



KINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council

Monday 9th May 2022 at 19:30

Present:

Cllr Davina Martin; Cllr Gina Pearson; Cllr Paul Chatley; Cllr Val McWilliams; Cllr Laura Spencer; Cllr Steve Reeves; 3 Members of the Public; Mr Christopher Howard (Clerk)

1. Election of the Chair and Vice Chair:

Cllr Martin welcomed everyone to the meeting and asked for nominations for the role of Chairman. Cllr Chatley was proposed by Cllr McWilliams, seconded by Cllr Reeves, and unanimously agreed. There were no other nominations. Cllr Chatley was therefore elected as Chairman for the Council year 2022-2023 and signed the acceptance of office.

Cllr Martin then asked if the Parish Council wanted a Vice Chairman, and if so, asked for nominations. Cllr Martin was proposed by Cllr Reeves, seconded by Cllr Pearson, and unanimously agreed. There were no other nominations. Cllr Martin was therefore elected as Vice Chairman for the Council year 2022-2023.

2. Apologies and approval of absences:

Cllr Chatley welcomed everyone present and stated his thanks to the Councillors for appointing him as Chair. Cllr Chatley also thanked Cllr's Martin and Pearson for all their work through the years as the chair and vice-chair respectively, and that he would no doubt be calling on their knowledge for aid.

Cllr Chatley asked for apologies for absence. Apologies received and accepted from Councillor Vince Stribbling (holiday) and City and County Councillor Mike Sole (work commitments).

3. Minutes of previous meetings:

Minutes of the Ordinary Meeting held on Monday, 4th April 2022 was approved as true a record, proposed by Cllr Reeves, and seconded by Cllr Spencer.

4. Declarations of interest:

Cllr Reeves declared his planning application, CA/21/02777, which keeps being amended and revised by CCC Planning.

5. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement. One member of the public requested the previous minutes be clearer regarding the purchase of the Platinum Jubilee beacon. Cllr Pearson had purchased the beacon and gas cylinders prior to the Parish Council making a formal decision, as she had been informed that there was the potential to be a shortage of them. Cllr Pearson had then offered this to the Parish Council to purchase if they wished.

The Clerk stated that the minutes only needed to contain the decisions that the Parish Council had made but would on occasions add background to the decision making so that those not present could understand how the Parish Council came to their decision. Cllr Chatley apologised for this oversight in the minutes, and it was agreed that it would be placed in the minutes of the May meeting (see above).

It was also confirmed that the beacon would be stored in the baby barn and that the canisters would be returned once used, and a partial refund be obtained for the empty canisters.

It was also raised that the price for the Jubilee Tree Plaque was missing from the last minutes and current agenda. Cllr Chatley stated that this will be expanded upon later in the meeting.

6. Reports from County and City Council members:

Cllr Sole's monthly report was received and circulated to Councillors prior to the meeting and uploaded onto the Parish Council website and Facebook page, where it is available to the public to view. Councillors had no further comments to be made regarding the report.

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

The monthly crime report had been received from the new local PCSO, PCSO Eleanor Castle, and was circulated to Councillors prior to the meeting. PCSO Castle apologised for the delay in contacting parishes in Nailbourne Ward due to a busy few weeks. She stated she was looking forward to engaging with the community and will look to hold some community engagements soon. The Clerk confirmed that he had already informed PCSO Castle of the Parish Councils meeting schedule.

The report itself highlighted the only crime of note being a theft in Bridge, and that she and her colleagues will be paying more attention to off-road and nuisance bikes, given that the weather is getting nicer, and the increasing number of reports being made regarding them.

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

Cllr Martin raised that she had received a draft agenda from the Clerk for the Annual Village Meeting and clarified the order of events. It was also clarified that Katrina Brown would be attending as the guest speaker talking about her stewardship role.

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

There were no updates to ongoing issues or actions that required consideration that were not already in the agenda.

10. Planning:

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

CA/22/00822 – Location: 78 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Single-storey side extension following demolition of existing extension and first floor extension to rear.

P.C. Comments: No Objection.

Cllr Martin commented on the fact that on the Planning website, the application was shown as "awaiting decision". The Clerk stated that there had been no closing date for comments on the original letter that was received.

Clerk to raise with Planning that there was no date on the letter received, and that if this were to occur again, what should the process be if the Parish Council wished to make an objection.

CA/22/00827 – Location: Broadfield, Covet Lane, Kingston, Canterbury, Kent, CT4 6HU – **Proposal:** Single-storey side extensions following demolition of conservatory and open fronted store.

P.C. Comments: No Objection.

CA/22/00839 – Location: 5 Nailbourne Close, Kingston, Canterbury, Kent, CT4 6JA – **Proposal:** Single-storey rear extension together with alterations to roof including 03no. roof lights to front elevation and 01 no. rear dormer.

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

Cllr Reeves commented on the above application, that he had been informed by Planning that he now needed an ecology report regarding the ancient woods near to his property.

CA/22/00551 – Location: The Mill Tower, Westwood Road, Kingston, Canterbury, Kent, CT4 6JL – **Proposal:** Application for lawful development certificate for proposed stationing of mobile home.

The following decisions were noted as being “Granted”:

CA/22/00177 – Location: Hoods Place, 64 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Variation of condition 02 (drawings) of planning permission CA/20/00729/FUL for the proposed three-storey detached dwelling with associated landscaping, parking and refuse store; to allow changes to openings and fenestration.

CA/22/00344 – Location: 92 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Porch and single-storey front extension.

11. Finance:

- a) The Certificate of Exemption was not signed due to a last-minute change (see 11b).
Agenda item to be created for the signing of the Certificate of Exemption
- b) Cllr Martin stated that the internal audit had been completed and that there was not a penny out of place. Cllr Martin stated that the paperwork that had previously been circulated to Councillors was now unfortunately out of date due to new information being received at 3pm that day, but that this would be circulated to Councillors in the coming days. Joy Rule, the internal auditor is happy with the accounts and statement has been received.
- c) The Annual Governance Statement for 2021/22 was discussed and agreed by the Parish Council and was signed by Cllr Chatley and the Clerk.
- d) The Accounting Statements for 2021/22 are to be circulated after the meeting as discussed above in 11b.
Agenda item to be created for the signing of the Accounting Statements
- e) Payments of the Concurrent Function Funding (CFF) and Precept have been received. The Parish Council received £2442.00 in CFF, of which £2162.00 is to be passed onto the Barn Trust for their share of the CFF.
Bank Balance as of 20th April: £35,811.44 (Including grants and reserves)
The expenditure below was authorised (proposed by Cllr Reeves and seconded by Cllr Spencer), made up of:
Dynamix – Payroll Fees April: £7.80
Chris Howard – Clerk Salary April
Barn Trust Share of CFF - £2162.00
Envisage Ground Care: £192.00
Trevor Oku - Grass Cutting along Embankment: £150.00
Gina Pearson – Rope purchase: £47.98
Davina Martin – Photocopying: £17.50
- f) Internet banking:
The Clerk stated that he had handed all the paperwork into the bank and now awaits being placed on the account, and once that has occurred, moved over to the internet banking area of the account. The Clerk reiterated that Lloyd’s will be placing him on as a signatory as the bank does not add persons on in an administrative role only. When the account is moved online, the Clerk will request that 3 signatories are required, should the system not allow him to process payments without being used as a signatory for the payments.
Clerk to update the Parish Council when an update is received from Lloyd’s Bank.

12. CCC and KALC Correspondence:

- a) KALC Canterbury Area AGM minutes and Voting Rights at Standards Committee
The Clerk reported that the AGM for the KALC Canterbury Area had occurred and read some of the minutes that had been received. Of note was that the chair, vice chair and secretary remain as they were, and that the guest speaker was Charmaine Keatley, the new chief executive at KALC. It was also noted that there had been no update from CCC regarding the selection of a preferred CFF option in November 2021 and that CCC had recently launched a call for even more sites, this time for land available for specific renewable energy and natural environment purposes.

Also attached to the email, that had been circulated to Councillors prior to the meeting, was information for Councillors on the Voting Rights at Standards Committees.

13. Highways and Footpaths:

- a) Highways Improvement Plan (HIP):
The Clerk stated that KCC Highways are still in discussion about where to place their ATC's first, and that they will contact the Parish Council when they intend to install them in the village along Covet Lane and The Street. Regarding Speed Cameras, they have suggested that a local Speed Watch group or Kent Police are contacted regarding the possibility as that is not something that they deal with.

Clerk to await further updates and contact the above regarding speed cameras.

- b) Footpaths within Kingston Parish:
Cllr McWilliams stated that she and Cllr Reeves had not had the opportunity to carry on their walkaround of the village footpaths. It was mentioned however that the gate or stile on CB274 was causing issues for people to get over. It was suggested that the Parish Council remove this themselves, however the Clerk cautioned against the Parish Council removing something that did not belong to them, and the removal would lead to changes to the footpath, and should anyone injure themselves due to its removal, the Parish Council would be liable.

Cllr McWilliams has said that she will contact the owner of CB275 and reported that the steps on CB276b were not fixed by PROW, but were in fact repaired by a resident, who replaced the wooden slats on the steps.

It was raised by a resident, as well as Councillor Reeves, that there was a tree along The Street, outside 80 and 82, that required some work done to it. It is unknown who has responsibility for it as it straddles the fence line of Kings Yard, a footpath, and The Street. It was suggested that as it is overhanging the highway, that Kent Highways are contacted in the first instance and a vegetation order requested.

Clerk to contact Kent Highways to have the tree cut back. If this is refused, to try and establish the owner and contact them to conduct tree works.

14. Platinum Jubilee 2022:

Cllr Chatley reported that he had asked for clarity on DBS checks being required for helpers at the celebrations, and he had been informed that this was not needed. He also stated that the Barn Trust were happy for the Parish Council to register the event in their name, to enter the CCC Prize Draw for food vouchers.

Regarding the plaque for the Platinum Jubilee Tree, Cllr Chatley stated that the Parish Council wanted a personalised plaque, and not generic as had been agreed upon at the last meeting. On contacting a maker of plaques, he was informed that brass and bronze plaques required upkeep on them to keep them looking presentable. It was suggested that the Parish Council instead purchase a stainless-steel plaque. The new price of the plaque would be £145, and this would include a stake to hold it on. This was proposed by Cllr Reeves and seconded by Cllr Spencer.

Clerk to purchase the new plaque with a personalised inscription of "1952- 2022"

This tree was planted by Kingston Village to commemorate the Platinum Jubilee of HRH Queen Elizabeth II”

The Clerk confirmed that having contacted the insurance company and insurance brokers, that the Parish Council insurance does cover events under 1000 persons.

Cllr Pearson circulated some notes to Councillors of the last working group meeting held on 7th May 2022. Of note was that a first aider had agreed to attend and also that food would be bought from a catering supplier (e.g. Morrisons) so that a hygiene certificate was not required. It was clarified that the Parish Council would not be lighting the beacon on the 2nd of June 2022 and would just be on Sunday 5th June. The expected run time of the event would be from 3pm until 5.30pm, when the beacon would be lit.

15. Village Projects

ITEM	DETAILS
1. Trees and Vegetation (excluding Embankment)	a) Trees near Greenacre sub-substation (3x acacias) – reduce in height <i>Clerk has received 2 quotations and awaits a 3rd or possibly more – There has been difficulty contacting tree surgeons recently due to their current high workloads</i> b) Trees in Faggs Alley <i>Clerk to contact tree surgeons regarding pollarding of 2x ash trees</i>
2. Embankment	a) Trees overhanging No 3 Greenacre <i>Clerk currently has 3 quotations – There has been difficulty contacting tree surgeons recently due to their high workloads. Cllr Reeves is still in the process of applying for a Forestry License and does not envisage this been granted until the earliest of September 2022. Clerk to continue pursuing quotes in the meantime</i> b) Plans for second stage clearance towards Covet Lane <i>To be discussed within the next financial year</i> c) Regular strimming alongside footpath <i>Cllr Martin reports that 2 more cuts are required this year. Item can be removed from the next set of minutes.</i> d) New planting including wildflower seeding <i>Katrina Brown has commented that unfortunately, due to the very shady nature of the Parish Council’s stretch of the Embankment, that wildflowers would probably not grow. She has offered to have a walk with the Clerk and Cllr Spencer in the summer to discuss other alternatives.</i> e) Timber for repairing worn steps <i>Cllr Martin will be purchasing a new supply of boards when possible</i> f) Information boards – 1 at either end of the footpath <i>This is a long-term project. Maybe to consult Katrina Brown as to the contents of the boards.</i>
3. Footpaths	a) Hire labour as needed for selected clearance <i>Nothing required currently. The only footpath the PC have responsibility for is the Embankment. Ideas to be sought from Parishioners at the Annual Village meeting</i>
4. Refurbishment	a) Footpath noticeboard at corner of playing field. <i>Cllr Martin has approached Mickle Print regarding the noticeboard. They have changed as a business but can still print a new copy if required. They have asked for a high-definition photograph to enable a reprint. A suggestion was made to contact KCC to see if they have a copy of the original on their files.</i> b) St Giles Direction Signage <i>Awaits better weather for Andrew Page to install (i.e. no frost)</i> c) Bus Stop at the end of The Street <i>Volunteers to be sought at the Annual Village Meeting to help</i>
5. Highways	a) Speed cameras <i>See Agenda item 13a</i>
6. Events	a) Subsidise Platinum Jubilee <i>See Agenda item 14</i>

7. Donations	<p>a) Playground? <i>The Barn Trust stated no funding or help was required towards the upkeep of the playground. Can be removed</i></p>
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16. Clerk Report and Correspondence (Unless otherwise discussed):

The Clerk reported that he had received an email from KALC regarding the Men’s Sheds movement, that was focused on the mental health of the male population. A presentation is available and should anyone wish champion the initiative, to help promote it, then the Clerk can be approached for contact details.

The Clerk also mentioned that an email had been received regarding a consultation of proposed work at Long Rock. It is believed that this is in the Whitstable area, but the Clerk wanted to confirm if Councillors wished this to be on the next agenda, or if it should be left off. It was agreed that the Parish Council would not like to discuss the consultation due to it being not close to the village.

17. Matters for future discussion:

The Clerk raised the possibility of adding agenda items to the next agenda that included confirming the roles and responsibilities of Councillors for the coming Council year, as well as possibly looking at dates for meetings up to and including the next Annual Meeting. It was agreed by Councillors for these agenda items to be added.

There being no further business, the meeting closed at 9.15pm.

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 06th June 2022 in The Barn, Kingston at 7.30pm

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