



KINGSTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 5th February 2024 at 19:30

Present: Cllr Paul Chatley (Chairman); Cllr Jerry Cook; Cllr Davina Martin (Vice-Chairman); Cllr Steve Reeves; Cllr Laura Spencer; 10 Members of the Public; Mrs Steph Woods (Clerk)

1. Chairman opening remarks, apologies and approval of absences:

Cllr Chatley welcomed everyone present and thanked them for attending the meeting. Apologies were received from Cllr Val McWilliams, Cllr Richard Story and PC Domanic Taylor (Kent Police).

Cllr Chatley reminded everyone present that these meetings are meetings of the parish council, not public meetings. The Public Forum section of the agenda should last no longer than 20 minutes and each member of the public is limited to 3 minutes each to speak. Clarification was also given on the recent Conflict of Interest debate (with clarification from DDC on the legalities of the situation) and how the minutes once approved at a meeting cannot be amended after and all councillors are to submit amendments by an agreed deadline so they can be signed off at the following meeting.

2. Minutes of previous meetings:

The minutes of the Parish Council Meeting held on Monday 8th January 2024 was approved as a true record, proposed by Cllr Cook, seconded by Cllr Martin, and signed by the Chairman as a true record.

3. Declarations of interest

None.

4. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement.

One resident expressed an interest in agenda item 9a and 11d. It was noted that the initial Litter bin request was raised by a Councillor in March 2022, it has been two years, and it is still not resolved.

A member of the KVHT referred to the recent statement that the PCC could approach the KVHT for funding and stated that it was their understanding that the KVHT should only hold funds for the village hall maintenance only. The wording in the documentation is still down to interpretation as others believe it states the KVHT can give to other charities.

Rev T spoke to say that there appears to be some conflict between the PCC and PC which is not wanted by either party. Full funding for the PCC has now been received via another grant source but he hoped the PC and PCC could still work together in the future.

It was raised that only pages 2 of the agenda and minutes were visible on website. Cllr Chatley explained there had been a technical issue and residents should contact him straight away if there are any problems. It was also raised that there was no reference to the minutes being draft in the village magazine. Cllr Chatley to ensure that this is added to the text moving forward.

5. Reports from Kent Police, County and City Council members:

Cllr Sole's January report has been previously circulated to all members and has been posted onto Facebook. Main point to note is that the Nailbourne is going down following the recent dry weather.

6. Matters arising: (if not already on the agenda)

- Upcoming street closures were given – 18th to 20th March on The street, 6th to 8th February on Marley Lane and 12th February on Black Robin Lane.

7. Planning

a) New Applications:

- CA/23/01235 - Hilltop Farm, The Street, Kingston - Retrospective application for sand school together with hardstanding. Positioning of shelters to note. Clerk to ask for an extension until next meeting as councillors requested to do a site visit.
- CA/23/02067 – Birch Lodge, Church Lane, Kingston - Removal of a standard UPVC window facing the rear garden and replacing with French doors to create access into the garden. This will allow the room to become a bedroom with access for a wheelchair from outside for a disabled person. We are not consulted as this is a lawful development.

b) Decisions:

Due to the recent cyber incident at CCC, planning decisions are not currently being published or emailed.

Planning issues at Quilters cottage was raised and advise was given for them to report directly to CCC planning enforcement who will investigate.

Cllr Reeves gave his apologies and left the meeting due to feeling unwell.

8. Finance:

- ### **a) Payments and Receipts:**
- Bank Balance is £22,496.20 as of 30th January 2024 - £21,308.76 in the savings account and £1,187.44 in current account of which £8,000 is reserves.

Payments:

Stephanie Woods – Clerk Salary (January 2024)

HMRC – Clerk PAYE Tax (January 2024)

Stephanie Woods – Mileage (Jun 2023 to Jan 2024) - £42.30

Envisage – Inv 1418 – Mowing (Aug 2023) - £60.00

Town and Parish Council Website – Inv 1801230 - Annual Website Costs - £170.00

The above payments were proposed by Cllr Martin and seconded by Cllr Spencer. ALL AGREED

b) HMRC Payments – Direct Debit

Cllr Chatley proposed that a direct debit be set up to pay HMRC directly for monthly PAYE (Tax) costs for the clerk and this was seconded by Cllr Spencer. ALL AGREED. Clerk to set this up on the bank account.

9. Miscellaneous Parish Council Matters:

- ### **a) Refurbishment of mosaic village signs:**
- Cllr Cook and Alan have extensively investigated repairing the broken mosaic sign and procuring a completely new mould. It was estimated that if repaired it will cost £230 inc. materials and painting. To procure a new mould and paint it will cost approximately £1600.00. Cllr Cook has everything to repair it and Suzanne has agreed to paint both. It was proposed to go ahead with the repair instead of new mould by Cllr Spencer and seconded by Cllr Martin. All agreed. Cllr Cook to progress with this project and send any invoice to the Clerk for payment.
- ### **b) Kingston Welcome Pack:**
- The final version of the Welcome Pack is waiting to go to the printers. It was raised that Fire Hydrant points are covered and should be advertised in the welcome pack which was agreed.
- ### **c) Emergency Plan:**
- nothing to report.
- ### **d) Annual Village Meeting Speaker:**
- It was decided that Kent Wildlife Trust would be invited to speak at the Annual Village meeting on 22 May 2024 and Cllr Spencer will organise this with KWT.
- ### **e) Parish Council Documentation:**
- An amended version of the PC Standing Orders was circulated before the meeting by the Chairman for consideration. All agreed to adopt the changes suggested.

10. KALC, KCC or CCC Correspondence:

- a) Nothing to report

11. Highways, Footpaths and Trees:

- a) Highways Improvement Plan – including Marley Lane and Covet Lane: Clerk circulated revised KCC plan for the horse signs and they were still not correctly sighted. It was agreed that there was not enough space to have them by the waterworks so a new location has been suggested which the clerk will send to KCC. Marley Lane zoom meeting with KCC is still to be organised.
- b) Woodland Management Plan: This project is still ongoing. Tree has come down which was partially cleared by Cllr Reeves to allow access along the footpath. Clerk to obtain quotations to get the tree cut up and removed.
- c) Footpaths within Kingston Parish: Kent PROW have rebuilt/reinstated path CB277. No cycling sign on embankment had fallen and one of our kind residents has re-erected it but will need to get a bag of ready mix to secure properly. A tree on the embankment belonging to 50 The Street has come down partly blocking CB275 so the clerk will contact the resident to ask them to clear.
- d) Litterbin outside The Barn: CCC have confirmed that the PC can purchase own bin and it will still be empties free of charge. CCC are going to investigate whether they can replace the bin as a bin has previously been removed from the green without being replace but are unable to do this currently due to the cyber incident. Clerk to chase response from CCC so this can be agreed at the next meeting.
- e) South East Water – Meter Leakage: Clerk has had a response from South East Water to say they have investigated this and they are going to install a more robust meter box but no date has been given for this yet. The leaks on Westfield Road where also raised.
- f) Salt Bin & Salt Delivery: All salt bins that are empty or partially full have been reported to KCC. Clerk to chase an update on this for the next meeting.

12. Clerk Report and Correspondence (Unless otherwise discussed):

None.

13. Matters for future discussion:

Cllr Spencer advised that a litter pick had recently been undertaken and Clerk to contact CCC to get the bags removed.

14. Date of next meeting: 4th March 2024 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 20:36.

Signed (Chairman)

Date

Please note these Minutes remain as draft Minutes until they are approved by the Parish Council at their next Parish Council meeting on 4th March 2024.

Future meeting dates: 15/04/2024, 13/05/2024 (Annual Parish Council meeting), 22/05/2024 (Annual Village Meeting), 03/06/2024, 08/07/2024, 02/09/2024, 07/10/2024, 04/11/2024 and 02/12/2024