updates.</p>	
<p>9.</p>	<p>FINANCIAL REPORTS:</p> <p>The following reports were taken as read and considered by the council:</p> <p>a) Financial Report October to December 2020 Appendix 2. The clerk reported that the highlighted entry to BT was to note that payment has been taken after the switch to Utility Warehouse for phone and broadband services. This is being looked into. There were no questions.</p> <p>b) Reserve Accounts Report year to December 2020 Appendix 3. The clerk noted that this report included all transactions through the reserve accounts for the year to the end of December. There were no questions.</p> <p>c) Bank Reconciliation to December 2020 Appendix 4. The clerk explained that this reported bank account balances at the end of December and also the year totals for income and expenditure. All figures cross reference to other reports. There were no questions.</p> <p>d) Budget v Actual Report year to December 2020 Appendix 5. This now includes a year to quarter end budget column as agreed at the last meeting.</p> <p>e) Draft Budget v2 2021 2022 and notes, Appendix 6 and 6a. The clerk reported that the budget maintained the existing precept level, with no year-on-year increase. Councillors mentioned that they had not received Appendix 6a; this was an oversight for which the clerk apologised. The clerk talked through the notes on Appendix 6a and will circulate a copy to all members. It is already available on the KPC website.</p> <p>f) Draft Reserve Accounts Budget 2021 2022 Appendix 7. The clerk reported that this is the first reserve accounts budget and very much in draft form. An updated version will be presented to the March meeting as some of the noted expenditure may need revision and some noted may still fall within the current year.</p> <p>g) Utilities update: The clerk had looked into various tariffs for gas & electricity of providers that were able to offer a renewable energy green option. Figures from the</p>	

	<p>existing utility were available and reported but research had only centred on renewable energy providers as per the brief. The council considered the options, as to which would best fit its environmental goals whilst supplying best value.</p> <p>h)It was noted that the external audit had been signed off but with a request that the Saxondown legal fees reimbursement figures be carried forward to next year under a different account heading.</p> <p>It was resolved: a)to d) To approve the financial reports e)To approve the final draft budget and authorise the clerk to submit the council's precept request to Lewes District Council by the deadline of 15 January 2021. f)To approve the draft reserves budget and agree that a revised draft will presented at the March meeting to include any necessary updates. g)To authorise the clerk to make the necessary arrangements for a switch to the utility provider Octopus for provision of gas and electricity to the pavilion at the end of the current contract with British Gas. h)It was noted that the external audit had been signed off with the request to report the Saxondown figures differently in next year's carry over.</p>	Clerk
10.	<p>SAXONDOWN EASEMENT RESERVE FUNDS:</p> <p>A zoom meeting was held last week comprising of various people from the community who had expressed an interest in being involved. The objective being at this stage to discuss and decide how best to communicate with all village residents about the available funds and the best method to collect ideas for their use.</p> <p>Once the content is agreed, an A4 flyer will be posted out to every household with the Kingston News March edition focusing on how people may submit their ideas. Information will also be posted out via local social media, village notice boards and all Local groups contacts.</p> <p>The council agreed that it would be very helpful to include an explanation of what an Easement is.</p> <p>It was resolved: That the final version of the flyer will be given to the clerk for copying ready for circulation.</p>	FH/ Clerk
11.	<p>TOWN AND COUNTRY PLANNING:</p> <p>a)Appendix 8 was taken as read.</p> <p>An additional application had since been registered: SDNP/20/04806/HOUS Furlong Down, Ashcombe Lane. Erection of outbuilding to the front for use as home office. A Letter to neighbours from the council will be delivered, as is usual practice now, Informing them of the application and how they may respond. The council agreed that a letter drop to neighbours seemed to work successfully, giving residents time to consider a response should they choose to do so. The deadline for response by KPC is 10/02/2021.</p> <p>The Cedar Cottage application SDNP/20/04009/HOUS has been called in to the Lewes District Council Planning Committee for decision, and the deadline for comment has been extended although currently unconfirmed. It was agreed that KPC will put something together to submit, within the 750 word limit.</p>	

	<p>b) SDNP/20/05439/FUL. Iford Estate development. Although KPC had not been asked to comment as consultee, the council agreed that it should follow up on its previous constructive response that the main area of concern was about the new road junction of the development with the C7. Council members were asked to look at what is proposed and a response draft will be circulated for agreement prior to submission.</p> <p>c) There was no progress to report on the Conservation Area Character Appraisal due to staff absence. The council agreed to see if anyone else was working on or able to work on the brief.</p> <p>It was resolved:</p> <p>a) To note the planning updates and agree responses on new applications.</p> <p>b) To construct and agree a submission from KPC to the plans regarding Iford Estate.</p> <p>c) To continue to work with and support SDNPA in developing the Conservation Appraisal update. To seek information on the progress of this report and seek an update on the lead contact for the project.</p>	
<p>12.</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</p> <p>a) Speed Sensors – The order has been placed for the speed sensor equipment. KPC has received the approved licenses from ESCC and the relevant paperwork has been sent to Costain for the go ahead to install the two retention holes and mobile fixing pole.</p> <p>b) Traffic & Safety:</p> <ul style="list-style-type: none"> i. Confirmation of receipt has been received for the KPC submission toward the ESCC Cycling and Walking Infrastructure Plan consultation. The council will follow up on this if there is the opportunity to do so. ii. Jevington had been the only parish to respond to the KPC request for information on its successful bid for CIL funding. It was evident from them that the ability to present a professional and objective report in support of the application had helped enormously. Contact details of the consultant have been shared with the KPC, and potential costs involved need to be obtained. The consultant had experience of working with communities to agree and provide constructive solutions agreeable to all parties. The clerk was asked to look into both SDNPA and LDC CIL funding criteria to report back for the March meeting. KPC is considering a lead time for the next year’s round of applications. iii. A reply has been received from SDNP about signage at the Kingston Ridge junction with Ashcombe Lane. They have suggested a meet up to discuss the issues and this will be arranged to also involve the Kingston Ridge resident’s association. There had been no response to requests for information on the infrastructure plan re cycling. It was suggested the ESCC Councillor may be able to help. iv. It was noted that the parking “polite notice” is available on the KPC website and its availability will be noted in copy for the next edition of Kingston News. <p>It was resolved:</p> <p>a) To note the progress update on speed sensor installation.</p> <p>b) That the clerk will research into the application criteria for both LDC and SDNP CIL funding applications to report at the March meeting. That a meeting will be agreed and reported at the March meeting on the Kingston Ridge junction signage options. To liaise with the ESCC councillor on the infrastructure plan in relation to cycling and access routes to and in the environs of the village.</p>	

13.	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>All updates i. to iii were noted.</p> <p>It was agreed that more technical details are needed to decide about the tree on Lockett Way, i.e there exists a root complex from the old tree and removal is costly. The clerk was asked to check out requirements and further cost implications to report at the March meeting.</p> <p>It was resolved: To note all updates and authorise any agreed actions.</p>	Clerk
14.	<p>ENVIRONMENTAL POLICY:</p> <p>Appendix 9 was taken as read.</p> <p>The council reaffirmed that the policy had already been agreed for adoption at the November KPC meeting. Under consideration now is how the policy can be implemented in practical terms.</p> <p>Appendix 9 is very much a first draft inviting council members and clerk input. The council will then be working toward a realistic and achievable action plan to share with the Kingston Action Group for comment.</p> <p>It was resolved: For KPC members and clerk to contribute information to the draft action plan, to enable a second draft version to be presented at the March meeting.</p>	Council/ Clerk
15.	<p>CLERK'S REPORT:</p> <p>There were no additional updates to report.</p>	
16.	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <ul style="list-style-type: none"> • Community Pavilion Committee: The update report is already covered in item 8 iv). Due to current Covid restrictions, access to external storage cupboards for tennis and football is not allowed. The pavilion is being checked periodically by committee members. The clerk was asked to confirm frequency of checking for insurance purposes. • Parish Hall Committee: The committee is due to hold a meeting next week. • Kingston Action Group: The next group meeting will be held on 19 January. The council is concerned that AG minute reporting has been consistently negative in its portrayal of relations with KPC. The chair and vice chair of KPC and the chair of the AG however have met to work on constructive relations. • POLO: Discussions at the meeting covered the Iford planning applications, and the Egrets Way cycle path which is mostly in place with strong local commitment for completion. There are ongoing concerns around the C7 which are being addressed. Contact has been made with the Climate Action Resilience Group to look at funding opportunities. <p>It was resolved: To note the updates and authorise any agreed actions.</p>	Clerk

17.	DATE OF NEXT MEETING: The date of the next meeting of the council will be Wednesday 10 March 2021	Clerk
18.	EXCLUSION OF PUBLIC AND PRESS FROM THE REMAINDER OF THIS MEETING: 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. It was resolved: To exclude the public and press (and the clerk and District Councillor) from the remainder of the meeting to agree the terms of the clerk's wages.	
	CLOSE OF MEETING 9.07pm	

Signed.....Chairman

Date.....

DRAFT