# KINGSTON PARISH COUNCIL MEETING

# Held on 16th April 2020 at 1930hrs by Electronic Platform “Zoom”

# 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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| **001.20** | **Special Notice – Coronavirus Pandemic –** Cllr White reported owing to the Coronavirus Pandemic, the Government has given instructions for Socially Distancing at Meetings. Government instructions have been given hourly on how Parish Council meetings can be conducted remotely on electronic platforms. This meeting this evening is therefore been conducted on the electronic platform “Zoom”. The connection for the general public to join the meeting has been publicised on the KPC website and the KPC Noticeboard. Open Forum questions are welcomed to the Parish Council on issues on this agenda or to raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council Meeting.  Cllr White stated that owing to the COVID-19 and Government hourly changing instructions only items of high importance have been placed on this evenings Agenda. It is hoped by the May 2020 KPC meeting, normality will have returned. All noted |  |
| **002.20** | **Apologies: -** DCC Cllr Rufus Gilbert SHDC Cllr Bernard Taylor |  |
| **003.20** | **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) Cllr Heather-Summer-Nutting (Planning) |  |
| **004.20** | **Open Forum**: - Cllr White reported no attendance |  |
| **005.20** | **Minutes of Previous Meetings –** Minutes of Meeting Thursday 19th March 2020 approved as a true record. Because of the meeting being held on Electronic Platform minutes to be signed at the next meeting held in person. All noted |  |
| **006.20** | **Neighbourhood Development Plan: -** Cllr Kelly reported owing to the COVID-19 the Government has instructed that no elections or referendums can take place until 6th May 2021 which includes Neighbourhood Planning referendums. These provisions will be kept under review and may be amended or revoked in response to changing circumstances. Cllr Kelly confirmed that KNPTG are taking positive steps to progress the NP with SHDC Duncan Smith so that it can be submitted under Reg 15 shortly. Whereupon KNPTG will press SHDC to carry out Reg 16 Consultation followed by referral to an Inspector, all with the aim of being ready for a referendum well before the new date of May 2021, though that referendum cannot now be held until that new date.  Community Action Plan has been finalised and forwarded to KPC. All Cllrs confirmed receipt and reading of this document. Cllr Freeman asked for it to be updated to say the Church does not own the car park spaces, Cllr Lewis asked if KPC website could be highlighted. Also, in Plan 5 if more shopping facilities could be investigated. Cllr Kelly commented perhaps the shopping facilities could be investigated within the Tuesday Morning Market. It was asked if the Conservation areas could be investigated to either extending existing areas or making extra areas, for example the area around the Dolphin. Cllr Kelly noted all comments and will report back to the KNPTG. Cllr Kelly requested for the CAP to be a separate KPC Agenda Item every month once KPC can meet in person again so that one individual plan in the CAP can be debated by the KPC each meeting with a view to making progress. Agreed by all.  All Councillors gave full approval for the Community Action Plan (amended to reflect the points minuted) and passed their thanks to KNPTG for their continued extensive hard work on the NP. |  |
| **007.20** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Finance: Opening Balance**  **Current Account Total £ 4,490.69**  Unreconciled - £ 7.00  **Business Account £ 1,837.14**  **Payments to be Authorised**  Clerks Wages April 2020 £ 224.40  Clerk B’band & Heating April 2020 £ 15.00  PC Base Ltd Office Printer Ink Debit Card £ 79.92  Ink Trader Office Printer Ink Debit Card £ 78.94  SWAS AED 4-year Contract £2,160.00  DALC/NALC 202/21 Annual Subs £ 91.87  SHDC May 2019 Election Expenses £ 76.12  **Also, to be Noted Payment Received**  SHDC 1st Half of 2020 Precept £4,500.00  SHDC Council Tax Support Grant £ 82.00 | |  |  | | --- | --- | | **Set Aside Current A/c at 20/04/2020** | **£** | | Allotment | 776.00 | | Marquee | 00.00 | | Marquee Deposits | 00.00 | | 3rd Groundwork Grant N’hood Plan | 830.00 | | KPC Playground Maintenance Donations | 1,686.00 | | KPC BT Pone Box Maintenance Donations | 12.00 | | KPC Hedgehog Funds | 217.00 | | **Total** | 3,521.00 | |   **Cheque Authorisation -** Cllr White reported that authorisation of cheques still stands as April 2020 minutes where the Clerk asked the Council to pass authority to the Chair, Cllr White, for authorisation to instruct the Clerk RFO to raise cheques of necessity for example the AED, Insurance, Clerks wages and other urgent payments. All agreed. |  |
| **008.20** | **Audit: -** Clerk reported  Internal Audit Alison Marshall has booked Wednesday 29th April 2020. Owing to the COVID-19 Personal Isolation Regulations the Internal Audit will be actioned by e-mail and inspection of documents on the Parish Web Site.  External Audit – DALC have advised  1.Public Inspection Period is moved from the normal first 10 days of July 2020. The Council must now commence the Public Inspection Period on or before the first working day September 2020.also to publicise this information on the PC web site with explanation of why.  2.Draft Accounts to be approved by 31st August 2020  3.Publication Date Final Audited Accounts will move from 30th September 2020 to 30th November 2020. Also, to publicise this information on Kingston web site with explanation of why.  4. Clerk reported that to date no communication has been received from External Auditors - Littlejohn. |  |
| **009.20** | **APA: -** Cllr White highlighted owing to the COVID-19 the next Annual Parish Assembly meeting, which was booked for this evening 16th April, will now be postponed and reviewed at a later date. All noted |  |
| **010.20** | **Reports:** Cllr Freeman reported  Outline Planning Application No 0761/20/OAP - VPLtd - 12 Dwellings.  Cllr Freeman asked for confirmation from Cllrs that they had read the VPLtd Outline Planning Application. All Cllrs confirmed having read all documents. A full discussion followed covering all aspects of the application including AoNB, TPO, highways access, sewage needs, affordable housing and social housing. Cllr Watts noted that AoNB and Heritage Coast have concerns to this OPA.  Cllr Anderson has expressed concerns to the highways access and the serious possibility of disruption to tree roots which has already been reported on by SHDC Tree Dept. Cllr Freeman stated that this current Outline Planning had many statements within it that where in the past VPLtd Planning Application’s and which KPC had objected to, Cllr Freeman proposed that these objections still stand. It is noted that the KNP has highlighted that 12 houses, as on the VPLtd application, would be too many houses especially as it includes 2 x 4-bedroom detached houses, Kingston village is already oversubscribed with larger properties; therefore, this application does not fit the village’s needs.  Cllr Freeman proposed that KPC do not support this application. This was 2nd by Cllr Anderson and agreed by all.  Clerk to submit a full report with the decision of Objection to the SHDC Website. Cllr Watts will place on the KPC Newsletter page that VPLtd have submitted an OPA and to let Parishioners know of the Planning Application No. All Noted  Planning Application No 1033/20/FUL Langston, Kingston. Single Storey Farm Office  All Cllrs confirmed receiving the electronic link to inspect this Planning Application. Following a full discussion Cllr Freeman proposed for KPC to submit No Objection to this planning application. Cllr Anderson 2nd. All agreed. Clerk to submit to SHDC Website.  SHDC Public Notices Cllr Heather Summer-Nutting informed Cllrs that SHDC should be delivering the Planning Application Notifications to place around the village will and this will be actioned next week. That because of the COVID-19 it has delayed SHDC from actioning this. All Noted. |  |
| **011.20** | **Date of Next Meeting:** Thursday 21st May 2020 7.30pm. Owing to the Coronavirus Pandemic and Social Isolation the next meeting may have to be held on the electronic platform of Zoom. If restrictions are lifted the next KPC meeting will be held in the Kingston Reading Room. Updates will be on the KPC Web Site and on the Parish Noticeboard. All noted |  |
|  | **Closure of Meeting: - 8.00pm** |  |