

KINGSTON PARISH COUNCIL

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13th July 2023

Minutes of the Kingston Parish Council meeting held on 12th July 2023 at 1900 hours in Kingston Community Pavilion.

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

3 members of the public were present.

Minutes

1. Apologies and reasons for absence
Apologies received and accepted from Cllr Fry and Cllr Bewick
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 17th May 2023 Annual Parish Council Meeting and minutes of 14th EGM Parish Council meeting to be agreed and signed as a true record.
Resolved: The minutes of the 17th May 2023 and 14th June 2023 were agreed and signed as a true record.
4. **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.

A 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.

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The second member of public suggested that the Kingston Welcome Pack for new residents was updated and resurrected. There are many new residents in the parish, and it would be a good way of introducing them to the village, listing the various clubs and groups available and perhaps talking about the history and various architectural styles in the village. There has been an increase in new residents changing the style of their house and moving away from the typical architecture seen on the estate. Although there is no power to insist on how a house is re-developed it would be good to mention styling in the welcome pack. The resident was happy to review the previous welcome pack and make amendments and additions for the council to consider.

William Meyer was present; he thanked the council for their vote for position on the SDNPA board as a parish councillor representative. He wanted to explain a little regarding the Parish Priority Statement (PPS) and suggested that the parish council investigate producing one. The PPS is not just about planning and housing numbers, it can also include re-naturing, or energy use, and can include projects that the parish feel is important. William suggested that if KPC produce a statement it would increase and improve the engagement with the Park Authority. Council will need to consider the process for this.

William also updated the council regarding LDC Planning Department, there are many vacancies and a huge increased workload for the department. There is a lack of Tree Officers and staff in the Enforcement department too which is impacting the workload. This is slowing response times down. He advised that he would be attending the Planning Committee meeting on the 13th July 2023 where the Castelmer application will be heard but he is abstaining from voting as he has no voting power.

5. Clerk and Councillor reports arising from the minutes of 17th May 2023 and 14th June 2023 not covered elsewhere in the agenda:

Councillor Vacancy - LDC has confirmed that the co-option process for a new councillor could take place. The clerk has published an advertisement to the parish. The council needs to advertise the position for 4 weeks before co-option can take place.

SDNPA Board - Vanessa Rowlands and William Meyer have both been successfully nominated as parish councillor representatives on the SDNPA board. Congratulations to both.

Parish Priority Statement – the clerk has circulated an email received from Vanessa Rowlands, SDNPA which recommends the parish council discuss the production of a PPS. The PPS will feed into the Local Plan. The clerk recommends this is discussed at the September meeting.

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

- 6.1. District Councillor Stella Spiteri

Written report received and noted.

The parish council considered a dog bin at Wellgreen Lane last year but felt that the problem was not a lack of bins. There are 5 in the village and if someone was not willing to pick up and place in one of the bins available then an extra bin would make no difference. It was also felt it would urbanise the street scene and increase costs with no benefit.

Clerk to advise Cllr Spiteri.

- 6.2. County Councillor Sarah Osborne

Absent.

- 6.3. Kingston Action Group

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No report received.

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

- Kingston Action Group
Cllr Hoare updated, he advised that the Parish in Bloom judges had visited the village and KAG were waiting to hear the results.

- Nature Recovery Group
Cllr Hoare confirmed nothing to report.

8. Tennis courts

At the Tennis Club AGM it was agreed that due to rising costs for maintenance and resurfacing the club should approach the Parish Council with a view to both parties increasing the amount put into the joint fund annually.

The current contribution is £1750 each and has been unchanged for many years. The club would like to increase this to £2500 from next year. Council to consider this request.

Action: The council would like a more detailed report before deciding. They would like to know how often the resurfacing is required, they would also like to see the costings and quotes.

Clerk to contact the Tennis Club to advise.

9. Roles and responsibilities

- 9.1. To appoint a councillor responsible for Communications following the resignation of Cllr Alex Leith

Resolved: Cllr Hoare agreed to be the interim lead for communications and would look to pass the responsibility to another councillor once the council had co-opted a new member.

- 9.2. To appoint a second councillor as a representative on the Pavilion Committee.

Action: To carry this item over to the next meeting in September, the current councillors are at capacity so would look to the new councillor taking on this responsibility.

10. Kingston Nature Recovery Group – To consider the allocation of a small budget (£200-250) towards the costs of the KNRG. Receipts would need to be sent to the parish council for reimbursement.

Resolved: The council unanimously agreed to allocate a budget of £200 for costs incurred by the KNRG.

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

- 11.1. To note the written report from Cllr Bewick updating on the outdoor sports equipment for St Pancras Green.

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

12. Village green play area

- 12.1. To acknowledge receipt of the Play Park Inspection report for June and agree any actions.

Resolved: The report was noted but due to the absence of Cllr Fry no recommendations were made.

Name

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Date

12.2. One of the benches in the Village Green is broken beyond repair. The clerk has been sent photographs (previously circulated) and agreed to its removal by KAG. The broken bench was hazardous and could have caused injury. Council to consider the use of reserve funds to purchase new benches for the green.

Resolved: The council unanimously agreed that no new benches were required, and the two broken benches should be disposed of.

12.3. To note the clerk has contacted Wicksteed regarding a rut which has appeared along the edging of the trampoline. The clerk will keep the council updated.

Action: Clerk to chase Wicksteed.

13. Council policies

13.1. Risk Management Policy - As advised by the Internal Auditor the council should review the policy annually. Clerk recommends no changes. Council to review and approve the Risk Management Policy.

Resolved: The council unanimously approved and agreed the Risk Management Policy with no changes.

13.2. Environmental Policy – Cllr Hoare to present his recommended amendments to the policy.

Resolved: Cllr Hoare recommended no changes. The council unanimously agreed to approve the Environmental Policy as it is and make no changes.

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

14.1. To note the written report from Cllr Bewick regarding the initial Traffic Steering Group meeting.

Resolved: The council noted the contents and commented at how thorough and positive the steering group report was and congratulated the group on its progress.

14.2. Cllr Bewick would like to obtain quotations from experienced traffic consultants to develop effective solutions that will address the objectives of the Traffic Steering Group. Council to consider the request of £5000 to instruct a consultant. The money will be spent from the allocated Saxondown Highways project fund.

Resolved: The council unanimously agreed to allocate £5000 from the Highways project fund to employ a traffic consultant. The council asked whether an Air Quality assessment could be incorporated into the report. It was also suggested that a pedestrian crossing should be investigated near the school as it is increasingly dangerous for pedestrians to cross the road due to the level of traffic in the morning. The danger is further exacerbated with the retirement of the lollipop man outside of the school.

Clerk to contact the traffic steering group via Cllr Bewick.

15. Memorial bench – The council has previously agreed to not facilitate memorials of any kind. This is due to limited available space. However, the Council has been asked to consider a request for a memorial bench to be placed at St Pancras Green.

Council to consider this request.

Resolved: After much discussion it was unanimously agreed that the Parish Council would maintain the previously agreed memorial policy and decline the request.

'Kingston Parish council is regularly approached with requests for placing memorials in the village. We understand that some families and friends wish to create a public memorial for a loved one but after much discussion the Council has decided we cannot facilitate memorials of any kind (e.g. benches, trees, plaques, memorial notices). Space available on KPC land (St Pancras Green, a sports field, the Village Green, a children's play area, and some verges) is limited and we do not

wish to be in the position of authorising a memorial for one late Kingston resident and having to refuse to do so for another.’

16. Rights of Way – to receive update from Cllr Adams/Cllr Hoare.

Action: Cllr Hoare update the council confirming that the repair works had now taken place on Kingston footpath 2 (Wellgreen Lane/Swanborough)

The gatepost is still missing on footpath 6/1, Cllr Hoare will ask RoW again for land ownership but suggested that the council may wish to consider making the repairs on this occasion. It was agreed that Cllr Hoare should speak to RoW again before a decision was made.

17. Parish Owned Trees – A tree survey is now due following the previous survey performed in 2020 (previous survey circulated). The council has received a letter from a local resident detailing concerns about several trees on St Pancras Green. Council to agree to the arrangement of the survey. The professional advice can then be considered by the council and the next steps agreed.

Resolved: The council unanimously agreed for the clerk to organise the tree survey for the parish. If required, any action could then take place following professional advice.

18. Planning:

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

Resolved: Report noted, and contents acknowledged.

18.2. Sussex Community Housing Hub – to consider the letter received and arrange a meeting if deemed appropriate.

Action: The council unanimously agreed to meet with Sussex Community Housing Hub. The clerk to respond to the letter and arrange a meeting.

19. Financial Matters

19.1. To approve and authorise accounts payable for July 2023 (as detailed on the payment list).

Resolved: The accounts payable were approved and authorised. A total of £6490.63 agreed and paid by electronic banking for July.

It was also resolved to transfer £209,487.59 into the KPC savings account which is the total amount of Ear Marked Reserves held by the council.

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

Resolved: The RBS reports were acknowledged, and no questions were raised

19.3. To give ‘view’ access only to the bank account to the Pavilion Bookings Clerk. This will help with the bookings process and allow payments/deposit refunds to be tracked.

Resolved: The council unanimously agreed to give the pavilion bookings clerk view only access to the KPC bank account to assist with the pavilion bookings process.

- The next parish council meeting is 13th September 2023 at 7.00pm Kingston Community Pavilion

Name

Signed

Date