



# KINGSTON PARISH COUNCIL

## Minutes of the Meeting of the Council

Held on 1<sup>st</sup> December 2025

**Present:** Cllr Paul Chatley (Chair); Cllr Davina Martin (vice-Chair); Cllr Val McWilliams; Cllr Jerry Cook; Cllr Steve Reeves, Cllr Laura Spencer; Emily Arnold (clerk) Roland Brown and three members of the public.

1. **Chairman opening remarks, apologies, and approval of absences:** Cllr Chatley welcomed everyone present and thanked them all for attending the meeting.
2. **Minutes of the previous meeting:** The minutes of the Ordinary Parish Council Meeting held on 3<sup>rd</sup> November 2025 were approved as a true record, proposed Cllr Spencer, seconded Cllr Reeves they were then signed as a true record.
3. **Declarations of Interest:** None
4. **Co-option:** None
5. **Public Forum:** None
6. **Woodland Management Plan:** Roland Brown gave a presentation on an area of The Embankment being used for a breeding ground for Adders – the clerk to get quotes for the tree work that would be required, this time next year.  
Motion: To support (in principle) an area of The Embankment being made into an Adder friendly area, subject to cost and grants. **Agreed**
7. **Reports from Kent Police, County and City Council members:** Cllr Soles report is on the council website and FB.
8. **Matters arising: (if not already on the agenda):** Cllr Cook gave an update on the meeting he had attended – Kent Ramblers  
Clerk to get cover (if possible) to take minutes for meeting 8<sup>th</sup> June 2026
9. **Finance:**
  - a) To discuss and agree the Parish Council element of Council Tax – recommendation is for an increase of £2000 this year to £13000 precept due to the tree works that need to be undertaken and other projects including the Woodland management plan. **Agreed**
  - b) Payments and Receipts: Bank Balance as of 30th November was Current Account £1880.23 and Saving (Instant) Account £18322.95 **Total** £20203.18 (which includes a reserve of £11000 and £583.31 Village Society) to be signed off. **Agreed**  
Payments made in November: Envisage Groundcare for mowing and strimming £144 (VAT £24). Cllr McWilliams reimbursement for The Queens tree £260 (VAT £43.33). Unity bank charge £6. Clerk salary November. Clerks expenses £35.10 **Agreed**

**10. Planning:** [CA/25/02005](#) - Installation of conservatory to rear elevation - 108 The Street, Kingston, Kent, CT4 6JQ – **No Objections**

For noting: **CA/24/02217** - Single storey detached dwelling following demolition of existing outbuilding - The Orchard, Marley Lane, Kingston, Kent, CT4 6JH – **Awaiting decision, Appeal in process**

**CA/25/01774** - 33 The Street Kingston Kent CT4 6JE Conversion of garage into habitable accommodation and associated external alterations following demolition of existing side utility room and conservatory. - **Awaiting decision**

**CA/25/01437** - Retrospective application for Listed Building Consent for external and internal alterations including replacement wall insulation, repair and/or replace internal tongue and groove cladding as proves necessary, replacement of square windows on the East wall and replacement first floor casement window in upstairs bedroom of Edwardian extension from timber to timber, external repainting together with painting of windows on both extensions - Pheasant Cottage Westwood Road Kingston Kent CT4 6JN - **Awaiting decision – All Noted**

**11. Miscellaneous Parish Council Matters:**

a) Kingston Brooch – Clerk to contact land owner for access

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

a) Marley Lane Signs: Work due to be completed early January 2026 - Noted

b) Embankment – Works to start 8<sup>th</sup> December

c) Bushes – Black Robin PH – Works to be completed in Autumn – Still no reply from Stonegate – Alan had been and cleared some of the brambles and thought we could go in from the roadside and clear more without having to worry about the fence.

d) Queens Tree: The tree has been purchased, planted and is getting a strim guard, The clerk to now get the sign with the correct wording ‘Her Majesty’

**13. Matters for future discussions:** The clerk to write an IT policy to cover Assertion 10 and bring back to January Full Council

To look at grounds maintenance and put in place a contract to start 1<sup>st</sup> April 2026

**14. Date of next meeting:** 5<sup>th</sup> January 2026 at 7.30pm in The Barn, Kingston

Meeting closed 8.38pm

Future meeting dates:

2<sup>nd</sup> Feb, 2<sup>nd</sup> Mar, 13<sup>th</sup> Apr, 18<sup>th</sup> May (Annual), 8<sup>th</sup> June 6<sup>th</sup> Jul, 7<sup>th</sup> Sept, 5<sup>th</sup> Oct, 2<sup>nd</sup> Nov and 7<sup>th</sup> Dec 2026 7.30pm in The Barn, Kingston

27<sup>th</sup> May (village) 7pm in The Barn, Kingston