



KINGTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 13th May 2024 at 19:30

Present: Cllr Paul Chatley (Chairman); Cllr Jerry Cook; Cllr Davina Martin (Vice-Chairman); Cllr Val McWilliams; Cllr Steve Reeves, Cllr Richard Story; 3 Members of the Public; Mrs Steph Woods (Clerk)

1. Election of Chairman and Vice Chairman for the Council YEAR 2024/25

Cllr Story nominated Cllr Chatley for the role of Chairman which was seconded by Cllr Reeves. No further nominations were received so Cllr Chatley was elected as Chairman.

Cllr Cook nominated Cllr Martin for the role of Vice Chairman which was seconded by Cllr McWilliams. No further nominations were received so Cllr Martin was elected as Vice Chairman.

Both signed the declaration of acceptance which was witnessed and signed by the Clerk.

2. 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 Laura Spencer.

3. Minutes of previous meetings:

The minutes of the Parish Council Meeting held on Monday 15th April 2024 was approved as a true record, proposed by Cllr McWilliams, seconded by Cllr Martin, and signed by the Chairman as a true record.

4. Declarations of interest

None received.

5. Public Forum:

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

One resident asked if we could start putting the Kent Police newsletter on the PC website. Cllr Chatley to contact the website provider to ask if we can post notices on website currently set at 4 posts.

Another resident raised that the waiting area bottom of The Street (by Millenium Bridge), the hedgerow is overgrown and is causing an obstruction to vehicle. Clerk to write to resident to request they trim back the overgrown hedgerow.

It was also noted that the defibrillator by The Barn was used a week ago and now needs new pads. Also, the battery was flat.

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

Kent Police's April newsletter was previously circulated to all Councillors along with Cllr Sole's April reports.

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

- Cllr Chatley apologised that Cllr Story was missing from the attendees list on the minutes for the meeting on 4th March 2024.
- Southeast Water are to close Marley Lane on 17th June 2024 to carry out essential works.

- There was a request for an agenda item for the pop-up tent site and it was agreed to mention under this section of the meeting. The site is in Barham's Parish and the PC has replied to say all is currently being run legitimately. If anyone has a complaint regarding this site, they should contact CCC or Barham PC. Concern was raised by some Councillors that this could result in more vehicles using Covet Lane to access the site. It was agreed that the PC will keep an eye on this in the future.

8. Planning

a) New applications:

- CA/24/00357 - 41 The Street, Kingston - Use of garage for living accommodation with removal of garage door and installation of window together with replacement of external cladding materials for composite horizontal cladding. Support with no further comments.
- CA/24/00263 - Land Opposite Breton House, Pett Bottom Road, Lynsore Bottom, Upper Hardres - Construction of an agricultural barn and polytunnel. Support with no further comments.
- CA/24/00589 - Cherry Tree Villa, Covet Lane, Kingston - Detached garage with ancillary accommodation together with decking. July 2021 amendments plus expired. Support with no further comments.

b) Planning Appeal:

- CA/23/01698 – Hornbeams, Jesse's Hill, Kingston - Detached single-storey ancillary annexe following demolition of existing Barn, including part change of use of existing paddock to garden. For information only.

9. Finance:

a) Annual Internal Audit

This has been completed and circulated to all Councillors. There were no problems identified during the internal audit and the Statement of Internal Control for the year ending 31st March 2024 was signed by the Chairman and Clerk. The document will be put onto the Parish Councils website as part of the 2023/24 Annual Finances.

b) Certificate of Exception

This was signed by the Chairman and Clerk. The Clerk will email this to Mazar's, the external auditor, with the other information they requested.

c) Annual Governance Statements for 2023/24

This was signed by the Chairman and Clerk and will be put onto the Parish Councils website as part of the 2023/24 Annual Finances.

d) Accounting Statements 2023/24

The annual bank reconciliation was signed by the Chairman and the Clerk. The Explanation of significant variances in the accounting statements – AGAR Section 2 for 2023/24 will be circulated tomorrow by email. Both documents will go onto the Parish Councils website as part of the 2023/24 Annual Finances.

e) Payments and Receipts: Precept has been received. CCF Funding still to be received.

Bank Balance is £30,905.60 as of 7th May 2024 - £19,454.25 in the savings account and £11,451.35 in current account (of which £11,000 is reserves).

Payments:

Stephanie Woods - Clerk Salary (April 2024)

HMRC – Clerk PAYE – Direct Debit

Susannah Lavelle – Painting of Broach - £211.50

Envisage – Grounds Maintenance (April 2024) - £90.00

Kent Air Ambulance - £50

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

Clerk to write a letter to Susannah thanking for her hard work with the brooch painting.

f) Miscellaneous Parish Council Matters:

- a) Refurbishment of mosaic village signs: this is now completed and looks amazing. Cllr Cook to ask Suzannah if she can complete the other mosaic sign near The Black Robin.
- b) Emergency Plan: a lot of work might for this and probably needs a subcommittee. All Councillors to have a proper look at this so it can be discussed further.
- c) Annual Village Meeting: it was agreed that the Clerk will purchase 6 bottles of prosecco, juice and some nibbles for the meeting.
- d) Parish Council Documentation: the maintenance programme document was amended and circulated. Two comments from Councillors were received and added. It was proposed to accept the amended document by Cllr Martin, which was seconded by Cllr Cook and ALL AGREED.

g) Highways, Footpaths and Trees:

- a) Highways Improvement Plan: KCC requesting a Teams meeting to discuss outstanding HIP issue. Clerk to telephone KCC to discuss.
- b) Woodland Management Plan: this is still ongoing. Access ramp – groundworks quotations to be obtained by the Clerk plus tree survey quotations.
- c) Footpaths within Kingston Parish: no update. Cllr McWilliams is planning on checking all footpaths in the parish soon.
- d) New Litterbins: A new litter bin liner is now required which will be purchased by one of the village volunteers and receipt to be given to the Clerk so they can be reimbursed.
- e) Salt Bin & Salt Delivery: Still no response from KCC. Clerk will chase this again.
- f) Birch Trees along The Street: an email from a resident has been received regarding the Birch Trees which back onto their property. Cllr Reeves informed the group these trees were pollard about 6 years ago by the PC and they need to be repollard to the old pollard points. Clerk to apply to CCC regarding these works. It was noted that there are powerlines overhead. It was also suggested that the PC plant on bank to stabilise it. Clerk will update resident to say the investigation is ongoing.

12. Matters for future discussion:

- An increase in traffic and heavy goods vehicles along The Street was raised and the group was reminded that Cllr Sole previously said he could get traffic data from KCC. Clerk will check with Cllr Sole for next meeting.

13. Date of next meeting: 3rd June 2024 at 7.30pm in The Barn, Kingston (Annual Village meeting on 22nd May 2024 at 7.30pm – 8.30pm in The Barn, Kingston)

There being no further business, the meeting was closed to the public at 20:38.

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 3rd June 2024.

Future meeting dates: 08/07/2024, 02/09/2024, 07/10/2024, 04/11/2024 and 02/12/2024