



KINGTON PARISH COUNCIL

Minutes of the Meeting of the Council

Monday 15th May 2023 at 19:30

Present: Cllr Paul Chatley (Chairman); Cllr Jerry Cook; Cllr Davina Martin (Vice-Chairman); Cllr Val McWilliams; Cllr Steve Reeves; Cllr Richard Story; Cllr Laura Spencer; Cllr Mike Sole (County & City); 4 Members of the Public; Mrs Steph Woods (Clerk)

1. Election of Chairman and Vice Chairman

Cllr Chatley welcomed everyone to the meeting and asked for nominations for the role of Chairman. Cllr Chatley was proposed by Cllr McWilliams, seconded by Cllr Reeves, and unanimously agreed. There were no other nominations. Cllr Chatley was therefore elected as Chairman for the Council year 2023-2024 and signed the acceptance of office.

Cllr Chatley then asked if the Parish Council wanted a Vice Chairman, and if so, asked for nominations. Cllr Martin was proposed by Cllr Reeves, seconded by Cllr Story, and unanimously agreed. There were no other nominations. Cllr Martin was therefore elected as Vice Chairman for the Council year 2023-2024 and signed the acceptance of office.

2. Welcome to new Councillors

Cllr Cook and Cllr Story were congratulated on their successful election and welcomed to the Parish Council. The Chairman informed the new councillors that an independent email address for sole Parish Council emails was required. Cllr Cook and Cllr Story to set up and let the Clerk know the details. The councillor's distribution patches for parish matters was discussed and it was agreed that Cllr Cook and Cllr Story would take over the two vacant patches. Councillor responsibilities to be discussed at the next meeting.

3. Councillor Declaration of Acceptance and PDI Forms

The Declaration of Acceptance forms were signed by each Councillor and witnessed by the Clerk. PDI forms are to be returned to Elections at Canterbury City Council within 28 days of 9th May 2023 and the Clerk has already circulated these by email to all Councillors.

4. Apologies and approval of absences

Cllr Chatley welcomed everyone present and thanked them for attending the meeting. No apologies were received.

5. Declarations of interest

Cllr McWilliams declared an interest in item 9 on the agenda with specific reference to the new planning application CA/23/00683.

6. Minutes of previous meetings:

The minutes of the Ordinary Meeting held on Monday 3rd April 2023 was approved as a true record, proposed by Cllr Reeves and seconded by Cllr McWilliams.

The minutes of the Extraordinary Meeting held on Tuesday 18th April 2023 was also approved as a true, proposed by Cllr Reeves and seconded by Cllr Martin.

7. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement. No questions or statements were made.

8. Reports from County and City Council members:

Cllr Sole's annual 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 was in attendance and updated the Parish on the recent County Council elections. Having been elected again as the ward Councillor, Cllr Sole reported that the Council did not have one party with enough seats to run the Council so agreement of how to move forward was due very soon and that he was expecting a more significant role within the Council following this decision. An update on the Stagecoach meeting regarding the 17 bus was also given and the outcome was more positive than expected. Stagecoach were almost operating the evening service at a profit so will look to trail the service for six months over the summer to see if they can get enough numbers to make the service more viable on a permanent basis. Cllr Sole will keep the Parish Council update with future developments.

9. Planning

Three new planning applications were discussed:

- CA/23/00555 – Quilters Farm, Westwood Road, Kingston, Canterbury, CT4 6JN - Application for lawful development certificate for proposed stationing of mobile home for ancillary accommodation in garden. **The application was discussed and it was decided by all that there were no objections to this application and a neutral comment should be given.**
- CA/23/00355 - Keepers Cottage, Ileden Lane, Kingston, Canterbury, CT4 6HP - Single-storey side extension following demolition of existing side extension. **The application was discussed and it was decided by all that there were no objections to this application and a support comment should be given.**
- CA/23/0068336 – 3 Rectory Orchard, Church Lane, Kingston, Canterbury, CT4 6HY - Single-storey front and side extension, single-storey rear extension and detached garage following demolition of existing attached garage/store room. **The application was discussed and it was decided by all that there were no objections to this application and a neutral comment should be given.**

Three determined applications were discussed:

- CA/23/00284 - Reeds Mill, Westwood Road, Kingston, Canterbury, CT4 6JL - Two-storey rear extension together with removal of centre chimney. **Granted.**
- CA/22/02136 - Kingstone Court, Church Lane, Kingston, Canterbury, CT4 6HY - Two storey rear extension following demolition of existing single storey extension. **Refused.**
- Ca/22/02137 - Kingstone Court, Church Lane, Kingston, Canterbury, CT4 6HY - Application for Listed Building Consent for external and internal alterations including two storey rear extension following demolition of existing single storey extension. **Refused.**

The solar panels on 6 The Street were also raised as they are facing the road and are within the Conservation area and clarity on this will be sought by the Clerk with CCC Planning.

10. Finance:

a) Annual Internal Audit

It was proposed by Cllr Spencer and seconded by Cllr Reeves that Diane Mummery would be used to undertake the annual internal audit for the fee of £60.

b-d) These items were deferred to the next meeting due to missing bank statements delaying the annual finances and audit.

e) Payments and Receipts: Precept has been received. CCF Funding still to be received.

Bank Balance as of 9th May 2023: £35,324.87 (Including grants and reserves)

Payments:

Steph Woods – Clerk Salary & Expenses April 2023 (PAID & REFLECTED IN BALANCE ABOVE)

Steph Woods – Reimbursement for Treemarkers tree numbers: £78.48 (PAID & REFLECTED IN BALANCE ABOVE)

Steph Woods – Reimbursement for Amazon tree protectors – Amazon: £31.98 (PAID & REFLECTED IN BALANCE ABOVE)

Steph Woods – Stationary: £30.17 (TO AGREE)

KALC – Annual Membership: £268.36 (TO AGREE)

Dynamix – Payroll Fees April: £7.80 (TO AGREE)

CPRE – Annual Membership: £36.00 (TO AGREE)

The above payments were proposed by Cllr Reeves and seconded by Cllr McWilliams and all agreed for them to be paid. The Chairman confirmed that, as discussed previously, it is not necessary to publish the monthly Clerk salary information as this was raised again at the last meeting. The Clerks salary is given on the annual return and six month finance review.

f) Section 101 Expenditure

The policy was circulated and it was agreed to have Section 101 Expenditure as a regular item under the finance section of the agenda.

The Clerk now has access to the account to raise transactions, complete reconciliations, etc. It was also confirmed that the Clerk has no signatory permissions.

g) Payroll Provision

The Clerk has discovered some HMRC payroll software that is free of charge and undertakes all of the functions of the service offered by the current payroll provider so payroll can now be run directly by the Clerk. It was proposed to stop using the current payroll provider and use the new HMRC software by Cllr Reeves and seconded by Cllr Cook and all agreed. Clerk to inform payroll provider of this.

11. Miscellaneous Parish Council Matters:

a) Refurbishment of the noticeboard and bus stops:

This is still ongoing.

b) Save our Bus

An update on this was provided by Cllr Sole on item 8 of these minutes.

c) Parish Magazine

The Chairman informed the meeting that he had discussed making the magazine free with advertising covering the cost with the editor and was informed that this is not possible due to the cost and resources needed to do this.

d) KVHT Rep

Cllr Chatley was proposed as the rep for the KVHT by Cllr Reeves and seconded by Cllr Spencer and all agreed. Cllr Chatley will continue to be the Parish Council representative on the KVHT.

12. CCC and KALC Correspondence:

a) Councillor Training

Full details of councillor training was circulated prior to the meeting to all councillors by the Clerk. If any councillors wish to attend any of the training, to let the clerk know and it will be booked.

b) Parish Council Community Cost of Living Grant Scheme

The scheme was discussed and any councillors who have a specific project that they wish to fund by the scheme should contact the Clerk so a bid can be submitted.

13. Highways and Footpaths:

- a) Highways Improvement Plan
No update from KCC received, this was deferred to the next meeting. Cllr Sole asked to be copied in to future emails chasing a response.
- b) Woodlands Management Plan
The first draft of the plan is now available and will be circulated to all councillors by the Clerk after the meeting. Avril wished to extend her thanks to Roland Brown for his help with producing the plan. The next steps are to meet with the Forestry Commission and other stakeholders to approve the official document. The Parish Council's tree numbering project will be listed in the appendix. Cllr Spencer asked if the draft management plan could also be put on the website and Cllr Chatley will ensure this happens. The research into how volunteers can operate on the embankment needs to be finalised so they can get started. Clerk to further investigate insurance implications, risk assessments, etc and report back at next meeting.
- c) Footpaths within Kingston Parish
Cllr McWilliams is still trying to progress the enquiry regarding the stile on CB275 with PROW. Cllr Spencer said that she has now met with David Reekie, Local Footpath Officer from the Ramblers Association and he has money available for issues like the stile on CB275. Cllr McWilliams to speak with David to see if he can assist with the stile on CB275. It was also suggested that David might be a good speaker for the next AVM.
- d) Litterbin outside The Barn
There has been no update on this to date.
- e) Drainage, Church Lane
The Clerk has received correspondence from the new Drainage Engineer for the area and works to clear vegetation that blocks the gullies is due to be undertaken on 16th May 2023. The engineer also confirmed that having completed a risk assessment, the current system does not need improvements as it appears to be fully operational when the gullies are clear.
- f) Upcoming Tree Works
Cllr Reeves confirmed that Hart Lee Tree Surgeons will be carrying out the agreed tree works on 22nd May 2023.
- g) Underdown Nurseries tree works and Invoice
An invoice for £2,500 has been received for the previous tree works that have now been completed following the accidental removal of two trees outside of the works. It was proposed by Cllr Cook that the Parish Council should pay 90% of the invoice and withhold the remaining 10% until the replacement trees have been planted in September and this was seconded by Cllr story. All agreed so £2,250.00 will be paid after this meeting and the remaining when the replacement trees have been placed. The Clerk will inform Underdown Nurseries of this proposal.

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

An update on the tea party was given by Cllr Martin on behalf of The Village Society. The event was very well attended by approximately 100 residents and was a great success. The Parish Council expressed their gratitude to The Village Society for organising and hosting such a successful event.

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

- a) Canterbury District Volunteer Centre Services

Information on the service was circulated prior to the meeting and it was agreed that one of the supplied posters could be put in the noticeboard.

16. Matters arising (if not already on the agenda):

The chairman updated the meeting on the following items:

- The horse shelters which have been previously mentioned at past meetings should be down to individuals to pursue with Planning Enforcement at Canterbury City Council.
- The issue of the amount of dog mess on the playing field and embankment has been raised in the Parish Magazine.
- A member of the audience has informed the Chairman that Barham Parish Council have had their emblems on their signs repainted and the Clerk was asked to contact them to see if they could recommend this firm for our emblem signs.
- There is some left over apple juice and bubbles from the Coronation that have been donated for the Annual Village Meeting on 24th May 2023. It was agreed to also provide some biscuits for everyone to enjoy at the meeting.
- A resident had contacted the Chairman to see if the parish council could canvass residents opinions on the development options for the field adjacent to the embankment. It was agreed that this was not a statutory duty of the Parish Council and that residents opinions are always sort as part of any planning application.

The clerk had received two pieces of correspondence since the publication of the agenda:

- Trees in Village competition organisers have responded to the Clerks request to join and have said they will be in touch in early summer to arrange a meeting with one of the judges.
- KALC are looking for another Parish Councillor to sit on their Standards Committee and if any Parish Councillor is interested in undertaking this role, to contact KALC directly.

17. Date of next meeting: 5th June 2023 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 9.10pm.

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 on 5th June 2023.

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