



KINGTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 7th February 2022 at 19:30

Present:

Cllr Davina Martin (Chair); Cllr Gina Pearson; Cllr Paul Chatley; Cllr Val McWilliams; Cllr Steve Reeves; Cllr Laura Spencer; Cllr Mike Sole; 2 Members of the Public, Mr Christopher Howard (Clerk)

1. Apologies and approval of absences:

The Chairman welcomed everyone to the meeting and asked for apologies for absence. Apologies received and accepted from Councillor Stribbling (illness)

2. Minutes of previous meetings:

Minutes of the Ordinary Meeting held on Monday, 10th January 2022 was approved as true a record, proposed by Cllr Chatley and seconded by Cllr McWilliams.

Cllr Chatley raised that a new village sign for St Giles church was mentioned within village projects at the last meeting but was not reflected in the minutes. Cllr Martin stated that the sign will be discussed at the meeting and so would be included in the February 2022 minutes.

3. Declarations of interest:

None received.

4. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement. No comments made.

5. Reports from County and City Council members:

Cllr Sole's monthly report received, and which was circulated to Councillors prior to the meeting. Cllr Martin invited Cllr Sole to add anything extra. Cllr Sole stated that he had been going through all 16 of the Highways Improvement Plans from his area, so that priorities could be made. Cllr Sole was aware of the Parish Council's desire to lower the speed limit through the village along The Street and Covet Lane, however, his two priorities currently are the crossing point in Thanington and a 30mph speed limit through Woolage village. Cllr Sole hopes that these would be completed by the middle of the year, and that Kingston would hopefully be next on the list in Autumn.

Cllr Spencer asked about the CPRE Quiet Lanes project, and Cllr Sole stated that he as far as he was aware, this was not a KCC endorsed project.

Cllr Reeves asked Cllr Sole about any possible progress regarding Jesses Hill. Cllr Reeves commented that there were still issues with the road surface and anything will only be done if there is an accident. He also suggested that the Parish Council look to go to a higher authority if KCC Highways refused to do something. The Clerk commented that he was awaiting a reply from the new KCC Highways Steward and floated the idea of potentially gating the road to prevent its use given the state of it. **(N.B. Since the meeting, the Clerk has received a response stating that gating the road would not be possible unless it was a private road)**

Clerk to continue to pursue an update or response regarding Jesses Hill

Cllr Chatley commented that he had reported to Highways England that cats' eyes were missing from the A28 since the recent resurfacing, and that it had been passed to local level to investigate.

Cllr Spencer asked Cllr Sole about the A2 being closed for rubbish clearance. Cllr Sole commented that the road would be closed for the first 4 days of the first and third weeks of March to enable the clearance.

6. Reports from Police Community Support Officer (PCSO):

The monthly crime report had been received from the local PCSO, and circulated to Councillors prior to the meeting, with no crimes of note being recorded for Kingston.

Cllr Pearson commented that she had spoken with PCSO McLeish to make her aware of the sign placed in the passing place by Millennium Bridge, The Street, which keeps getting uprooted. PCSO McLeish said she would keep an eye on this.

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

Cllr Chatley raised that a place for the Roll of Honour within The Barn had been chosen and that he would be installing it on the wall once it has been returned from the Church.

8. Updates on Ongoing Issues and Actions to be considered:

a) The Black Robin Brambles:

The Clerk reported that he is still awaiting a response from Stonegate Pub Partners, regarding when their contractor will attend and work on the bramble hedge.

Clerk to email Stonegate Pub Partners to request an update.

b) Wincheap Gyrotory System:

Cllr Sole commented that the meetings that he had been involved with between KCC and CCC regarding the upcoming Wincheap Gyrotory System, were confidential and so he could not say too much. Cllr Sole did state that the Gyrotory System is dependent on the new slip road being approved, and that the bends around Cotton Road and Cow Lane will be lessened to allow large vehicles passage through the Wincheap industrial estate. The Gyrotory System was agreed 4-5 years ago by CCC when they gave approval for the nearby housing development. It was however not noticed by CCC when approval was granted, due to it only being 2-3 lines in the document. As the system is only a change in the flow of an existing road, the City Council had no requirement to go out to consultation regarding the change.

9. Planning:

The Clerk reported that there were two new planning applications since the last meeting:

CA/22/00113 – Location: The White House, Black Robin Lane, Kingston, Canterbury, Kent, CT4 6HR –

Proposal: T.P.O No 1 2017, T1 - Sycamore. Re-pollard tree to previous points, raise crown to 3.5metres, lift lower limbs away from lawns and hedge in front garden.

P.C. Comments: No Objection

CA/22/00162 – Location: Tremaine, 1 Greenacre, Kingston, Canterbury, Kent, CT4 6JF – **Proposal:** TPO No.1/1999 -Sycamore Tree to front corner - reduce by 1.2 metre

P.C. Comments: No Objection

The following decisions are “Awaited”:

CA/21/02602– Location: 6 The Street, Kingston, Canterbury, Kent, CT4 6HZ – **Proposal:** Single-storey rear extension following partial demolition of dwelling and demolition of detached garage together with erection of 1no. new dwelling with associated accesses and parking.

CA/21/02777– Location: Marleywood Yard, Marley Lane, Kingston, Kent, CT4 6JJ – **Proposal:** Single-storey replacement dwelling with associated parking following demolition of an existing single-storey residential building

The following Planning Applications were noted as being “Granted”:

CA/21/02077– Location: King's Yard, The Street, Kingston, Kent, CT4 6JQ – **Proposal:** Erection of commercial storage shed

CA/21/02428 – Location: The Purlins, Black Robin Lane, Kingston, Canterbury, Kent, CT4 6HR –
Proposal: Change of use from garage to annexe together with addition of windows to front and rear elevations (This application was withdrawn)

Cllr Pearson expressed a view that the current trend was to apply for a conversion of a garage, or space above it, into an office. This space would then later be rented out.

10. Finance:

- a) Bank Balance as of 30th January: £30,482.09
(Made up of working balance (£19,588.89), Reserves (£7,000) and Embankment Grant (£3,893.20))

Payments:

The expenditure below was authorised (proposed by Cllr Chatley and seconded by Cllr Reeves), made up of:

Dynamix – Payroll Fees January: £7.80

Chris Howard – Clerk Salary January

Website maintenance – £140

Cllr Martin commented £70 had been paid into the account due to the sales of Kingston footpath packs from the Barham Shop. An invoice of £140 had also been received for website maintenance between the posting of the agenda and the meeting, which needed to be paid before the March meeting, and so was authorised by Councillors to be paid.

- b) Internet banking:

Cllr Martin reported that she and Cllr Pearson had been into the Canterbury branch and had a productive meeting. Currently they are the only two persons on the account but that the Clerk would be added soon. It was clarified that 2 persons would still be required to authorise any transaction. The Clerk clarified, that whilst he would be a signatory on the account, for processing the transactions, there would still be 2 signatories required for payments to be authorised.

Cllr Martin and Cllr Pearson to continue to update Councillors on the progress. The Clerk to obtain documentation to be added to the account.

- c) Parish Council Laptop:

The Clerk commented that he was currently having issues with the Parish Council laptop, mainly due to its age (6 years old) and processing power of laptops increasing greatly in the time. The laptop was also not suitable for Windows 11, which is the current operating system being rolled out by Microsoft, and the current operating system on the laptop, Windows 10, would not be supported past mid-2025. The Clerk stated at times he would have to wait 30minutes for the laptop to boot and on occasions it would freeze for around 30minutes as well. Cllr Chatley confirmed that prior to the laptop being given to the Clerk, he would often turn the laptop on and go and make a cup of tea whilst it booted up. The Clerk commented that a new laptop did not have to be expensive and that there were decent laptops on the market for a reasonable price. Cllr Chatley echoed this stating that he had seen a laptop for around £400 that would be a good replacement for the Parish Council Laptop. Cllr Pearson proposed, and Cllr McWilliams seconded the proposal. Councillors unanimously voted for the Clerk to obtain a new laptop for the Parish Council.

The Clerk and Cllr Chatley to discuss which laptop to purchase for around £400, and for the Clerk to then purchase this and be reimbursed at the next meeting

11. CCC and KALC Correspondence:

- a) Draft Parish Charter Consultation:

The Draft Parish Charter outlines the relationship between the local Parish Councils around Canterbury and CCC itself. Councillors were asked if they had any comments regarding the Draft Charter. Cllr Chatley stated his opinion that nothing seemed unreasonable within the document. *Clerk to report to local KALC group that the Parish Council believed there to be no issues with the Draft Parish Charter.*

- b) CCC Design and Community Planning Briefing:

The Clerk reported that the notes and slides from the briefing were circulated to Councillors prior to the meeting. The Clerk commented that the briefing was to give an overview of structural changes within the CCC Planning Department as well as current and proposed initiatives and projects.

c) Councillor Training:

The Clerk commented that he had circulated emails to Councillors regarding training, as Councillor training had been brought up during the December 2021 meeting when discussing the precept. Cllrs Chatley and Reeves both stated that they had not yet had the Dynamic Councillor training provided by KALC but were however unable to make the February and March sessions. Cllr Reeves commented that he would prefer to have a face-to-face training session, rather than virtually.

Clerk to circulate new dates when they are received and to enquire about in person sessions.

12. Highways and Footpaths:

a) Highways Improvement Plan (HIP):

Cllr Martin commented that this point had already been discussed under agenda item 5 of the meeting and so moved onto the next agenda item. The Clerk reported that he was still awaiting contact from KCC regarding HIP updates.

Clerk to follow up with KCC regarding further HIP updates

b) Salt Bins:

Cllrs Pearson and McWilliams commented that the salt bin on Church Lane had been incorrectly sited, and that leaves needed to be cleared so that it could be placed out of the layby, allowing vehicles to park properly

Clerk to email Highways Steward regarding incorrect siting of the salt bin

c) Footpaths within Kingston Parish:

Prior to the meeting, Cllr Martin had circulated a document with details of footpaths within the village. This includes path numbers, location, bridle way or footpath and who has responsibility for them. Cllr Chatley stated that he had been through the list updating it and had recirculated this to Councillors. He commented that the only path within the village that the Parish Council have responsibility for is the path along the Embankment. Cllrs McWilliams and Reeves stated that they had been going around the village and traversing the paths to see if there were any issues that would need reporting to the appropriate persons. This will be circulated once completed and discussed at the March meeting. Cllr McWilliams raised that it would be helpful if the Clerk could clarify who had responsibility for the land between the road and a stile or steps. As an example, she commented that CB 238 and CB242 had large drops both before and after the stiles. Cllr Sole commented that Marley Lane had recently had its hedging cut back, and that minor potholes were currently being left due to the possibility of frost, which would reopen the pothole if it were repaired.

The Clerk commented that he had received correspondence from the owner of Whitelocks Farm who stated that she believed that CB273 was cut back enough for horse riders, but should there be any issues, she would be more than happy to speak with the horse riders. The Clerk also commented correspondence has been received from the Kings Yard regarding their side of CB273, and that they were obtaining legal advice before cutting back the hedge. Cllr Reeves stated that he had already been instructed by the Kings Yard to cut back their side of the path.

13. Platinum Jubilee 2022:

Councillors discussed that they wanted a function to be organised for the village and proposed that Sunday 5th June 2022, would be the best day to organise it for. Cllr Spencer commented on the possibility of forming a working group with all the local groups within the village represented. Ideas for the function included a tea party, a BBQ, a buffet, a bouncy castle, and a treasure hunt. It was decided that an email be sent out to the local groups to form a working group to enable the event to be organised by the village, rather than solely the Parish Council. The Parish Council would also be happy to help pay towards the costs of the event.

Email to be circulated to local groups to form a local working group for the event

Cllr Martin stated that the plaque for the Platinum Jubilee tree could be discussed at a later point and so requested that the item be postponed to the next meeting.

Agenda item to be created for the March meeting

14. Village Projects

Due to the current high working balance the Parish Council currently has due to unexpected savings, Councillors discussed several projects that they feel could benefit the village and parishioners.

Cllr Martin raised that she had asked for 2 quotes to replace the St Giles church direction sign. Andrew Page had responded with a quote of £180 which would include obtaining a replacement oak wood post and setting it in concrete. This was proposed by Cllr Pearson and seconded by Cllr Chatley.

Cllr Martin also commented that the shrubs around the Parish Council noticeboard outside the Barn required cutting back. Cllr Martin had approached Andrew Sage who said he could cut back the shrubs for £60. This was proposed by Cllr McWilliams and seconded by Cllr Pearson.

Cllr Chatley raised that he had been approached in writing by the Kingston Parent and Toddler group for a possible donation. The letter outlined that they charge parents minimal costs for the group, but that they are struggling to fund themselves due to having a qualified preschool worker. They stated that they have the member of staff so that they can they ensure the group can go ahead if parents are not willing or able to volunteer and help. It also ensures they have someone trained in first aid and safeguarding present. It was proposed that the group be offered a £1000 grant. This was proposed by Cllr Pearson and seconded by Cllr Chatley. Councillors voted unanimously in favour of this. It was also agreed that should the group require the money prior to the next meeting, that a cheque could be written in advance of the March meeting.

| ITEM | DETAILS |
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| Trees and Vegetation (excluding Embankment) | <ul style="list-style-type: none"> a) Black Robin brambles – cut back <p><i>See Agenda item 8a</i></p> <ul style="list-style-type: none"> b) Trees near Greenacre sub-substation (3x acacias) – reduce in height <p><i>Clerk awaiting quotations</i></p> <ul style="list-style-type: none"> c) Trees in Faggs Alley <p><i>Cllr McWilliams will chase for an update on the trees</i></p> <ul style="list-style-type: none"> d) Trees on bridleway from Whitelock Farm to Covet Lane (CB273) <p><i>Trees and hedging have been cut back now</i></p> <ul style="list-style-type: none"> e) Shrubs around noticeboard outside the Barn <p><i>Cllr Martin to approach Andrew Sage regarding accepting his quote</i></p> |
| Embankment | <ul style="list-style-type: none"> a) Trees overhanging No 3 Greenacre <p><i>Clerk awaiting quotations</i></p> <ul style="list-style-type: none"> b) Plans for second stage clearance towards Covet Lane <p><i>To be discussed within the next financial year</i></p> <ul style="list-style-type: none"> c) Trees overhanging field alongside Church Lane <p><i>To be discussed within the next financial year</i></p> <ul style="list-style-type: none"> d) Regular strimming alongside footpath <p><i>Trever Oku to continue with strimming of the footpath</i></p> <ul style="list-style-type: none"> e) New planting including wild-flower seeding <p><i>Councillors are happy with the idea, but it is currently not the right time of year.</i></p> <ul style="list-style-type: none"> f) Timber for repairing worn steps <p><i>A new supply of boards is needed. Cllr Martin to investigate purchasing these</i></p> <ul style="list-style-type: none"> g) Information boards – 1 at either end of the footpath <p><i>Contents to be discussed. Ask Kent Wildlife to carry out an audit before approaching a printing company</i></p> |
| Footpaths | <ul style="list-style-type: none"> a) Hire labour as needed for selected clearance <p><i>Nothing required currently. The only footpath the PC have responsibility for is the Embankment</i></p> <ul style="list-style-type: none"> b) Woodchip along CB 274 |

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| | <i>Letter sent to the owner with the offer</i> |
| Refurbishment | <p>a) Footpath noticeboard at corner of playing field. <i>A replacement is required – Cllr Martin commented that the noticeboard appeared to be unique due to the illustrations. Cllr Martin will contact a local restorer regarding the repairs</i></p> <p>b) New Signage – where? <i>No new signage requests were raised by councillors</i></p> <p>c) St Giles Direction Signage <i>Cllr Martin to approach Andrew Page regarding quote and replacement</i></p> <p>d) Bus Stop at the end of The Street <i>Painting required and tiles need replacing.</i></p> |
| Highways | <p>a) Speed cameras? <i>Clerk to investigate the process of purchasing new cameras or placing on the HIP</i></p> |
| Events | <p>a) Subsidise Platinum Jubilee <i>See Agenda item 13</i></p> |
| Donations | <p>a) Playground? <i>The Barn to be approached regarding donations towards the upkeep of the playing field and playground</i></p> <p>b) Church? <i>Cllr Martin awaiting a request in writing from the church wardens regarding a contribution to upkeep.</i></p> <p>c) Kingston Parent and Toddler Group <i>Cllr Martin to offer the grant agreed to the group.</i></p> |

15. Annual Village Meeting Date:

Councillors agreed that the date for the Annual Village Meeting be set at 18th May 2022.

16. Clerk Report and Correspondence (Unless otherwise discussed):

The Clerk reported that he had received the Enforcement update from CCC regarding fixed penalty notices issued by them, but there was nothing of note for Kingston.

Report to be circulated to Councillors.

17. Matters for future discussion:

Cllr Pearson stated that the Village Fete would be 3rd September 2022, and that the Parish Council were down to run the tombola.

Cllr Martin asked that if anyone knew of new residents to the village, then could they please let her know so that she can organise a Welcome Pack to be sent out to them. Cllr Martin stated that she is keeping the contacts within up to date.

It was also raised as to whether there was a neighbourhood watch scheme still running within the village.

Clerk to confirm if he is allowed to pass on information from the electoral roll to enable welcome packs to be sent out to new persons within the village. Clerk to email local PCSO to ask if she was aware of anyone within the village that are part of the Neighbourhood Watch Scheme.

There being no further business, the meeting closed at 9.05pm.

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.

Date of next meeting: Monday 07th March 2022 in The Barn, Kingston at 7.30pm

Future meeting dates: 07/03/22, 04/04/22, 09/05/22, 06/06/22, 04/07/22, 05/09/22, 03/10/22, 07/11/22, 05/12/22