

Kingston Parish Council

(www.kingston-pc.org.uk)

Minutes of the Annual Meeting of the Parish Council held virtually via Zoom Wednesday 5 May 2021

ItemNo:		Action By:
1.	<p>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE YEAR 2021-2022:</p> <p>a) Nominations were invited for the role of chair: Fiona Harrison proposed Maria Barney, seconded by Chris Moulder. b) Nominations were invited for the role of vice-chair: Fiona Harrison proposed Chris Moulder, seconded by John Bewick.</p> <p>It was resolved: a) The meeting approved the nomination and Maria Barney was duly elected as chair for the year 2021-2022. b) The meeting approved the nomination and Chris Moulder was duly elected as vice chair for the year 2021-2022.</p> <p>Maria Barney and Chris Moulder agreed to sign the Declarations of Office as chair and vice-chair and this will be arranged by the clerk as soon as practicable.</p>	
2.	<p>CO-OPTION TO THE COUNCIL:</p> <p>The meeting extended its welcome to Alex Leith who has applied for co-option to the council.</p> <p>Alex was invited to give a brief introduction as to his experience, which includes a long career in journalism and editing, and interest in community matters.</p> <p>There were no questions from the standing members.</p> <p>It was resolved: The council voted to approve the appointment of Alex Leith to council by co-option. Alex agreed to sign the Declaration of Acceptance to Office and this will be arranged by the clerk as soon as practicable. He was also asked to complete the Register of Members Interest form.</p>	Clerk
3.	<p>PUBLIC ATTENDANCE AND QUESTIONS:</p> <p>The chair welcomed Lewes District Councillor William Meyer to the meeting.</p> <p>There were no members of the public.</p>	
	AGENDA	
4.	<p>MEETING ATTENDANCE</p> <p>Present: Councillors: Fiona Harrison (FH), Chris Moulder (CM), Maria Barney (MB), Joe Halanen (JH), John Bewick (JB), Alex Leith (AL), Jeanne Peterson (clerk).</p> <p>Acceptance of Apologies for Absence: None.</p> <p>Absent: None</p>	

5.	<p>DECLARATION OF INTERESTS:</p> <p>There were no declarations of interest.</p>	
6.	<p>MINUTES OF PREVIOUS MEETINGS:</p> <p>The minutes of the Kingston Parish Council Meeting held on 10 March 2021 were approved and will be signed by the chair.</p>	
7.	<p>MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</p> <p>There were no matters arising from the previous meeting which will not be covered later in the meeting.</p>	
8.	<p>COVID:</p> <p>The council continues to follow government guidelines and appropriate arrangements are being made for re-opening the pavilion.</p> <p>The council wished to record its formal thanks to the pavilion committee who have been working hard throughout the pandemic to maintain the property.</p>	
9.	<p>ALLOCATION OF SPECIAL RESPONSIBILITIES FOR THE YEAR 2021-20222:</p> <p>a)The council discussed lead responsibility for key areas of council business and it was agreed that roles be allocated as follows for the year 2021-2022:</p> <ul style="list-style-type: none"> i. Town and Country Planning – This will remain as collective KPC responsibility with FH taking a lead in collating responses and liaising with neighbours. It was agreed that in September another member will work with FH with a view to handing over. ii. Transportation, including Highways and traffic calming – JB lead supported by MB iii. Footpaths and Rights of Way, Trees & Hedgerows – CM lead supported by AL iv. Monitor of council assets & responsibilities including village greens & play area – JH v. Communications - FH & AL with view to handover to AL vi. Finance – MB lead, with the council to continue assuming collective oversight of financial arrangements and approval of statements. vii. Community Housing – it was agreed that at this time there is no requirement to appoint a lead member. This can be reinstated in the future as needed. <p>b) Environmental Policy and associated action plan - CM lead and continue the work which is in progress with the Action Group (AG). JB will continue to attend, and report back on, meetings on the Community Energy Project for which the AG are taking the lead.</p> <p>It was noted that there is some cross-over in roles in practical terms and that it remains a cabinet responsibility to represent KPC views at all times when carrying out council business. And that there will be some instances where members will be asked to deputise.</p> <p>It was resolved: To allocate lead responsibilities for 2021–2022 to members as listed above.</p>	

10.	<p>REVIEW OF DELEGATION ARRANGEMENTS:</p> <p>The Scheme of Delegation Appendix 1, which details the council's terms of business and associations, was taken as read. There were no questions or suggested updates.</p> <p>It was resolved: To approve and adopt the Scheme of Delegation for 2021-2022.</p>	
11.	<p>RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES:</p> <p>It was agreed that FH would represent the council on the Pavilion Committee and that MB would deputise.</p> <p>It was resolved: To approve the appointment of FH as council representative, and MB as deputy on the pavilion committee 2021-2022.</p>	
12.	<p>REVIEW OF REPRESENTATION ON AND WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK:</p> <p>a) Council representation on external group meetings was reviewed and it was agreed that councillors should represent the council on external bodies as follows:</p> <ul style="list-style-type: none"> i. East Sussex Association of Local Council Ltd – FH, CM deputy ii. Lewes District Association of Local Councils (LDALC) – FH, CM deputy iii. Parishes of the Lower Ouse (POLO) – FH (while finishing term as chair) & JB iv. Kingston Action Group – JB & AL v. Parish Hall Committee - CM <p>It was resolved: To appoint representatives to the external bodies as agreed for 2021-2022 and for them to report back through council meetings or circulate notes taken at the meetings.</p>	
13.	<p>REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES MEMBERSHIP OF OTHER BODIES:</p> <p>The council reviewed each of the current external subscriptions:</p> <ul style="list-style-type: none"> i. Sussex and National Associations of Local Councils (SALC/NALC) – agreed. ii. Society of Local Council Clerks (SLCC) – agreed. iii. Getmapping online – agreed. iv. Action in Rural Sussex (AiRS) – agreed. v. Information Commissioner Office License – agreed vi. PPL/PRS Music License – agreed vii. SATSWANA Ltd Data Protection Officer Services – agreed <p>The council discussed its subscription to Zoom and agreed that while council meetings will return to face to face, it remained useful to retain the zoom subscription to allow ad hoc meetings with other groups and external bodies.</p> <p><i>Post-meeting note - subscription membership to LDALC should have been noted and agreed. This will be raised in the July meeting.</i></p> <p>It was resolved: To approve membership and subscription fees of other bodies as noted in items i. to vii. To approve the continuing subscription to zoom and to review payment arrangements.</p>	Clerk

14.	<p>REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:</p> <p>a) The council reviewed the model Standing Orders as available on website and noted that no updates are required at this time.</p> <p>b) The council reviewed the Financial Regulations as available on the website and noted that no updates are required at this time. It noted that the Internet Banking Policy covering the online banking process had worked well over the last year and would continue to be the preferred method of making payments.</p> <p>It was resolved:</p> <p>a) To adopt the model Standing Orders as they stand for 2021-2022 subject to any statutory updates received during the year.</p> <p>b) To adopt the Financial Regulations as they stand for 2021-2022 subject to any statutory updates received during the year. That payments would continue to be made via online banking where possible.</p>	
15.	<p>REVIEW OF INVENTORY OF ASSETS AND RESPONSIBILITIES INCLUDING LAND AND OFFICE EQUIPMENT:</p> <p>The suggested updates as shown in Appendix 2 were taken as read and there were no comments or questions.</p> <p>It was resolved:</p> <p>To approve the inventory of assets and responsibilities for 2021-2022 to include the updates .</p>	Clerk
16.	<p>REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES:</p> <p>a) The council reviewed the policies and procedures as available on the website:</p> <ul style="list-style-type: none"> i. Code of Conduct ii. Complaints Procedure iii. Data Protection & GDPR Statement iv. Document Retention & Disposal Scheme v. Email & Internet Usage Policy vi. Environmental Policy 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>It was agreed that an update was required to the Environmental Policy: To the Aims of the policy add "promoting biodiversity" and to the fifth bullet point add "promote biodiversity".</p> <p>There were no further updates necessary to any other of the policies.</p> <p>b) The council noted that GDPR guidance continues to be monitored by the clerk via the ICO, and SATWANA who provide the DPO function to the council.</p> <p>c) The council noted that in line with insurance requirements, the pavilion committee has reviewed its set of risk assessments to cover activities and procedures at the</p>	

	<p>pavilion including any particular considerations around Covid-19. d) The clerk will prepare the council's own risk assessments for review at the September meeting.</p> <p>It was resolved: a) To adopt the council's current policies and procedures as listed, and to update the Environmental Policy, and re-publish all to the website with 2022 review date. b) To note that the council continues to comply with current GDPR requirements c) To note that the pavilion is compliant in its risk assessments d) That the council's own Risk Assessments will be prepared for review in September.</p>	Clerk
17.	<p>SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR 2019-2020:</p> <p>The proposed schedule of meetings in Appendix 3 was reviewed by the council and agreed.</p> <p>It was resolved: To approve the proposed calendar of meetings for 2021-2022 and the dates to be published on the KPC website.</p>	Clerk
	Ordinary business of the council followed:	
18.	<p>REPORTS FROM OTHER BODIES:</p> <p>i. District Councillor William Meyer - reminded the meeting that the period of purdah was still in place, with elections this Thursday.</p> <ul style="list-style-type: none"> • As noted in the Kingston News article there has been a cross-party attempt to manage the local district area. • With their "live" Local Plan SDNPA put loads of resources into their planning brief and Kingston is lucky that it falls within the park to benefit from that kind of protection. • WM thanked FH for the amazing job she has done as chair for KPC over the previous years. <p>ii. County Councillor Sarah Osborne - did not attend the meeting.</p> <p>iii. Kingston Action Group - Appendix 4 was taken as read and it was noted that a correction to section 9 was required: the consultation draft conservation appraisal will only be sent to households within the conservation area. It is unknown how the appraisal report will be sent to those residents.</p> <ul style="list-style-type: none"> ➤ Parish in Bloom 2021 – KPC, as in previous years, is paying the entry fee and the AG have been asked to provide the council with a copy of the entry submission. ➤ Community Energy Project – The council considered the group's request to share information and updates about the project on KPC's website and agreed for the clerk to liaise with the group to set this up. <p>iv. KPC Tree Warden Report – Appendix 5 was taken as read and there were no questions.</p> <p>v. Kingston Community Pavilion Committee - Appendix 6 was taken as read and the following points were discussed:</p> <ul style="list-style-type: none"> ➤ Fairy Lights – The idea is to display low luminescence fairy lights on the pavilion during a limited period of time during the year (e.g. three months) and for certain hours only. Residents surrounding the pavilion had been asked to comment on the proposal: 8 had replied with 6 in favour and 2 against. The council discussed the proposal: 5 were in favour and 1 against. 	

	<p>e)To review and note the Internal Audit reports which will be submitted to external auditors along with completed AGAR</p> <p>f)To approve the updated Financial Risk Assessment and the council's financial processes</p> <p>g)To authorise the clerk to submit by the deadline of 2 July 2021 the completed AGAR with supporting documents to the external auditors, for year end 31 March 2021.</p>	
20.	<p>SAXONDOWN EASEMENT RESERVE FUNDS:</p> <p>The deadline for residents to submit ideas for use of the Saxondown easement funds expired 30 April 2021. The clerk informed the council that there had been a good number of responses which will now be collated to report back to the council.</p> <p>Members considered Appendix 18 and 18a and agreed that the proposed process was thorough. It was suggested however that the consultation stage be extended to September to take into account any holiday period. The matrix will be used to assign proposals.</p> <p>It was resolved: To approve the proposed timelines to assess proposals subject to revision of the consultation stage to September.</p>	
21.	<p>TOWN AND COUNTRY PLANNING:</p> <p>a) New and ongoing planning applications were reported in Appendix 19. There were no outstanding applications to comment on. The council agreed that the details of new planning applications should once again be published on the village notice boards in accordance with the Planning Policy.</p> <p>b) Kingston Conservation Appraisal – KPC has submitted a response to the draft paper and it was agreed that this should be followed up to enquire as to the next steps and timescale. Also, whether there is any room for negotiation on content.</p> <p>c) It was noted that £6,249.41 of SDNPA CIL funds, relating to the Farthings development, has been received. Parameters for use will be circulated to council members for consideration of its management.</p> <p>d) The council agreed that it would look again into the possibility of a Neighbourhood Plan at some future point.</p> <p>It was resolved: a)That current applications are in hand and nothing is outstanding. b)That MB will follow up with SDNPA as to timescale and extent of negotiation on the content of the Conservation Appraisal. c)That FH and AL will look into the next stages of managing the granted CIL funds. The clerk to circulate the parameter paper on use of the funds. d)To note that the council will keep in mind the potential of a Neighbourhood Plan for the village.</p>	<p>MB</p> <p>FH/AL/ Clerk</p>
22.	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATING TO KINGSTON:</p> <p>a)Speed Sensors – the fixings have been completed along with access keys. Supply of fixing pole has been chased. Supply of speed sensor equipment has been delayed due to company changes.</p> <p>b)Traffic & safety:</p> <ol style="list-style-type: none"> i. As the author of a report on the subject, a meeting is being arranged with Will Dorman of the Action Group, to discuss phase two of traffic calming. A search of KPC archived records held at The Keep did not unearth any final drawings of the suggested plan although there were extracts and reports where it was 	

	<p>noted. Also nothing to add anything substantial had been found in the council's currently held paper records.</p> <p>ii. Kingston Ridge Residents Association has discussed and agreed where the new signs can go. CM will be writing to SDNPA to confirm this.</p> <p>It was resolved: To note the updates and authorise the agreed actions.</p>	Clerk / JB/CM
23.	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>i. The clerk has written to the resident in Lockett Way asking if they still wish to pursue having a tree planted on the verge outside their home. There has been no response.</p> <p>ii. There had been no response to date from UK PowerNetworks about tree ownership at the Cordons substation.</p> <p>iii. The clerk has written to ESCC about maintenance of the Ashcombe/Juggs footway. No response to date.</p> <p>iv. It was noted that the Rights of Way Team have visited the Bumpy Lane development area (Farthings) and will monitor the situation.</p> <p>v. It was noted that all suggested tree works for year one from the tree survey have been completed.</p> <p>A resident has asked when the council will be replacing the fallen birch tree on St Pancras Green opposite No15. Unless alternative funding can be made available beforehand this can be discussed within the council's budget proposal in November</p> <p>It was resolved: To note the updates and authorise any agreed actions.</p>	Clerk
24.	<p>ENVIRONMENTAL POLICY ACTION PLAN:</p> <p>a)The council considered and agreed the final draft action plan Appendix 20 which will attach to the Environmental Policy. The "?" marks should be removed from items 5 and 8 before publication on the KPC website</p> <p>b) There is no update from CARES. An application development officer was appointed in April but they have not yet been in touch with the council.</p> <p>It was resolved: a)To approve and adopt the Environmental Policy Action Plan subject to the corrections noted above, and publish onto the council's website. b)To note that contact from CARES is pending.</p>	Clerk
25.	<p>CLERK'S REPORTS:</p> <p>The clerk's updates were taken as read.</p> <p>i.The clerk will start looking into contacts for maintenance work to the play area in preparation for the results of annual inspection in June.</p> <p>ii.The clerk noted that there is a correction to be made for this item: Southern Water has completed its drainage clearance works on the green and have now closed the case.</p> <p>iii.It was agreed that the essential tennis court works go ahead, the cost of which will be covered by the joint maintenance reserves fund.</p> <p>It was resolved: To note the clerk's report and authorise any agreed actions.</p>	Clerk

26.	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <p>Pavilion Committee – Even though the pavilion has been closed there has been a lot do to in the background. External varnishing and maintenance issues have been ongoing. Members make weekly checks of the building and its alarms. The boiler needs further work to make it functional. The committee are now planning to re-open the pavilion on 21 June 2021 dependent on government guidelines. They have also been monitoring advice given by the advisory group Action in Rural Sussex (AiRS). A questionnaire has been sent to all regular user groups</p> <p>Parish Hall – The committee has not met since the last reported meeting. The pre school continue to use the hall and it is open to other groups as allowed.</p> <p>Action Group – There was discussion about the Kingston Conservation Appraisal and whether this would lead to the council considering a neighbourhood plan for the village (ref minute item 21 d). The Action Group remain concerned about what constitutes a ‘capital’ project. The Council will clarify this once the assessment process starts. A request has been made to add a proposal to the suggestions list for funding; that is to place benches at rest points around the village. The foundation has been completed in the wildlife/community garden ready for the greenhouse to be erected on site. The next meeting of the group will be 27 May at 5pm.</p> <p>ESALC/LDALC – There has been no ESALC meeting since the last reported. The next LDALC meeting is next week.</p> <p>It was resolved: To note the reports and authorise any agreed actions.</p>	
27.	<p>DATE OF NEXT MEETING:</p> <p>The next meeting of the council will be held on Wednesday 14 July 2021.</p> <p>The Annual Parish Village Meeting would usually be held between 1 March and 1 June. It remains unclear as to whether legislation allows for this to be held at a later date. The clerk was asked to look into this. The council can however convene a public meeting whenever it wishes.</p>	
	<p>The meeting closed at 9.30pm</p>	

Signed.....Chairman

Date.....