



# KINGSTON PARISH COUNCIL

## Minutes of the Meeting of the Council

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

### Present:

Cllr Paul Chatley (Chair); Cllr Davina Martin (Vice-Chair); Cllr Val McWilliams; Cllr Steve Reeves; Cllr Laura Spencer (arrived 19:45); Cllr Vince Stribbling; City and County Councillor Mike Sole; 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 Gina Pearson (illness), and Cllr Laura Spencer (running late due to work – arrived 19:45).

#### 2. Minutes of previous meetings:

The minutes of the Ordinary Meeting held on Monday, 7<sup>th</sup> November 2022 was approved as true a record, proposed by Cllr Martin, and seconded by Cllr Stribbling.

#### 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. None were made.

#### 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 spoke and reminded residents and the Parish Council, that they have until 16<sup>th</sup> January 2023 to submit any comments they may have regarding the CCC Local Plan 2045. Cllr Sole also mentioned that CCC had recently approved the Mountfield Park development.

Cllr Sole commented that the biggest development as part of the Local Plan 2045 would be new town between Adisham and Aylesham, which there were a lot of concerns about this not being a new town, but instead a grouping of rural villages. There are also numerous other large developments proposed all around Canterbury.

Despite the negatives, Cllr Sole stated that there were some positives with the Local Plan 2045, especially around wildlife and nature standards.

Cllr Sole stated that Adisham and parishes local to them, are producing a response together, and that this should be on their website should Parishioners and Councillors wish to read it.

Regarding the Wincheap gyratory system, Cllr Sole said he believes it will still go ahead, with work set to start in January 2023. There is currently a judicial review in process, but it is doubtful this will overturn the proposed system.

Cllr Martin asked Cllr Sole about an article in the national news, that had stated that local councils will not be held or forced to reach specified property target numbers. Cllr Sole said that he is not sure when this would happen, but that the redevelopment of Canterbury and transport system depends on the property numbers

that are being proposed. It is also possible that the new developments, systems, and local plan in Canterbury could change, if there is a change in councillors and leadership following the City Council elections in early 2023.

Cllr Martin passed on hers, and that of the Parish Council's thanks, for all Cllr Sole had done over the past months for the local Parishes and also spreading the word on consultations for the Local Plan 2045.

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

Fly tipping at Westwood and Covet Lane were mentioned, with Cllr McWilliams saying that she had reported both to CCC and Canenco. On checking with them they said the items had been removed, but Cllr McWilliams stated they were still there. Cllr Reeves commented that at one location of fly tipped waste, that there was a sticker placed on it by CCC, saying they were aware of it. This pile however has been added to in the meantime whilst its removal is awaited. Cllr Sole kindly offered to chase up the removal of the fly tipped waste, and to find out why Cllr McWilliams had been given the information she had regarding its removal.

Cllr Chatley stated that he had obtained permission from the landowner where one of the signs on entry to Kingston was, and that the name of the village has now been repainted. Cllr Reeves mentioned that the broach on the signs also needs to be repainted and refurbished. Cllr Chatley agreed, but that would be out of the skill set of any councillor. Cllr Chatley raised that this should be discussed in the New Year and investigate having a professional do the work. This was agreed by councillors.

Cllr Chatley also mentioned that the cabling along Covet Lane had been removed before he had a chance to report it, and also that a road sign along Covet Lane and Turks Hill had been replaced.

Cllr Chatley further stated that he was in the process of updating the DPA policy, and that this would be circulated to councilors once completed. He also stated that he had not had the time over the past month to make an inventory of what items were located within the Baby Barn. Cllr Martin stated that items at her address were believed to be a bound book of minutes dating back to the 1970's, refurbishment plans for the Barn from 2000, as well as deeds to the Embankment.

*Cllr Martin, Cllr Chatley and the Clerk to create an inventory of what they have, or is within the Baby Barn, that belongs to the Parish Council, so that it can be centrally located, or placed within the Cathedral Archives.*

#### 7. Planning:

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

**CA/22/02294 – Location:** Padbrook House, Church Lane, Kingston, Canterbury, Kent, CT4 6HX – **Proposal:** Single-storey side extension.

**PC Comments:** No objections

**CA/22/02339 – Location:** The White House, Black Robin Lane, Kingston, Canterbury, Kent, CT4 6HR – **Proposal:** Two-storey side extension.

**PC Comments:** No objections

There were four decisions that were "Awaited":

**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.

**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.

**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.

**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.

There were two that were noted as being “Determined”:

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

**CCC Comments:** This application had been withdrawn by the applicant

**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.

**CCC Comments:** CCC had no objections to the application

## 8. Finance:

- a) Bank Balance was £30,281.02 as of 21st November 2022 (Including grants and reserves).  
The expenditure below was authorised (proposed by Cllr Spencer and seconded by Cllr Stribbling), made up of:  
Dynamix – Payroll Fees November: £7.80  
Chris Howard – Clerk Salary November  
Hall Hire for 2022: £59.95  
Metallic Gold Paint: £5.99  
Grass cutting: £120.00  
Whilst the cheques were being signed, Cllr Chatley commented that the KVHT were intending to increase the price of the hall hire due to increases in running costs. He has also asked if the invoice for the hall could be submitted at either the start of the calendar year, or start of the financial year, rather than at the end of the calendar year.
- b) Internet banking:  
The Clerk stated that the application and opening cheque had all been sent off to Unity Bank and was currently awaiting confirmation of the account being opened.
- c) c) Concurrent Function Funding (CFF):  
The Clerk stated that the amount of CFF that would be given to Kingston had been agreed by CCC. This amount comes to £2686. Cllr Chatley stated that £296 would be retained for the Parish Council to maintain the village’s two bus stops, and that the rest would be passed onto the KVHT for their upkeep of the village’s playing field.

## 9. CCC and KALC Correspondence:

### Parish Council Engagement Meeting:

The Parish Council engagement meeting was held by CCC on 21<sup>st</sup> November 2022 and was attended by Cllr Pearson and the Clerk.

The Clerk stated that at the meeting the Parish Charter was agreed and signed by both Cllr Fitter-Harding and Cllr Treacher. An introduction and background were given regarding the Parish Charter and that the idea of it was to build trust between CCC and the Parish Council’s. It was felt that CCC were treating their Parish Councils as if they were children, but that this had now changed to a relationship based on mutual respect. The document will be an ever-evolving document, which will hopefully stay in place for many years to come. The Clerk stated that Cllr Sole was also there, who raised why he was the only city councillor present and suggested all city councillors need to be aware of the document and to abide by it moving forward.

Parish Councils raised that they need to be made aware by CCC of any timelines regarding responses to their queries.

The document will be reviewed regularly and will grow as the relationship between the Parish Councils and CCC matures.

Also raised at the meeting was an update regarding the elections, which will be held on 4<sup>th</sup> May 2023, from 7am until 10pm.

The notice of elections, where the nomination process of candidates starts, will be 16<sup>th</sup> March 2023. The deadline for nominations (and withdrawals) will be 4<sup>th</sup> April 2023 at 4pm. Due to legislation changes, the nomination cards will have to be delivered to CCC Military Road offices by hand. CCC have stated that there will be someone at the location during office hours to ensure the nominations can be received.

Notices of the election will be published after this deadline, via being posted online and noticeboards. Postal votes will be sent out in one bundle alongside the City Council polling cards. Counting will be on 5<sup>th</sup> May 2023, with the City Council elections counted first.

Nomination forms require two signatures from persons within the village and will also have a consent form. A further form can also be provided should Councillors not want their address published.

Nomination forms should be sent through to Clerks, to enable them to be sent out to persons who wish to be nominated.

Expenses for elections will be split 50/50 with CCC, as both elections will take place at the same time.

Voter ID was also mentioned. As part of new legislation (which has not yet been agreed but should be in place in time for the elections), requires voters to have photographic ID with them. Examples include driver's license, passport, blue badge, or concessionary bus pass. CCC are aware that not everyone will have photographic ID, and that voter ID can be requested. When further information is known this will be made available.

With regards postal voting, no photographic ID is required.

As part of the Parish Charter, a Code of Conduct has been agreed at CCC, following discussions with national committees on the subject. Training of CCC members will be carried out following the elections, and Parish Council's are free to use the document as well, should they wish.

As already mentioned, the CFF was also discussed. Parish Council's had overwhelmingly agreed to keep values the same as 2022-23 plus inflation. Inflation had previously been agreed as 3%, however CCC have stated that given the current financial climate, this was increased to 10% for 2023-23. A full review of CFF has not yet been carried out by CCC, due to their own internal restructuring, as well as the current financial climate. When time allows, this will be looked at.

Regarding new teams, CCC now has a centralised team dealing with complaints, as well as one working closer with the district. A new A-Z of services, emails and phone numbers is being produced, and will be distributed to Clerks in due course. A further liaison meeting will be organised as well in the future.

## **10. Highways and Footpaths:**

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

Cllr Chatley commented that he, Cllr Spencer, and the Clerk had attended the virtual meeting with Highways regarding the HIP held on Monday 14<sup>th</sup> November 2022. At the meeting the HIP was gone through in the order of importance as suggested by the Parish Council.

Priority 1 was the speed limit and lack of pavements through the village, specifically The Street and Covet Lane. Highways stated that they had looked at Google map satellite navigation data, and that this showed that there was currently no evidence of speeding through the village. It was agreed however that a sign warning drivers of the horse stables along Covet Lane would be installed by Highways.

Priority 2 was reducing the speed limit along Bonny Bush Hill. This however does not meet the criteria set by Highways to enable them to reduce the speed limit.

Priority 3 was enforcing a 40mph speed limit around the blind bend at the Black Robin PH. Again, Highways stated that there was not enough evidence to alter the speed limit, given that there had only been one minor incident at the location in 2019.

Cllr Stribbling questioned why Highways were being reactive to accidents instead of being proactive, but this is a question that could not be answered.

It was suggested that the Parish Council suggest of extending the 30mph limit from Barham up to Black Robin Lane.

Priority 4 was preventing lorries from using the country roads in and around the village. Highways stated that they cannot prevent vehicles using the roads, however it was agreed that the signage was potentially not adequate. It was agreed that Highways would look at changing the signs to a different version, this

time showing a lorry, rather than just being writing. They would also investigate whether the locations of the signs could be changed to aid visibility of them.

Priority 5 was a suggestion that the passing place at the Millennium Bridge, just as you enter the village from Bonny Bush Hill, be taken on by Highways to maintain. Highways confirmed that the small strip of road was not theirs, but that the Parish Council could ask the asset owner at Highways if it could be adopted, but it was doubtful.

Priority 6 was the A2 slip road onto Black Robin Lane, as this is a potentially dangerous junction. Highways stated that this was not their responsibility, as major roads are dealt with by National Highways. It was suggested that this would be a very expensive undertaking and would be unlikely to be accepted by National Highways.

Priority 7 was an official sign for the passing place by Millennium Bridge, as the current sign was provided by the Parish Council. As has already been stated, this does not belong to Highways, and so no sign will be provided.

*Highways to be chased regarding updates and documentation that would be supplied following the HIP meeting*

b) Embankment Felling License and Woodland Management Plan:

The Clerk stated that license had been approved and received. Cllr Spencer mentioned that she wished to review her notes from the walk that she and the Clerk had had in September 2022 with Roland Brown regarding a wildlife management plan, prior to instructing the works to commence on the Embankment. *Cllr Spencer to inform the Clerk of any information that the tree surgeon would need before commencing work to remove the trees on the Embankment.*

c) Footpaths within Kingston Parish:

Cllr Spencer stated that she has met up with one of the local rambling groups and now has a contact number for them. They have stated that should there be any issues then they will look to clear up or report these themselves and will inform Cllr Spencer of this.

Cllr McWilliams stated that PROW were still awaiting a new step that they could then install on the footpath from the Covet Lane end of the Embankment, into the field. There is also currently a dispute regarding a metal pole in the style that needs to be replaced.

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.

d) Litterbin outside The Barn:

Cllr Chatley stated that the KVHT will be placing a new bin beside the noticeboard, outside the Barn. It was also asked if anyone knew who the small strip of land between The Street and the Barn belonged to. Whilst Councillors could not say for sure, it is believed this belongs to KVHT.

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

Parish Councillors were asked what they would like to do for the Coronation of HRH King Charles III. It was suggested that the parishioners themselves be asked, with ideas being a tea party in the morning or evening of the event, as most people would likely either want to be in London for the Coronation or watching it on television. It was agreed that the Parish Council would await further directions regarding the holding of an event and would decide from there what to do. Cllr Spencer agreed that she would speak to members of the working party that organised the Platinum Jubilee celebrations, to see if they had made any plans regarding a celebration of the Coronation.

*Clerk to forward on any information that is received regarding Parish events for the Coronation*

*Cllr Spencer to speak to the Platinum Jubilee working party regarding any plans*

**12. CCC Local Plan update:**

Cllr Chatley asked whether Councillors were happy to provide a response regarding the Local Plan 2045, with emphasis on the development at Aylesham and Adisham. This was agreed by Councillors. Councillors raised their beliefs that this development of 4000 homes at Cooting Farm would be unfeasible due to the poor road network in the area. Cllr Sole stated that Adisham had the groundwork for the basis of their complaint on their website.

Cllr Chatley also mentioned his confusion regarding CCC's plan to segregate Canterbury into quadrants, when in 2045 it would be assumed that everyone would be driving non-polluting electric vehicles. Councillors agreed for the Clerk to draft a response, which would be agreed at the next meeting. *The Clerk to draft a response to the Local Plan 2045, utilising Adisham's response as a base.*

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

a) KFRS Safety and Wellbeing plan 2023:

The Clerk commented that he had received an email from KFRS regarding the public consultation of their Safety and Wellbeing plan 2023. This can be found on the KFRS website at:

<https://www.kent.fire-uk.org/report/safety-and-wellbeing-plan-2023>.

The email stated that:

"The purpose of a Safety and Wellbeing plan is to inform you and everyone across Kent and Medway, about changes that we intend to make or would like your views on. This is a shorter plan than usual and tells you what we have been working on recently, our current safety campaigns and how we have performed. We have also given a summary of what you receive as a customer, for the money you pay as part of your council tax to help run your fire and rescue service.

We welcome your comments through this survey on a number of options regarding council tax levels for 2023/24. Please note - the survey closes on Friday 13 January 2023 at 9am."

b) KFRS Free Fire Safety Talks:

The Clerk also stated that he had received another email from KFRS regarding free fire safety talks.

These talks cover what to do in the event of a fire, and how to keep safe in other ways, for example by practicing safer cooking, electrical safety tips, and information about smoke alarms. The talks are about 45 minutes long and this allows time for questions.

The Clerk said he wished to raise awareness of this offer for any parishioners or groups/clubs within the village who may wish to take advantage. Should anyone want any further information then they are free to contact the Clerk.

Cllrs Spencer and Martin also stated that it could also be a good idea for the Parish Council to ask if they were available for the Annual Village Meeting.

**14. Matters for future discussion:**

None received.

Whilst not a matter for future discussion, Cllr Stribbling commented that he and Cllr Spencer had collected 14 bags of rubbish from litter picking along Bonny Bush Hill, which is believed to be back to pre-pandemic levels.

**15. Date of next meeting:** 09<sup>th</sup> January 2023 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 8.35pm.

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 09th January 2023 in The Barn, Kingston at 7.30pm**

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