



KINGSTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 6th February 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; 8 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 9th January 2023 was approved as true a record, proposed by Cllr Pearson, and seconded by Cllr Reeves.

3. Declarations of interest:

Declarations of interest were given by Cllr Reeves regarding planning application CA/22/02270 under agenda item 8.

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 the seemingly fixed horse stables that have appeared on a field along The Street named "Hill Top Farm". The Clerk stated that the email that was received from said resident, had been raised with CCC Planning for them to investigate, as it is a question regarding planning legalities, and that the Parish Council are not the appropriate body to make any decisions regarding this. This was brought up in more detail under agenda item 14.

5. Complaint received from Parishioner:

Cllr Chatley raised that a letter of complaint had been received by the Parish Council from a Parishioner regarding the recent tree works that were happening on the Parish Council owned section of the Embankment. Cllr Chatley stated that the contractors had attended to carry out works without informing the Parish Council, and that they had since apologised for this. The contractors had stated that they had a window of availability in the diary due to the ground being too wet where they were due to work and knew that Kingston Parish Council were awaiting works to be completed. The complaint centred around a tree being cut down, that should not have been. There was confusion as to whether this was a liquid amber or horse chestnut, or if in fact 2 trees had been cut down outside of the specified remit. Cllr Chatley stated that he had attended whilst the works were taking place and spoke to the contractors regarding the tree, and they admitted that the wind had caught a branch that had been removed from the Oak, which unfortunately had caught the other tree. Due to this they took the onsite decision to cut the tree at ground level. This has been discussed already with the contractors and they will replace any trees that are accidentally removed. The works were paused straight away at the behest of the Parish Council, whilst a decision is made. It was raised that in future it should be demanded confirmation be obtained before contractors start work, and that any accidents are reported rather than covered up. Cllr Reeves, a tree surgeon himself, did state that if the company owner is not present, it is possible that the other workers do not report any accidental trees being cut, as they do not want to be in trouble, and he has even had the same issues with his workers.

It was also raised that there were still some debris along The Street from the contractors from where they carried out another job.

The resident also raised that they were not sent an acknowledgement of receipt of the letter by the Parish Council, which was addressed to Cllr Spencer. Cllr Chatley apologised and agreed that moving forward all letters of complaint will receive a response regarding acknowledgement. It should be noted that letters of complaint should be addressed to the Parish Council and sent through to the Clerk.

Cllrs Chatley, Spencer, and Reeves to attend the Embankment to assess which tree(s) has been accidentally removed, and to discuss suggestions to put to the Parish Council moving forward regarding the tree removal.

Clerk to request the tree(s) be replaced, and that the next time they attend to provide notice of arrival. Clerk to also request that the job undertaken along The Street regarding the acacias, that the contractors tidy up properly as there are apparently still some branches on the side of the road.

6. 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 as there was nothing done in Kingston this month. Of note however, there is some information regarding the Wincheap gyratory scheme.

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

Cllr Chatley raised several updates regarding updates from the previous meeting:

- It was noted that boarding had now been purchased for the replacement of steps along the Embankment.
- The KHVT have confirmed that there is a PA system within the hall, but Cllr Chatley said he had not had time to investigate this further.
- Mud along The Street was cleaned up the day after the meeting, although they did not do up Church Lane.
- A burst water pipe had been reported along Westwood Road, and it is believed this has now been closed for repairs. A resident raised that they have been reporting this to the water company since October 2022, and they are only now responding that the pipe has seemingly burst, rather than just leaking.
- Cllr Chatley received a phone call regarding a shipping container appearing at Kings Yard, and this has been reported to CCC via Cllr Sole for investigation.
- An article regarding Voting ID and that ID at the next elections will be required to vote has been placed in the village magazine.
- Cllr Pearson raised that she was not sure if the Jubilee tree was struggling or if it was just because it was winter. Cllr Reeves stated that it was more than likely due to it being winter but would check when he had the opportunity.

Cllr Chatley to check the PA system in The Barn

Clerk to request why road was not swept along Church Lane

8. Planning:

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

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/22/02270 – 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.

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

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

9. Finance:

- a) Bank Balance was £29,632.12 as of 31st January 2023 (Including grants and reserves).
The expenditure below was authorised (proposed by Cllr Pearson and seconded by Cllr Spencer), made up of:
- Dynamix – Payroll Fees January: £7.80
 - Chris Howard – Clerk Salary January (including backpay)
 - Timber – £24.11
 - Shredder – £74.99
 - Filing Cabinet - £119.99
 - Website - £160.00
- b) Internet banking:
Cllr Chatley stated that the bank balance was the same as the previous month as there were some teething problems with authorising the payments, although these had been done prior to the meeting. Cllr Spencer still requires her password to be sent through, although this is pending.
At this point, Cllr Martin raised the internal auditor the Parish Council uses has decided to no longer continue due to her workload. The Clerk raised that the new Clerk may know of one who can be used.

10. Miscellaneous Parish Council Matters:

- a) Clerk and RFO Vacancy:
Cllr Chatley reported that interviews for the Clerk and RFO vacancy took place on 23rd January 2023. One candidate had to withdraw on the day of the interviews, but two candidates were interviewed. The Parish Council decided to offer the job to Stephanie Woods, who accepted.
Cllr Chatley wished for it to be put on record that the Parish Council was very grateful for the outgoing Clerk Chris Howard, for staying on in the role since his resignation in November 2022 and to say thank you for all the hard work that he had put in during his time as Clerk and RFO for Kingston Parish Council.
- b) 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, following further adjustments made to it. The path for the majority of documents will be to go from the Clerk to the filing cabinet in the Baby Barn, and then into the Canterbury Cathedral archives or shredded, at times specified in the policy. The policy was proposed by Cllr Stribbling and seconded by Cllr McWilliams. Councillors unanimously agreed to adopt the policy.
- c) Parish Council Information Officer:
The Clerk stated that the assumed Information Officer for the Parish Council is the Clerk but stated that it is good practice to have this in writing. It was suggested that this role remain with the Clerk, which was agreed by the Parish Council, as well as the incoming Clerk.
- d) Cathedral Access:
Cllr Chatley stated that there is still plenty of room within the Parish Council’s currently paid for area. The Clerk is awaiting confirmation of how much room would have to be taken up by the Parish Council before a price increase, and what this price increase would be.

- e) Platinum Jubilee Tree Plaque:
Cllr Pearson raised that the plaque under the Platinum Jubilee tree states HRH (Her Royal Highness) rather than HM (Her Majesty). It was agreed by Councillors that this be left until official confirmation was given regarding the Coronation of HM King Charles III, in case a tree is also suggested to be planted for the occasion as well, when a decision can be made as to whether to replace the plaque or not.
- f) Village Annual Meeting – Guest Speaker suggestions:
The Clerk stated that the Parish Council had 3 different suggestions for guest speakers for the Village Annual Meeting. Suggestions made were: a speaker on Conservation Area vs Area of Outstanding Natural Beauty; Fire Safety at home from KFRS; and also a nature talk from the local rambling group. It was agreed to request if either CCC Planning, or the AONB association, can provide a presentation regarding the differences between a Conservation Area vs Area of Outstanding Natural Beauty.
- g) Refurbishment of the noticeboard and bus stops:
Given the current weather, it was suggested to leave this on the agenda until it can be completed. It was also raised that there may be a volunteer day in relation to the upcoming Coronation, that could be used to give the village a rejuvenation.
- h) 2023 meeting dates:
Cllr Chatley stated that previously the Parish Council had only agreed up to and including the meeting after the elections. However, The Barn had been booked for the following dates and so these also needed to be accepted. It was agreed that the following dates be for the Parish Council meeting:
05/06/23, 03/07/23, 04/09/23, 02/10/23, 06/11/23, 04/12/23
The Annual Parish Council and Annual Village Meetings were already agreed at a meeting prior, but for the sake of completion these will be 15/05/2023 and 24/05/2023 respectively.
Clerk to update minutes and agendas with the new dates and include the Annual Village Meeting date

11. CCC and KALC Correspondence:

- a) CCC Annual Parking Review:
It was reported that CCC has recently released its Annual Parking Review. This includes placement of new yellow lines, loading bays and pavement/verge parking bans, and can be located on the CCC consultations website. There are none for Kingston and so the Parish Council did not wish to submit a response to the consultation.
- b) Electric vehicle and infrastructure survey Consultation:
Another consultation from CCC was received. The deadline for responses is 13th March, and so it was agreed for the item to remain on the agenda for the next meeting.

12. Highways and Footpaths:

- a) Highways Improvement Plan (HIP):
The Clerk reported that the speed signs along Covet Lane had been reported and hopefully will be installed soon. Highways have 28 days from inspection of the site to replace the signage. It is not known yet if this has occurred.
The layby by Millennium Bridge was also raised with KCC, and they said they will look into if there are any safety concerns regarding the potholes but will not fill/relay road as it does not belong to them, and they are not willing to take it on as they are unwilling to purchase the land. The Clerk further asked what would happen if we gifted it to KCC (should the Parish Council be the owners) and KCC said that it was currently privately owned and would not take it on even if gifted.
It was raised that there are currently a lot of roadwork signs dotted around the village, and it was asked if it can be looked into for these to be removed.
Marley Lane is also currently split and falling away, and road closures have been brought in for the road to be repaired.
Clerk to contact local Highways steward regarding roadwork signs left and abandoned in the area.
- b) HGV Road Signage:
Cllr Chatley reported that Highways had suggested that the HGV road signs be updated to one that shows a vehicle with a red line through it. Highways had found the money to replace these signs on behalf of the Parish Council, and it was agreed to instruct them to proceed. Due to not being enough land available at the junction entrance, there will not be an HGV sign on entering Church Lane from

Covet Lane. It was questioned as to why a sign could not be installed with an arrow pointing into Church Lane.

Clerk to clarify why a sign with an arrow cannot be installed to prevent HGV's entering Church Lane.

c) Salt Bins:

The Clerk reported that he had requested a bin for the junction of Marley Lane and Jesses Hill. This is awaiting a site visit and if agreed then prices will be sent through to the Parish Council. It is unlikely however that the salt bin will be installed this winter, however.

d) Embankment Felling License and Woodland Management Plan:

This was discussed under agenda item 5.

e) Footpaths within Kingston Parish:

Cllr McWilliams stated that she was still awaiting information regarding the metal pole along CB275. It was also mentioned that should there be any issues on the footpath along the Embankment, then this can be reported to PROW, as it is a public right of way, and they will have to deal with it rather than the Parish Council.

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

f) Litterbin outside The Barn:

Cllr Chatley stated that there were no further updates regarding the bin, but that KVHT had chased it up with CCC.

Cllr Chatley to chase up KVHT regarding an update on the bin.

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

Cllr Chatley reports that no official guidance had yet been received, but that information received from KALC was that Parish Councils should not wait before planning an event. Cllrs Martin and Spencer agreed to talk with local societies, especially those involved with the Platinum Jubilee and report back.

Clerk to inform the Parish Council when any official guidance is received.

Cllrs Martin and Spencer to report back to the Parish Council regarding local societies.

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

The Clerk reported that, as stated in agenda item 4, an email from a resident regarding the horse stables being erected in a field at "Hill Top Farm" had been forwarded on to the appropriate department at CCC Planning, for it to be looked into. The resident had raised that the structures appeared to be fixed and that they needed to be on runners to be able to be built without planning permission. The concerns were that they were an eyesore, and also that other horse owners in the field may feel as though they can also erect fixed structures, which would be against planning policies.

The Clerk also stated that he had reported the drains along Church Lane to be cleaned more often, and also requested an extra drain be installed. It is unlikely that a new drain would be installed due to the infrastructure of the drainage system, however. It was also raised that the drains are cleared twice a year, and it was requested that this be done more often. A resident present stated that the drains are not currently cleaned twice a year, as suggested by the CCC website.

Another consultation had been received from CCC prior to the meeting. This time for the new draft Home to School Transport Policy. Councillors agreed for this to be placed on the agenda for the next meeting for discussion. The deadline for responses is set at 21st March 2023.

15. Matters for future discussion:

Cllr Chatley asked what had happened with the repairs to the bus shelter roof. Cllr Reeves stated that he had received the tiles, and was awaiting time to fix the roof.

Cllr Chatley also suggested that a home working policy regarding the Clerk and RFO needed to be put together.

Cllr Chatley to put together a Homeworking Policy regarding the Clerk and put it to the next meeting for approval.

16. Date of next meeting: 06th March 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 March 2023 in The Barn, Kingston at 7.30pm

Future meeting dates: 06/03/2023, 03/04/2023, 15/05/2023, 05/06/23, 03/07/23, 04/09/23, 02/10/23,
06/11/23, 04/12/23

Annual Village Meeting: 24/05/2023