

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

Dear Councillor,

You are summoned to attend the Annual Meeting of the Parish Council to be held on

Wednesday 11 May 2022 at 7.00 pm at Kingston Parish Hall, The Street, Kingston

The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the press and public are excluded.

A Beams

Andy Beams, Locum Clerk to Kingston Parish Council

5 May 2022

1.	ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE YEAR 2022-2023: 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.
2.	PUBLIC QUESTIONS: A period not exceeding 20 minutes is available for the public to express a view or ask a question on relevant matters on the following agenda.
3.	MEETING ATTENDANCE: To note those present and absent and to consider the acceptance of any apologies
4.	DECLARATION OF INTERESTS: To receive any declaration of personal and/or prejudicial interest from member regarding items on the agenda
5.	MINUTES OF PREVIOUS MEETING: To approve and sign the minutes of the Kingston Parish Council Meeting held on 9 March 2022.
6.	ALLOCATION OF SPECIAL RESPONSIBILITIES FOR THE YEAR 2022-2023: a) To consider the responsibilities of the council and agree which councillors will assume lead responsibility for key aspects of council business. i. Town and Country Planning ii. Transportation, including highways and traffic calming iii. Footpaths and Rights of Way, Trees & Hedgerows iv. Monitor of council assets and responsibilities including village greens & play area v. Communications vi. Finance vii. Community Housing viii. Environmental Policy and associated action plan RESOLVE: To agree ongoing areas of responsibility and allocate lead roles to members for established areas of council business.

7.	<p>REVIEW OF DELEGATION ARRANGEMENTS: 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</p> <p>RESOLVE: To agree the arrangements for delegation and to adopt the Scheme of Delegation for annual review.</p>
8.	<p>RECEIPT OF NOMINATIONS TO EXISTING COUNCIL COMMITTEES: To agree which councillor will represent KPC on the Kingston Community Pavilion Committee</p> <p>RESOLVE: To appoint a councillor representative to the Pavilion Committee.</p>
9.	<p>REVIEW OF REPRESENTATION ON AND WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK: To review the arrangements for council representation on the following bodies:</p> <ul style="list-style-type: none"> ➤ East Sussex Association of Local Councils (ESALC) ➤ Lewes District Association of Local Councils (LDALC) ➤ Parishes of the Lower Ouse (POLO) ➤ Kingston Action Group ➤ Parish Hall Committee <p>RESOLVE: To appoint representatives to the external bodies and confirm arrangements for reporting back.</p>
10.	<p>REVIEW OF THE COUNCILS/EMPLOYEES' MEMBERSHIPS/SUBSCRIPTIONS TO OTHER BODIES: To review the council's membership of:</p> <ul style="list-style-type: none"> ➤ East Sussex Association of Local Councils/ National Association of Local Councils (ESALC/NALC) ➤ Society of Local Council Clerks (SLCC) ➤ Geosphere (Parish Online Mapping system) ➤ Action in Rural Sussex (AiRS). ➤ Information Commissioners Office (ICO) registration ➤ PPL/PRS Music License ➤ SATSWANA Ltd Data Protection Officer services <p>RESOLVE: To agree ongoing membership and subscription fees of other bodies.</p>
11.	<p>REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS: To review and adopt the Standing Orders and Financial Regulations</p> <p>a) Standing Orders – to note the updated version based on NALC model April 2022 b) Financial Regulations – to note that there are no required updates to be made.</p> <p>RESOLVE: a) To approve and adopt the Standing Orders b) To approve and adopt the Financial Regulations</p>
12.	<p>SETTING THE DATES OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR 2022-23: To consider the proposed schedule of meetings dates for the year ahead.</p> <p>RESOLVE: To agree the proposed calendar of meetings for 2022-23</p>

13.	<p>REPORTS FROM OTHER BODIES: Written reports to be taken as read. Council can raise questions.</p> <ol style="list-style-type: none"> i. District Councillor William Meyer ii. County Councillor Sarah Osborne iii. Kingston Action Group iv. KPC Tree Warden Report v. Kingston Pavilion Committee Annual Report. <p>RESOLVE: To note the reports and authorise any agreed actions.</p>
14.	<p>SAXONDOWN EASEMENT RESERVE FUNDS: To consider the request for release of previously agreed funds for Kingston Parish Hall for the replacement windows project.</p> <p>RESOLVE: To note the report and agree the release of funds.</p>
15.	<p>TOWN AND COUNTRY PLANNING: a) To receive a planning update report on new and ongoing planning applications</p> <p>RESOLVE: a) To note the applications in hand and updates, and authorise any required action.</p>
16.	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON: To receive any updates and agree any actions</p>
17.	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS: To receive any updates and agree any actions</p>
18.	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <ul style="list-style-type: none"> • Pavilion Committee • Parish Hall Committee • Action Group • ESALC/LDALC <p>RESOLVE: To note the reports and agree any further actions.</p>
19.	<p>DATE OF NEXT MEETING: To note the date of the next meeting of Kingston Parish Council</p>
	<p>CLOSE OF MEETING</p>