



# KINGTON PARISH COUNCIL

## Minutes of the Meeting of the Council

Monday 9<sup>th</sup> January 2023 at 19:30

### Present:

Cllr Paul Chatley (Chair); Cllr Davina Martin (Vice-Chair); Cllr Val McWilliams; Cllr Gina Pearson; Cllr Steve Reeves; Cllr Laura Spencer; Cllr Vince Stribbling; 3 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 from County and City Cllr Mike Sole (Work).

#### 2. Minutes of previous meetings:

The minutes of the Ordinary Meeting held on Monday, 5<sup>th</sup> December 2022 was approved as true a record, proposed by Cllr Pearson, and seconded by Cllr Stribbling.

#### 3. Declarations of interest:

Declarations of interest were given by Cllr Reeves regarding planning application CA/22/02270 under agenda item 7.

#### 4. Public Forum:

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

One resident raised about whether there was a possibility for a salt bin to be placed at the junction between Jesse's Hill and Marley Lane, as with the recent poor weather, ice had formed along the road, preventing residents from leaving their properties, either by car or on foot. Cllr Chatley stated that this would be investigated by the Parish Council. Cllr Reeves stated that if he gets time, he will refill salt bins within the village.

Another resident asked why there was no bank balance on the agenda, Cllr Chatley stated that the figure would be mentioned under agenda item 8, but at the time of posting the agenda, the bank swap was being finalised.

*Clerk to liaise with Highways regarding the siting of a new salt bin and when they will next be filled. Cllr Reeves to refill salt bins in the village should time permit.*

#### 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. Councillors had nothing extra to add other than that they are grateful for all the hard work Cllr Sole puts in.

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

Cllr Chatley reported that the advertisement for the role of Clerk and RFO for the Parish Council had closed with 2 applications having been received. It was agreed by Councillors that Cllrs Chatley, Martin and Stribbling would be interviewing. Cllr Pearson agreed to be at the door to meet and greet the applicants. Cllr Chatley asked if Councillors had any questions that they wished the applicants to be asked, could they please get them to him by the 20<sup>th</sup> of January 2023.

*Interviews to take place at The Barn on the evening of 23<sup>rd</sup> January 2023*

## 7. Planning:

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

**CA/22/02270 – Location:** Marleywood Yard, Marley Lane, Kingston, Kent, CT4 6JJ – **Proposal:** Single-storey detached outbuilding for use as barn and garage for the storage of vehicles and forestry equipment following demolition of existing outbuildings.

**PC Comments:** Cllr Reeves stated that the application was essentially just rotating a barn by 90° – No objections

There were five 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.

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

There was one that was noted as being “Determined”:

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

## 8. Finance:

- a) Bank Balance was £29,632.12 as of 9<sup>th</sup> January 2023 (Including grants and reserves).

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

Dynamix – Payroll Fees December: £7.80

Chris Howard – Clerk Salary December

Stamps & postage - £7.79

- b) Internet banking:

Cllr Chatley stated that as the Parish Council account with Unity was now set up, no cheques would be signed, and payments would be made electronically. Should signatories not have a password to log on, Cllr Chatley advised that they contact Unity and inform them to send a new one through.

*Cllrs Martin and Spencer to ensure they have received login details for the bank*

## 9. Miscellaneous Parish Council Matters:

- a) Parish Council Documentation Retention Policy Update:

Cllr Chatley reported that he had circulated an updated version of the Parish Council’s document retention policy to Councillors prior to the meeting. The updates included adding dates for retention as well as adding more specific locations as to where documentation was located. Cllr Chatley advised that there still needed to be slight adjustments. Councillors agreed to wait until the next meeting when further updates were made.

*Cllr Chatley to update the Documentation Retention Policy again*

b) Documents in Baby Barn:

Cllr Chatley provided a breakdown to Councillors of documentation that was currently held in the Baby Barn, as well as with Cllr Martin and the Clerk. Cllr Chatley stated that whilst creating a list of documentation in the Baby Barn, it became clear that a new filing cabinet would be needed. Currently, there are 3 filing cabinets, all of which are shared between the Parish Council, Kingston Hall Village Trust and the Parochial Council. Also, whilst creating the list, Cllr Chatley adhered to the retention dates as set out in the aforementioned updated Documentation Retention Policy, to make suggestions as to whether a document should be retained, archived or destroyed. Councillors unanimously agreed to the suggestions made. It was however raised whether the Parish Council would be charged extra to attend the Cathedral Archives to place or withdraw documentation filed there. It was agreed for the Clerk to enquire about this.

The Clerk also raised that currently there was no Information Officer designated amongst Councillors. It is assumed that this is the Clerk, but there had been, to his knowledge, any confirmation of this. It was agreed for an agenda item to be created to delegate the role of Information Officer to a Councillor or the Clerk.

*Clerk to contact Cathedral Archives regarding attending the archives, and if there are charges for attendance and placing of withdrawing of Parish Council documents, as well as confirmation as to who can attend on behalf of the Parish Council.*

*Agenda item to be created to nominate an Information Officer*

c) Portable PA system, Filing Cabinet and Paper Shredder:

As previously mentioned, Cllr Chatley reported that a new filing cabinet needed to be order, for use solely by the Parish Council. A suitable cabinet had been located by Cllr Chatley for around £150. Councillors unanimously agreed for Cllr Chatley to purchase this.

Also, given the quantity of documentation that needed to be managed appropriately, Cllr Chatley suggested purchasing a paper shredder. Cllr Pearson suggested that a heavy duty one be purchased to minimise the risk of overheating. This, along with a disposal log, were unanimously agreed by Councillors. It has previously been mentioned that the acoustics within The Barn are not the greatest, and sometimes Councillors and residents alike, can have trouble hearing what is being spoken about. Cllr Chatley stated that he had found a portable PA system online with 2 microphones and a speaker, to allow people to speak and be heard by all present. The price of this specific item was £137.99. It was mentioned however that before spending money, that the Parish Council talk to the KVHT regarding use of equipment already stored within The Barn.

*Cllr Chatley to purchase filing cabinet and paper shredder, and to converse with KVHT regarding use of their microphone and speakers for meeting purposes.*

**10. CCC and KALC Correspondence:**

“Becoming a local councillor” event:

The Clerk reported that he had received an email from KALC regarding meetings for anyone wishing to become a local councillor. Dates for these are: 17<sup>th</sup> January 2023, 21<sup>st</sup> February 2023 and 21<sup>st</sup> March 2023. Cllr Chatley also stated that he had placed this within the local magazine for residents.

**11. Highways and Footpaths:**

a) Highways Improvement Plan (HIP):

Cllr Chatley stated that the Parish Council had now received documentation as well as an updated HIP from the Highways HIP team, following the virtual meeting the previous year. Cllr Stribbling again voiced his annoyance that Kent Highways appeared unwilling to be proactive in preventing incidents, especially given that there had recently been an article in a national newspaper regarding a lessening of incidents in Cornwall, following the trial of a countywide reduction of the 30mph speed limit to 20mph. This is currently in the process of being adopted by Cornwall.

Councillors asked if the Clerk could contact Highways HIP team regarding whether the Parish Council would be made aware of the site visits, and also to contact Cllr Sole regarding funding for not suitable for lorry sign changes within the village. The Clerk also asked the Parish Council’s permission to contact Highways regarding their adoption of the passing place by Millennium Bridge, and this was unanimously given.

It was also reported that there was a 30mph sign still missing along Covet Lane, as well as another sign nearby covered by branches that required cutting back.

*Clerk to contact HIP team regarding site visits, Cllr Sole regarding funding for the HIP, and Highways regarding adoption of passing place at Millennium Bridge, replacement of speed sign along Covet Lane and removal of branches covering another speed sign.*

b) Embankment Felling License and Woodland Management Plan:

The Clerk stated that the contractors previously agreed upon by the Parish Council to carry out tree works in the village had been spoken to, and that he was currently awaiting an update as to when they would be available to attend.

Cllr Spencer stated that she had heard back from 3 residents wishing to be part of a working group for the Embankment. Cllr Spencer stated that she will be looking to having a meeting with the residents and to start work on producing a Wildlife Management Plan.

*Cllr Spencer to start work on a Wildlife Management Plan for the Embankment, alongside the working group*

c) Footpaths within Kingston Parish:

Cllr McWilliams stated that the steps into the field at the junction of Covet Lane and the Embankment had now been fixed, but that she was still awaiting an update regarding metal pole in the style that needs to be replaced.

*Cllr McWilliams to inform the Parish Council of any updates regarding the metal pole*

d) Litterbin outside The Barn:

Cllr Chatley stated that there had been no further progress since KVHT spoke with CCC about the location where it wished to be cited. It was also raised at this point that The Street needed sweeping as there was currently debris on it from Marley Lane.

*Cllr Chatley to chase up KVHT regarding an update on the bin. The Clerk to contact Highways or Cllr Sole regarding sweeping along The Street*

**12. Coronation of HM King Charles III (Initial plans and budgeting):**

Cllr Pearson reported that she had spoken to the same company that she had purchased the Jubilee Beacon from, and she was informed that they would not be producing any additional parts for the Coronation of HM King Charles III, in particular a CR111 to replace the ER11 that is currently attached. Cllr Reeves suggested that the Parish Council approach a local metalsmith in Barham, who should be able to produce what the Parish Council required, should an event go ahead.

Cllr Chatley stated that advice regarding insurance has been sent to himself via the Clerk, which states that unlike the Platinum Jubilee, insurance would be solely held by the organiser of the event, and not a combination of organiser and landowner. The Clerk also reported that CCC wanted to know who were planning to hold events for the Coronation, so that they could inform local public services. Whilst the Parish Council had not yet made up their mind regarding holding an event or not, the Clerk was advised to inform CCC that we were planning an event, with dates, times, and event type to be confirmed at a later date.

*Clerk to inform CCC that the village are currently planning to hold an event, but unknown when this would be and in what form*

**13. CCC Local Plan update:**

Cllr Chatley asked whether Councillors were happy with the response that had been drafted by the Clerk, and asked if any changes wished to be made. Councillors unanimously agreed that no changes needed to be made, and that this could be sent to CCC.

*Clerk to submit the Parish Council's response to CCC's Local Plan 2045*

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

The Clerk reported that he had received notification of an online briefing for Polling ID's being held by CCC and asked if any Councillors wished to attend alongside him. No Councillors were available to attend, however Cllr McWilliams will be present, albeit in her role of Clerk of a neighbouring Parish.

The Clerk also reported that there are online Councillor training sessions being run by KALC for any Councillor needing the training or wishing to refresh their knowledge. Cllr Reeves asked if there were any in person

events. The Clerk stated that there will be and when these are known these will be sent to Cllr Reeves. No other Councillors expressed an interest.

**15. Matters for future discussion:**

Cllr Reeves asked why the defibrillator at The Barn was hidden away at the back, and not easily accessible. Cllr Chatley commented that its placement was not for the Parish Council to decide, as it is owned and maintained by KVHT. Cllr Chatley did say however that he would pass the suggestion on to them.

Cllr Martin stated that the Parish Council noticeboard outside The Barn was in need of refurbishment and if it would be added as an agenda item.

Cllr Martin also stated that she needed help with purchasing new slats for the Embankment footpath. Cllr Chatley stated he will try and help if he finds the time.

It was also mentioned that the bus stops require repainting.

Cllr Spencer raised whether it would be possible to halt the contractors doing any work on the Embankment, until the next meeting when she would have a Wildlife Management Plan to provide to the Parish Council.

*Cllr Chatley to speak to KVHT regarding the defibrillator and help Cllr Martin with wooden slats.*

*Agenda items to be created for refurbishment of the noticeboard and bus stops. Clerk to contact contractor to not start work on the Embankment.*

**16. Date of next meeting:** 06<sup>th</sup> February 2023 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 8.30pm.

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 06th February 2023 in The Barn, Kingston at 7.30pm**

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