



KINGSTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday

5 October 2026 at The Barn, Kingston

Present: Cllrs Paul Chatley (Chair), Davina Martin, Jerry Cook and Laura Spencer.

In attendance: Emily Arnold, Clerk; Cllr Mike Sole, Canterbury City Council; and three members of the public.

1. Chairman's Opening Remarks, Apologies and Approval of Absences

The Chair welcomed everyone to the meeting.

Apologies were received from Cllr Andrew Johnson.

Resolved: The absence was approved.

2. Minutes of the Previous Meeting

The minutes of the Ordinary Parish Council Meeting held on Monday 7 September 2026 were considered.

No amendments were required.

Resolved: The minutes were approved as a true and accurate record.

3. Declarations of Interest

Cllr Paul Chatley declared a voluntary interest in planning application CA/26/01421 relating to tree works at 50 The Street, Kingston.

4. Public Forum

Three members of the public were present.

A member of the public raised a query regarding the Asset Register. The Council discussed the current draft and the difference between asset values and expenditure on repairs and maintenance.

It was clarified that repairs and routine maintenance should not be added to the value of an asset. The Council noted that the Asset Register was still being reviewed because the current total differed from figures previously provided for Internal Audit.

Members agreed that the register would need to be checked and reconciled before the end of the financial year. The possibility of recording indicative replacement costs was also discussed.

The defibrillator cabinet was referred to during the discussion, including expenditure on repairs and replacement pads.

5. Reports from Kent Police, County and City Council Members

a. Cllr Mike Sole – Canterbury City Council

Cllr Sole provided an update regarding Local Government Reorganisation.

It was reported that further information was expected around 15 October.

Cllr Sole advised that the district elections were expected to proceed in May 2027. The position regarding parish council elections remained less certain, with the possibility that these could take place the following year.

Cllr Sole also confirmed that the Community Governance Review was a separate process from Local Government Reorganisation.

b. Cllr Jerry Cook

Cllr Cook reported that the Community Safety Unit was to be renamed the Neighbourhood Policing Team.

He also reported on arrangements used by the police to locate vulnerable missing people and children, including the rapid sharing of information with local businesses, security teams and other organisations.

Cllr Cook advised that a police surgery had recently taken place at Barham Village Hall. He would contact PC Nicholas Hazel regarding the possibility of police attendance or a surgery in Kingston.

6. Matters Arising

Clerk's CiLCA Qualification

The Chair congratulated the Clerk on successfully completing the Certificate in Local Council Administration (CiLCA).

The salary progression associated with the qualification would be considered separately under Item 14.

7. Finance

a. Payments and Receipts

The financial position as at 30 September 2026 was reported as follows:

Account	Balance
Current Account	£1,084.51
Savings (Instant) Account	£20,698.04

Total £21,782.55

The balances included reserves of £11,000 and £583.31 held on behalf of the Village Society.

The following payments made during September were presented:

Payee	Amount
SLCC	£47.40
Envisage Groundcare	£205.71
Staff Costs	£704.80
Zurich Insurance	£300.00
Envisage Groundcare	£205.71
Canterbury Archives	£31.50
Unity Bank Charges	£7.00
Total	£1,502.12

Receipts:

Interest received: £108.31.

Transfers:

£2,000 transferred between accounts.

Members considered the payments and receipts. It was explained that one invoice covered two months, accounting for the higher than usual amount.

Resolved: The payments, receipts and bank reconciliation were approved.

b. Six-Month Financial Review

The Clerk presented the six-month financial review for the period ending 30 September 2026.

Overall expenditure remained broadly in line with the agreed budget.

Tree expenditure was currently below budget because planned works had been held over until the appropriate time of year. Training expenditure was also below budget.

Bank charges were forecast to exceed the annual budget by approximately £12 following an increase in charges.

No other significant areas of overspend were identified during the discussion.

Resolved: The six-month financial review was noted.

8. Planning

CA/26/01436 – Land at Valley Road, Barham, Canterbury, Kent

Part retrospective application for the change of use of land for the stationing of residential caravans.

The Council discussed the application in detail.

Concerns were raised regarding the site's location within the National Landscape, the potential impact on the Nailbourne and its sensitive chalk-stream environment, drainage and sewage, flood risk, highway access and safety, landscape and visual impact, the planning history of the site, the retrospective nature of the application and the potential cumulative impact of further development.

Resolved: Kingston Parish Council would object to application CA/26/01436.

The Clerk would prepare and circulate a draft objection to councillors for comment before submission to Canterbury City Council by the consultation deadline.

CA/26/01478 – 7 The Street, Kingston, CT4 6JB

Installation of eight roof-mounted solar panels to the front elevation.

Resolved: No objection.

Applications for Noting

CA/26/01421 – 50 The Street, Kingston, CT4 6JE.

TPO No. 6/1968, T1 Sycamore, 3m crown reduction.

Cllr Chatley's voluntary interest in this application was noted.

It was reported that the proposed works had been amended to reduce the tree to previous pruning points.

The application remained awaiting a decision.

CA/26/01258 – 27 The Street, Kingston, CT4 6JE.

Single-storey rear extension following demolition of conservatory.

The Council noted that permission had been granted.

CA/26/00234 – The Peak, Covet Lane, Kingston, CT4 6HU.

Two-storey detached dwelling together with the use of the existing dwelling as a pool house following partial demolition of the existing dwelling and removal of three outbuildings.

The application remained awaiting a decision.

CA/26/00465 – Little Marley Farm, Valley View Barn Annexe, Marley Lane, Kingston.

Change of use from holiday cottage to residential dwelling.

The application remained awaiting a decision.

CA/26/01167 – 29 The Street, Kingston, CT4 6JE.

Replacement of uPVC cladding with timber cladding to all elevations, front porch, two rooflights, insertion of a window to the existing side elevation and a single-storey outbuilding for use as an office following demolition of the existing workshop.

The Council noted that permission had been granted.

9. Miscellaneous Parish Council Matters

a. Kingston Brooch

Members noted that the tops of the wooden posts were beginning to deteriorate and would require monitoring.

It appeared that the sign itself could potentially be removed from the existing frame and transferred to replacement posts when required.

b. Bin Replacement – The Barn

The replacement bin remained outstanding.

A contact number had been obtained so that the matter could be pursued.

c. Asset Register

The Council discussed the draft Asset Register and the need to reconcile the figures with those previously provided for Internal Audit.

It was noted that repairs and routine maintenance should not be added to the value of an asset.

Members agreed that the register should be reviewed to ensure that all assets were correctly recorded and that the figures could be reconciled before the end of the financial year.

The possibility of including an indicative replacement cost for assets was also discussed.

Resolved: The Asset Register would be reviewed and updated before the end of the financial year in preparation for the next Internal Audit.

d. CFF Funding

The Clerk confirmed that the funding arrangements had now been resolved and the Council was awaiting receipt of the funds.

It was explained that previous correspondence relating to the funding had been sent to the Parish Council's former email address.

10. Highways, Footpaths and Trees

a. Embankment

i. Adder Conservation

The planned meeting with Canterbury City Council representatives had been postponed due to illness and rearranged for 5 November.

The Clerk reported that she was due to meet an arboriculturist and ecologist to obtain professional advice and quotations for the wider management of the embankment.

The Council discussed obtaining a five-year ecological and tree-management plan to provide a structured programme for future work.

The Clerk had submitted an application to Unity Trust for £5,000. If successful, this would contribute towards the ecological and arboricultural reports and initial tree works.

An outcome was expected towards the end of November.

ii. Trees

Members noted that approximately one year remained on the existing Forestry Commission felling licence and that a number of sycamores now required attention.

The Clerk would continue to investigate the necessary tree works and obtain professional advice regarding the management of the embankment.

b. Bushes – Black Robin Public House

The Clerk had requested a quotation from Andrew for the required works.

A further quotation would also be obtained before the Council considered the work. The existing budget provision was approximately £600.

c. Queen's Tree

The commemorative plaque was due to be delivered on Friday.

The tree was reported to be establishing well following the hot weather.

Arrangements would be made for the plaque to be passed on following delivery.

d. Trees at Greenacres

The Council noted that the tree works were expected to take place during the autumn.

e. Bus Shelter Painting Quotes

Members thanked those who had carried out the painting of the bus shelter.

The condition of the windows was discussed. One quotation had been received from AR Carpentry Services and a second quotation had been requested.

The Clerk advised that a KCC bus-stop grant scheme was currently available, with match funding potentially available for eligible works.

The Clerk would investigate submitting an application before the end-of-October deadline, including eligible volunteer time where appropriate.

f. Dangerous Tree on CB275

No further update had been received.

It was understood that Steve intended to undertake the necessary work. The matter would continue to be monitored.

11. Matters for Future Discussions

The proposed meeting dates for 2027 were discussed and agreed as follows:

Date	Meeting
4 January	Parish Council
1 February	Parish Council
9 March	Parish Council
5 April	Parish Council
11 May	Annual Meeting of the Parish Council
19 May	Annual Parish Meeting
7 June	Parish Council
5 July	Parish Council
6 September	Parish Council

4 October Parish Council

1 November Parish Council

6 December Parish Council

The Chair would arrange the hall bookings.

12. Community Governance Review (CGR)

The Council discussed Stage Two of Canterbury City Council's Community Governance Review and the proposal to group Kingston and Barham Parish Councils.

Concern was expressed about the way Kingston Parish Council's Stage One response had been represented.

The Council's original response stated that it was “interested in exploring a grouped parish council arrangement”. Members confirmed that this had been intended to allow the option to be explored further and did not constitute support for the proposed grouping.

Members noted that the documentation relating to Barham stated that Kingston Parish Council had indicated support for a grouping arrangement. However, the section relating to Kingston stated that “no changes are proposed”.

The Council considered these statements inconsistent with each other and with Kingston Parish Council's original response. It was agreed that clarification should be sought from Canterbury City Council.

The proposed representation of five councillors for Barham and two for Kingston was discussed. Concerns included maintaining Kingston's identity and representation, continuity of local knowledge, the balance of representation between the two villages and whether the proposal would result in any meaningful financial saving.

Cllr Sole explained the distinction between grouped and merged parishes and how a grouped parish council could operate, including the retention of separate finances for each parish.

It was reported that Barham Parish Council had voted unanimously against the proposed grouping.

Members agreed that Kingston residents should have an opportunity to understand the proposal and express their views before the Parish Council submitted its final consultation response.

At this stage, members indicated that they were not persuaded of the benefits of the proposed grouping. However, the Council considered it important to obtain residents' views before reaching its final position.

Resolved:

1. Clarification would be sought from Canterbury City Council regarding the apparent inconsistencies in the Community Governance Review documentation.
2. Information about the proposal would be included in the parish magazine.
3. A flyer would be prepared and circulated to residents.
4. Residents would be invited to attend at 7.00 pm on 7 December 2026 to discuss the proposed grouping of Barham and Kingston.
5. Residents would be encouraged to submit their own responses to Canterbury City Council's consultation before the deadline of 17 December 2026.

13. Resolution to Exclude the Public and Press

Resolved: In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following item due to the confidential nature of the business to be transacted.

The public session ended at 8.51 pm.

14. Clerk Pay Scale Progression

Cllr Chatley thanked the councillors for remaining after the public meeting to consider this item.

He confirmed that the Clerk's appraisal had been circulated to councillors several weeks before the meeting.

Following a short discussion, it was agreed to award the Clerk two additional points on the pay scale in recognition of her appraisal, effective from 1 October 2026.

Councillors then considered the Clerk's successful completion of the Certificate in Local Council Administration (CiLCA).

It was agreed to award a further two points on the pay scale in recognition of this qualification, also effective from 1 October 2026.

Resolved: The Clerk be awarded a total of four additional pay scale points, comprising two points following her appraisal and two points for achieving CiLCA, both effective from 1 October 2026.

15. Date of Next Meeting

The next ordinary meeting of Kingston Parish Council would be held on Monday 2 November 2026 at 7.30 pm in The Barn, Kingston.

The following meeting was scheduled for Monday 7 December 2026 at 7.30 pm in The Barn, Kingston.

Signed:

Chair

Date:

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