

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 10 March 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 9 March 2021 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.

5 March 2021



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.</p> <p>5 mins</p>	<p>MINUTES OF PREVIOUS MEETING:</p> <p>To approve and sign the minutes of the Kingston Parish Council Meeting held on 13 January 2021.</p>
<p>5.</p> <p>2 mins</p> <p>>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.</p> <p>5 mins</p> <p><7.35pm</p>	<p>COVID 19:</p> <p>Kingston Parish Council continues to follow the Government guidelines. As lockdown lifts the council will be making appropriate arrangements. In the meantime:</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>7.</p> <p>5 mins</p> <p>>7.40pm</p>	<p>ELECTORAL SERVICES:</p> <p>a)<u>Election May 2021</u> – East Sussex County and Sussex Police and Crime Commissioner elections are due to take place on Thursday 6th May 2021. In line with the guidance on Purdah issued by Lewes District Council Head of Elections, there will be restrictions on publicity during the pre-election period that will start on Monday 29th March 2021.</p> <p>b)<u>Co-Option to Kingston Parish Council</u> - 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 expressions of interest or applications will be then be considered at the next appropriate meeting.</p>
<p>8.</p> <p>15 mins</p> <p><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 Appendix 1 iv. Pavilion Committee report Appendix 2 <ul style="list-style-type: none"> ➤ External fairy lights – the committee has expressed an interest in purchasing an appropriate set of external lights to adorn the pavilion at agreed times of year. The council is asked to consider this request and its potential implications, if any, of light pollution to surrounding properties.

	<p>➤ Pavilion South doors – the council is asked to consider approval of funding costs from the PWLB reserves for the replacement of the south side doors which are in a condition of disrepair.</p> <p>Resolve: To note the reports and authorise any agreed actions.</p>
<p>9. 10 mins >8.05pm</p>	<p>FINANCIAL REPORTS:</p> <p>a)The end of quarter four January to March 2021 financial reports will be presented at the May Annual Meeting of Kingston Parish Council, along with the year-end Annual Return and supporting paperwork.</p> <p>b) A revised reserves budget has been prepared for approval Appendix 3</p> <p>c)The clerk asks the council for authorisation to arrange for the internal audit to take place prior to the May 2021 meeting. This is in order for the accounts and supporting papers to be checked and verified before council sign-off in May ready for presentation to external auditors. The council is asked to approve the scope of audit Appendix 4</p> <p>d) Utilities:</p> <ol style="list-style-type: none"> i. The gas and electricity contract with British Gas finished on 6 February 2021 and in accordance to the approval by KPC at the January meeting, the clerk has initiated a switch to the provider Octopus. This will complete on 21 March 2021 following the required period of notice. ii. BT/Utility Warehouse – The continued billing by BT was due to only one of the two phone lines having been switched to Utility Warehouse in November. This was because one line was registered with the postcode BN7 3LH rather than 3LN. The issue is now resolved with the switch completed on 16 February 2021. BT will bill for the remaining line from 4 November plus a 30 day notice period, but it waived late charges which had been logged while the issue was being sorted out. <p>e)KPC Small Grants Scheme - Members will discuss how best to publicise the scheme which will launch on 1 April 2021 and outline the process for its management.</p> <p>Resolve:</p> <p>a)To note that end of year reports will be available at the May meeting.</p> <p>b)To approve the revised reserves budget for 2021 2022, and agree that it should be updated and reported to council each quarter along with other financial statements.</p> <p>c)To authorise the clerk to arrange a date in late April or early May for the internal audit in preparation for the presentation of final accounts for the year 2020/2021</p> <p>d)To note that the required utility switches are all in hand.</p> <p>e)To consider and agree how the KPC Small Grants Scheme will be launched and managed from 1 April 2021</p>
<p>10. 10 mins >8.15pm</p>	<p>SAXONDOWN EASEMENT RESERVE FUNDS:</p> <p>To receive a progress update on the dissemination of information to all village residents inviting input to discussions and ideas for use of the Saxondown funds.</p> <p>Resolve: To note the progress update and agree the next steps.</p>
<p>11. 10 mins >8.25pm</p>	<p>TOWN AND COUNTRY PLANNING:</p> <p>a)To receive a planning update report on ongoing planning applications Appendix 5, and note that there are no additional applications to consider at this time.</p> <p>b) SDNP/20/04009/HOUS Cedar Cottage - to receive an update following attendance at the LDC Planning Committee and the council's submission for presentation.</p>

	<p>c) Conservation Area Character Appraisal – to receive an update if available.</p> <p>d) SDNPA have launched two consultations relevant to planning:</p> <ol style="list-style-type: none"> i. Parking Supplementary Planning Document (SPD) – guidance on Parking for Residential and Non-Residential Development and Consultation – an opportunity to comment on the amended draft SDP. The purpose of the Parking SPD is to give clear direction to all those involved in the planning application and decision-making process regarding the provision of parking for new development in the South Downs National Park (SDNP). The Parking SPD applies to both residential and non-residential development and, along with some locally specific Neighbourhood Development Plan policies, will replace all previous standards provided by the county councils in the SDNP once adopted. The Parking SPD will be a material consideration for relevant planning applications once adopted. The Parking SPD and related documents are available to view on the SDNPA website. The consultation will run for a period of six weeks, starting on Thursday 4 February 2021. All comments must be received by 11.59pm on Thursday 18 March 2021. ii. Camping and Glamping Technical Advice Note (TAN) Consultation – SDNPA is consulting on the draft Camping and Glamping Technical Advice Note – an opportunity to comment on the draft TAN. The purpose of the Camping and Glamping TAN is to give clear direction to all those involved in the planning application process regarding camping and glamping development in the South Downs National Park (SDNP). It should be read alongside the South Downs Local Plan (SDLP), in particular Policy SD23: Sustainable Tourism and the Partnership Management Plan (PMP). The final TAN will be a material consideration for relevant planning applications once published. The Camping and Glamping TAN is available to view on the SDNPA website. The consultation will run for a period of six weeks, starting on Tuesday 2 February 2021. All comments must be received by 11.59pm on Tuesday 16 March 2021. <p>Resolve: To note the updates and authorise any further action.</p>
<p>12. 20 mins >8.45pm</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATING TO KINGSTON:</p> <p>a) Speed Sensor Project – To receive a progress update.</p> <p>b) Traffic & Safety:</p> <ol style="list-style-type: none"> i. To receive any further updates and information gathered from contacts made with other parishes that have successfully gained CIL funding ii. To receive an update following contact with SDNPA and ESCC to help inform the way forward in preparing ideas for CIL application. iii. Traffic Calming Phase Two – a review of existing documentation iv. To note any responses from Consultants in reference to method of work and fees v. To receive any feedback gathered from contacts of the Ouse Valley Climate Action Resilience group (CARES) vi. To receive feedback following a meeting between KPC, Kingston Ridge Residents Association and SDNP National Trails Officer about signage at Juggs Way & Kingston Ridge junction. vii. Community Infrastructure Levy (CIL) application criteria: <u>Lewes District Council</u> CIL money must be spent on infrastructure that will support the delivery of development in the district. This may include roads,

	<p>schools, community services, sports and leisure facilities and green infrastructure. CIL will be used to support the infrastructure necessary to support development set out in the Local Plan [LDC].</p> <p>CIL is intended to focus on the provision of new or improved infrastructure, not to remedy existing infrastructure efficiencies unless those deficiencies will be made more severe by new development. There is an annual bidding round (last in July/August 2020) when councils can submit an expression of interest (EOI) for CIL funds. Full applications can only be submitted once the EOI has been approved.</p> <p>Appendix 6 LDC Spending the CIL Appendix 6a LDC CIL Expression of Interest Form Appendix 6b LDC Local Plan – Infrastructure Delivery Plan</p> <p><u>South Downs National Park</u> CIL funds can be used to fund a wide range of infrastructure, including transport, flood defenses, schools, play areas, parks, cultural and sports facilities. The Infrastructure Business Plan (IBP) gives details on the prioritisation process of infrastructure projects and an overview of projects which have secured CIL funding.</p> <p>In areas where development has taken place, Parish/Town Councils will also receive direct CIL payment known as the ‘Neighbourhood Portion’ and have the ability to use this money on projects that are a priority for them. The regulations allow them to spend the money on a wider range of projects than the SDNPA can. There is an annual call for projects (last October/January 2020/21) when councils can submit an expression of interest. Successful expressions will be put forward for further assessment.</p> <p>Appendix 7 SDNP Applying for CIL funds Appendix 7a SDNP What does a good application look like Appendix 7b SDNP Infrastructure Business Plan Appendix 7c SDNP Infrastructure Business Plan Appendices</p> <p>Resolve: a)to b) To review the updates and agree any further actions.</p>
<p>13.</p> <p>5 mins >8.50pm</p>	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <ul style="list-style-type: none"> i. To receive information updates on the proposed tree replacement site adjacent to 15 Lockitt Way. ii. UK Power Networks has been given permission by KPC and ESCC Rights of Way to run an electricity supply subsurface across Bumpy Lane to the development at Farthings. Surface repairs will be made following the works. As the Lane is a designated Bridleway UK Power Networks has been directed to follow ESCC procedures. 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. iv. Kingston Ridge to Ashcombe Hollow pathway – now that ownership has been successfully ascertained by the Action Group, to receive an update on the best communication links with Highways regarding its maintenance. <p>Resolve: To note updates and agree any further actions</p>
<p>14.</p> <p>15 mins >9.05pm</p>	<p>ENVIRONMENTAL POLICY:</p> <p>To receive and review the updated Action Sheet proposal Appendix 8 and decide the next steps in implementing actions in support of the Environmental Policy.</p>

	<p>Resolve: To agree and authorise any required actions.</p>
<p>15. 5 mins >9.10pm</p>	<p>CLERK'S REPORTS:</p> <p>To receive any updates that are not already reported on the agenda:</p> <ol style="list-style-type: none"> i. Tennis Courts – a drainage trench has now been installed on the upper court pavilion side to reduce water flow onto the court. A new access path has also been dug out on and made safe near the gate entrance. ii. St Pancras Green – there have been some issue with waterlogging near a man hole cover on the south side of the green near the pavilion. This is being looked into by Southern Water. iii. Village Green – the signs to deter dogs from being taken onto the green have been ordered. <p>Resolve: To agree and authorise any required actions.</p>
<p>16. 10 mins >9.20pm</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 • LDALC FH • SSALC Chairman's Networking Forum FH <p>Resolve: To receive reports from councillors following meeting attendance and agree any further actions.</p>
<p>17. 5 mins >9.25pm</p>	<p>DATE OF NEXT MEETING:</p> <p>As primary legislation currently only allows remote council meetings up until the 7 May 2021, the council is asked to consider bringing its Annual Meeting of the Council forward to Wednesday 5 May 2021 (from 12 May) to avoid any illegality.</p> <p>Resolve: To approve the revised meeting date and ask the clerk to revise the current meeting information on the website.</p>
<p>9.30pm</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.