

KINGSTON PARISH COUNCIL: COUNCILLOR RESPONSIBILITIES

RESPONSIBILITY	TASKS	EXTERNAL CONTACTS
COUNCILLOR TRAINING (PC)	Identifying training needs for Council as a whole and for individuals	KALC
CONCURRENT FUNDING (PC)	Liaising with RFO on application process and outcome	CCC via RFO
EMERGENCY PLANNING/FLOOD WARDEN (DM)	Monitoring and review of Emergency Plans including Flooding. Using village communications alert villagers as required. Liaising with local businesses during flood events. Maintaining contact with other Nailbourne Flood Wardens	CCC (Duty Engineer), Environ. Agency, KCC, Local Flood Wardens, Nailbourne & L Stour River Group. Other agencies as required
ENVIRONMENTAL AND COUNTRYSIDE ISSUES (VS)	Monitor incidence of litter and fly tipping, suggest remedial action. Liaise with Footpaths	CPRE, KCC, CCC Kingston residents
EXTERNAL COMMUNICATIONS (PC)	Lead on annual review of key documents. Link to website development	NALC, KALC
FOOTPATHS (VM/LS)	Monitor state of footpaths, advise on maintenance and improvements required. Liaise with local walking groups	KCC, Local walking groups, PROW
HIGHWAYS (?)	To lead on the HIP (Highways Improvement Plan)	KCC, CCC via Parish Clerk
KALC LIAISON (GP)	Establish contact with other Parish on, Councils, through KALC meetings, report back on examples of good practice, policies, procedures.	KALC
KPCC LIAISON (DM)	Link with Emergency planning for pastoral care	Rector & KPCC members
KVHT APPOINTED NOMINEE (PC)	Establish and maintain good communication links between KPC and KVHT, acting as conduit for ideas on increased collaboration	KVHT
POLICE, FIRE AND RESCUE LIAISON (SR/LS)	Maintain effective liaison with PCSO and Neighbourhood Watch Co-ordinator, maintain awareness of local issues and potential support (link with website). Fire Hydrant monitoring.	PCSO, Kent Police website, Kent Fire & Rescue website
SEEKING GRANT FUNDING (?)	Explore avenues for project funding, make recommendations to KPC. Maintain awareness of possible funding to assist local groups.	CCC, KCC Funding Register, KCC Members Panel, Kingston groups, Commercial sponsors
TREES (LS)	Provide feedback on tree planning applications. Regular review of specific 'tree' areas – Faggs Alley, Railway Embankment	local tree surgeons, KCC
WEBSITE (PC)	Overview of Parish council web content.	Web developer
EMBANKMENT (LS)	Develop and implement a Woodland Management Plan. Organise working parties.	Countryside Stewards, CCC, KCC, residents

Key – PC = Paul Chatley, DM = Davina Martin, VS = Vince Stribbling, VM = Val McWilliams, GP = Gina Pearson, SR = Steve Reeves, LS = Laura Spencer

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