# KINGSTON PARISH COUNCIL MEETING

# Held on 19th March 2020 at 1930hrs in The Reading Room, Kingston

# DRAFT M I N U T E S

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| PRESENT | Cllr Eve White | Cllr Merv Freeman |
|  | Cllr Alison Lewis | Cllr Phil Anderson |
|  | Cllr Flo Watts | Cllr Heather Summer-Nutting |
|  | Cllr Don Kelly |  |
| IN ATTENDANCE | Parish Clerk Sue Green |  |
| APOLOGIES | DCC Cllr Rufus Gilbert | SHDC Bernard Taylor |

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| **213.20** | **Apologies: -** DCC Cllr Rufus Gilbert SHDC Cllr Bernard Taylor |  |
| **214.20** | **Declarations of Interest: -** *In accordance with the Code of Conduct, members were Invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be Notified to the Parish Clerk within 28 days of the change.*  **Declaration of Interests:** Cllr White (Personnel) |  |
| **215.20** | **Open Forum**: - Cllr White stated no reports |  |
| **216.20** | **Minutes of Previous Meetings –** Minutes of Meeting Thursday 20th February 2020 approved and signed as a true record. All noted |  |
| **217.20** | **Devon County Councillor's Report:** Cllr Gilbertsubmitted apologies. All noted |  |
| **218.20** | **SHDC Report:** Cllr Taylor submitted apologies – All noted |  |
| **219.20** | **Correspondence: (General List Circulated)**  1.Calor Apply for winning Funding – All Noted  2.SHDC Backs Local Electricity Energy Bill – Clerk to reply KPC are under the SHDC wing. All Noted  3.SHDC Corona Virus – The first notification that emergency plans are being prepared for the expected severity of the COVID-19 Pandemic. SHDC submitted links for information, update will be continuously sent. All noted |  |
| **220.20** | **Neighbourhood Development Plan: -** Cllr Kelly, team member to the KNP Task Group, asked all Cllrs to confirm having  1. Read through the KNPTG draft changes to Regulation 14 Consultation Responses Spreadsheet and the new versions of the Character Assessment and the proposed Regulation 15 Plan  2. Read the notes of the telephone conference between Duncan Smith (SHDC Neighbourhood Plan advisor) and the KNPTG on 28th February 2020 (Rae Musk, Cllr Don Kelly and Dick Dalley present) concerning the KNPTG responses to SHDC’s Reg 14 comments and the draft changes proposed to the Reg 15, version of the Plan.  All KPC Cllrs confirmed reading and noting all such documents. Cllr Anderson questioned if, as noted in para 7 of the note of the call with Duncan Smith, DS had provided examples of Consultation Statements. Cllr Kelly confirmed that he had. Para 8 “Other Minor Points” had referred to the Kingston Fire Station. Cllr Kelly confirmed that the fact it had been reprieved from imminent closure would be referred to, probably in the Consultation Statement.  Following further discussion Cllr Freeman proposed to accept and support all the actions taken by the Task Group in reference to the Regulation 14 Consultation Responses Spreadsheet and to the proposed Regulation 15 Plan and to authorise the Task Group to move matters forward to the Regulation 15 stage without delay. 2nd by Cllr Lewis. Agreed by all. |  |
| **221.20**  **221.20.01**  **221.20.02** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Finance: Opening Balance**  **Current Account Total £ 5,399.21**  **Business Account £ 1,837.07**  **Payments to be Authorised**  Clerks Wages March 2020 £ 224.40  Clerk B’band & Heating March 2020 £ 15.00  Playdale Zip Wire £ 433.82  I DALC 2020 Membership £ 7.00  **Payments also to be Noted**  Print Copy Scan by DD £ 76.44  **Payments Received**  Newsletter Advertiser PM Fast Pay £ 12.00  Newsletter Advertiser SD £ 8.00 | |  |  | | --- | --- | | **Set Aside Current A/c at 19/03/2020** | **£** | | Allotment | 776.00 | | Marquee | 00.00 | | Marquee Deposits | 00.00 | | 3rd Groundwork Grant N’hood Plan | 830.00 | | KPC Playground Maintenance Donations | 2120.00 | | KPC BT Pone Box Maintenance Donations | 12.00 | | SHDC Defibrillator Grant | 1,500.00 | | KPC Hedgehog Funds | 217.00 | | **Total** | 5,455.00 | |   **Insurance Renewal –** Came & Co have forwarded full KPC details documentation which must be reviewed. Cllr Kelly will also read through documentations. Clerk reported the 3-year contract has now ended; Came & Co will be asked for 3 quotes. All noted  **Clerks Wages and authorisation of cheques –** Clerk highlighted that now the Pandemic Coronavirus is taking a serious hold on the country a lockdown could be imminent resulting in there not being another KPC meeting until the earliest of May and probably not until June. Clerk asked the Council to pass authority to the Chair, Cllr White, authorisation to instruct the Clerk RFO to raise cheques of necessity for example the AED, Insurance, Clerks wages and other urgent payments. All Cllrs agreed. |  |
| **222.20** | **Audit: -** Clerk confirmed Alison Marshall has booked Wednesday 29th April 2020 at 2.30pm for the 2019-20 Audit. All noted. |  |
| **223.20** | **APA: -** Cllr White highlighted owing to the COVID-19 the next Annual Parish Assembly meeting, booked for 16th April, will now be postponed and reviewed at a later date. Agreed by all. Cllr Watts will place in the Newsletter. All noted. |  |
| **224.20** | **AoNB: -**  Cllr Kelly reported attending the Public Forum prior to the AoNB Partnership Committee meeting last Friday 13th March. The National Trust were very positive and informative. The Open Forum gave the opportunity for local people to voice their serious concerns about local issues, particularly Planning issues. All noted and thanked Cllr Kelly for attending the AoNB Forums. |  |
| **225.20** | **Climate Emergency: -**  Cllr White reported SHDC had supplied an updated desktop document regarding the Devon Climate Emergency titled Devon to Net-Zero Carbon. Cllr White highlighted KPC and the village of Kingston are aware and pro-active with this new Climate Emergency awareness challenge. All noted |  |
| **226.20** | **Website: -** Cllr Freeman reported by Sept 2020 websites will have to be accessible by all. All items on the web site must be accessible for people who have physical disabilities or situational disabilities. Cllr Freeman confirmed work is in progress with looking into this challenging criterion. Cllr Freeman has highlighted the extra demands of managing a village Website are becoming quite intense and ask for KPC to investigate the feasibility of a Web Site Manager. All noted and agreed to investigate. |  |
| **227.20** | **South West Water: -** Cllr Anderson reported no further updates |  |
| **228.20** | **Highways:** Cllr Anderson reported the landslide near Gabberwell has been actioned by a Parishioner. All noted with thanks passed t to Parishioner |  |
| **229.20** | **Clerks Report: -** Reported  Ivybridge DALC Clerks workshop was well attended hosted by the Yealmpton Clerk. An informative meeting and good networking.  Ink for office printer is still needed, black and colour. Cllr Freeman confirmed he will order. |  |
| **230.20** | **Emergency Plan – Coronavirus Pandemic** – Cllr White reported that this is the first week the Government has issued instructions to the country for reducing the virus to spread. The public is now aware that if social distancing is not adhered to then the Government will have no choice but to instigate a far stricter “lock down”. Following a full discussion Cllr Lewis confirmed having ready a list of volunteers who are willing to help with any everyday tasks ie medication, shopping, checking on neighbours, walking dogs. Cllr Freeman asked that anyone Parishioner who is informed by the medical team to be self-isolated for the 12-week period to contact the Clerk. Cllr Watts confirmed to place all information in the Newsletter. Cllr Freeman place on the Kingston Website. Clerk to put out on Posters, Noticeboard. Cllr Lewis reported a Parishioner has come forward to be a key contact person. All noted and passed their thanks to all the volunteers that have already come forward.  Future meetings and Social Distancing - Clerk confirmed that the instruction from DALC/NALC at this given time is that council meetings cannot be held under “Conference Call” conditions. DALC will submit updates as soon as possible on this topic. All agreed that until further instruction is received to continue to communicate by e-mail for the record. All noted |  |
| **231.20** | **AED (Defibrillator): -** Cllr Freeman reported Michael Jarvis had been in touch with South West Ambulance Service regarding the current AED which is coming to its end of use date. SWAS have now been out twice to look at the AED to rectify the alarm. SWAS have also submitted 2 Options for renewing the AED. Option 1 to be on an Accreditation Scheme where KPC would be responsible for purchasing, registering with SWAS, training and servicing the unit. Option 2 the Established Based AED/Community Public Access Scheme. This would mean SWASFT would supply a fully supported package for £1,800.00 (ex VAT) on a 4 year contract. This includes an AED with batteries and electrodes, heated storage equipment, annual training and awareness course within the community plus registering on the 999 system. This system would be on loan from SWASFT. Following further discussion Cllr Watts proposed to use Option 2. This was seconded by Cllr Summer-Nutting. It was agreed for payment to be raised by Clerk RFO as per above item 221.20.02. All noted. |  |
| **232.20** | **Dementia: -** No current report. |  |
| **233.20**  **Cont’d**  **233.20** | **Reports:** Cllr Freeman reported – No new Planning Applications  Pending Planning: - 1944/18/FUL. Mr & Mrs Pearson. Erection of dwelling – No update  **2** **Recreation Ground Sub Committee**: Cllr Lewis reported  Stepping Posts – work in progress  Picnic Benches – to be purchased in the Spring when weather is improved. Cllr Freeman confirmed a parishioner has volunteered to install when delivered. Cllr Lewis has found a possible local source for the benches, to be investigated. All noted with thanks.  Maintenance: - Ace of Spades has re-confirmed the 2019 task are still to be actioned - Grass Cutting, Wildflower Area and Copse.  Zip Wire – Clerk reported the Wire has now been delivered and ready for installation.  Hedgehog Appeal – A list of Parishioners has been collated who would like to adopt Hoglets.  Trees – Village volunteers have actioned - Cherry Tree moved and relocated. Hedge Brambles & Ivy removed. Primroses planted. Thanks, is passed to all volunteers.  Signage & Dog Fouling is proving to be a continuing concern. Cllr Lewis highlighted the need for the signage to be re-worded at the entrance of the grounds. Cllr Freeman put forward to investigate into cost at OTM or overlay wording onto the signage already in the Rec Grd to save cost. Clerk to enquire and report back  Skate Park – A member of the Monitoring Team has reported possible damage to part of top ramp. To be investigated. All items noted  **Reports: -**  **3. Allotments:** Cllr Summer-Nutting reported all well in the Allotments.  Access Steps - Cllr Freeman confirmed a village volunteer has now actioned the repair to the steps. Possibly need chippings or wood bark to place on each step. Cllr Freeman proposed if Clerk can source these items that Clerk can raise the cheque payment. 2nd by Cllr Summer-Nutting agreed by all. See item 221.20.02.  Allotment No 11 Clerk confirmed informing tenants this allotment is available for burning garden waste, with a positive response. Anyone doing so will help keep allotment area tidy. All noted  **4** **Reading Room:** Cllr Summer-Nutting nothing to report. All noted  **5. Street Furniture:** Cllr Anderson will action repair to sign at Four Cross and Home Farm. All noted  **6 Footpaths:** Cllr White nothing to report.  **7.** **Tree Wardens Report:** Cllr White nothing to report  **8. Kingston Church:** - Cllr Kelly reported  Spring Event of Community Games is cancelled owing to the COVID-19 crisis.  PCC – Council Financial Support – MP Gary Streeter has been asked to raise to Ministers NALC’s directive for what Councils can or cannot do to financially help Church’s.  Coronavirus (COVID-19) owing to the present crisis at this moment in time Church services have stopped. The Church door will be kept unlocked through daylight hours for the time being. All noted |  |
| **234.20** | **Date of Next Meeting:** 16th April 2020. Owing to the Coronavirus Pandemic the next meeting arrangement is to **To Be Advised.** |  |
|  | **Closure of Meeting: - 9.15 pm** |  |