

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, and apply until the 7 May 2021.

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 Annual Meeting of the Parish Council to be held on:

Wednesday 5 May 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 4 May 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.

29 April 2021



Jeanne Peterson
Clerk to Kingston Parish Council

e. clerk@kingston-pc.org.uk

1. 10 mins >7.10pm	ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE YEAR 2021-2022: a) To elect a Chairman for the year. b) To elect a Vice-Chairman for the year. c) The newly elected Chairman and Vice Chairman to agree to sign a declaration of acceptance as soon as practicable. The clerk to sign the declarations on the date of the meeting in preparation.
2. 10 mins >7.20pm	CO-OPTION TO THE COUNCIL: The council extends its welcome to Alex Leith and for his application to join the council by co-option. The candidate is given up to five minutes to introduce themselves to members,

	<p>and offer any information in support of their application. The council will then vote on the co-option of the nominee. If co-opted, the new member will be asked to sign a declaration of acceptance of office as soon as is practicable, and agree to follow the council's Code of Conduct for members. They will also be asked to complete a Register of Interests Form for submission to Lewes District Council (the governing electoral authority) for public record.</p>
<p>3. 20 mins >7.40pm</p>	<p>PUBLIC QUESTIONS:</p> <p>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.</p>
AGENDA	
<p>4. 1 min</p>	<p>MEETING ATTENDANCE:</p> <p>a) Present b) Acceptance of Apologies for Absence c) Absent</p>
<p>5. 2 mins</p>	<p>DECLARATION OF INTERESTS:</p> <p>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>
<p>6. 5 mins</p>	<p>MINUTES OF PREVIOUS MEETING:</p> <p>To approve and sign the minutes of the Kingston Parish Council Meeting held on 10 March 2021.</p>
<p>7. 1 min</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>8. 1 min >7.50pm</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.</p> <p>The council would like to formally thank all members of the pavilion committee for their continued dedication and work during lockdown in looking after and maintaining the pavilion in preparation for its re-opening.</p> <p>Access to the tennis courts is 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>9. 10 mins >8pm</p>	<p>ALLOCATION OF SPECIAL RESPONSIBILITIES FOR THE YEAR 2021-2022:</p> <p>a) To consider the responsibilities of the council and agree which councillors will assume lead responsibility for key aspects of council business. To decide whether any changes</p>

	<p>to previous arrangements should be considered:</p> <ul style="list-style-type: none"> i. Town and Country Planning (2020-21 collective KPC) ii. Transportation, including highways and traffic calming (2020-21 JB & MB) iii. Footpaths and Rights of Way, Trees & Hedgerows (2020-21 collective KPC). iv. Monitor of council assets and responsibilities including village greens & play area (2020-21 JH) v. Communications (2020-21 FH) vi. Finance (2020-21 collective KPC oversight of financial arrangements) vii. Community Housing (2020-21 CM) <p>b) To consider options for additional areas of lead responsibility</p> <ul style="list-style-type: none"> i. Environmental Policy and associated action plan <p>c) To note that there will be some areas of responsibility which overlap and that members will work co-operatively to assume collective responsibility.</p> <p>Resolve: To agree ongoing areas of responsibility and allocate lead roles to members for established and any new areas of council business and agree collective arrangements.</p>
<p>10. 5 mins >8.05pm</p>	<p>REVIEW OF DELEGATION ARRANGEMENTS:</p> <p>To agree the arrangements which authorise the Clerk & Responsible Financial Officer, Council and committee/s of the Council to act with delegated authority in the specific circumstances detailed in the Scheme of Delegation Appendix 1.</p> <p>Resolve: To agree the arrangements for delegation and to adopt the Scheme of Delegation for annual review.</p>
<p>11. 5 mins >8.10pm</p>	<p>RECEIPT OF NOMINATIONS TO EXISTING COUNCIL COMMITTEES:</p> <p>To agree which councillor will represent KPC on the Kingston Community Pavilion Committee (2020-21 FH)</p> <p>Resolve: To appoint a councillor representative to the Pavilion Committee.</p>
<p>12. 5 mins >8.15pm</p>	<p>REVIEW OF REPRESENTATION ON AND WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK:</p> <p>a) To review the arrangements for council representation on the following bodies:</p> <ul style="list-style-type: none"> ➤ Sussex Association of Local Councils (SALC) (2020-21 FH) ➤ East Sussex Association of Local Councils (ESALC) Ltd (2020-21 FH) ➤ Lewes District Association of Local Councils (LDALC) (2020-21 FH) ➤ Parishes of the Lower Ouse (POLO) (2020-21 FH & JB) ➤ Kingston Action Group (2020-21 JB) ➤ Parish Hall Committee (2020-21 CM) <p>To note that SALC, following reorganisation, now operates under the name of ESALC.</p> <p>Resolve: To appoint representatives to the external bodies and confirm arrangements for reporting back.</p>

<p>13. 5 mins >8.20pm</p>	<p>REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS & SUBSCRIPTIONS TO OTHER BODIES:</p> <p>To review the council's membership of:</p> <ul style="list-style-type: none"> ➤ Sussex Association of Local Councils/ National Association of Local Councils (SALC/NALC) (2020-21 £272.73) ➤ Society of Local Council Clerks (SLCC) (2021-22 £130.00) ➤ Getmapping (Parish) Online (2021-22 £40.50) ➤ Action in Rural Sussex (AiRS). (2020-21 £144.00) ➤ Information Commission Office License (ICO) (2020-21 £35) ➤ PPL/PRS Music License (2020-21 £214.16) ➤ SATSWANA Ltd Data Protection Officer services (2020-21 £180) <p>Resolve: To agree ongoing membership and subscription fees of other bodies.</p>
<p>14. 5 mins >8.25pm</p>	<p>REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:</p> <p>To review the Standing Orders and Financial Regulations as available on the website, to be taken as read.</p> <p>a) Standing Orders –to note that there are no required updates to be made. b) Financial Regulations & Online Banking Policy – to note that there are no required updates to be made. The banking arrangements for settling invoice payments via online banking has worked well over the past year.</p> <p>Resolve: a) To approve and adopt the Standing Orders as they stand subject to any legal updates received during the year 2021-22 b) To approve and adopt the Financial Regulations as they stand subject to any legal updates received during the year 2021-22</p>
<p>15. 5 mins >8.30pm</p>	<p>REVIEW OF INVENTORY OF ASSETS AND RESPONSIBILITIES INCLUDING LAND AND OFFICE EQUIPMENT:</p> <p>To review the Assets and Responsibilities inventory Appendix 2 to be taken as read, and to note the updates marked for approval.</p> <p>Resolve: To agree the inventory as a true record subject to the inclusion of the above updates.</p>
<p>16. 10 mins >8.40pm</p>	<p>REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES:</p> <p>a) To review the following council policies and procedure documents as available on the council website, to be taken as read:</p> <ul style="list-style-type: none"> i. Code of Conduct – Although a revised model has been published by the Local Government Association(LGA), it was confirmed at the 8 March 2021 Lewes District Association of Councils (LDALC) meeting that the Borough and District Councils of Eastbourne and Lewes will not be recommended to adopt this version and existing Codes across the District can remain in place. ii. Complaints Procedure iii. Data Protection & GDPR Statement iv. Document Retention & Disposal Scheme v. Email & Internet Usage Policy vi. Environmental Policy - To note that the accompanying action plan to this policy is yet to be approved and is under discussion in item 24 of this agenda.

	<ul style="list-style-type: none"> vii. Equality & Diversity Policy viii. Freedom of Information Policy ix. Freedom of Information Publication Scheme x. Health & Safety Policy Statement xi. Planning Process Policy xii. Privacy Notice xiii. Privacy Policy Staff, Councillors & Role Holders xiv. Safeguarding Policy xv. Subject Access Request Policy xvi. Tree Inspection & Maintenance Policy <p>b) To note that the clerk continues to monitor GDPR guidance via the ICO, and SATSWANA who provide the DPO function to the council.</p> <p>c) The pavilion committee has, in line with insurance requirements, reviewed and updated its set of risk assessments to cover activities and procedures at the pavilion including any particular considerations around Covid-19.</p> <p>d)KPC will carry out the annual review of its own council risk assessments at the September meeting.</p> <p>Resolve:</p> <p>a) To approve and adopt the policy/statement documents listed above with or without amendment.</p> <p>b) To note that the council continues to comply with current GDPR requirements</p> <p>c) To note that the pavilion is compliant in its risk assessments.</p> <p>d) To note that the annual review of council risk assessments will be carried out at the September KPC meeting.</p>
<p>17.</p> <p>5 mins</p> <p>>8.45pm</p>	<p>SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR 2021-22:</p> <p>To consider the proposed schedule of meetings dates for the year ahead. Appendix 3</p> <p>Resolve:</p> <p>To agree the proposed calendar of meetings for 2021-22</p>
Ordinary business of the council now follows.	
<p>18.</p> <p>15 mins</p> <p>>9pm</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 4 <ul style="list-style-type: none"> ➤ Parish in Bloom 2021 ➤ Community Energy Project – the AG has asked whether project updates may be published on the KPC website. iv. KPC Tree Warden Report Appendix 5 v. Kingston Pavilion Committee Annual Report. Appendix 6 <ul style="list-style-type: none"> ➤ Fairy lights – to receive feedback following local consultation ➤ Pavilion South doors replacement – To receive details as requested on materials, lifespan guarantee and coating. The council to then consider for approval the expenditure from existing PWLB reserves. <p>Resolve:</p> <p>To note the reports and authorise any agreed actions.</p>

19.

15 mins
>9.15pm

FINANCIAL REPORTS:

1. GENERAL END OF YEAR REPORTS

- a) To receive the Financial Report Quarter 4 January to March 2021. Appendix 7
- b) To receive the Reserve Accounts Report year to March 2021 Appendix 8
- c) To receive the reserves budget update 2021-22 at March 2021 Appendix 9
- b) To receive the Bank Reconciliation at year end 31 March 2021. Appendix 10
- c) To receive the Budget v Actual report year to end 31 March 2021 with attention to notes Appendix 1. To consider, where appropriate, a virement of funds between headings.
- d) To receive the Summary of all Bank Accounts year 2020 to 2021 Appendix 12
- e) To approve the current list of KPC direct debit payees shown below:
 - Utility Warehouse for phone & broadband services
 - Octopus for gas & electricity
 - Lewes District Council
 - TV Licensing
 - Southern Water
 - Information Commissioners Office (ICO)

Resolve:

To approve items a) to e) as noted and approve the virement of funds between budget headings and that the net effect is positive.

2. ANNUAL GOVERNANCE STATEMENT – EXTERNAL AUDIT RETURN

- a) To receive the end of year 31 March 2020 Annual Governance and Accountability Return (AGAR) 2020/2021 Sections 1 with additional explanation to auditors in reference to assertion 4 and Section 2, Appendix 13, 13a & 13b
- b) To receive the AGAR report for the explanation of variance of differences year on year Appendix 14 & 14a
- c) To consider and approve the Section 1 Annual Governance Statement 2020-21
- d) To consider and approve the Section 2 Accounting Statements 2020-21 and note that in accordance with external audit requirements this statement has been signed and dated by the RFO **before** being presented to the council.
- e) To note that the internal audit was successfully concluded on 29 April 2021 Appendix 15 & 15a and that the scope of internal audit as noted at the 10 March 2021 KPC meeting was applied
- f) To review the council's financial processes and adopt as best practice the Financial Risk Assessment for 2021 2022. Appendix 16
- g) To note that the deadline for submission to external auditors of the Annual Governance Statement is 2 July 2020. The period for the exercise of public rights will be Monday 14 June 2021 to Friday 23 July 2021 Appendix 17.

Resolve:

- a) To accept the end of year Annual Return 2020-21
- b) To accept the explanation of variances report
- c) To approve the Section 1 Annual Governance Statement 2020-21 and authorise the chair and clerk to sign and date this Statement
- d) To approve the Section 2 Accounting Statements 2020-21 and authorise the chair to sign and date this Statement.
- e) To note that the internal audit has been successfully completed.
- f) To approve and adopt the Kingston Parish Council Financial Risk Assessment.
- g) To authorise the clerk RFO to submit on behalf of the council the end of year 31 March 2021 AGAR to the external auditors by the deadline of 2 July 2021 and to publish the notice for the exercise of public rights on 14 June 2021.

<p>20.</p> <p>10 mins >9.25pm</p>	<p>SAXONDOWN EASEMENT RESERVE FUNDS:</p> <p>The deadline for submitting suggestions for the use of the funds was 30 April 2021.</p> <p>The council will now consider a draft process by which initial assessment can be made Appendix 18 & 18a This will also take into consideration the potential of projects for match funding or alternative funding sources.</p> <p>Resolve: To note the report and agree the next steps.</p>
<p>21.</p> <p>10 mins >9.35pm</p>	<p>TOWN AND COUNTRY PLANNING:</p> <p>a) To receive a planning update report on new and ongoing planning applications Appendix 19 b) To receive an update on the Kingston Conservation Appraisal Plan. c) To note that KPC has received £6,249.41 SDNPA CIL funds following a local development. Guidelines have been received from SDNPA on what the funds may potentially be used for. d) Kingston Neighbourhood Plan – Investigation into the viability of a plan for Kingston was put on hold last year due to Covid restrictions. It had been planned to invite a SDNPA representative to address the annual parish meeting. This review is currently on hold while the council focusses on other projects, but the intension is, at some later stage, to look at the objectives of a plan for the village and assess what if any benefits it could facilitate.</p> <p>Resolve:</p> <p>a) To note the applications in hand and updates, and authorise any required action. b) To note the Appraisal update and agree any further actions. c) To agree the next stages in managing the use of the CIL funds. d) To note that further investigation into a NP for Kingston is currently on hold, but in the future will be looked at again.</p>
<p>22.</p> <p>10 mins >9.45pm</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</p> <p>a) Speed Sensors – To receive a progress update. b) Traffic & Safety: i. Traffic calming phase two – To receive an update and note that a meeting has been arranged between KPC and the author of the Action Group 2013 paper to agree a way forward. ii. Signage at the Juggs Road/Kingston Ridge junction – To receive a progress update on agreed positioning of new signs.</p> <p>It was resolved: To note all updates and authorise any agreed actions.</p>
<p>23.</p> <p>5 mins >9.50pm</p>	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>i. No information has been received from sources to help inform the council about replacing the verge tree on Lockett Way. It is noted that the adjacent residents have planted within their own front garden. ii. There is still no response from UK Power Networks about ownership of the trees at the substation at the corner of Cordons. iii. Kingston Ridge to Ashcombe Hollow path – update on who to contact for maintenance.</p>

	<p>iv. Bumpy Lane – there has been local concern during the development at Farthings about the state of the lane and its access. The Rights of Way Team have visited the site and have spoken with the developers. The situation will be monitored.</p> <p>v. Tree works KPC land – all works suggested for year one in the Tree Survey have been completed.</p> <p>Resolve: To note the update and agree further actions.</p>
<p>24.</p> <p>10 mins >10pm</p>	<p>ENVIRONMENTAL POLICY ACTION PLAN:</p> <p>a) Following discussions with the Action Group, the council will now consider the final draft action plan document Appendix 20 Once agreed and adopted this will attach to the existing Environmental Policy for annual review.</p> <p>b) Feedback from CARES if an update is available.</p> <p>Resolve: a) To approve and adopt the Environmental Policy Action Plan subject to any revisions. b) To note any feedback and agree further actions.</p>
<p>25.</p> <p>5 mins >10.05pm</p>	<p>CLERK'S REPORTS:</p> <p>To receive the following updates:</p> <ol style="list-style-type: none"> i. Play Area Village Green – The annual inspection will take place in June. ii. St Pancras Green drainage - The pavilion committee are still pursuing Southern Water about whether any further works are required. In the meantime, the hole near the drainage cover has been filled iii. Tennis Courts – there are essential remedial works needed to the lower court fence to replace 4 bent inter posts for which a quote has been received. This will be covered by the joint maintenance fund. <p>Resolve: a) To note the clerk's progress reports and authorise any required actions.</p>
<p>26.</p> <p>10 mins >10.15pm</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 • ESALC/LDALC FH <p>Resolve: To note the reports and agree any further actions.</p>
<p>27.</p>	<p>DATE OF NEXT MEETING:</p> <p>To note the date of the next meeting of Kingston Parish Council is 14 July 2021</p>
<p>10.20pm</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.