

# KINGSTON PARISH COUNCIL

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22<sup>nd</sup> May 2023

Minutes of the Kingston Parish Council meeting held on 17<sup>th</sup> May 2023 at 1900 hours in Kingston Community Pavilion.

Present: Maria Barney (to open the meeting), Cllr Bewick, Cllr Hoare, Cllr Leith, Cllr Adams, Cllr Fry, Cllr Parnell, Cllr Douglas

9 members of the public were present.

## Minutes

1. The Election of the Chairman of Kingston Parish Council.  
**Resolved:** Cllr Douglas was elected as Chairman of the Parish Council. This was proposed by Cllr Bewick and seconded by Cllr Leith and approved by the council members present.
2. Election of Vice Chairman of Kingston Parish Council.  
**Resolved:** Cllr Parnell was elected as Vice Chairman of the Parish Council. This was proposed by Cllr Douglas and seconded by Cllr Bewick and approved by the council members present.
3. Receive the Declaration of Acceptance of Office from the incoming Chairman and Vice Chairman  
**Resolved:** The Declaration of Acceptance of Office from the incoming Parish Council Chairman, Cllr Douglas was received.  
**Resolved:** The Declaration of Acceptance of Office from the incoming Parish Council Vice Chairman, Cllr Parnell was received.
4. Apologies and reasons for absence  
No absentees
5. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.  
No interests were declared.

Name

Signed

Date

6. Minutes of 8<sup>th</sup> March 2023 Parish Council Meeting to be agreed and signed as a true record.  
The minutes of the meeting held on the 8<sup>th</sup> March 2023 were 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.

Several members of the public wished to speak.

The first resident is new to the village and wanted to meet the new council, so the parish council introduced themselves.

The second resident wished to discuss the precept and how the decision to raise the precept was made. He was aware that an email had been sent to the parish council by a resident querying the level of increase. As the item does not appear on the agenda it could not be discussed however the clerk advised that a response would be formed and sent to the resident in due course.

The third member of the public wished to mention a potential planning application. It was explained that the parish council can only consider actual live applications and would have to wait until plans were submitted to SDNPA before commenting.

Several attendees wished to listen to the planning update.

It was suggested that the planning item be brought forward for discussion after the public forum. The council unanimously agreed.

The minutes remain in the original order of the agenda.

8. Clerk and Councillor reports arising from the minutes 8<sup>th</sup> March 2023 not covered elsewhere in the agenda:  
No reports
9. Reports from other bodies: Written reports to be taken as read. The council can raise questions.
- 9.1. District Councillor Stella Spiteri  
**Noted:** Cllr Spiteri introduced herself and will attend the next meeting
- 9.2. County Councillor Sarah Osborne  
No report received.

**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.

**Resolved:** It was resolved that the following responsibilities were appointed as follows:

- Town and Country Planning – Cllr Hoare
- Transportation, including highways and traffic calming – Cllr Bewick
- Footpaths and Rights of Way, Trees & Hedgerows – Cllr Adams
- Monitor of council assets and responsibilities including village greens & play area – Cllr Fry
- Communications – Cllr Leith
- Finance – Cllr Parnell

Name

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- Community Housing – Cllr Douglas
- Environmental Policy and to be part of the bio-diversity group overseeing projects coming out of the mapping project – Cllr Adams
- Appoint member of the Pavilion Committee – Cllr Parnell
- Appoint one further bank signatory – Cllr Douglas

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

**Resolved:** It was resolved that the following responsibilities were appointed as follows:

- East Sussex Association of Local Councils (ESALC) – Cllr Douglas
- Lewes District Association of Local Councils (LDALC) - Cllr Douglas
- Parishes of the Lower Ouse (POLO) - Cllr Bewick
- Kingston Action Group – Cllr Hoare
- Parish Hall Committee – Cllr Hoare

**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:

**Action:** Environmental Policy – Cllr Hoare will present a suggested amendment at the next meeting.

**Action:** Cllr Hoare will suggest an addition to the planning process document and present at the next meeting

**Resolved:** The following policies were approved and adopted by the parish council

- Code of Conduct
- Complaints Procedure
- Data Protection & GDPR Statement
- Document Retention & Disposal Scheme
- Email & Internet Usage Policy
- 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.**

**Resolved:** The Asset and Responsibilities inventory was reviewed, and the updates approved.

**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

**Resolved:** The meeting dates were agreed and approved as shown below

Name

Signed

Date

- Wednesday 12<sup>th</sup> July 2023
- Wednesday 13<sup>th</sup> September 2023
- Wednesday 8<sup>th</sup> November 2023
- Wednesday 10<sup>th</sup> January 2024
- Wednesday 13<sup>th</sup> March 2024
- Wednesday 8<sup>th</sup> 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.

**Resolved:** It was unanimously agreed that Cllr Ian Douglas would be nominated as councillor representative. Clerk to organise the paperwork submission.

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

**Resolved:** It was agreed that an extraordinary meeting would be held on the 14<sup>th</sup> June 2023 to approve the end of year accounts and sign the Annual Governance and Accountability Return.

#### 17. Saxondown Easement – clerk to update.

**Noted:** The clerk is still waiting to hear from the surveyor and has chased again.

#### 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.

**Noted:** The content of the report was noted, and the start of works will be confirmed as soon as known.

#### 19. Open Spaces Applications

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

Maypole Dancing – 29<sup>th</sup> April 2023

Coronation Picnic – 6<sup>th</sup> May 2023

Childrens party with bouncy castle – 20<sup>th</sup> May 2023

Work function with outdoor BBQ provided by external caterer – 28<sup>th</sup> July 2023

**Resolved:** The council unanimously agreed the decision to approve the Open Spaces applications.

#### 20. Village green play area

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

**Resolved:** The inspection report was noted. Cllr Fry will visit the play park and inspect the equipment. Any need for repairs will be presented at the next meeting.

Name

Signed

Date

**21. Traffic and Highways - update from Cllr Bewick**

**Resolved:** Cllr Bewicks written report was acknowledged. Cllr Fry asked whether a zebra crossing could be considered near the school. Cllr Bewick will discuss this at the first traffic steering group meeting and report back to council.

**22. Rights of Way**

**22.1.**Update from Cllr Hoare.

**Noted:** Cllr Hoare confirmed he would support Cllr Adams in her new role. There are two outstanding actions which he will contact Rights of Way about.

**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**

**Noted:** The council noted the date and asked the clerk to re-circulate the previous correspondence. Cllr Hoare will attend the hearing.

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

Application: SDNP/23/01976

Location: Highdown Kingston Ridge Kingston East Sussex BN7 3JX

Description: Erection of a single storey side extension

**Action:** Cllr Hoare will review the application and construct a response for the council to consider.

An amended plan has been submitted by the developer at Castelmer,

**Action:** Cllr Hoare confirmed he would review the documentation and circulate a response for consideration by the Parish Council. This would then be submitted by the clerk.

**24. Annual Parish Assembly – update from Cllr Leith**

**Noted:** The plans are underway for the Assembly. It was suggested that a village hero award could be organised as an annual award. There are many groups and individuals in the village who would be worthy of this award. Cllr Leith is to give this more thought and consider the logistics of organising this. The parish council thought this was a good idea.

**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)

**Resolved:** The accounts payable were approved and authorised. A total of £2298.68 agreed and paid by electronic banking for May.

Name

Signed

Date

**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 11<sup>th</sup> January 2023.

**Resolved:** The decision to make the final project payment was unanimously agreed and ratified

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

**Noted:** The parish council acknowledged the payment of £4,828.24

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

Name

Signed

Date