



# KINGSTON PARISH COUNCIL

## Minutes of the Meeting of the Council

Monday 4<sup>th</sup> March 2024 at 19:30

**Present:** Cllr Paul Chatley (Chairman); Cllr Jerry Cook; Cllr Davina Martin (Vice-Chairman); Cllr Val McWilliams; Cllr Steve Reeves; Cllr Laura Spencer; 7 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 PC Domanic Taylor (Kent Police). Colin Richards who was previously an active Parish Councillor and part of the community has sadly passed away last week. A plaque in his memory will be added to the bench alongside his wife's plaque. The family has advised it will be a private ceremony and ask for no flowers please.

**2. Minutes of previous meetings:**

The minutes of the Parish Council Meeting held on Monday 5<sup>th</sup> February 2024 was approved as a true record, proposed by Cllr Cook, seconded by Cllr Spencer, and signed by the Chairman as a true record.

**3. Declarations of interest**

Cllr Spencer item 8c.

**4. Public Forum:**

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

PCC representative raised the closed churchyard at St Gile's again and requested that it is confirmed that the closed churchyard runs to the north and west side of the church yard as per 1863 documentation.

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

PC Kent newsletter was circulated to all Councillors. Cllr Sole's February report has been previously circulated to all members and has been posted onto our website. Nothing specific from either relating to Kingston.

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

- An enquiry regarding precept has been received which will be responded to by the Clerk.

**7. Planning**

a) New Applications:

- CA/24/00102: Escley, Church Lane, Kingston – single-storey detached shed. No objections - supports.
- CA/24/00059: 6 The Street Kingston CT4 6HZ - Details submitted pursuant to condition 4 (archaeology) of planning permission CA/24/01806/FUL - Single-storey detached dwelling with accommodation in roof together with linked double garage following demolition of existing dwelling and double garage and solar panels to front roof elevation. No objections - supports.

b) Decisions:

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

- c) Hilltop Farm, The Street, Kingston - Retrospective application for sand school together with hardstanding – Clerk reported that CCC Planning refused to give a deadline for responses on this one so replied on the application to say that the PC were unable to give an official response as they were not allowed an extension to discuss at the next meeting but all councillors were invited to submit

their comments by email to the Clerk to collate a response. One response was submitted and this was given on the planning response.

Cllr Spencer raised that she feels the Parish Council is leaving itself open to allegations of not having undertaken a comprehensive review/response in relation to this application by failing to undertake a site visit. In previous iterations of the Parish Council, site visits following a contentious application have been carried out in order to fully understand the plans and to counter any accusations of not being fully briefed.

#### **8. Finance:**

- a) Payments and Receipts: Bank Balance is £21,767.74 as of 27<sup>th</sup> February 2024 - £21,308.76 in the savings account and £458.98 in current account of which £8,000 is reserves.

##### Payments:

Stephanie Woods – Clerk Salary (February 2024)

Cllr Martin – Reimbursement for Printing of Welcome Pack - £247.50

Cllr Martin – Reimbursement for fifty plastic folders for Welcome Packs - £20.35

Gina Pearson – Reimbursement for Post Crete - £15.90

The above payments were proposed by Cllr Reeves and seconded by Cllr Cook. ALL AGREED.

- b) Transfer of funds from Savings Account to Current Account £2,000 was proposed by Cllr Reeves, seconded by Cllr Cook, ALL AGREED.
- c) Grant Request: Kingston PCC for St Giles Church for £400 towards maintenance of closed churchyard. This was discussed and all councillors voted to award the grant. PCC to send account details to Clerk so payment can be made. It was highlighted that this grant will need to be reapplied for each funding cycle and could not be granted annually. It was also mentioned that there is no guarantee this grant will be approved every year or again.

#### **9. Miscellaneous Parish Council Matters:**

- a) Refurbishment of mosaic village signs: Update from Cllr Cook is that the wood backing was done recently and the two discs have gone to contractors who do glass fibre work. The post measurements have been submitted to the contractor so he knows what to replace.
- b) Kingston Welcome Pack: Update from Cllr Martin is that this has now been updated, reprinted and completed with plentiful supply along with the footpath packs. Let Clerk/Councillor know if there is a new resident or any sold signs.
- c) Emergency Plan: Update from Cllr Martin is that the PC needs to decide what they are going to count as an emergency and review the communication system between residents – Cllr Martin will give more details on system based on tried and tested idea she has used previously. Clerk to look at other PC's Emergency plans for comparison.
- d) Annual Village Meeting Speaker: Cllr Spencer has been in touch with the Area Manager at the Kent Woodland Trust and it has been decided that a talk on Covet Wood will be of most interest to attendees.
- e) Parish Council Documentation: Cllr Chatley reminded Councillors that the Members Code of Conduct needs reviewing. All agreed they were happy with the revised document. The new Clerk appraisal form was also approved and will be sent to the Clerk for completion.

#### **10. KALC, KCC or CCC Correspondence:**

- a) Consultation on new ward boundaries (CCC) – has been circulate to councillors and is available until 6<sup>th</sup> May 2024.
- b) Parish Engagement Meeting (CCC) – invitations have been sent to councillors for the event on 18<sup>th</sup> April 2024.

**11. Highways, Footpaths and Trees:**

- a) Highways Improvement Plan: no response received from KCC so Clerk will chase for next meeting.
- b) Woodland Management Plan: Clerk to get three quotes for the tree survey for discussion at the next meeting
- c) Footpaths within Kingston Parish: CB277 now has a fallen tree since it was repaired and no one knows who repaired it. Cllr McWilliams has written to Kent PROW to see who repaired and put in new request. Two trees down Covet Lane and Marley Lane. Clerk to still write to resident regarding the tree blocking steps on footpath of The Street.
- d) Litterbin outside The Barn: New dog waste bin has been installed alongside The Barn. It was agreed that a new litter bin near the BBQ area is also required. Cllr Cook to progress.
- e) South East Water – Meter Leakage: response received by South East Water to confirm this is now resolved.
- f) Salt Bin & Salt Delivery: Clerk to chase KCC to get an update on this.

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

Nothing to report.

**13. Matters for future discussion:**

Cllr Chatley confirmed that the next document for review is the Asset Register and Risk Assessment. The Sandbag store was discussed and Cllr Reeves to confirm its location and stock.

**14. Date of next meeting:** 15<sup>th</sup> April 2024 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 20:34.

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 15<sup>th</sup> April 2024.**

Future meeting dates: 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