

Minutes of Kingston's Annual Parish Council Meeting held on  
Monday 14 May 2018 in the Barn, Kingston.

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Present:-  
Cllr Martin - Chairman  
Cllr Osborn – Vice Chair  
Cllr McCord  
Cllr Pearson  
Cllr Spencer  
Cllr Wakefield  
Valerie McWilliams, Clerk

There were three members of the public present.

The Chairman welcomed everyone to the meeting after which she asked for any comments from the public.

City Cllr Cook attended the meeting and reported that the City Council is working hard to clear the litter off Kent roads particularly the A2. He said that the A2 was akin to a motorway and as such, it was difficult to ascertain who was responsible for maintaining it. It will be costly but vacuum cleaning has been arranged to try to resolve the issue.

He reported that Bishopsbourne Parish Council had contacted the Community Pay Back Team who stated that they could no longer collect litter off slip roads. The last two attempts had to be halted as it was felt that the risk was too great to continue due to the filth left by lorry drivers and other waste. CCC will contact them again to ask if there is anything they feel they could do to help with cleaning up other areas, such as the graffiti on the bridge on Cold Harbour Lane.

### **1. ELECTION OF CHAIR**

The Clerk asked for nominations for the election of a Chairman. Cllr Osborn proposed Cllr Martin, seconded by Cllr Spencer there were no other nominations. Cllr Martin accepted the nomination and she was duly elected her as Chairman.

### **2. APOLOGIES FOR ABSENCE**

County Cllr Michael Northey sent his apologies for absence, as he was on holiday.

### **3. MEMBERS' INTERESTS**

Cllr McCord declared an discretionary interest in Agenda item 12.

#### **4. MINUTES**

The minutes of the meeting on 9<sup>TH</sup> April 2018 were accepted as an accurate record. Acceptance of the minutes; proposed by Cllr McCord & seconded by Cllr Spencer.

#### **5. MATTERS ARISING**

The Snapper Lawn Mower was sold for £80.00 and the Brush Cutter for £45.00  
Total £125.00.

The Clerk had still to contact the Fifth Trust to ask if they would quote a price on laying some weed-inhibiting membrane to go onto the Railway Embankment.

The Clerk has still to get a quote from Southern Water for the cost of fitting a tap close to the Embankment.

The Clerk is still waiting for a response from the Fire Service to see if they will fill the Water Butt, she will chase.

All action items had been executed.

#### **6. FINANCE**

Lloyds Bank £17,667.23 on 12 April 2018

##### **Monies in**

Precept (£7,150.00 + grant £38.36) Total £7,188 36

##### **Payments Due**

Val McWilliams for 16 Hours worked in April at SCP2 per hour £10.50 = £168 + Office Maintenance £40.00=£208.00 + Stationary £23.28 +VAT £4.66 + £27.94

##### **Total £235.94**

##### **CPRE (Subscription) £36.00 Not paid**

MFW Payroll£176.00 +VT £35.20 = Total £211.20

KALC (Subscription) £196.88 + VAT £39.38=Total £236.26

KALC Planning Conference (£60 .00 + VAT £12.00 total £72.00

##### **ACRK Subscription £50.00 Not paid**

##### **Joy Rule Audit £100.00 Not paid**

##### **£941.40**

It was agreed not to pay the Audit cheque or the two subscriptions (CPRE & ACRK) cheques at the moment as queries had been raised on them. It was agreed to pay the remainder; proposed by Cllr McCord, seconded by Cllr Spencer.

The Clerk has received £50.00 from Brian Cook towards purchasing a tree in remembrance of his late father-in- law. The Clerk will deposit this in the bank along with the £125.00 received from the sale of the lawn mower and brush

cutter.

The forms for the Annual Governance and Accountability Return 2017/18 have been completed, but not signed off as the Chair felt that Councillors had not had enough time to consider the internal finance details before the meeting. She postponed doing this until the next meeting. The Clerk was given no opportunity or time to explain. The resolution to apply for the Certificate of Exemption from External Audit was passed unanimously. The application form still has to be completed and signed with the reference noted in the minutes.

## **7. PLANNING**

18/00638 Proposed 3 no bay carriage house and attached workshop. Little Westwood Farm Westwood Road, Kingston CT4 6JN. Councillors considered the application and there were no objections raised to the plans. The Clerk will inform CCC.

### **AWAITING DECISIONS**

CA/18/00485: Proposed detached two-storey dwelling with associated vehicular access following demolition of garage. Land adjacent to 60 The Street, Kingston, CT4 6JE Awaiting decision.

18/00616/FUL Proposed detached two-storey dwelling Land adjoining The Old Forge, Church Lane Kingston, CT4 6HX awaiting decision

CA/18/00446: Change of use from stable to residential dwelling together with detached single-storey garage following demolition of an existing out building. Whitelocks Barn, The Street, Kingston, CT4 6JQ awaiting decision

18/00638 Proposed 3 no bay carriage house and attached workshop. Little Westwood Farm Westwood Road, Kingston CT4 6JN. Awaiting decision

18/00379 Variation of condition 02 (approved drawings) of planning permission CA/16/022272/FUL to proposed single-storey rear extension with accommodation in the roof space following demolition of conservatory to allow dormer windows to replace roof lights. Nailbourne Cottage, Bonny Bush Hill, Kingston **GRANTED**

18/00539 Proposed single-storey front, side and rear extensions following demolition of porch and conservatory. 16 The Street, Kingston, CT4 6JB **GRANTED**

## **8. TREES UPDATE ON RAILWAY EMBANKMENT**

The Clerk has spoken to the tree surgeon regarding further work which needs to be done on the top level of the Embankment. He felt that the cost would be between £3,000 & £4,000. As we are already holding money for further work,

the Clerk asked if it would be sensible not to apply for a Viridor grant just yet, as we could possibly get more funding than £3,000 from them. The Clerk felt it was important not to have too much money in the bank, as we do not want to go over the £25,000 limit.

The Clerk hopes to organise the water butt being filled very soon once she has heard from the Fire & Rescue Brigade.

## **9. GENERAL DATA PROTECTION REGULATIONS**

Cllr Osborn commented on items that we might consider in order to comply with the new regulations. The idea of Councillors and Clerk having separate email addresses away from their private one would be good practice.

Regarding the appointment of a Data Protection Officer, we are still waiting for the necessary legislation to be passed before doing anything further.

## **10. HIGHWAYS AND FOOTPATHS**

The Clerk had contacted PROW with regard to the fallen tree covering the pathway on Faggs Alley, they agreed to deal with it and have removed the tree. They were asked if they would do anything with remainder of the tree still standing. They have taken photographs and will get back to us as to whether they would possibly take it down.

Cllr Martin had obtained a quote for replacing the damaged gate at the The Street end of Faggs Alley at a cost of £71.16. The Clerk will contact Tree Surgeon to ask if he would fit it and at what cost. The Chair is also looking at the cost of wire netting in order to make the area childproof.

Cllr Wakefield reported on recent refurbishment of the warning signs on Black Robin Corner. Cllr Martin suggested inspecting the bus shelter by The Black Robin to see if it needs any revamping. She offered to go and check it out.

## **11. WELCOME PACK UPDATE**

Cllr Martin reported that the Welcome Pack should be ready for collection from the printers in time for the AVM on 23 May 2018

## **12. KPC TRUSTEE APPOINTMENT ON KVHT**

The Trust has asked for a Representative from the Council to act as the Trust's Parish Council Representative; Cllr Osborn proposed Cllr Martin seconded by Cllr Pearson, there were no other nominations. All agreed to accept the nomination of Cllr Martin who accepted it and she was duly elected as the Council's Representative to the Trust.

### **13. ANNUAL VILLAGE MEETING 23 MAY 2018**

Arrangements are underway for Mr David Villanueva from the Swale Recovery Group to give a Metal Detecting Presentation following the Annual Village meeting on 23 May 2018.

The Clerk will order food from Morrison's, which she will collect on the day. She will also purchase five bottles of red and five bottles of wine from Morrison's.

Cllr Spencer has agreed to pick up three bottles of apple juice.

Cllr Wakefield has offered to help collect the shopping.

It is planned to get the tables and chairs ready in the Barn at 12.00 on Wednesday in order to prepare as much as possible before the meeting.

Cllr Osborn will serve out the drinks.

Alan Moss has offered to help with the tables and Terry Gilkerson will help with the PA system.

I hope to have the paper work ready to go on the chairs

The speaker will arrive at 8pm for 8.15-8.20 start; duration 20 minutes

We will supply: power, Microphone and PA system, projector screen, tables (6foot for finds 3foot for projector/laptop) and audience They (2 or 3 of us) will supply: display, projector/laptop, and speaker.

### **14. 100<sup>th</sup> ANNIVERSARY OF THE END OF WORLD WAR ONE.**

Cllr Martin reported that they now had a working party group of six who will have an initial meeting in the next few weeks.

### **15. HIGHLAND COURT DEVELOPMENT**

It was agreed that until CCC had officially received the application from Highland Court there was still little that we could do. Once CCC receives the application thought will be given as to whether to distribute a questionnaire survey sent out to all residents.

### **16. GENERAL CORRESPONDENCE**

#### **General**

Clerks & Councils Direct

Kent Voice  
Countryside Voice

**Emails sent to all**

GDPR Consent Form & General GDPR Update  
Canterbury Quality Bulletin  
NALC Chief Executive's Bulletin 18 - 4 May 2018

All correspondence has been circulated amongst Councillors

**17. ANY OTHER BUSINESS**

Cllr Martin had attended the recent KALC Planning Conference and reported that she could not recommend the excellent speaker enough.

There was no further business. The meeting closed at 9.20pm

**18. DATE OF NEXT MEETING**

Will take place on Monday 4<sup>TH</sup> June at 7.30pm in The Barn.