

# KINGSTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Council via Zoom

Wednesday 5<sup>th</sup> May 2021 at 7.00 pm.

### Present:

- Cllr Martin (Chair)
- Cllr Chatley (Minutes – proposed by Cllr Spencer; seconded by Cllr Stribbling)
- Cllr Spencer
- Cllr Stribbling
- Cllr Pearson
- Cllr McWilliams
- Cllr Reeves
- Chris Howard (Clerk)

3 Kingston residents

#### 1. Election of Chair and Vice-Chair:

At the Annual Meeting a new Chair and Vice-Chair need to be elected. Nominations were sought for Chair; Cllr Stribbling nominated Cllr Martin which was seconded by Cllr Chatley. Cllr Spencer nominated Cllr Pearson for Vice-Chair; she was seconded by Cllr Stribbling. Both were re-elected.

#### 2. Apologies and approval of absences: City Cllr Sole (Election Purdah) and County Cllr Northey (at another meeting).

#### 3. Reports from County and City Council members: There was no report received from City Cllr Sole. County Councillor Northey had nothing to report due to the impending election.

#### 4. Declarations of interest: Cllr Chatley declared an interest in item 8. Cllr McWilliams and Cllr Reeves declared and interest in item 11a.

#### 5. Public Forum: A resident asked about acquiring a Salt bin for Church lane. It was thought the best place to site it would be in the layby opposite The Retreat.

##### **AP 010521 Cllr Martin to pursue sourcing a salt bin for Church Lane and getting it placed in the agreed location.**

A further enquiry concerned the Brambles alongside the Nailbourne near the Black Robin. Cllr Martin said the EA has stated that as the growth was not interfering with the river they would not deal with it.

##### **AP 020521 Cllr Martin to investigate the bramble situation opposite the Black Robin.**

#### 6. Minutes of previous meeting: 12<sup>th</sup> April 2021

These were approved as correct, proposed by Cllr McWilliams; seconded by Cllr Reeves

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

The Following two action points were covered in 11a

##### **AP 010421 Cllr Martin to write to Dr Coltart and PROW with regards to the works**

**proposed to CB 274 to ascertain exactly what is their objective.** Cllr Spencer had contacted

PROW who did not offer much help. Letter not written to Dr Coltart due to demands of producing the financial end of year paperwork. After the discussion on agenda item 11a It was deemed no longer necessary to contact him - **Completed**

**AP 020421 Cllr Chatley to investigate legalities of donating monies to individual projects.** Cllr Chatley had emailed councillors to say that S 137 of the Local Governments Act did not allow for councils to give money to individuals – **Discharged**.

Cllr Stribbling commented on the King's Yard planning application decision (CA/20/02069). He said that the explanation on the City Councils website was vague and that his neighbours were not satisfied with the explanation. Cllr Stribbling asked the council if he could follow this up. No councillors had a problem with this.

**AP 030521 Cllr Stribbling to make further enquiries with the City Council regarding their decision on the King's Yard Planning application approval.**

#### **8. Planning Applications:**

Application for lawful development certificate for proposed single-storey extension 44 The Street, Kingston Canterbury CT4 6JE.

Remove the existing lv pole and two stays and replace it with a pole and one stay approx. 8m away in a north-easterly direction Whitegates, Marley Lane Canterbury, CT4 6JN.

Both of these applications are for information only, no decision by the council is required.

#### **9. Planning Decisions:**

None to date.

#### **10. Finance**

Cllr Martin had distributed a number of finance related documents prior to the meeting.

**a) Annual Internal Audit Report:** Received and noted. No issues had been raised.

**b) Annual Governance Statement for 2020/21:** Approved

**c) Accounting Statements for 2020/21:** Approved

**d) Certificate of Exemption:** It was confirmed that the Council can certify itself as exempt from the 'limited assurance' review

**e) Payments and Receipts:** Acknowledged.

**f) Other financial issues:** to consider.

Cllr Martin introduced two other financial matters to discuss. The first one was to consider registering for Internet banking to facilitate the management of the Parish Council's bank account. Councillors agreed this was the way forward.

**AP 040521 Cllr Martin and the Clerk to investigate registering for Internet banking.**

An observation from our Internal Auditor suggested what the Council was being charged for payroll services was quite expensive. Councillors agreed that given the Council's main source of income is the precept and in the interests of value for money other firms should be approached especially the one used by the Benefice.

**AP 050521 Cllr Martin and the Clerk to discuss a different payroll supplier.**

#### **11. Highways and footpaths:**

- a) Cllr Pearson read out a short paper regarding the long running situation with CB274. There was a short discussion and a member of the public mentioned how bad the stretch from Charlton Park for 200yds was. She suggested she knew someone with a

digger but again it was felt that the Council couldn't fund it as it is not part of the council's responsibilities. Cllr Spencer said she will continue to chase PROW over their intentions for CB274. Cllr Spencer said if it was a case of lack of budget perhaps the Parish Council could contribute, but there were some concerns that the Council would not be prohibited from making a contribution towards the work. It was suggested that the Clerk should write to Liz Gregory (former Councillor) as she has extensive knowledge regarding CB 274.

**AP 060621 Clerk to write to Liz Gregory for historic information on CB 274.**

It was agreed that we should have a Grant Aid Policy and application form. Cllr Chatley said that he had made a start on amending the Chartham one that the Clerk had circulated. Cllr Chatley agreed to produce both and circulate prior to the next meeting.

**AP 070521 Cllr Chatley to circulate a Grant Award Policy and application form before the next meeting.**

- b) Cllr Martin mentioned that a section of Bonny Bush Hill (Kingston sign to bus shelter) will be closed for repairs on the 10<sup>th</sup> May. On the same day Church Lane will also be closed for repairs.

**12. Great Britain Spring Clean 28<sup>th</sup> April – 13<sup>th</sup> June:**

**AP 080521 Cllr Spencer to organise and choose a date for the Great Britain Spring Clean.**

**13. Fibre Broadband Update:**

Cllr Chatley reported that he had received the final offer from BT Openreach but on inspection it contained 55 addresses that were not input by him (Bishopsbourne, Pett Bottom & Out Elmstead lane). Cllr Chatley queried the new additions and it has been agreed that the original list plus the 4 properties in Westwood that were removed be the basis of a new revised offer.

**14. Matters for further discussion.**

Cllr Chatley said that at past meeting we had discussed a Highway Improvement Plan (HIP) but what had happened to it. Cllr Martin said it needed to be finalised.

**Date of the Next Meeting: Monday 7<sup>th</sup> June 2021**

Certain checks will have to be made to make sure the Barn meets our requirements before we confirm the details.

The meeting closed at 20.12

**List of May Action points**

**AP 010521 Cllr Martin to pursue getting a salt bin for Church Lane and getting it placed in the agreed place.**

**AP 020521 Cllr Martin to investigate the bramble situation.**

**AP 030521 Cllr Stribbling to make further enquiries with the City Council regarding their decision on the King's Yard Planning application approval.**

**AP 040521 Cllr Martin and the Clerk to investigate registering for Internet banking.**

**AP 050521 Cllr Martin and the Clerk to discuss a different payroll supplier.**

**AP 060621 Clerk to write to Liz Gregory for historic information on CB274.**

**AP 070521 Cllr Chatley to circulate a Grant Award Policy and application form before next Meeting.**

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