

KINGSTON PARISH COUNCIL

www.kingston-pc.gov.uk

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10th May 2023

Members of Kingston Parish Council are summoned to the Annual Parish Council Meeting to be held on **17th May 2023 at 7.00 p.m.** in Kingston Community Pavilion.

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.

Please note an audio recording may be taken of the meeting to assist the clerk with the drafting of the minutes. Once the draft has been produced the recording will be destroyed.

Signed: *Julie O'Donnell* (Clerk to Kingston Parish Council).

AGENDA

1. The Election of the Chairman of Kingston Parish Council.
2. Election of Vice Chairman of Kingston Parish Council.
3. Receive the Declaration of Acceptance of Office from the incoming Chairman and Vice Chairman
4. Apologies and reasons for absence
5. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.
6. Minutes of 8th March 2023 Parish Council Meeting to be agreed and signed as a true record.
7. **Public Forum:** 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.
8. Clerk and Councillor reports arising from the minutes 8th March 2023 not covered elsewhere in the agenda:

9. Reports from other bodies: Written reports to be taken as read. The council can raise questions.

9.1. District Councillor Stella Spiteri

9.2. County Councillor Sarah Osborne

10. Allocation of special responsibilities for 2023-2024

To consider the responsibilities of the council and agree which councillors will assume lead responsibility for key aspects of council business.

- Town and Country Planning
- Transportation, including highways and traffic calming
- Footpaths and Rights of Way, Trees & Hedgerows
- Monitor of council assets and responsibilities including village greens & play area.
- Communications
- Finance
- Community Housing
- Environmental Policy and to be part of the bio-diversity group overseeing projects coming out of the mapping project.
- Appoint member of the Pavilion Committee
- Appoint one further bank signatory.

11. To review the arrangements for council representation on the following bodies:

- 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

12. Review and adoption of council policies

The clerk has reviewed the following Parish Council policies and recommends approval with no changes. These policies/documents have been approved and adopted by the Council previously:

- Code of Conduct
- Complaints Procedure
- Data Protection & GDPR Statement
- Document Retention & Disposal Scheme
- Email & Internet Usage Policy
- **Environmental Policy – Cllr Hoare to present update**
- Equality & Diversity Policy
- Financial Regulations
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Health & Safety Policy Statement
- Planning Process Policy
- Privacy Notice
- Privacy Policy Staff, Councillors & Role Holders
- Safeguarding Policy
- Standing Orders
- Subject Access Request Policy
- Tree Inspection & Maintenance Policy

13. To review the Assets and Responsibilities inventory to be taken as read, and to note the updates marked in red for approval.

14. Setting the dates of full council meetings for the year 2023 – 2024

To consider the proposed schedule of meetings dates for the year ahead –

- Wednesday 12th July 2023
- Wednesday 13th September 2023
- Wednesday 8th November 2023
- Wednesday 10th January 2024
- Wednesday 13th March 2024
- Wednesday 8th May 2024
- Parish Assembly to be agreed

15. South Downs National Park elections

As Kingston is located within the National Park boundary the parish council is entitled to nominate a councillor representative to sit on the SDNP Board. This process occurs every four years and ensures that there are six parish representatives [two from each of Hampshire, West Sussex and East Sussex] serving on the 26-person Board. Should any county have more than two nominations it will be necessary to hold a ballot and Kingston will be notified should this be the case. Council to consider whether to nominate a councillor.

16. Agree Extraordinary meeting to approve the End of Year accounts and sign the Annual Governance and Accountability Return. The clerk suggests Wednesday 14th June 2023.

17. Saxondown Easement – clerk to update.

18. Saxondown project funds: To receive updates from the project leads.

Cllr Bewick to update on the proposed outdoor sports equipment for St Pancras Green.

19. Open Spaces Applications

To ratify the decision made by email to allow the following functions on St Pancras Green –

Maypole Dancing – 29th April 2023

Coronation Picnic – 6th May 2023

Childrens party with bouncy castle – 20th May 2023

Work function with outdoor BBQ provided by external caterer – 28th July 2023

20. Village green play area

To acknowledge receipt of the Play Park Inspection report for April and agree any actions.

21. Traffic and Highways - update from Cllr Bewick

22. Rights of Way

22.1. Update from Cllr Hoare

22.2. ROW/3295334 - (Lewes District - Public Footpath Kingston Near Lewes 21)

The Order will be determined following a hearing which is due to be held at 10.00am on 22 August 2023, at **Room CC1, Centre Block County Hall, East Sussex County Council, East Sussex County Council, St. Anne's Crescent, Lewes, BN7 1UE**

23. Planning: To receive a planning update report on ongoing planning applications from Cllr Hoare and to note applications received.

24. Annual Parish Assembly – update from Cllr Leith

25. Financial Matters

Until the financial year end procedures are completed, any payments for the new financial year cannot be input into RBS, so there will be an excel document of payments, and not an RBS payment report.

25.1. To approve and authorise accounts payable for April 2023 and May 2023 (as detailed on the payment lists).

25.2. Parish Hall project fund – to ratify the decision by email to transfer the final payment of £10,668 for the solar battery to Kingston Parish Hall as agreed at the parish council meeting of the 11th January 2023.

25.3. To note that KPC has received £4,828.24 SDNPA CIL funds following local development.

- *The next parish council meeting is 12th July 2023 at 7.00pm Kingston Community Pavilion*
- *The Annual Parish Assembly will be held on 16th June 2023 at 7.00pm Kingston Parish Hall*