

KINGSTON PARISH COUNCIL

www.kingston-pc.gov.uk

Julie O'Donnell
Clerk to Kingston Parish Council
Kingston Community Pavilion
St Pancras Green
Church Lane
Kingston
BN7 3LN
e-mail: clerk@kingston-pc.gov.uk

10th May 2023

Members of Kingston Parish Council are summoned to the Annual Parish Council Meeting to be held on **29th May 2024 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. Council vote – Motion to conduct Agenda item 28 as a closed session and exclude the press and public attendance as confidential legal matters are to be discussed.
7. Minutes of 13th March 2024 Parish Council Meeting and the 12th April 2024 EGM Parish Council meeting to be agreed and signed as a true record.
8. Presentation from the architect and applicant of West Laine House Church Road application SDNP/24/01666/FUL.

9. 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.

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

11. Clerk and Councillor reports arising from the minutes 13th March 2024 not covered elsewhere in the agenda:

12. Allocation of special responsibilities for 2024-2025

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 members of the Pavilion Committee
- Appoint one further signatory to the bank accounts

13. 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

14. 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:

- Model Standing Orders
- Financial Regulations
- Code of Conduct

15. To review the Assets and Responsibilities inventory to be taken as read, and to note the updates marked in red for approval (previously circulated)

16. For members of the parish council to acknowledge the receipt of the following finance documents prepared for the end of year finances, internal and external audits, as emailed to full council on 7th May 2024 for the year ending 31st March 2024:

- AGAR bank reconciliation

- AGAR completed confirmation of dates of period for the provision of public rights form.
- AGAR explanation of any significant variances
- Annual return
- Bank account reconciliations
- Cash and investment reconciliation
- Ear marked reserves
- Fixed Asset register – with amendments
- Nominal Ledger
- Summary receipts and payment
- Trial balance
- VAT Return details

17. Internal Audit - to receive the internal auditors report and consider the recommendations for the next financial year (previously circulated)

18. Annual Governance Statement

18.1. To review the effectiveness of the system of internal control and prepare the annual governance statement.

18.2. Resolve that full parish council approve the Annual Governance Statement.

18.3. For the Chairman to sign the Annual Governance Statement.

19. Annual Accounting Statements

19.1. For full parish council to consider the Accounting Statements

19.2. Resolve that full parish council approve the Accounting Statements

19.3. For the Chairman to sign the annual Accounting Statements

20. Setting the dates of full council meetings for the year 2024 – 2025

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

- Wednesday 10th July 2024
- Wednesday 11th September 2024
- Wednesday 13th November 2024
- Wednesday 15th January 2025
- Wednesday 12th March 2025
- Wednesday 14th May 2025
- Parish Assembly to be agreed

21. Open Spaces Applications

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

Sports & Social Saturday

- 20 April 2024, 11 May 2024, 08 Jun 2024, 20 Jul 2024, 17 August 2024. 4pm onwards

22. Village green play area

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

23. Traffic and Highways – To consider the request from the Traffic Steering Group for KPC to commission an ANPR camera survey with the aim of providing the evidence base needed (of oversized and overweight vehicles and through traffic) to persuade ESCC to support traffic reduction measures in the village.

24. Rights of Way – update from Cllr Hoare

25. Asset of Community Value – To consider the request from the Action Group to nominate the Kingston Community Wildlife Garden as a community asset. This will give the site some future protection should it be considered for development or some other use. Paperwork to be completed and sent to Lewes District Council for consideration.

26. Annual Parish Assembly – update from clerk

27. Financial Matters

27.1. To approve the Bank reconciliations for April 2024.

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

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

28. Council Vote – Confidential Legal Matter. Documentation to be acknowledged and next steps agreed as detailed in the Private and Confidential report.

- *The next parish council meeting is 10th July 2024 at 7.00pm Kingston Community Pavilion*
- *The Annual Parish Assembly will be held on **31st May 2024 at 7.00pm Kingston Parish Hall***