

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

**Minutes of the Kingston Parish Council Meeting held virtually via Zoom  
Wednesday 11 November 2020 at Kingston Pavilion**

ItemNo:		Action By:
1.	<p><b>PUBLIC ATTENDANCE AND QUESTIONS:</b></p> <p>The chair welcomed council members and one member of the public to the meeting.</p> <p>There were no questions or comments in this session of the meeting.</p>	
	<b>AGENDA</b>	
2.	<p><b>MEETING ATTENDANCE</b></p> <p><b>Present:</b> Councillors: Fiona Harrison (FH), Chris Moulder (CM), John Bewick (JB), Joe Halanen (JH), Maria Barney (MB) and Jeanne Peterson (clerk)</p> <p><b>Acceptance of Apologies for Absence:</b> None</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 9 September 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 and the meeting noted that Kingston Parish Council continues to follow the Government guidelines.</p>	
7.	<p><b>CO-OPTION:</b></p> <p>There were no formal applications. The attending member of public has expressed an interest in joining the council and the chair will discuss details with them separately from the meeting. Any applications will be discussed at the January meeting.</p>	<b>FH</b>
8.	<p><b>REPORTS FROM OTHER BODIES:</b></p> <ul style="list-style-type: none"> <li>➤ <b>District Councillor William Meyer (WM)</b> - was unable to attend the meeting but plans to do so in January.</li> <li>➤ <b>County Councillor Sarah Osborne</b> – did not attend the meeting and a written report has not been submitted.</li> <li>➤ <b>Kingston Action Group (AG)</b> – a written report has not been submitted</li> <li>➤ <b>Pavilion Committee</b> – Appendix 1 was taken as read. The request for legionnaires training will be discussed in item 9 e).</li> </ul>	

	<p><b>It was resolved:</b> To note the available updates and authorise any further actions.</p>	<b>Clerk</b>
9.	<p><b>FINANCIAL REPORTS:</b></p> <p>The following reports were taken as read and considered by the council:</p> <p>a) Financial Report Quarter two July to September 2020 Appendix 2  b) Reserve Accounts Report year to September 2020 Appendix 3  c) Bank Reconciliation to end of September 2020 Appendix 4  d) Budget v Actual Report year to end of September 2020 Appendix 5. It was suggested that it would be helpful to also have a year to quarter budget line, to be able to measure in more real terms how the budget v actual is operating rather than only against the annual figures. Members agreed and the clerk will include this from the next quarterly report.  e) Draft Budget 2021 2022 and notes Appendix 6 and 6a. The council noted the loss of income in the current year from pavilion fees due to the facility closure during covid-19, but agreed that the precept would not be raised to cover any potential shortfall during 2021 2022.  The council considered the request from the pavilion committee for four members to undertake legionnaires training and agreed that two members would be funded to attend through the council's training budget in the next financial year.  f) It was agreed that a direct debit be set up for payment of the annual subscription fee to the Information Commissioners Office (ICO).  g) Utilities update:</p> <ul style="list-style-type: none"> <li>i. The phone and broadband switch was noted and the clerk confirmed that it was up and running</li> <li>ii. The council noted that the insurer's case officer had been incredibly good and efficient in liaising with the council to resolve the pavilion flood claims. The clerk was asked to thank the officer.</li> <li>iii. The clerk was asked to look into the green credentials of gas &amp; electricity utility providers when researching for a switch in the new year. Details will be shared with KPC of the provider which is used by the parish hall.</li> </ul> <p>h) The annual budget contribution by the Tennis Club has been received.</p> <p><b>It was resolved:</b></p> <p>a) To approve the Financial Report July to September 2020  b) To approve the Reserve Accounts Report to September 2020  c) To approve the Bank Reconciliation at September 2020.  d) To approve the Budget against Actual report at September 2020 and agree the inclusion of a year to quarterly reporting line.  e) To approve the Draft Budget 2021 2022 subject to any interim updates for presentation at the January meeting for adoption.  f) To approve the setting up of a direct debit for the payment of the annual ICO subscription fee and authorise the clerk to make the necessary arrangement.  g) To note the utilities update.  h) To note that the Tennis Club had made its annual contribution.</p>	<b>Clerk</b>
10.	<p><b>SAXONDOWN EASEMENT RESERVE FUNDS:</b></p> <p>There have been no face to face meetings for a while, yet KPC feels it is important to show the village that it has not forgotten about its promise to talk with residents about the funds, and potential use of those monies for a capital project/s.</p> <p>It considered the best starting point; either to leave entirely until Spring or take baby steps now to initiate discussions via a small working group. The remit being initially to look solely into the process on how to gather ideas and how to engage with as many</p>	

	<p>residents as possible (and not to produce proposals). There is a worry that now some people may not be keen to get involved and don't put themselves forward and the important issue is making sure everyone who wants to can contribute</p> <p>With a lot of ground work to be done, members agreed that it should not be rushed into spending on something and could even consider a planned spend over a number of years.</p> <p>The key initial step is that it must really address how to reach <b>all</b> parts of Kingston and its residents, and members discussed involving local group representatives and resident associations.</p> <p><b>It was resolved:</b>  To include a piece in the Kingston News to say that KPC has not forgotten its promise for public discussion on the use of these funds.  To make some progress, albeit limited within the current restrictions, by convening a small working group to look in more detail purely into the process for making sure that all village residents have the opportunity to contribute ideas and how these can be gathered.  That membership to the working group will be by invitation of the council for representatives from local groups and any interested residents.  That KPC will lead on the group and all findings will be fed back to the council for discussion.</p>	<p><b>Clerk</b></p> <p><b>FH/CM</b></p>
<p><b>11.</b></p>	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>a)Appendix 7 was taken as read. There was nothing further to report apart from on the Wellgreen Lodge application which has now been approved.  b) The Conservation Area Character Appraisal updated report will now be produced in the new year due to staffing difficulties.  c) There was no update on the Planning White Paper Consultation. The council noted that it was a complicated Paper and very much a national thing.  d) The notice board planning updates had stopped due to the first lockdown, and the council debated whether the notices should resume. It was agreed that the notices provided helpful information on new planning applications (the notices are triggered only when new applications are logged) and will resume once current restrictions are lifted.  e)With building work now in progress, details of the Construction Management Plan and site contact details for the Saxondown development have been shared via the KPC website and anyone enquiring. Letters had also been dropped to local neighbours. Signs are now up on lead roads to guide the vehicles to the site.</p> <p><b>It was resolved:</b>  a)To note the planning update.  b)To continue to work with and support SDNPA in developing the Conservation Appraisal update. To contact them in January to seek any update on progress.  c)To note there are no updates on the Planning White Paper Consultation.  d)To resume placing notices about any new planning applications onto the village notice boards as soon as practicable.  e) To share construction plans and management contact details on the KPC website for any future planning development should they be available.</p>	
<p><b>12.</b></p>	<p><b>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</b></p> <p>a)Air Quality – From data now available from the ongoing Lewes District Council NOX tube testing near the school it appears that results are currently well below any level of concern.</p>	

	<p>The council has made a number of unsuccessful attempts to contact the University to discuss the separate student project but agree this now appears to have been deserted.</p> <p>b)Speed Sensors – The clerk reported that ESCC has now sent through the licensing and installation invoice so everything can go ahead. The council agreed that the order for the speed sensor can now be confirmed and JB was asked to liaise with the supplier to confirm the specification and supply.</p> <p>c) &amp; d) It was agreed that items c) and d) should now be reported under one heading. The council discussed Appendix 8, which reported on the positive meeting held between KPC representatives and SDNPA.</p> <p>KPC could if it is decided work toward a CIL funding application for the year 2021 2022 Deadline which would allow time to get ideas together and carry out the proper groundwork. The Conservation Appraisal Report once finalised would help support an application, as would also looking into other parish case studies.</p> <p>Villages that have been successful in securing CIL funding have done a lot of ground work and the issue is that Kingston is nowhere near that point. KPC needs to look at what is appropriate for the village for example re walking and cycling.</p> <p>ESCC have produced a Cycling &amp; Walking Infrastructure Plan which Kingston hardly features in but has the opportunity to contribute to the consultation.</p> <p>It was agreed that initial actions should be shared between members and reported back at the next meeting.</p> <p><b>It was resolved:</b></p> <p>a)To note the feedback in regard to air quality.</p> <p>b) To authorise the clerk to arrange payment for the speed sensor license and installation of holding pole. To authorise JB to liaise with the supplier to confirm the specification and order for the mobile speed sensor unit.</p> <p>c) &amp; d) That CM will draft something for circulation to members in reference to Kingston and environs with a view to contributing to the consultation on the ESCC Cycling and Walking Infrastructure Plan.</p> <p>That FH will make initial contact with other parishes that have successfully gained CIL funding to see what can be learnt. That CM will liaise with the South Downs Way Officer at the SDNPA and the lead for the ESCC Cycling and Walking Infrastructure Plan and report back.</p>	<p>JB/JP</p> <p>CM/FH</p>
<p>13.</p>	<p><b>FOOTPATHS &amp; RIGHTS OF WAY, TREES &amp; HEDGEROWS, VILLAGE GREENS:</b></p> <p>All updates i. to vi were noted.</p> <p>i. The council debated whether to facilitate an informal scheme whereby notices could be placed onto the windscreens of vehicles parked inconsiderately within the village. It was felt important that the message language be standardised and not confrontational. It was agreed that something could be made available via the KPC website for residents, should they wish, to print off and use in appropriate situations. The council agreed that MB draft a notice and circulate for agreement by the council and that this should then be made available via the council website.</p> <p>ii. The tree works at Fox Twitten were noted by the council.</p> <p>iii. The proposed clearance in Bumpy Lane was noted. The ESCC Rights of Way team have confirmed that they will assess the Lane for works.</p> <p>iv. Future tree works were noted.</p>	

	<p>v. The council would like additional information on the size and type of tree which could be acceptable as a replacement on the verge outside 15 Lockett Way. Also, who would then be responsible for its maintenance. The clerk was asked to check these details with ESCC.</p> <p>vi. A response from UK Power re the trees at the sub station on the corner of Cordons is outstanding. The clerk will chase this up.</p> <p><b>It was resolved:</b> To note all updates and authorise any agreed actions.</p>	<b>Clerk</b>
<b>14.</b>	<p><b>COMMUNITY ENERGY:</b></p> <p>An OVESCO representative had recently presented information to the Action Group (AG) about renewable energy and the AG has mooted the possibility of using KPC capital funds on a renewable energy project. However, a potential project has not been identified and could only be considered by the council for its own facilities or land.</p> <p>More immediately the Parish Hall needs support for installation of solar panels, and potentially the school if it has any viable project. But it would be up to each of those facilities to contact OVESCO direct.</p> <p>The council agreed that there was nothing proactive to be done and that it would await any approach or response from the AG. The council agreed that it will be interesting to see what projects are suggested by SDNPA that could be shared with Kingston residents</p> <p><b>It was resolved:</b> That KPC would do nothing proactive but await an approach or response from the AG. That JB will ask the AG what options it is considering for Kingston.</p>	
<b>15.</b>	<p><b>WEBSITE ACCESSABILITY:</b></p> <p>It was noted that the new website is now up and running.</p>	
<b>16.</b>	<p><b>ENVIRONMENTAL POLICY:</b></p> <p>Appendix 9 was taken as read.</p> <p>The council reviewed the document and agreed that as a policy is not an action plan, the action points will be considered separately.</p> <p>No amendments were suggested, the council agreed that it wanted to make really sure that it wasn't promising things that it could not do as a small council.</p> <p>The policy had been discussed with the chair of the Action Group who made no suggested amendments.</p> <p><b>It was resolved:</b> To approve and adopt the KPC Environmental Policy and to discuss the action points for agreement at the January meeting.</p>	<b>Clerk</b>
<b>17.</b>	<p><b>CLERK'S REPORT:</b></p> <p>The clerk confirmed that all paperwork had been received, and was correct, toward the application to use St Pancras Green for a children's football club on Saturday mornings.</p> <p>The council agreed the application subject to activities commencing once Government</p>	

	<p>guidelines allow. The organisers will be asked for permission to share contact information via the KPC website.</p> <p><b>It was resolved:</b> To approve the application and for the clerk to inform the club representative.</p>	<b>Clerk</b>
<b>18.</b>	<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: Report back already covered by the Pavilion Committee Report in item 8 iv).</li> <li>• Parish Hall Committee: Nothing specific to report from the AGM. The pre-school is the only group currently using the hall. The committee are pursuing their application to install solar panels.</li> <li>• Action Group: Meadow planting – some turf has been lifted within the agreed areas on the village green and planted with wildflower plugs. Allotment – receiving limited support for the project as an allotment the AG are now proposing to manage it as a community garden &amp; orchard to involve residents and the school. They are asking that KPC adopt the project by contributing rental and insurance costs. The council are concerned that there is no evidence of community commitment to the project in a wider sense and that there is no detail that the project has been planned in depth to take into account what it would involve, how much it would cost and setting appropriate parameters. It noted that other village schemes e.g. Ringmer community orchard which is run by a very experienced group, run a membership scheme to raise the funds and hold training days. The council would consider support through its small grant scheme next year and a lot more detail will be required. JB was asked to report back to the AG at its next meeting. The council understands that the AG are receiving other donations towards the project.</li> </ul> <p><b>It was resolved:</b> To note the updates and authorise any agreed actions.</p>	<b>Clerk</b>
<b>17.</b>	<p><b>DATE OF NEXT MEETING:</b></p> <p>The date of the next meeting of the council will be Wednesday 13 January 2021 and it was agreed to wait and see nearer the time as to what meeting arrangements would be appropriate.</p>	<b>Clerk</b>
	<b>CLOSE OF MEETING 9.07pm</b>	

Signed.....Chairman

Date.....