

KINGSTON PARISH COUNCIL

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19 January 2024

Minutes of the Kingston Parish Council meeting held on 17th January 2024 at 1900 hours in Kingston Community Pavilion.

Present: Cllr Douglas, Cllr Bewick, Cllr Hoare, Julie O'Donnell (Parish Clerk)

7 members of the public was present.

Minutes

1. Apologies and reasons for absence

The clerk announced that Cllr Naomi Fry has submitted her resignation and it had been accepted. The clerk will inform LDC who will issue a Notice of Vacancy.

2. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.

No interests were declared.

3. Minutes of 29th November 2023 Parish Council Meeting to be agreed and signed as a true record. The minutes of the 29th November 2023 were agreed and signed as a true record.

4. Council vote – motion to conduct Agenda 17 as a closed session and exclude the public from attendance as confidential legal matters are to be discussed.

Resolved: The council resolved to conduct item 17 as a closed session excluding the public from attendance.

5. **Public Forum:** A period not exceeding 30 minutes is available for the public to express a view or ask a question on relevant matters on the following agenda.

3 members of public wished to raise the recent consultee comments made by Kingston Parish Council on planning application SDNP/23/04896/FUL.

Name

Signed

Date

The neighbouring property owners felt it was unfair to mention on their already approved application in the Parish Council comments for Spring Hayes. Cllr Douglas explained that their development had altered the street scene, creating a ribbon development that was not previously there. Cllr Douglas apologised if this had caused upset to the owners.

The applicant felt that some of the comments made by the council were false and would potentially cause misrepresentation to SDNPA. Cllr Hoare explained that the parish council is a consultee and does not make the final decision. The Planning Officer would assess the application on its own merits. Cllr Hoare explained the parish council planning process and that confirmed that all applications are published on the noticeboard and the website and that all comments made by the parish council are published both by Kingston Parish Council and SDNPA. The final comments are agreed by the parish council as a collective body and no individual councillor makes the decision.

The condition of the bus stop on the A27 by Ashcombe Hollow was raised. Cllr Bewick confirmed this is not the parish council's responsibility and that National Highways had enquired about it previously. The clerk advised that the bus stop falls outside the parish and is sited in St Annes without Parish.

6. Clerk and Councillor reports arising from the minutes of 29th November 2023 not covered elsewhere in the agenda:

Nothing to report.

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

- 7.1. District Councillor Stella Spiteri

Noted: The report was noted, and no questions were raised.

- 7.2. County Councillor Sarah Osborne

No report was received.

- 7.3. Helen Sida – Kingston Nature Recovery Group

Noted: Helen Sida gave an update on the group. There are now 11 members and a total of 8 meetings were held in 2023. There are several projects underway including the Kingston Garden Wildlife Forum. There will be a talk in March 2023 at the Parish Hall from naturalist Michael Blencowe. The group are also currently mapping wildlife including ponds, nesting birds, tree surveys, butterfly monitoring and hedgehog activity. They are also looking at a Bio-blitz and asking the parish to collect data on a particular day.

The group is interested in working with local landowners to improve land management, improving grasslands and protecting habitats.

The group are finalising their project recommendation for nature recovery on St Pancras Green so the council can consider the project at the March meeting.

- 7.4. Shelaine Siepel – Kingston Community Pavilion

Noted: The committee has several more members who have volunteered to help with general maintenance jobs at the pavilion when required. Shelaine is looking to increase the use of the pavilion and there has been talk of some supper club events being organised. Shelaine would also like more sports groups to use the facilities available.

8. Report back from meetings attended by councillors on behalf of KPC:

- Kingston Action Group

Nothing to report

Name

Signed

Date

9. Kingston Nature Recovery Group – The group would like to request £203 from their allocated budget to enable the group to hold a Gardening Forum with guest speaker in March. This is to encourage the parish to garden with biodiversity in mind and encourage wildlife to their gardens. (Request previously circulated)

Resolved: The parish council approved the Kingston Nature Recovery Group expenditure of £203.

10. Pavilion bookings – to ratify the decision to support the use of the pavilion as a warm space. The following has been set up on the SDNPA website –

Sustainable Business Partnership CIC – are looking for funding to run a pilot project for a co-working space for two days a week over the winter in the under-utilised **Community Pavilion in Kingston**. This will be aimed at home workers based in the village, so that they can switch off their heating at home during the day and come together in a warm space.

The initiative needs to raise £400 through crowd funding and will receive a grant of £1000 which will be used to fund the hire of the pavilion. All monies will go to the pavilion to cover the running of the co-space. Further details can be found here.

[South Downs National Park Trust: Sustainable Business Partnership CIC - Kingston Community Pavilion \(enthuse.com\)](https://www.enthuse.com/south-downs-national-park-trust-sustainable-business-partnership-cic-kingston-community-pavilion)

Resolved: The parish council ratified the decision to support this grant application.

11. Consider the use of a Payroll Officer – the clerk has suggested that the council employ the services of a payroll officer.

The clerk has recommended DM Payroll services who provides the service for many parishes and is familiar with the processes. (Quote previously circulated)

Resolved: The parish council agreed to employ the services of a Payroll Officer. The clerk will contact DM Payroll services to confirm the appointment. The payroll officer will run payroll and the pension administration for the council from April 2024.

12. Traffic and Highways: To receive updates from Cllr Bewick

12.1. To note the report from Cllr Bewick regarding the Traffic Steering Group

Noted: Cllr Bewick confirmed that the appointed traffic consultant had met with the group and had walked through the village. The Safer C7 project has also instructed its own consultant to look at the C7 as a whole and that Lewes District Council were also looking at Highways improvements. The hope is that there could be a more joined up approach if each area has the same issues.

A draft plan should be available from KPC traffic consultant in 2-3 months.

The Speed Watch group has performed two operational sessions and has found that the speed gun correlates with the MVAS. The group will continue to monitor the Highway.

Cllr Bewick mentioned the overgrown hedgerow and large tree in the verge on Ashcombe Lane, this is making it difficult for pedestrians to walk the footway. The clerk confirmed she would report it to Highways.

Name

Signed

Date

13. Village green play area

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

Resolved: The inspection report was noted for December. It was agreed that the clerk would obtain quotes for some of the non-urgent remedial work required.

14. Rights of Way –

14.1. To receive any updates from Cllr Adams/Cllr Hoare

Resolved: Nothing to report

14.2. Fox Twitten – A resident of Monckton Way is using the bridleway behind their garden fence to store compost and other garden infrastructure. The parish council has sent a letter requesting that this is removed to the occupier and a response has now been received. Council to discuss and agree the next steps.

Resolved: Following a long discussion, it was agreed that the resident would be asked to remove all garden paraphernalia from the Bridleway. This was on the grounds of encroachment and the safety of path users and from advice given by ESCC Rights of Way. Clerk to draft a letter for approval.

15. Planning:

15.1. To receive a planning update report on ongoing planning applications from Cllr Hoare and to note applications received and discuss any outstanding applications.

SDNP/23/05116/FUL
Castelmer Fruit Farm
Ashcombe Lane Kingston East Sussex BN7 3JZ
Erection of 2no outbuildings

Kingston Parish Council response: The parish council has no objection to this application however the council is concerned that a new brown-field site could be created and used as the rationale to develop the site at a later date. The parish council would not accept this.

SDNP/23/05291/CND
Juggs Corner Cottage
Ashcombe Lane Kingston East Sussex BN7 3JY
Variation of Conditions 2 & 3 related to Planning Approval SDNP/23/04322/HOUS to include installation of solar panels on roof of outbuilding and raising of roof pitch.

Kingston Parish Council response: The parish council has no comment to make on this application.

SDNP/23/04896/FUL
Spring Hayes
Ashcombe Lane
Kingston
East Sussex BN7 3JZ
Erection of 2no bedroom, two storey dwelling and carport, along with associated tree works
The council agreed to review the text of the Objection in the light of the applicant's representations. Before the meeting the Council agreed to withdraw their comment about surface water. Cllr Hoare will redraft the comments for approval via email.

Name

Signed

Date

15.2.PPS – update and review the draft version of the Parish Priority Statement.

Action: The PPS draft was approved by the council. Two public consultations will take place at the Community Pavilion on Saturday 20th January and Wednesday 24th January for parish comment. It was agreed that unless there were significant differences of opinion from the parish and subject to subject to any new view or information supplied by a resident at the two consultation drop-in sessions, the document would be sent as the final submission to SDNPA.

16. Financial Matters

16.1.To approve the Bank reconciliations for December 2023.

Resolved: The bank reconciliation for the current and savings account for December 2023 were approved.

16.2.To approve and authorise accounts payable for January 2024 (as detailed on the payment list).

Resolved: The accounts payable were approved and authorised. A total of £41,133.20 which includes the internal transfer of £35,433.65 from the savings account to cover the cost of the two sports projects at St Pancras Green were agreed and paid by electronic banking for January 2023.

16.3. To acknowledge the RBS reports circulated by the Clerk – Summary Receipts and Payments and Cash and Investment Reconciliation.

Resolved: The parish council acknowledged the reports circulated by the clerk and no questions were raised.

17. Council vote – Confidential legal matters to be acknowledged and agreed (P&C report previously circulated)

Resolved: The legal matters contained in the P&C report were acknowledged and agreed.

- *The next parish council meeting is 13th March 2024 at 7.00pm Kingston Community Pavilion*

Name

Signed

Date