



KINGSTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 6th March 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; Mrs Steph Woods (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 6th February 2023 was approved as true a record, proposed by Cllr McWilliams, 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.

There were no public questions or statements.

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 as there was nothing done in Kingston this month.

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

Cllr Chatley raised several updates regarding updates from the previous meeting or matters arising since the publication of the agenda:

- There has been no update from Canterbury City Council Planning on whether permission is required for the horse shelters that were raised at the last meeting. It is thought that the structures are not concreted into place so are a temporary structure. An update from CCC will be chased and provided at the next meeting.
- Cllr Chatley informed the meeting that South East water main is leaking again at Westwood. He has written to the CEO at South East Water and is awaiting a response.
- It was reported that another large crack has also appeared on Marley Lane. This has been reported.
- Cllr Chatley confirmed he had enquired on the location of the defib and it was confirmed that this was the recommended place to fit as at the time there were a number of thefts of defibs. If required the defib can be moved to an alternative location.
- A number of Parish Council documents have now been archived at the Canterbury City Archives including old minute books.
- Cllr Chatley informed the group that upon reflection, there was no requirement for a homeworking policy to be produced.

- Canterbury City Council have confirmed that the boundaries of the conservation area are correct on their website and that they hold no paper documents to show any differences in the boundaries.
- Cllr Chatley discussed the forthcoming Parish elections and asked the group if the Parish Council should encourage residents to stand in the elections. It was suggested that an article be placed in the parish magazine and a flyer be created and hand delivered by councillors to all households in the Parish. This was proposed by Cllr McWilliams, and seconded by Cllr Reeves and all councillors present voted in favour of this.

7. Planning:

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

CA/23/00241 – Location: 6 The Street, Kingston, Canterbury, Kent, CT4 6HZ – **Proposal:** Formation of access, new porch and bay window and 3 rooflights to front elevation, solar panels to front, single-storey rear extension, rear dormer and balcony together with linked double garage and heat pump to side elevation following demolition of existing garage and removal of existing side hipped roof and chimney stacks to main roof and rebuilding roof to form new gable. **Following discussion of the proposal it was agreed by all that there are no objections from the Parish Council and that this decision would be uploaded onto the CCC planning portal by the Clerk.**

CA/23/00284 – Location: Reeds Mill, Westwood Road, Kingston, Canterbury, Kent, CT4 6JL – **Proposal:** Two-storey rear extension together with removal of centre chimney. **Following discussion of the proposal it was agreed by all that there are no objections from the Parish Council and that this decision would be uploaded onto the CCC planning portal by the Clerk.**

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 were no decisions that were “**Determined**” since the last meeting

8. Finance:

- a) Bank Balance was £28,654.25 as of 1st March 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 February 2023: £7.80

Chris Howard – Clerk Salary February

b) Internet banking:

Cllr Chatley stated that the application for the new Clerk to be added to the account had been submitted and that it was expected to take 14 days from application for access to be granted. Cllr Chatley will chase bank after this date if access is not provided. It was also noted that Cllr Spencer now has online access to the account and can authorise payments.

9. Miscellaneous Parish Council Matters:

a) Refurbishment of the noticeboard and bus stops:

This is ongoing until there is an improvement in the current weather. It was suggested that this could be undertaken as part of The Big Help Out (Monday 8th May 2023) as part of the Coronation celebrations. Cllr Reeves reminded the group that he is still to carry out the repair to the bus roof as this is also weather dependent.

b) PCC Electric Donation:

Following the last Village Hall Trust meeting, it was suggested that the Parish Council might wish to consider donating towards the cost of electricity charged to the Parochial Church Council for the ground lighting along the playing field. It was noted that previous years costs had been offset with the hedging churchyard side being cut and paid for by Kingston Village Hall Trust. This arrangement is no longer in place. The donation of £70 for 2022 electricity costs was proposed by Cllr Stribbling, and seconded by Cllr Reeves and all councillors present voted in favour of this.

10. CCC and KALC Correspondence:

a) Electric vehicle and infrastructure survey Consultation:

After discussion it was decided that there was no requirement for the Parish Council to submit a formal response as parishioners can submit their individual views to CCC online at:

<https://online1.snapsurveys.com/interview/961373c2-ea7b-402e-8d30-3ffd30f110ec>

b) Home to School and Post 16 Transport for Mainstream and SEND Pupils - Public Consultation:

It was agreed that the Parish Council should formally respond as this is an important resource to many residents and the service should remain as it is. The clerk to submit a response on behalf of the Parish Council.

c) KCC's Community Services Consultation:

It was decided that there was no response required for this consultation.

d) Keep Britain Tidy 2023 Campaign:

Cllr Spencer informed the meeting that this campaign runs from 17th March – 2nd April 2023. It was felt that although this is a good initiative to support, it is important to reinforce the message that you should pick up your litter all the time not just once a year. Cllr Spencer will organise a date for this event to take place in Kingston and update the details with Keep Britain Tidy and the Parish Magazine. Cllr Spencer will also ensure that there are enough supplies of gloves, sacks, litter pickers etc and that there is a risk assessment in place for the event.

e) KCC Armed Forces Awareness Training:

This was noted but unfortunately no one is available to attend at this time.

11. Highways and Footpaths:

a) Highways Improvement Plan:

Feedback for KCC is still outstanding and this will be chased for the next meeting.

b) HGV Road Signage:

Cllr Chatley updated that a response has been received from KCC Highways and that they are unable to place the signage as it has to be 450cm from the road to prevent a hazard to road users and this was not possible at the site. It was suggested that it might be possible to place the signage on private land with the landowners permission and it was decided to investigate this option.

c) Salt Bins:

The quotation for the salt bin on Jesses Hill has still not been received by the Clerk and this will be chased for the next meeting.

d) Woodland Management Plan:

The first meeting of the volunteer working group took place on 3rd March 2023 and nine people attended. A walk through and delegation of tasks were produced by the group. The project has been broken into three sections:

1. The Management Plan - Cllr Reeves to identify trees that are dead or in need of work which will assist the group to produce a tree map with numbered trees which will feed into the management plan. This will be a live document that will be updated as and when required. Volunteers will take responsibility this on behalf of the Parish Council and Cllr Spencer will feedback on behalf of the working group.
2. Cllr Spencer has signed the volunteer organisation up to the Wider Kent Awards and confirmed that Hearts Delight were also part of the group and had a wide range of expertise to offer.
3. Information boards need to be produced showing local animals, plants, biodiversity and history. There is a grant of £500 already received by the Parish Council to carry out this project.

Cllr Spencer raised the question of whether someone from the Parish Council needed to be present whilst volunteers worked on the land and what implications this would have on the PC's insurance and what sort of risk assessment is needed. The clerk will investigate this and update finding at the next meeting.

It was also reported that it was hoped to produce a database of species for the PC website, to remove non British Species from the site and that there will be a core working group but any resident would be able to participate whenever they wanted. There are a large number of trees to be removed but the priority will be given to those overhanging the footpath. This is a 5 year plan and some trees may be left if not causing an issue as they provide valuable habitats to lots of insects and animals.

An update on the recent tree works was given following an inspection carried out by Cllr Chatley and Cllr Spencer. It has been decided that the contractor can now be instructed to reattend and needs to replace two trees: one liquid amber and one horse chestnut. Cllr Spencer will liaise with the contractor and ensure either Cllr Chatley or herself supervise any further works.

e) Footpaths within Kingston Parish:

Cllr McWilliams has received no update for the Public Rights of Way regarding the broken style and will write again to chase a response.

Cllr Spencer received an email from a resident regarding CB275 and signage being put up saying no right of way. The group felt this signage was not new and had been up for some years and as it was not a public right of way the landowner was within their right to place signage. It was suggested by the resident that the Parish Council could consider purchasing the land and turning it into a public right of way and it was unanimously agreed that this was not something that the Parish Council would consider as it was not in most parishioners interest or a justified expense of funds. The landowner has already paid a fee so that the land cannot be turned into a public right of way for 25 years although it was not known when this specifically was done but it is still in force. The resident has now received a response from the Parish Council and the matter is now closed.

f) Litterbin outside The Barn:

CCC have been chased for a response and there is no update to date.

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

To be updated at the next meeting following the meeting of the Village Society on 16th March 2023.

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

The Clerk requested that all individual correspondence received by each councillor be forwarded onto her as well so that the Parish Council could send an acknowledgement to the enquirer and it could be entered onto the correspondence register so progress and resolution can be monitored.

14. Matters for future discussion:

There were none raised.

15. Date of next meeting: 3rd April 2023 at 7.30pm in The Barn, Kingston

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

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 3rd April 2023 in The Barn, Kingston at 7.30pm

Future meeting dates: 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