

# KINGSTON PARISH COUNCIL

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15<sup>th</sup> June 2023

Minutes of the Kingston Parish Council meeting held on 14<sup>th</sup> June 2023 at 1900 hours in Kingston Community Pavilion.

Present: Cllr Douglas, Cllr Bewick, Cllr Hoare, Cllr Leith, Cllr Fry, Cllr Parnell, Julie O'Donnell (Clerk)

3 members of the public were present.

## Minutes

1. Apologies and reasons for absence  
No apologies received.

2. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.  
No interests were declared.

3. **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.

2 representatives from the Nature Recovery Group were present to discuss Item 9.

**Cllr Douglas suggested that Item 9 be brought forward to enable the representatives from the Nature Recovery Project to present the report and summary. The parish council unanimously agreed.  
The minutes remain in the original order of the agenda.**

4. Council vote – Motion to conduct Agenda item 11 as a closed session and exclude the press and public attendance as confidential legal matters are to be discussed.  
**Resolved:** The council unanimously agreed to conduct Agenda item 11 as a closed session.

Name

Signed

Date

5. 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 31<sup>st</sup> May 2023 for the year ending 31st March 2023:

- 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

**Resolved:** The parish council acknowledged the finance documents as listed above and no questions were raised.

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

**Resolved:** The parish council acknowledged receipt of the internal audit report.

The report made the following recommendations –

- a. Increase the insured fidelity cover from £100k to £250k.
- b. Conduct a full inventory review of the assets held by the council.
- c. Ask councillors to consent to receive all council meeting papers by electronic methods.
- d. Review the Risk Management Policy annually.
- e. Council to note that the General Reserves held are on the lower side of the recommended amount. The council needs to be mindful of this when expenditure outside of the budget is made. The clerk confirmed the VAT reclaim for 2022-2023 has been submitted and would be paid to the council shortly. The council to consider this at the budget review in November.

**Action:**

- a. The clerk confirmed she had arranged for the fidelity cover to be increased to £250k
- b. The clerk advised that she would organise an inventory review, but it would be difficult to find the purchase price of some of the items.
- c. The clerk has produced a document which each councillor signed at the meeting confirming consent.
- d. The clerk will add the Risk Management policy review to the July 2023 meeting agenda.
- e. Noted

Name

Signed

Date

## 7. Annual Governance Statement

- 7.1. To review the effectiveness of the system of internal control and prepare the annual governance statement.
- 7.2. Resolve that full parish council approve the Annual Governance Statement.
- 7.3. For the Chairman to sign the Annual Governance Statement.

**Resolved:** All members of Kingston Parish Council acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of account. Kingston Parish Council confirm, to the best of their knowledge and belief, with respect to the council's statement of accounts for the year ended 31st March 2023 that Section 1 (the annual governance statement 2022/2023) had been adhered to.

Page 4 of the Annual Return was signed by the Chairman and the Clerk.

## 8. Annual Accounting Statements

- 8.1. For full parish council to consider the Accounting Statements
- 8.2. Resolve that full parish council approve the Accounting Statements
- 8.3. For the Chairman to sign the annual Accounting Statements

**Resolved:** The full parish council approved the accounting statements (receipts and payments basis) of the Annual Return for 2022/2023.

Page 5 of the Annual Return was signed by the Chairman and the Responsible Financial Officer.

The Notice of Public Rights will be placed on the village noticeboards and published to the website on the 16<sup>th</sup> June 2023.

## 9. Kingston mapping Project

- 9.1. To approve the final report of the Mapping Project (report and summary previously circulated) prepared by Wild Business on behalf of KPC with funding from SDNPA.

**Resolved:** The council acknowledged and approved the final report prepared by Wild Business. Clerk to arrange payment of the invoice using the funds granted by SDNPA.

- 9.2. To approve the setting up of the Kingston Nature Recovery Group as a sub-working group of Kingston Parish Council to take the work on nature recovery forward.

**Resolved:** The council unanimously agreed to the setting up of the Kingston Nature Recovery Group as a working group of the parish council. Both Cllr Hoare and Cllr Adams will be the council link and will attend the group meetings. There will be 8 core members who have all agreed to undertake various tasks to progress the project.

The working group has already met to discuss ideas and projects and Helen Sida (Chair) will forward the minutes to the council.

The Kingston Parish website will also be updated, and the documents and further information uploaded.

The SDNPA wants to use Kingston as an exemplar for nature recovery in other towns/parishes within the park. It was agreed that the clerk should send the report to Clare Kerr and Jan Knowlson at the park and ask them for comments and their expectation going forward.

## 10. SDNPA board ballot paper – council to agree and vote for up to two candidates for the SDNPA board position. Candidate summaries previously circulated.

**Resolved:** The parish council voted by a majority to nominate William Meyer and Adrian Ross as board members.

Name

Signed

Date

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

**Resolved:** The documentation was acknowledged, and the next steps agreed.

- *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 7.30pm Kingston Parish Hall*

Name

Signed

Date