

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

**Minutes of the Kingston Parish Council Meeting held virtually via Zoom  
Wednesday 10 March 2021 at Kingston Pavilion**

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ItemNo:		Action By:
1.	<p><b>PUBLIC ATTENDANCE AND QUESTIONS:</b></p> <p>The chair welcomed council members, East Sussex County Councillor Sarah Osborne and five members of the public.</p> <p>The following point was raised on a matter in the agenda:</p> <ol style="list-style-type: none"><li>1. Concern about the proposed siting of the speed sensor fixings; that the planned positions might not be at the most effective points to focus on vehicles speeding. However, it was noted that there are restrictions on positioning imposed by Highways licensing. The two sites had been agreed with advice from the speed sensor company taking that into account. It was generally agreed that this is overall a really positive piece of work, for which an enormous amount of work has been done. The sensors will enable data to be collected to inform and feed into wider traffic calming conversations and potential projects.</li></ol>	
	<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). <b>Acceptance of Apologies for Absence:</b> None <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 13 January 2021 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>Under the latest announcements and proposed easing of Lockdown, it looks like football and tennis will be able to start back soon.</p> <p>The children's play has remained open. When asked, the clerk confirmed that the outstanding maintenance issues will be attended to once contractors can visit the site</p>	

	to assess and quote for the work required. There are no urgent high-level health or safety concerns raised by the monthly checks made by Lewes District Council.  Kingston Parish Council continues to follow the Government guidelines.	<b>Clerk</b>
<b>7.</b>	<b>ELECTORAL SERVICES:</b>  a)The meeting noted that this year's pre-election purdah restrictions on publicity will come into force on 29 March 2021. This applies to East Sussex County Council elections in May. Parish Council Elections are not due to be held until 2023.  b) Anyone interested following this meeting in joining Kingston Parish Council as a co opted member should contact the chair <a href="mailto:fiona.harrison@kingston-pc.org.uk">fiona.harrison@kingston-pc.org.uk</a>	<b>FH</b>
<b>8.</b>	<b>REPORTS FROM OTHER BODIES:</b>  i. <b>District Councillor William Meyer (WM)</b> – was unable to attend the meeting and sent his apologies ii. <b>County Councillor Sarah Osborne (SO)</b> – reported on the following: <ul style="list-style-type: none"> <li>• C7 – work continues to go forward with the POLO group aiming to achieve funding for a feasibility study to look at traffic calming measures, and/or road safety improvements. Also prompting ESCC to contribute additional safety measures.</li> <li>• There is a speeding problem across the whole patch, and there is a push for ESCC to commit to letting villages apply a 20 mile speed limit where appropriate. This has been put in motion to be considered at the March Full Council meeting.</li> <li>• The next parish meetings' round will be subject to Purdah, however case work will continue.</li> <li>• Due to Covid, there are a lot of postal vote requests. At polling stations, it will be mandatory to wear face masks and bring own pencils.</li> <li>• ESCC Council Tax will be raised 3.49% 2021/2022 despite further cuts to local services being made.</li> <li>• LDC has been asked to identify more land for additional housing development.</li> <li>• Lewes District Parking Review is open until 26 March 2021 for comment</li> <li>• There has been no news on the ESCC Cycling &amp; Walking Infrastructure Plan following review. This will be chased up.</li> </ul> iii. <b>Kingston Action Group (AG)</b> – Appendix 1 was taken as read and the following points formally noted (there were no further questions): <ul style="list-style-type: none"> <li>• The council thanked the group for its report.</li> <li>• It wished to also note its thanks to the group for all the work carried out to improve the allotment and its continuing development into a communal garden.</li> <li>• The clerk will send details to the group about the KPC small grants scheme for village project funding, which will open from 1 April 2021.</li> <li>• Following identification of ownership of the Juggs Road/Ashcombe Lane path, KPC will be pursuing maintenance issues direct with ESCC. The AG are looking into the potential for extending the path for cycling and it was agreed that each group, KPC and AG should work cooperatively on these goals.</li> <li>• KPC is waiting for the AG to respond about potential involvement with OVESCO.</li> </ul>	

	<p><b>iv. Pavilion Committee</b> – Appendix 1 was taken as read and there were no questions.</p> <ul style="list-style-type: none"> <li>• External fairy lights –there have been concerns in the past about light pollution on the green and members agreed that residents in the immediate vicinity should be consulted by letter and a further discussion on the matter held at a future meeting.</li> <li>• Pavilion South Doors – While the council acknowledges that the doors require replacing, it was keen to obtain prior to instruction, confirmation of materials, lifespan guarantee and coating. The clerk was asked to liaise with the pavilion committee.</li> </ul> <p><b>It was resolved:</b> To note the available updates and agree any actions</p>	<b>FH/Clerk</b>
<b>9.</b>	<p><b>FINANCIAL REPORTS:</b></p> <p>a)It was noted that all financial reports for the final year quarter plus the end of year accounts return and paperwork will be presented to the KPC meeting in May 2021.  b)The updated Reserves Budget was noted and there were no questions  c)Appendix 3 Scope of Audit was taken as read and the clerk was authorised to go ahead and arrange this year’s internal audit to take place prior to the May KPC meeting  d) All utility updates were noted.  e)It was agreed that the KPC Small Grants Scheme will be launched from 1 April 2021. The previous draft included an application deadline within the year, but on further consideration the council agreed that application should be open until such a time that the fund pot of £1,000 is used (within any year). The clerk was asked to update the paperwork and circulate to members ready for launch. It was agreed that the scheme should be promoted via the following channels with members and clerk taking the appropriate active roles in doing this:  Kingston News, KPC website, notice boards, social media where appropriate (i.e. Kingston massive), via direct email to village groups.</p> <p><b>It was resolved:</b> To note the updates and authorise agreed actions.</p>	<b>Clerk</b>
<b>10.</b>	<p><b>SAXONDOWN EASEMENT RESERVE FUNDS:</b></p> <p>Notices have been displayed, information is on the KPC website and every household has been delivered a leaflet via Kingston News, inviting contribution of ideas for use of the Saxondown funds.</p> <p>There has been a good response to date with some themes/suggestions repeated. The results will be collated following the deadline of 30 April 2021 ready to report for the May KPC meeting.</p> <p>In the meantime, the council will draft a process by which initial assessment can be made, also taking into consideration the potential of projects for match funding or alternative funding sources.</p> <p><b>It was resolved:</b> To note the updates and authorise agreed actions.</p>	<b>FH/ Clerk</b>
<b>11.</b>	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>a)Appendix 5 was taken as read and it was noted that an additional application had since been submitted. The updates were discussed:</p>	

	<ul style="list-style-type: none"> <li>➤ SDNP/21/00025/LIS Hyde Cottage, The Street. Renovations and alterations, including repair or replacement of windows, removal of redundant chimney and part removal of internal wall. Deadline for response 2 April 2021.</li> <li>➤ It was agreed that a letter would be circulated by KPC to residents in the locality of Castle Mead and Hyde Cottage for comment before the council considered its response to the applications.</li> <li>➤ The council also noted that application SDNP/20/05439/FUL Iford Farm, The Street, Iford further application was a small issue change and comment can be made on this application by the deadline 22 March 2021.</li> </ul> <p>b)SDNP/20/04009/HOUS Cedar Cottage, Church Lane. This application has been granted</p> <p>c) There was no update to report on the Conservation Area Character Appraisal due to staff absence. The council agreed that progress should be chased again.</p> <p>d) SDNPA Consultations:  Parking Supplementary Planning Document (SDP) and Camping and Glamping Technical Advice Note (TAN).  The council agreed that response to these consultations was more simply made individually rather than as body.</p> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>a)To note the planning updates and agree responses on new applications.</li> <li>b)To note that the Cedar Cottage application has been granted.</li> <li>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.</li> <li>d) Should members wish, to make individual responses to the SDNA consultations.</li> </ul>	<b>Clerk</b>
<b>12.</b>	<p><b>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</b></p> <ul style="list-style-type: none"> <li>a)Speed Sensors – Incorrect size of materials had been sent for the first attempt at installation of fixtures. The clerk was asked to chase this up and JB will chase up the sensor equipment supplies and training.</li> <li>b)Traffic &amp; Safety: <ul style="list-style-type: none"> <li>i. There has been no further feedback from parishes that had achieved CIL funding.</li> <li>ii. There has been no “live” update from ESCC or SDNPA to help inform the way forward to prepare ideas for CIL funding.</li> <li>iii. Traffic calming phase two – KPC archive papers had been checked through with nothing of note specifically apart from an Action Group paper from 2013 which looks like a good step forward for discussion. It was agreed that representatives of KPC and the author of the report should meet to discuss how these ideas could be taken forward.</li> <li>iv. Consultant quotes for traffic assessment and proposals had come in high on the money. Given that there is now a potential discussion base from an existing local phase two report to work from, it was agreed to start there without contracting out at this stage.</li> <li>v. Feedback from CARES is that development workers are still to be appointed which will likely happen in April. KPC will be contacted at that stage. The clerk was asked to move this item for future reporting into the Environmental Policy item of the agenda.</li> </ul> </li> </ul>	

	<p>vi. A positive meeting had been held between the Kingston Ridge Association and the National Trails Officer to discuss signage at the Juggs Road/Kingston Ridge junction. Once positioning has been agreed by residents the officer will supply and fix appropriate signage.</p> <p>vii. Appendices 6-6b and 7-7c were taken as read. The council noted that these documents would be very useful as reference when putting applications together.</p> <p><b>It was resolved:</b> To note all updates and authorise any agreed actions.</p>	<b>JB/Clerk</b>
<b>13.</b>	<p><b>FOOTPATHS &amp; RIGHTS OF WAY, TREES &amp; HEDGEROWS, VILLAGE GREENS:</b></p> <p>All updates i. to iv were noted.</p> <p>i. No further information on work required to replace the tree in Lockett Way had been provided to the clerk. This will be pursued.</p> <p>ii. Update re UKPower Network works at Bumpy Lane was noted.</p> <p>iii. No response has been received to date from UK Power Network re ownership of trees at the Cordons substation. This will be chased.</p> <p>iv. KPC agreed that it will now pursue ESCC for maintenance of the Juggs Road./ Ashcombe Hollow path now that ownership is established.</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>ENVIRONMENTAL POLICY:</b></p> <p>Draft revised Policy Action Sheet Appendix 8 was taken as read.</p> <p>The council reaffirmed that the policy had already been agreed for adoption at the November KPC meeting and the revised draft action points have since been shared with the Action Group. The action point document is intended to be implemented and subject to interim and annual review. KPC is a small council and has limited responsibility but members agree that it is important to recognise and agree what can be done and achieved. The next steps will be for KPC to discuss the draft action document with the Action Group in preparation for a final draft to be presented at the KPC May meeting for adoption as an action plan attached to the policy.</p> <p><b>It was resolved:</b> That the draft actions will be discussed in conjunction with the AG for presentation at the KPC May meeting.</p>	<b>CM /Clerk</b>
<b>15.</b>	<p><b>CLERK'S REPORT:</b></p> <p>The clerk's report was noted.</p> <p><b>It was resolved:</b> That the clerk will seek an update on the St Pancras Green drainage situation and report to council That the No Dogs Allowed signs have been received and will be erected at appropriate points of entry to the Village Green.</p>	<b>Clerk</b>
<b>16.</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 FH: Discussed the new tennis court matting and improved access. Eco options are being assessed for the</li> </ul>	

	<p>required external varnishing to the pavilion. There is now a weekly rota for checking the pavilion in line with KPC insurers requirements. The fire alarm weekly test is complex and it had been agreed to look into whether a simpler operation could be installed and a quote is awaited.</p> <ul style="list-style-type: none"> <li>Parish Hall Committee CM: The committee met via zoom. The pre-school has continued to use the hall and now plans are being made for re-opening for other groups. The current chair has been in post for 10 years and is looking to retire in the near future and so a replacement is being looked for.</li> <li>Kingston Action Group JB: No other feedback other than reported in item 8.iii</li> <li>LDALC FH: There have been two meetings. The LDC housing plan for increased capacity will not affect Kingston directly but the village needs to be aware of any potential indirect impact. There is a strong feeling that LDC and SDNPA should work closely in cooperation for the best outcome. There is concern over the appalling amount of litter on the A27. Although this is owned by Highways, if LDC led groups met to clear it, it would have to pay for the lane closure which is contrary to other parts of the country where Highways pay for litter clearance and related lane closure. LDC is talking about the possibility of the installation of "littercams" as a deterrent.</li> <li>SSALC Chair's Networking Forum FH: Around 90 participants attended. There was a speaker from the Police Road safety Unit. An HR consultant discussed legislation around holding remote meetings. Although confident that the law would be updated to extend the existing provision, currently any meetings held remotely from 12 May 2021 would be unlawful. To date there has been no announcement to amend legislation on this.</li> </ul> <p><b>It was resolved:</b> To note the updates and authorise any agreed actions.</p>	
17.	<p><b>DATE OF NEXT MEETING:</b></p> <p>Due to the current limited provision through law on holding remote council meetings, KPC agreed that its Annual Meeting of the Council will be held remotely via zoom on Wednesday 5 May 2021 instead of 12 May 2021.</p>	Clerk
	<p><b>CLOSE OF MEETING 8.45pm</b></p>	

Signed.....Chairman

Date.....