



# KINGSTON PARISH COUNCIL

## Minutes of the Meeting of the Council

Monday 5<sup>th</sup> September 2022 at 19:30

### Present:

Cllr Paul Chatley (Chair); Cllr Davina Martin; Cllr Gina Pearson; Cllr Val McWilliams; Cllr Steve Reeves; Cllr Laura Spencer; Cllr Vince Stribbling; Cllr Mike Sole; 10 Members of the Public; Mr Christopher Howard (Clerk)

#### 1. Apologies and approval of absences:

Cllr Chatley welcomed everyone present and thanked them for attending.

Cllr Chatley commented that the Parish Council would only be briefly commenting on the Local Plan proposal of Kingston Court (agenda item 13), and that any specific comments or questions should be raised at the extraordinary meeting planned for 28<sup>th</sup> September 2022 (Agenda to follow). Cllr Chatley commented that this was an information gathering exercise and that any decision or comments made by the Parish Council would be made at a later meeting, should the application be accepted by CCC as part of their Local Plan.

Cllr Chatley asked for apologies for absence. None were received.

#### 2. Minutes of previous meetings:

Cllr Pearson commented that the size of canister she was suggested to hire for Jubilee Beacon was 13kg, and not 30kg. Other than this, the minutes of the Ordinary Meeting held on Monday, 4<sup>th</sup> July 2022 was approved as true a record, proposed by Cllr Stribbling, and seconded by Cllr Pearson.

#### 3. Declarations of interest:

Cllr Reeves commented that his planning application is 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.

One resident raised their concern that a caravan had attempted to travel along The Street and had caused traffic issues. It is unknown where this caravan went. Concerns had been raised regarding caravans at Turks Hill. Cllr Sole commented that so far there is only one caravan at the site, and their license is up to five. Permitted rules mean that the landowner does not require planning permission for them. Cllr Sole states that he has spoken with the landowner, and that they currently do not plan to expand beyond the one caravan, however if they did, caravans would be situated in another field. Cllr commented that the landowner is very forthcoming when answering questions. Should there be any further issues or concerns, Cllr Sole asks if these could be addressed to him.

Another member of the public commented on the naming of the Local Plan application for Kingston Court, as the land does not belong to the owners of Kingston Court. Cllr Chatley stated that he went by an email sent to him by the owners, and this is what they called the land. Another member of the public stated that that is the name that the family refer to it as, and they are aware that the land does not belong to Kingston Court.

#### 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 Sole remarked at the meeting that he had recently been carrying out a lot of work regarding buses within his remit, namely saving the Number 11 to Wickhambreaux. He stated that he is currently battling to save the evening services of the Number 17 to Kingston, but that it had not gone yet. He is hopeful that this will change.

Cllr Sole also stated that the Highways Improvement Plan (HIP) was now on a new form and that the team in charge at KCC are getting better, have a new direction, and are very helpful. Once they have received the new forms and contact from the Parish Councils, they are looking to have meetings (most likely online) with councillors, to discuss the concerns and suggestions, as well as explaining what is possible and what is not. Funding will be available for the projects from Highways and Cllr Sole, as well as the individual Parish Councils, should funding permit. The Clerk confirmed that the HIP for Kingston was on the new form, and that it would be under agenda item 11a, for resubmission back to the HIP team.

Overall Kingston has been very quiet for Cllr Sole, but he has been able to finally get a full dog bin emptied in the Parish. Councillors wanted it recorded that they are very appreciative of the hard work Cllr Sole puts in for the Parish and surrounding areas.

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

None received.

**7. Updates on Ongoing Issues and Actions to be considered:**

None noted

**8. Planning:**

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

The following decisions are “**Awaited**”:

**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.

The following decisions were noted as being “**Granted**”:

**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 application was noted as being “**Withdrawn**”:

**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.

**9. Finance:**

a) Bank Balance as of 16th August 2022: £32,216.09 (Including grants and reserves)

Receipts:

VAT repayments – £390.22

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

Dynamix – Payroll Fees July and August: £15.60

Chris Howard – Clerk Salary July and August

Amphibian and Reptile Conservation – £50

Noticeboard Padlock – £11.68

Fliers – £18.89

Canterbury Cathedral Archives (2022-2023) – £30.00

Envisage Groundcare Ltd – Grass cutting – £120.00

Perspex for Embankment noticeboard - £85.29

The Clerk noted that donation to the Amphibian and Reptile Conservation (as requested by the speakers at the Village Meeting), seemed to be online only. The Clerk is awaiting an email regarding whether there are any details to write a cheque out for them, or if it is online donations only. The Clerk asked if the Council would be happy to write a cheque out in the name of the Clerk, so that he can pay the donation online from his own account, if it turns out that online donations only were accepted. The Council agreed.

b) Internet banking:

The Clerk stated that he had not heard anything from Lloyd's bank regarding the application to be added to the account and it be transferred to online banking. Cllrs Martin and Pearson also said they had heard nothing.

At the previous meeting, the Clerk had been asked to look into new banking options. The two banks selected will enable the Clerk to set up payments (once authorised at a meeting), and then these payments be sent to the signatories. Two signatories would then receive an email notification and from there can authorise the payments. The signatories will each have a personal authorisation code to authorise the payments. Both banks charge for this service and are as follows:

Bank A - £20 per month + £10 per signatory, 30p per transaction. Has its own branches, of which there is one on Canterbury High Street.

Bank B - £6 per month (Paid quarterly), no transaction charges. Has no branches but they have an agreement with the RBS group to use their banks should face to face contact be required.

Bank C – Stay with who we are currently

The Clerk commented that Bank B is currently used by KALC as well as numerous other local Parish Councils.

The Councillors unanimously agreed to change banks to Bank B, Unity Trust Bank.

*Clerk, as RFO, to set up the new bank account*

c) Insurance Renewal:

The Clerk stated that the insurance renewal of £650.78 for 1 year had been received. This is within the budget previously set for the insurance renewal. The Clerk commented that previously the Parish Council had insured £23k of outdoor furniture. On speaking with the insurance brokers, it was agreed to move £3k of this value into railings and gates, to cover the railings on the Embankment. In time, the Parish Council will need to investigate how much it would cost to replace all their property, should there be an accident. The new figures can then be sent to the insurance broker and a new value for insurance obtained. The Clerk commented that the value of replacing the bus shelter for example, from scratch, could be costly. Councillors unanimously agreed to accept the quote.

*Clerk to accept the quote offered for the Parish Council insurance*

d) Financial Introduction to Local Council Administration (FILCA) training:

The Clerk advised that there is training available to Clerks regarding finances. The Clerk advised that the cost of this would be £120 + VAT. The course would enable the Clerk to have a better understanding of the finances and procedures at year end. Councillors unanimously agreed for the Clerk to take the course, and the Parish Council to pay for it.

e) Microsoft 365 renewal for Parish Council Laptop:

The Clerk advised that the Parish Council laptop requires Microsoft 365 to be renewed. The Clerk stated that the Parish Council could either keep paying £79.99 per year for Microsoft 365, or they could make a singular payment of £249.99 for the basic Microsoft Office suite of applications. Councillors agreed unanimously to pay £79.99 and renew the Microsoft 365 subscription.

## 10. CCC and KALC Correspondence:

### a) CCC Engagement Meeting:

The Clerk stated that an engagement meeting had taken place between local KALC and CCC. At the meeting CCC spoke about CANENCO, the public toilets review, the Parish Charter and also that CCC have changed their governance style, moving from a committee to a cabinet and leader.

### b) CCC Planning Training and Stodmarsh update:

The Clerk reported that unfortunately the Stodmarsh update had not yet occurred due to technical issues and illness of the presenter. Councillors have been sent an email with the upcoming date and an online link to the meeting.

Regarding Planning Training, the Clerk stated that notes of the training had been circulated to Councillors prior to the meeting. The meeting spoke about CCC have had their decision making changed to be presumption in favour of development, due to not hitting their building targets. CCC only managed to hit 65% of their target, instead of 75%. It means the policies in the current Local Plan which restrict or control the supply of housing are now deemed out of date, as they are not delivering at the required rate and City councillors and officers must make decisions on planning applications against the National Policy Planning Framework. It should be noted that policies like landscaping, drainage, open space, Green gap designations, climate change, heritage and any not related to housing, are not considered out of date and CCC and an Inspector can and would have to take these into account. The reasons for under-delivery include Stodmarsh mitigation requirements (which we are awaiting input on), COVID and a shortage and supply of materials to name a few.

### c) Parish Charter:

The Clerk reported that the Parish Charter had been unanimously supported by both KALC and CCC.

### d) KCC Budget Consultation 2023-24:

The Clerk advised that the KCC Budget Consultation document for 2023-24 has been released for comment. The Clerk informed the Parish Council that should they wish to provide a comment, he had obtained permission from KCC to submit a response, as the meeting occurred after the deadline. The Parish Council did not wish to provide a comment regarding the KCC Budget Consultation.

## 11. Highways and Footpaths:

### a) Highways Improvement Plan (HIP):

As mentioned under agenda item 5, the Clerk reported that he had been in contact with Highways and had received the new HIP document. The previous information was transposed onto this new document and circulated to Councillors prior to the meeting. The Clerk commented that he had placed the items in what he believed the correct order of priority was and asked for feedback. Councillors agreed that the items were in the correct order.

*Clerk to submit the HIP to Highways, and inform Councillors when a response received, and meeting arranged to discuss it*

### b) Kingston Village Hall Trust (KVHT) Field Maintenance:

Cllr Chatley informed the Parish Council of the previous KVHT meeting, and their discussions around field maintenance. The KVHT had previously requested the Parish Council pay for grass cutting of land prior to the Platinum Jubilee celebrations. The Parish Council had not requested this be done, and the land in question belonged to KCC Highways. Cllr Chatley remarked that the KVHT were fearful of losing their concurrent function funding (CFF), and so asked the Parish Council for help. Cllr Chatley informed them that the CFF will be remaining for a few years yet, but as and when it is removed by CCC, the precept may have to be increased to accommodate, and the KVHT will still receive funding from this to cut the grass.

### c) Embankment Felling License and Woodland Management Plan:

The Clerk stated that he had now applied for the felling license for the Embankment from the Forestry Commission, and that he now awaited a response.

The Clerk also stated that he and Cllr Spencer had recently had an enlightening conversation whilst walking along the Embankment and invited Cllr Spencer to comment on this and put forward some proposals she had for the Embankment.

Cllr Spencer stated that she and the Clerk had had a meeting with Katrina and Roland Brown regarding helping the Parish Council create wildlife boards for either end of the Embankment. Whilst walking along the Embankment, it was commented on about the biodiversity, both flora and fauna, that was present

along it. Some suggestions that were made were the control of invasive sycamore trees/saplings, active prevention of ash dieback, the creation of wide glades/rides with a view to encouraging butterflies and fritillaries in particular, alternative strimming to encourage wildflowers and the potential removal of blackthorn.

Cllr Spencer proposed the following:

1. Establishing a Village Working Party (Which Cllr Spencer would be happy to coordinate)
2. The Working Party meet regularly (quarterly?) and supports the creation and implantation of a Woodland Management Plan (which is required for a 10-year felling license) and helping to achieve the designation of a Local Wildlife Site for the Embankment. This would be reported to the Parish Council for agreement before submission.
3. Information regarding biodiversity to be collated for the information boards for either end of the Embankment.

Cllr Martin commented that £500 had previously been donated by the WI for the information boards. It was her vision that these boards would have information pertaining to the history of the Embankment as well as wildlife information.

Councillors agreed for Cllr Spencer to carry out her proposals. It was also agreed that Cllr Spencer can place an advert in the local magazine for anyone wishing to join the Working Party. Cllr Reeves commented that we may be able to approach The Fifth Trust about helping, as they frequently help the surrounding communities with projects.

*Cllr Spencer to start forming the Working Party and working towards her proposals*

d) Footpaths within Kingston Parish:

Cllr McWilliams stated that the footpaths look tidy now and that there are no issues. Cllr Spencer brought up that there was step currently missing on the footpath from the Covet Lane end of the Embankment, into the field.

*Cllr McWilliams to follow up missing step*

e) Litterbin outside The Barn:

The Clerk stated that he had chased the bin being missing with no reply. The previous response (via the online tool) had said that the bin was going to be taken away. It was also raised that there was a bin currently missing from outside The Barn. Cllr Sole provided an email address that maybe helpful for the Clerk to contact.

*Clerk to contact SERCO/CCC regarding the litter bin*

## 12. Councillor Roles

Cllr Chatley commented that he was keen to allocate roles to Councillors, so that there would be no confusion, should help be required. Cllr Stribbling commented that with the upcoming elections, delegating roles now, could be obsolete in a few months' time. Cllr Chatley agreed and stated that anything agreed to now, would be reviewed following the Parish Council elections in 2023. 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. The roles were agreed to by Councillors and these have since been updated in the Parish Council website:

Cllr Chatley: Councillor training, concurrent funding, council documentation, website and KVHT liaison

Cllr Martin: Emergency planning and flood warden, KPCC liaison

Cllr McWilliams: Primary footpaths monitor

Cllr Pearson: KALC liaison

Cllr Reeves: Fire and rescue liaison

Cllr Spencer: Police liaison, secondary footpaths monitor, trees and the Embankment

Cllr Stribbling: Environmental and countryside issues

## 13. Kingston Court

Cllr Chatley expressed his wish to clarify some points raised from the survey sent out to residents, to confirm if some of the statements made were factual or not. Several statements were read out by Cllr Chatley, and Councillors were asked to confirm if they believed the statements to be true or not. These can be found in appendix 1. Most of the statements were clarified by councillors and Cllr Martin agreed to seek further

information regarding the local geology. Any other conversations regarding the site suggestion in the local plan, would be for the extraordinary meeting on 28<sup>th</sup> of September, to carry on the information gathering process.

**14. Hiring of the Platinum Jubilee Beacon**

The Clerk reported that he had circulated information to Councillors regarding the hiring of the Platinum Jubilee beacon. Advice had been obtained from the KALC legal representative, the insurance brokers as well as the insurance company. Special insurance rules were in place during Jubilee, due to the number of beacons that would be around and in use. There would potentially be issues around insurance and potential liability, as well as policy and risk assessments required. Claims would also not be covered if the Parish Council found liable. Loss and damage to the beacon would also not be covered whilst hiring party has it unless their insurance does. It was agreed by Councillors that the work needed to ensure the beacon and hirer were suitable, and ensuring risk assessments, insurance and liabilities were in place, heavily outweighed the potential income from payments or donations.

**15. Village Projects**

ITEM	DETAILS
<p><b>2. Embankment</b></p>	<p>a) Plans for second stage clearance towards Covet Lane <i>Forestry License submitted. See 11c</i></p> <p>b) New planting including wildflower seeding <i>See 11c</i></p> <p>c) Timber for repairing worn steps <i>Cllr Martin requires assistance transporting a new supply of boards when possible</i></p> <p>d) Information boards – 1 at either end of the footpath <i>See 11c</i></p>
<p><b>3. Footpaths</b></p>	<p>a) Hire labour as needed for selected clearance <i>See 11c</i></p>
<p><b>4. Refurbishment</b></p>	<p>a) Footpath noticeboard at corner of playing field. <i>This has now been completed</i></p> <p>b) St Giles Direction Signage <i>This has now been completed</i></p> <p>c) Bus Stop at the end of The Street <i>Cllr Reeves is awaiting the spare tiles from the Baby Barn, to enable him to repair the roof</i></p>

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

The Clerk commented that he had received an email on the day of the meeting regarding the request to extend the Conservation Area. Further information will be requested as to the process of how to apply for this so that the entire village is covered by the Conservation Area.

**17. Matters for future discussion:**

Cllr Chatley asked for an agenda item for meeting dates for the coming year, up to the Parish Council elections.

There being no further business, the meeting closed at 8.55pm.

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 03<sup>rd</sup> October 2022 in The Barn, Kingston at 7.30pm**

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

## **Appendix 1: Statements clarified under agenda item 13**

Cllr Chatley mentioned that he wanted to clarify some of the points raised by residents in response to the flyer that was sent out.

1. KPC did a housing survey some years ago:  
KPC actually carried out a village survey, which the Clerk now has and will check the survey to see if it contains any relevant information that might help the Parish Council.
2. Bridge & Barham schools are full:  
It was thought that the statement was true, but Cllr Chatley will confirm.
3. Underground feeder stream to Nailbourne crosses the middle of the field:  
Cllr Martin to investigate by looking at local geology maps that she has.
4. Sewage problem:  
It was discussed and agreed that the existing system would likely not be able to cope with a large increase in housing. The Parish Council however are not experts in this matter.
5. Multiple TPO's on trees in the field:  
Cllr Chatley had investigated prior to the meeting and reported that there are at least 22 trees with TPO's on them.
6. The field is often under water during the winter months:  
Cllr Chatley had looked at the floodplain map on the KCC website and reported that it does suffer from surface water problems in the winter.
7. Covet Lane was included in "Quiet Lanes":  
Covet Lane is not covered by the "Quiet Lanes" project.
8. Since the site is in a conservation area all the trees are automatically protected:  
This is not the case, although permission is required from CCC to carry out any work on a tree in a conservation area.
9. Is the site protected as an SSSI (Site of special scientific interest):  
According to the Natural England website, it is not an SSSI.
10. Covet lane and Church Lane are not Classified roads:  
Cllr Chatley had done some investigating and whilst unable to confirm these roads specifically, reports that 60% of all roads in the UK are not classified.