



# KINGSTON PARISH COUNCIL

## Minutes of the Meeting of the Council

Monday 7<sup>th</sup> November 2022 at 19:30

### Present:

Cllr Paul Chatley (Chair); Cllr Davina Martin; Cllr Val McWilliams; Cllr Gina Pearson; Cllr Laura Spencer; Cllr Vince Stribbling; 4 Members of the Public; Mr Christopher Howard (Clerk)

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

Cllr Chatley welcomed everyone present and thanked them for attending the meeting.

Apologies for absence were given and accepted for Cllr Steve Reeves, and City and County Councillor Mike Sole.

#### 2. Minutes of previous meetings:

The minutes of the Extraordinary Meeting held on Wednesday, 28<sup>th</sup> September 2022 was approved as true a record, proposed by Cllr Pearson, and seconded by Cllr McWilliams.

The minutes of the Ordinary Meeting held on Monday, 3<sup>rd</sup> October 2022 was approved as true a record, proposed by Cllr Pearson, and seconded by Cllr Martin.

#### 3. Declarations of interest:

None were received.

#### 4. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement.

One resident raised that there was some rubbish that had been fly tipped in the village, and that they had reported this to CCC a couple of weeks prior to the meeting. One location, along the Westwood Road bridle path in Chartham Woods, has also been reported by Cllr Stribbling. Another location was along Covet Lane next to Hearts Delight, which Cllr Spencer stated she had also reported.

*Clerk to chase up the reports of fly tipping with CCC, and speak with Cllr Sole regarding the matter*

One resident also raised whether the Parish Council would be putting in a statement regarding CCC's 2045 local plan, with regards to Adisham, which is a fellow ancient settlement which should remain as such, and not turned into a large town by the Cooting Farm development next to it. Cllr Chatley stated that the Parish Council would be looking at the Local Plan in more detail before making a comment, but that it would consider making a statement regarding Adisham.

#### 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. It was highlighted that Cllr Sole is trying to make the concerns known regarding Adisham and the Local Plan 20245 through as many channels as possible. Councillors stated that they had nothing extra to add.

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

Cllr Chatley reported that he had noticed that the wooden Kingston signage, that the village had erected as you entered the village from Barham, was missing paint on the name of the village. Cllr Chatley reported that the name could no longer be read. Cllr Chatley asked if there were any objections to him purchasing some gold paint and repainting the sign. No objections were given. Cllr Martin stated her belief that there was still some gold paint available to paint the sign from the previous time this had been done and would try to locate it and give it to Cllr Chatley. Cllr Chatley handed a receipt for gold paint to the Clerk for reimbursement at the

next meeting, should it be required if Cllr Martin could not find the old pot. Cllr Chatley stated that he would also approach the landowner to ask permission for access to the land, to paint the sign.

*Cllr Chatley to ask permission to enter the land and to paint the writing on the entry sign to the village gold*

Cllr Chatley stated that at the previous meeting during discussions, Cllr Reeves had mentioned that he was present at a Parish Council meeting when the land between Church Lane and Covet Lane had previously been discussed. Cllr Chatley said that he had been through all the minutes from 2019 and could not find any reference to the matter.

Discussion was had about what Parish Council documents were located within the Baby Barn, and if any of it could be relocated to the Cathedral Archives. Cllr Martin stated her belief that within the Baby Barn was a book of minutes and a plan of the barn prior to its renovation, alongside other items. All documentation is stored within a locked filing cabinet, within a shed, within the barn. It was mentioned that there is not as much Parish Council equipment and items in there that was first thought. It was agreed for a list to be produced of what items were in the Baby Barn, at both the home addresses of Cllr Martin and the Clerk, as well as what was at the Cathedral Archives.

Cllr Spencer raised that there was some black cabling, believed to have been left by BT, along Covet Lane, between Broadfield and the waterwork cottages. The cables appear to have been left behind, and in some instances, were hanging.

*Cllr Chatley to contact BT regarding the cabling*

## 7. Planning:

The Clerk reported that there was five new planning applications since the last meeting:

**CA/22/02127 – Location:** 45 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Single-storey extension to existing outbuilding together with the construction of a glazed link to side and external alterations.

**P.C. Comments:** No Objection

**CA/22/02128 – Location:** 45 The Street, Kingston, Canterbury, Kent, CT4 6JQ – **Proposal:** Application for Listed Building Consent for single-storey extension to existing outbuilding together with the construction of a glazed link to a rear projection, the replacement of a window with side entrance door and the construction of an open timber framed porch together with replacement windows, internal alterations and external alterations.

**P.C. Comments:** No Objection

**CA/22/02136 – Location:** Kingstone Court, Church Lane, Kingston, Canterbury, Kent, CT4 6HY – **Proposal:** Two storey rear extension following demolition of existing single storey extension.

**P.C. Comments:** No Objection

**CA/22/02137 – Location:** Kingstone Court, Church Lane, Kingston, Canterbury, Kent, CT4 6HY – **Proposal:** Two storey rear extension following demolition of existing single storey extension.

**P.C. Comments:** No Objection

**CA/22/02195 – Location:** Disused Railway, Embankment, Covet Lane, Kingston, Kent – **Proposal:** Felling licence application for conservation area at railway embankment - Forestry Commission reference 019/2921/2022.

**P.C. Comments:** This is the Parish Council's own application

There was one decision that was "Awaited":

**CA/22/01724 – Location:** Highfield House, 66 The Street, Kingston, Kent, CT4 6JQ – **Proposal:** Detached car port.

There was none that were noted as being "Granted":

## 8. Finance:

- a) Bank Balance as of £31,166.32 as of 12th October 2022 (Including grants and reserves)  
The expenditure below was authorised (proposed by Cllr Stribling and seconded by Cllr Pearson), made up of:  
Dynamix – Payroll Fees October: £7.80  
Chris Howard – Clerk Salary October  
Grass cutting: £150.00  
Unity Bank: £500  
The Clerk apologised that the cheque to open the Unity Bank Account was missing from the agenda. As it is not an expenditure, and the money will remain with the Parish Council, Councillors were asked if they wished to accept the cheque or wait for it to be added to the December 2022 agenda. Councillors agreed to accept and sign the cheque at the meeting.
- b) Half-Year Statement:  
An updated half-year statement had been produced by the Clerk and circulated to Councillors prior to the meeting. Councillors discussed whether they agreed with the predicted values suggested by the Clerk. It was proposed and agreed that the funding for the church lighting be removed, as the church have stated they no longer required this. It was also discussed and agreed that the estimated costs for an election are around £800, should there be a contested election.  
A forecast budget for 2023/24 of £11,830.00 was agreed by Councillors  
Cllr Chatley therefore proposed a precept request of £8000, which, is in line with the agreement from the previous precept request, that the Parish Council would request £3000 less than what is budgeted. Unanimously agreed by the Parish Council.
- c) Internet banking:  
The Clerk stated that the application was completed and that, alongside the opening cheque, signatures of the authorising signatories, were required to finalise the application, and send it off to Unity. Signatures were then obtained.  
*Clerk to complete the application*

## 9. CCC and KALC Correspondence:

- a) Parish Council Engagement Meeting:  
The Clerk reminded Councillors of the Parish Council engagement meeting being held on 21<sup>st</sup> November 2022, and asked if anyone wished to attend, and if so, could they let him know. Cllr Pearson stated she would double check her diary.

## 10. Highways and Footpaths:

- a) Highways Improvement Plan (HIP):  
The Clerk reminded Councillors of a meeting that had been arranged with Highways regarding a discussion into the HIP. The meeting had been arranged for Monday 14<sup>th</sup> November 2022 at 3pm.  
*Meeting with Highways regarding the HIP to be attended by Councillors*
- b) Embankment Felling License and Woodland Management Plan:  
The Clerk stated that he had heard back from the Forestry Commission regarding the license, who had agreed to issue one, and that this was now with CCC planning (See agenda item 7)  
Cllr Spencer reported that she had recently placed another article in the local magazine asking for help regarding the formation of a working group for the maintenance of the Parish Council owned portion of the Embankment but had again not heard anything. Councillors requested that an agenda item be created for the next meeting to discuss whether to have a leaflet drop around the village to gain help and support for the working group formation.  
*Agenda item to be created to discuss a leaflet drop*
- c) Conservation Area extension:  
Discussion was again had regarding the extension of the Conservation Area to cover the whole village, rather than just most of it. Questions remained as to what the differences were between the conservation area and the area of outstanding natural beauty (AONB), which does cover the entire village. It was discussed as to whether someone could be contacted, who knew the intricacies of Conservation Area vs

AONB, and how best the village go about the issue. It was also raised that this could be a perfect topic for the Annual Village Meeting in May 2023.

*Clerk to ask CCC Planning if they can produce and provide a presentation on the topics requested*

d) Footpaths within Kingston Parish:

Cllr McWilliams stated that PROW were awaiting a new step that they could then install on the footpath from the Covet Lane end of the Embankment, into the field.

Cllr Chatley said that he had spoken to the landowner of the dangerous style on the path from Kingston to Bishopsbourne, and they agreed that something had to be done about it, and that they were in communication with PROW currently to get it replaced.

Cllr Spencer stated that she had been contacted by a group of local Ramblers who had invited her to go for a walk with them. They stated that they are willing to help fix, repair and clear pathing, should CCC and PROW not be able too. Cllr Spencer has stated that should any styles need reporting whilst on the walk then she would do so. The Clerk requested that Cllr Spencer inform him of what styles were reported, so that he could forward this onto Cllr McWilliams, so that all three knew what had and had not been reported.

*Cllr Spencer to walk with the local rambling group and report back on any findings or outcomes*

e) Litterbin outside The Barn:

Cllr Pearson stated that she had met up with someone from CCC regarding the missing litter bins. CCC were aware of the bin missing in the field, but the one that was near to the salt bin outside the Barn, was not on his map. Should a bin be installed, CCC would empty it. It was suggested that rather than place the bin next to the salt bin, it be located closer to the entrance of the Barn, near to the road entrance to the car park. Cllr Chatley stated that he would raise this at the next KVHT meeting.

*Cllr Chatley to report back on discussions from the KVHT meeting*

**11. Coronation of HRH King Charles III (Initial plans and budgeting):**

With a date for the Coronation of HRH King Charles III now known, as well as the bank holiday that would follow it, the Parish Council have had to move their May 2023 meeting to the following Monday. This will now be on 15<sup>th</sup> May 2023. Due to this move, there is now only one Monday left in the month for the Annual Village Meeting, which will be held on 24<sup>th</sup> May 2023.

**12. CCC Local Plan update:**

Cllr Chatley stated that the plans for Kingston were rejected mainly due to road access.

The Clerk reported that he had recently attended the Local Plan 2045 meeting held in Canterbury for Parish Councils. A set of notes taken at the meeting had been sent to Councillors prior to the meeting. The notes include that the City Council were pushing ahead with their vision of an Eastern bypass, as well as the transport vision of segregating the city into sections, where drivers could not pass from one district to another. The Clerk also reported that the Local Plan included a reservoir at Broad Oak.

The Clerk suggested that rather than make an impulsive decision now on how the Parish Council wished to comment on the proposals, that the Parish Councillors look at the proposals themselves, as well as the notes and minutes that the Clerk believes that CCC will be circulating from the Parish Council Local Plan meeting. Councillors agreed and Cllr Chatley requested that Councillors write a list of positives and negatives that they wish to discuss with a view to add to the response at the next meeting.

*Clerk to add an agenda item to discuss the Parish Council's response*

*Councillors to formulate a list of items they wish to be included with the Parish Councils response*

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

The Clerk mentioned that a pay award for Clerks had been agreed, which equates to roughly a £1 an hour increase, and will be backdated to April 2022.

The Clerk reported that an email had been received from GoCompare.com regarding wanting the Parish Council to advertise information they are providing regarding protecting your property from flooding. Councillors agreed that they did not want this on the website.

The Clerk reported that he had also received an email regarding wheelie bin speed stickers. Councillors did not believe that these would be worthwhile, mainly due to the Parish Council being in discussions with Highways regarding the speed limit through the village as part of the HIP.

**14. Matters for future discussion:**

None received.

**15. Date of next meeting:** 05<sup>th</sup> December 2022 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 8.40pm.

**16. Confidential Staffing Item:**

Parish Councillors discussed the recent resignation of the Clerk owing to work-life balance difficulties arising due to a recent promotion at his full-time employment. The Clerk has offered to work longer than his one-month contracted notice period and it was agreed that the Clerk would stay in position for at least another 3 months whilst a successor was sought, and a handover undertaken.

The current contracted hours of the Clerk position and the hours actually being worked were also discussed, and it was agreed that these need to be increased from the current 4 hours a week. Cllr Chatley cited sector suggestions that Clerks with one meeting a month should be on a minimum of 6 hours a week. The Clerk agreed that this would be beneficial to, and better reflect the role, and this was unanimously agreed by Councillors.

Councillors discussed the advertisement for the position of Clerk and Responsible Financial Officer and stated that they would advertise this in the village magazine and on the KALC website, with a closing date of 6th January 2023. The hours would be updated to reflect the agreement to increase these to 6 hours a week.

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 December 2022 in The Barn, Kingston at 7.30pm**

Future meeting dates: 09/01/2023, 06/02/2023, 06/03/2023, 03/04/2023, 15/05/2023