

KINGSTON PARISH COUNCIL

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30th May 2024

Minutes of the Kingston Annual Parish Council meeting held on 29th May 2024 at 1900 hours in Kingston Community Pavilion.

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

16 members of the public was present.

Minutes

Cllr Douglas opened the meeting and welcomed all in attendance. He explained that due to personal reasons he would be resigning from his position as Chairman. He thanked the councillors, past and present, for all their support and hard work whilst he was Chair.

1. The Election of the Chairman of Kingston Parish Council.
Resolved: Cllr Hoare was elected as Chairman of the Parish Council. This was proposed by Cllr Douglas and seconded by Cllr Moulder and approved by the council members present.
2. Election of Vice Chairman of Kingston Parish Council.
Resolved: It was agreed by Full Council that due to the low number of councillors on the council a Vice Chairman was not required at this stage. A Vice Chairman will be put in place once the council increases its numbers.
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 Hoare was received.
4. Apologies and reasons for absence
None, full council was present.

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

No interests were declared.

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.

Resolved: The council agreed to conduct item 28 as a closed session.

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.

Resolved: The minutes of the 13th March 2024 and 12th April 2024 were 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.

Andrew Goodwin introduced himself as the architect for the application. He presented a series of slides detailing the design and explained the proposal. He explained that both he and the applicant were aware of the disruption the build out would cause but they would try to minimise this. A CEMP would be in place and contractors would be made aware of the sensitivity of the site and access. The applicants are aware that SDNPA would most likely add conditions to the build should it be approved.

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.

Several members of the public wished to speak.

The first member of public is a direct neighbour to the proposed application and raised the following concerns –

- The garage position – in the previously approved application, condition 24 stated that the garage should be relocated. This has not been done in the new plans.
- Increased size of the proposed property and extra accommodation included in the garage – the new proposal is much taller and larger than the previously agreed application.
- Rainwater run-off – The site is on a steep hill, there are no details of how this will be managed. This area is susceptible to groundwater flooding.
- Glass – There is a lot of glass used in the new design which would disturb neighbouring properties and be in contrary to the dark skies policy. As this is an upside-down house the living areas are raised which would cause much disturbance to the neighbouring properties and wildlife, including bats.
Condition 26 on the previous application addressed this issue.
- Sewage – no clarification on the application as to how this will be managed

Andrew Goodwin explained that if approval was given by SDNPA then the technical details regarding water run-off and sewage would be dealt with by an employed expert. A tank is proposed to capture rainwater that falls on the site and will be reused.

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A second member wished to raise the following points –

- As a direct neighbour on the northside of the plot the proposed house will overlook the neighbour's property. This will encroach on her privacy.
- Concern over the height of the double gables, the elevation of the roof space and the use of so much glass. The previously agreed application had a flat roof and was below the neighbour's roofline. This proposal looms over the next-door property.
- A large patio is included in the design which is very close to the boundary, the neighbour is worried about noise and disturbance from the new property.
- The application seems to negate the ecology on the site which includes reptiles, dormice and bats. There are orchids and other Downs vegetation growing on site which will be destroyed by this development. There doesn't appear to be anything to enhance the biodiversity with this design. Where is the 10% increase?

A third member wished to raise the following points –

- This is a large overbearing house in design and not sympathetic to the neighbouring properties. The property proposed is much higher than the previous application.
- Why the use of Sussex Weald stone when the houses in Kingston use flint and brick.
- What material will be used for the garage? The previous application included a wooden car-port so the garage is an increase in build on the plot.
- The garage is more of a second accommodation, a small dwelling which is located within a tree protection zone.
- To build the proposed house will require a vast amount of earth to be removed from the site. This will cause unacceptable disruption to neighbouring properties as HGVs pass back and for the to remove the waste.

Cllr Hoare thanked everyone for their comments and explained that the parish council would put together their response considering the application on its own merit plus factoring local comment and the councils own views. This will then be published and sent to SDNPA.

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

Three new applications have been received

- Land at West Laine House, Church Lane, Kingston - Erection of a new 5-bedroom house with a carport, accommodation over and associated space for bins and cycles
- Kingsbrook Farm, The Street, Kingston – Use of land as recreational campsite – up to 60 days
- Mallard, Wellgreen Lane, Kingston – Erection of a single storey extension

Cllr Hoare will put a response together before circulating to the council for comment and approval.

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

None

Name

Signed

Date

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.

Resolved: Due to the low number of councillors, it was agreed that the responsibilities would be allocated as below. Once further councillors are appointed the list will be reviewed and changes will be made.

- Town and Country Planning – Cllr Hoare
- Transportation, including highways and traffic calming _ Cllr Moulder
- Footpaths and Rights of Way, Trees & Hedgerows – Cllr Hoare
- Monitor of council assets and responsibilities including village greens & play area – no allocation but the clerk is available to respond to any issues. The playpark is checked by Lewes District Council monthly, and issues are reported via the clerk. As soon as there are more councillors a Lead will be allocated.
- Communications – Cllr Hoare
- Finance – Cllr Hoare
- Community Housing – Cllr Douglas
- Environmental Policy and to be part of the bio-diversity group overseeing projects coming out of the mapping project. – Cllr Moulder
- Appoint members of the Pavilion Committee – Cllr Douglas for the interim, two new councillors will be appointed once more members are appointed.
- Appoint one further signatory to the bank accounts – Cllr Moulder

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

Resolved: Council representation will be as follows –

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

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

Resolved: The clerk asked for it to be noted that new financial regulations have now been published but due to time constraints she has not had the time to go through them.

The council approved the previous policies.

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)

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

Name

Signed

Date

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

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

17. 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. There were no recommendations, and the Internal Auditor is happy with the processes the council has in place. It was suggested that the clerk looks at easy access investments available to the council. The clerk will investigate and report back to council.

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.

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 2024 that Section 1 (the annual governance statement 2023/2024) had been adhered to.

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

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

Resolved: The full parish council approved the accounting statements (receipts and payments basis) of the Annual Return for 2023/2024.

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 on the website on the 31st May 2024.

Name

Signed

Date

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 –

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

- 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

Resolved: The decision was ratified to allow the sports sessions. It should be noted that that the session on the 20th July 2024 has been cancelled.

22. Village green play area

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

Resolved: The inspection report was noted. The clerk confirmed she is still waiting for the quote from the contractor.

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.

Resolved: The council unanimously agreed to fund the commission of the ANPR camera based on the report from the Traffic Steering Group. The camera plus any relevant licences will be funded from the allocated Highways fund.

24. Rights of Way – update from Cllr Hoare

Action: ROW/3295334 - (Lewes District - Public Footpath Kingston Near Lewes 21)

Cllr Hoare to respond to the Modification Order recently published.

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.

Resolved: The council unanimously agreed that the Kingston Community Wildlife Garden should be nominated as a Community Asset. The clerk will liaise with KAG and arrange for the paperwork to be completed.

Name

Signed

Date

26. Annual Parish Assembly – update from clerk

Resolved: The clerk confirmed the speakers are all organised and just refreshments need to be purchased.

27. Financial Matters

27.1. To approve the Bank reconciliations for April 2024.

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

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

Resolved: The accounts payable were approved and authorised. A total of £2333.30 agreed and paid by electronic banking for May.

27.3. 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.

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

Resolved: The clerk updated the council.

- *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***

Name

Signed

Date