



KINGSTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 4th July 2022 at 19:30

Present:

Cllr Paul Chatley (Chair); Cllr Davina Martin; Cllr Gina Pearson; Cllr Val McWilliams; Cllr Steve Reeves; Cllr Vince Stribbling; PCSO Eleanor Castle; 1 Member of the Public; Mr Christopher Howard (Clerk)

1. Apologies and approval of absences:

Cllr Chatley welcomed everyone present and thanked PCSO Castle for attending.

Cllr Chatley asked for apologies for absence. Apologies received and accepted from Cllr Laura Spencer (Work commitments) and City and County Councillor Mike Sole (Work commitments).

2. Minutes of previous meetings:

Cllr Stribbling asked in jest as to whether he could be added as being present at the last meeting. The Clerk apologised for this oversight and stated that he will be added.

Minutes of the Ordinary Meeting held on Monday, 6th June 2022 was approved as true a record, proposed by Cllr Pearson, and seconded by Cllr Stribbling.

3. Declarations of interest:

Cllr Chatley stated that as the Parish Council representative on the Kingston Village Hall Trust, he is a trustee, and therefore will be unable to vote regarding Agenda Item 12b, should a vote be required. Cllr Reeves stated that his planning application under Agenda Item 9, was still awaiting a decision.

4. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement. PCSO Castle was given the opportunity to introduce herself and provide her report (See Agenda Item 6).

Following PCSO Castle's report, one member of the public asked if the Parish Council had been given any refund for the gas bottles that had been returned, following the Platinum Jubilee celebrations. Cllr Pearson stated that the company that she had hired them from had not been clear, nor forthcoming, regarding the hire of the bottles. When they were collected, Cllr Pearson asked for a refund but was told that there was to be no refund as she had only paid for the hire charge. The Parish Council's previous safety concerns regarding storage of the gas bottles is alleviated however, as they are no longer in our possession.

It was further asked if there were any other suppliers of the gas bottles needed. It was stated that the normal large sized gas bottles were 11kg, but that the instructions received with the Beacon state that they needed to be 13kg. It is unknown if using a smaller size would have any detrimental or hazardous effects to the use of the Beacon (other than a shorter running time), but given the specialist size stated, it would be difficult to find another supplier. There is also said to currently be a shortage of gas and gas canisters.

5. 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. Cllr Chatley asked if Councillors wished to add any further comments to the report. Whilst no further comments were given, Councillors agreed that Cllr Sole had been working tirelessly and incredibly hard recently and wished this to be noted.

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

PCSO Castle introduced herself as the new local PCSO for the Nailbourne Ward. She stated that she has recently been made the local PCSO for 11 Parishes in the Canterbury area, and from the 1st of August, believed that she would be receiving more. She apologised for the lack of reports since taking over but stated that she had not had to time. She described her intention to stop producing a monthly report due to time constraints and resourcing issues. She did state however, that if there was anything important that would need to be disclosed to the Parish, that she would do so. She asked if this was okay with the Parish Council, and Councillors agreed.

PCSO Castle stated that she was aware of the problem of nuisance bikes over at Covet Woods and stated that she was working with the Rural Task Force to try and combat this. The only crime of note in the village recently was a bike being stolen from a shed in a burglary. She advised that residents ensured that houses, sheds, and outbuildings were all locked and secured when not in use. There is nothing of concern in the area regarding burglaries, or patterns noted. She finished by stating if there was anything Parishioners or the Parish Council believed she should know, then can they please contact her.

Cllr Stribbling asked if there would be any support for her as 11, if not more, Parishes is a large undertaking for one person. PCSO Castle stated that recruitment for PCSO's within Kent Police was currently closed, and so she would have to wait for there to be a reshuffle of wards between PCSO's to see if anyone else would be taking any from her. She also stated that with the recent government scheme to hire 20,000 Police Officers, this meant that many PCSO's were deciding that they wanted to be a Police Officer. PCSO Castle stated that the Parish Council need not worry about her however, as she had always wanted to be a PCSO and so would not be leaving to become a Police Officer.

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

None received.

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

- a) Village Fete – 3rd September 2022: The Clerk reported that he had been in contact with one of the organisers of the Village Fete, and that they were happy for the Parish Council to have 2 tombola stalls, one for adults and one for children. They will try to include this within their planning of the fete layout. They asked if it were possible to ensure that Councillors were willing to run the stalls, but also asked for extra help elsewhere during the fete. It was discussed whether the Parish Council needed to buy a second tombola, as they only had one. Cllr Stribbling stated that the previous year, when two stalls were also used, that the children's tombola was a plastic tub, that would be held above the child's eyeline for them to select a ticket from. This worked well previously, and Cllr Stribbling saw no reason not to do this again. Cllr Pearson stated that she will look for the signs she had previously made with information on them for the fete. Cllr Stribbling stated that last year, he, Julie Stribbling and Cllr Spencer had run the 2 tombola stalls, and that they were more than happy to do this again. This was agreed by Councillors.

9. Planning:

The Clerk reported that there were **no** new planning applications since the last meeting:

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.

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.

CA/22/00995 – Location: 82 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Two-storey and part single-storey rear and side extension following demolition of the existing side extension and detached garage.

CA/22/01002 – Location: Hoods Place, 64 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Variation of condition 2 (drawings), 5 (materials) and 7 (external windows) of planning permission CA/17/00829/FUL for the Proposed erection of a detached two-storey dwelling, with associated landscaping, parking and refuse store; to allow changes to openings and fenestration.

The following decisions were noted as being “Granted”:

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.

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.

CA/22/01031 – Location: The Mill Tower, Westwood Road, Kingston, Canterbury, Kent, CT4 6JL – **Proposal:** Application for lawful development certificate for proposed stationing of mobile home within garden to provide ancillary accommodation

10. Finance:

- a) Bank Balance as of 21st June: £32,454.51 (Including grants and reserves)

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

Dynamix – Payroll Fees June: £7.80

Chris Howard – Clerk Salary June

Canterbury Cathedral Archives (2020-2021): £30.00

Canterbury Cathedral Archives (2021-2022): £30.00

Whilst the cheques were being signed, the Clerk stated that he had completed the ILCA training that had been agreed by the Council previously, over the course of 3 days. He asked whether Councillors would be happy for him to add FILCA (Financial Introduction to Local Council Administration) training onto the next agenda for discussion, given that he was due to take on the finances. Councillors agreed for this to be added.

Clerk to add FILCA training onto the next agenda

- b) Internet banking:

The Clerk stated that he had not heard anymore from the bank. Cllrs Martin and Pearson also said they had heard nothing. Cllr Chatley asked if Councillors would be happy for an agenda item to be created for discussion around changing banking providers, as from his previous experience, Lloyds were not that best, and had so far, proven this true. Councillors were happy for the agenda item to be created. Cllr Chatley asked the Clerk if he were aware of any other providers used by Parish Councils. The Clerk stated his belief that Metro Bank and Unity were the two most used by Parish Councils, mainly because they were more understanding of the financial rules around Parish Councils and Clerk access.

Clerk to add to next agenda, and circulate information regarding Metro and Unity Banks

11. CCC and KALC Correspondence:

a) Canterbury Conservation Area Appraisal and Management Plan:

The Clerk reported that CCC are currently having a consultation on amendments to the Canterbury Conservation Area Appraisal and Management Plan. No comments were made, and it was decided no response was to be submitted.

b) CCC Consultation on street trading in Canterbury:

The Clerk reported that CCC are currently having a consultation on street trading in Canterbury.

Based on the discussion held, the following was submitted as the Parish Councils response:

“Kingston Parish Council are strongly against the decision to relocate the market within Canterbury. It was however accepted that work needs to be done to improve St Georges Street. Canterbury is a medieval market town, and the scattering of market stalls over the city centre will not provide any cohesion for buyers, and lead to a perceived lower footfall at the market. The current market area is ideal due to the vicinity to the bus station. A lot of rural villagers attend the market by bus, as there are no train services. To place stalls as far away from the bus station as Westgate Towers would mean some shoppers being unable to purchase the items they want to, due to the distance they would have to walk to and from the bus station. The overall impression is that this is yet another vanity project being conducted by the City Council, and that there is no clear idea what they want to do or achieve, this includes the most recent decisions regarding the park and ride closure, and the selling of the barracks to a London borough for housing. It is believed that Canterbury will lose its character and look untidy with a dispersed market. The Parish Council questions whether there is a better solution than splitting up the market. Perhaps the City Council should have considered relocating the market stalls to a nearby carpark or other large area where it could all stay together. The Parish Council are also unaware of any substantive figures for the market use, and if the proposition provided by the City Council is even viable. The Parish Council do however wish for there to be an improvement in the variety and quality of the market stalls that sell within the city.”

Clerk to submit response to CCC.

c) KALC Canterbury Area Committee Meeting:

The Clerk stated that the minutes from the meeting had been circulated to Councillors prior to the meeting. Cllr Pearson, who attended the meeting, stated that Wickhambreaux had recently enquired as to the adoption and resurfacing of a road in the village by Highways. It was suggested that possibly the Parish Council add the layby next to Millennium Bridge to the Highways Improvement Plan, in the hope that it is adopted. Suggestions were also made to try and obtain rough pricing for resurfacing of the hole there if Highways are unwilling to adopt it.

Clerk to update the HIP and obtain generic road resurfacing figure

d) Draft Parish Charter:

At the KALC Canterbury Area Committee Meeting, it was requested that Parish Councils decide if they wished to support the draft Parish Charter and wished it to be submitted to CCC. Cllr Chatley stated his belief that the draft was logical, very conventional, and seemingly nothing missing. Councillors were happy to back the draft.

Clerk to inform KALC Canterbury Area Committee of the Parish Council's support

e) Community Infrastructure Levy:

As part of the KALC Canterbury Area Committee Meeting, there was discussion around the use of a Community Infrastructure Levy (CIL). It was recommended that should Parish Council's wish to introduce their own, that they use Chestfield's example as a template, which had been circulated to Councillors prior to the meeting. The CIL would allow the Parish Council to levy any contractor wishing to build houses within the village, to help support the local community infrastructure. It was felt by the Parish Council that due to the village's size, and lack of sites being called for development by CCC, that it would not serve Kingston.

Cllr Chatley raised the suggestion that the Parish Council discuss putting together a strategic plan, should any sites be considered within the village, which is also within a Conservation Area.

Councillors expressed a wish to gain the opinion of the parishioners of the village regarding the recent call for sites, as well as the land between Covet Lane and Church Lane, which has recently

been highlighted for 40-50 new houses. It was also suggested to investigate how the Parish Council could extend the Conservation Area to cover the entire village, rather than just most of it.
Clerk to add an agenda item on the next agenda for discussing a strategic plan for responses to local housing projects.
Cllr Chatley to investigate creating of a flyer for the village to gather views of the residents and CCC's call for sites

12. Highways and Footpaths:

a) Highways Improvement Plan:

The Clerk reported that he was still awaiting a response from the HIP team. It was also suggested that the HIP be reorganised by village priorities.

Clerk to add agenda item to the next agenda for reorganisation of the HIP

b) Kingston Village Hall Trust Field Maintenance:

The Clerk reported that he had had no response to the clarifications requested by the Parish Council. Cllr Chatley stated that there was a Kingston Village Hall Trust (KVHT) meeting on the upcoming Wednesday, where the request will be discussed. Cllr Chatley stated his confusion as to why the request for funding had been received, considering the more than healthy nature of their bank balance, and that the Parish Council had not requested the work to be done. Cllr Chatley confirmed that the work that had been carried out would usually be carried out by KCC, and not KVHT. Cllr Chatley stated he would inform the Parish Council of the outcome from the meeting.

Cllr Chatley to report back with an update from the KVHT meeting

c) Applications for Permission for Tree Works:

Previously, Cllr Reeves had offered to apply for permissions for the tree works to be carried out, but unfortunately, he was no longer able to do this. Cllr Reeves has suggested that the contractor who won should be asked if they can make the applications themselves. This was agreed by the Parish Council. A suggestion was also made to have the trees due to be cut down on the Embankment to be chipped and left along the path. Again, Councillors agreed to ask the contractor if this was possible.

Clerk to contact the contractor to ask them to put in the application for permission for the works requested, as well as the possibility of chipping the cut down trees and leaving them to be placed along the footpath.

d) Footpaths within Kingston Parish:

Cllr McWilliams stated that the only update she has, was that the steps and bars had been replaced along CB276A, the footpath between Marley Lane and Reed Farm.

e) The Clerk stated that the request for information regarding the litterbin outside the Barn had been completed. Cllr Pearson stated that this was not the case.

Clerk to contact SERCO/CCC regarding the litter bin

13. Councillor Roles

The Clerk had previously circulated to Councillors the previously held roles and titles. Councillors were asked if for the next meeting, they could look through the roles, and decide which are still relevant, and which they would like to do.

Clerk to create an agenda item for the next meeting

14. Hiring of the Platinum Jubilee Beacon

A discussion was had by Councillors regarding the potential hiring of the Platinum Jubilee Beacon. There are several topics to be considered, and these include: Costs to hire it out; defining the suitability of hirers; insurance issues; maintenance; health and safety and risk assessment considerations; terms and conditions; and who would pay for the gas canisters. A discussion was also had about whether it would be irresponsible for the Parish Council to hire out an item that requires it to be set alight. The suggestion was made that if the Parish Council were to hire it, then it should only be to official bodies or other Parish Councils, as well as them supplying the gas.

Clerk to investigate regarding advertising the hire through KALC as well as contacting the insurance provider.

Cllr Martin provided the Parish Council with an overview of the total spending carried out by everyone involved for the Platinum Jubilee. In total the Platinum Jubilee celebration cost £1606.18. As stated, some of these costs were covered by other organisations or donations.

It was also mentioned that Cllr Spencer be thanked for her thank you article that she produced for the local magazine, regarding the Platinum Jubilee.

15. Village Projects

ITEM	DETAILS
2. Embankment	a) Plans for second stage clearance towards Covet Lane <i>To be discussed once Forestry License obtained</i> b) New planting including wildflower seeding <i>Clerk awaiting response from Katrina Brown for a walk with Cllr Spencer.</i> c) Timber for repairing worn steps <i>Cllr Martin requires assistance transporting a new supply of boards when possible</i> d) Information boards – 1 at either end of the footpath <i>This is a long-term project. Clerk 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.</i>
4. Refurbishment	a) Footpath noticeboard at corner of playing field. <i>Cllr Martin stated that the noticeboard had been removed and cleaned up and is awaiting being taken to Omicron Repro in Canterbury. Here they will assess their ability to reduce the water stains on the board and try to reprint it. A new Perspex cover has provisionally been investigated and will at a minimum be around £75</i> b) St Giles Direction Signage <i>Cllr Martin to ask Andrew Page when he intends to install</i> c) Bus Stop at the end of The Street <i>Spare roof tiles located in the baby barn, that could possibly be attached. Cllr Martin to talk to Alan Moss regarding this</i>

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

None.

17. Matters for future discussion:

None that have not already been mentioned.

There being no further business, the meeting closed at 9.25pm.

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 05th September 2022 in The Barn, Kingston at 7.30pm

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