



# KINGTON PARISH COUNCIL

## Minutes of the Meeting of the Council

Monday 5<sup>th</sup> June 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; 5 Members of the Public; Mrs Steph Woods (Clerk)

### 1. Chairman opening remarks, apologies and approval of absences:

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

### 2. Minutes of previous meetings:

The minutes of the Annual Parish Council Meeting held on Monday 15<sup>th</sup> May 2023 was approved as a true record, proposed by Cllr Cook and seconded by Cllr McWilliams.

### 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. One member of the public raised that the 30 mph sign on Covert Lane is still outstanding. Cllr Chatley confirmed that no response has been received from Kent Highways yet but this is being chased by the Clerk. Stile CB275 was also raised and Cllr Cook informed the meeting that a gap has now been made next to the stile which makes it easier to get up to the steps.

Another member of the public raised the issue with street cleansing on Church Lane and Marley Lane. The Clerk will speak to Canterbury City Council to see when it can be cleansed. Also, the need for a litter bin was raised and it was suggested that the Parish Council provide a litter bin.

### 5. Reports from County and City Council members:

Cllr Sole's May 2023 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.

### 6. Councillor Responsibilities

Cllr Chatley discussed the current list of Councillor responsibilities. Cllr Cook volunteered to be responsible for Environment and Countryside Issues and Cllr McWilliams volunteered to be responsible for Highways. It was agreed that Cllr Reeves should be responsible for Trees instead of Cllr Spencer. Cllr Martin will confirm if she is still wants to be responsible for KPPC. KALC Liaison and Grant Funding are still vacant and Cllr Chatley will circulate the list and Councillors can volunteer for the vacancies once this has happened.

It was also suggested to add Welcome Packs as another responsibility and it was decided to add this as an item for the next agenda to review the packs and look to order more. Clerk to scan the existing pack and circulate to all Councillors before the next meeting.

The Emergency Plan was also discussed, which is now at least 10 years old and out of date. The plan consisted of a telephone tree and contact for each identified area who coordinate effects for their areas. These contacts are now out of date. The development of a new Emergency plan will be added to the next agenda for further consideration.

## 7. Matters arising (if not already on the agenda)

- Cllr Chatley circulated an email to all Councillors from a resident thanking them for the recent tree works that were carried out by Hart Lee Tree Surgeons Ltd. The email also gave special thanks to Cllr Reeves for his assistance and to Hart Lee Tree Surgeons who were very efficient and helpful.
- A reminder that Marley Lane is to be closed between 6<sup>th</sup> – 10<sup>th</sup> July 2023 was given to the meeting.
- Cllr Chatley has also reported the salt bin, which is on its side and in the bushes, on Black Robin Lane to KCC.
- There is currently a planned bin strike in the Canterbury district between 12-25 June 2023. Please check [www.canterbury.gov.uk](http://www.canterbury.gov.uk) for latest news on this.

## 8. Planning

No new planning applications were received and one determined application was 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. **WOULD BE LAWFUL**

## 9. Finance:

### a) Annual Internal Audit

This has been completed and circulated to all Councillors. There were no problems identified during the internal audit and the Statement of Internal Control for the year ending 31<sup>st</sup> March 2023 was signed by the Chairman and Clerk. The document will be put onto the Parish Councils website as part of the 2022/23 Annual Finances.

### b) Certificate of Exception

This was signed by the Chairman and Clerk. The Clerk will email this to Mazar's, the external auditor, with the other information they requested.

### c) Annual Governance Statements for 2023/23

This was signed by the Chairman and Clerk and will be put onto the Parish Councils website as part of the 2022/23 Annual Finances.

### d) Accounting Statements 2022/23

The annual bank reconciliation was signed by the Chairman and the Clerk. The Explanation of significant variances in the accounting statements – AGAR Section 2 for 2022/23 was circulated and agreed by all. Both documents will go onto the Parish Councils website as part of the 2022/23 Annual Finances.

### e) Payments and Receipts:

Bank Balance as of 5<sup>th</sup> May 2023: £29,797.71 (Including grants and reserves)

Receipts:

HMRC VAT Repayment: £264.33

Payments:

Underdown Nurseries: £2,250.00 (PAID - AGREED AT PREVIOUS MEETING & REFLECTED IN BALANCE)

Hart Lee Tree Surgeon Ltd: £2,760.00 (PAID - AGREED AT PREVIOUS MEETING & REFLECTED IN BALANCE)

Steph Woods – Clerk Salary May 2023 (PAID – AS PER FINANCIAL REGS & REFLECTED IN BALANCE)

Dynamix – Final Payroll Fees May 2023: £7.80

Diane Mummery – Internal Audit: £60.00

The above payments were proposed by Cllr Reeves and seconded by Cllr Martin and all agreed for them to be paid.

## 10. Miscellaneous Parish Council Matters:

### a) Refurbishment of the noticeboard and bus stops:

The bus shelter on the junction of The Street and Bonny Bush Hill needs repainting. Cllr Martin has some Parish Council brought paint which can be used for this. The Clerk will organise three quotations for this work which can be discussed at the next meeting. Cllr Chatley will collect the paint from Cllr Martin and let the Clerk know if there is sufficient paint for the works or if more needs to be purchased.

## **11. Highways and Footpaths:**

a) Highways Improvement Plan

No update from KCC received, this was deferred to the next meeting.

b) Woodlands Management Plan

It was agreed by all Councillors that they wanted to be kept informed of developments with this as they happened instead of monthly updates at meetings. Cllr Spencer updated the Council on the meeting that was carried out last Friday by some of the volunteers. A few amendments have been received for the draft document but overall, mostly positive verbal feedback has been received. Cllr Spencer listed the actions that had arose from the meeting held last Friday and asked that the Clerk finalise the volunteer pack and risk assessments.

The dead/dangerous trees on the Embankment were also discussed and it was agreed that the trees causing a danger to the footpath and highway be treated as a high priority. Cllr Sole has put Cllr Spencer in contact with two tree specialists at Kent County Council and a site meeting with them is being arranged in June 2023 where the issue of dead trees will be discussed and their advice on the way forward will be sort. A list of urgent trees that need removing will then be provided at the next meeting so quotations can be obtained and the works carried out quickly.

Cllr Martin agreed to assist with the new noticeboards with the help of the grant obtained from the WI.

Cllr Cook raised that recently he encountered 2 cyclists using the embankment. Although there is signage for no bikes, they ignored this and were cycling along the footpath.

c) Footpaths within Kingston Parish

Cllr McWilliams has tried to contacted the land owner by email regarding stile CB275, on the advice of PROW, but is getting "mailbox full" bounce back emails. Cllr McWilliams will keep trying to get hold of the landowner and an update to be given at the next meeting.

d) Litterbin outside The Barn

As suggested above, the Council discussed purchasing a litterbin to go outside The Barn and it was agreed that the Clerk would contact Canterbury City Council to progress this for the next meeting.

e) Tony Hart Tree Works

As mentioned above these works have now been completed and all were pleased with how they were carried out.

f) Underdown Nurseries tree works and Invoice

The Clerk confirmed that Underdown Nurseries have emailed confirming they will return in September 2023 to replace the trees that they accidentally removed. The withheld payment of £250.00 will be paid once this has been completed.

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

a) Kent Police Contact

KALC have contacted the Parish Council on behalf of Kent Police asking for a contact for future updates. The Clerk confirmed that her details have been given as the key contact.

b) CCC Concurrent Funding

Canterbury City Council sent the grant agreement to the Clerk on 24<sup>th</sup> May which was signed by the Chairman and Clerk and returned on 29<sup>th</sup> May 2023. CCC has said they will now fast track the payment.

**13. Matters for future discussion:**

Cllr Chatley informed the meeting that he has received a request earlier that day relating to a past planning application CA/19/00095. This will be circulated to all Councillors and discussed at the next meeting.

**14. Date of next meeting:** 3<sup>rd</sup> July 2023 at 7.30pm in The Barn, Kingston

There being no further business, the meeting was closed to the public at 8.38pm.

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 3<sup>rd</sup> July 2023.**

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