



28 April, 2021

Dear Councillor

You are summonsed to attend a virtual Meeting of Full Council to be held on **Wednesday 5 May, 2021** following meetings of the Finance and General Purposes Committee and the Planning Committee and the Annual Meeting of the Parish that commences at 7 pm. Members of the Public are also welcome to join the meeting and will be given an opportunity to make representation to Council. Details of how to join the meeting are available from the Clerk – requests to be received by 5pm on the day before the meeting, preferably by email to [kingstonpc@yahoo.com](mailto:kingstonpc@yahoo.com).

*V Knight*

Mrs V Knight  
Clerk of the Council

## A G E N D A

1. **Welcome**
2. **Apologies for Absence**
3. **Election of Chairman** -To elect a Chairman of the Council for the ensuing year.
4. **Acceptance of office** – To Chairman to sign the Declaration of Acceptance of Office.
5. **Election of Vice-Chairman** -To elect a Vice-Chairman of the Council for the ensuing year.
6. **Urgent Matters Arising** since the preparation of this Agenda (at the Chairman's discretion)
7. **Declarations and Dispensations of Interests** – To receive any declarations under the Council's Code of Conduct and consider any dispensation requests.
8. **Public Opportunity** – An opportunity for the Public to make representations, ask or answer questions and give evidence to the Council on matters relating to Council business.
9. **Appointment of Committees and Working Parties** - To agree Members to serve on Committees and Working Parties for 2021 – 22. Proposed:
  - a) **Finance and General Purposes Committee** –all Members
  - b) **Planning Committee** – all Members
  - c) **Emergency Plan Working Group** – all Members
  - d) **Neighbourhood Plan Steering Group** – all Members
  - e) **Conservation Area Working Group** – all Members(Note: Chairman of Committees and Working Groups remain in post until the next meeting of that Committee or Working Group)
10. **Cheque signatories** – Current cheque signatories are: Cllrs Jolly, Joyce, Masson, Walker and Wetherell (any two from five to sign). To agree the Clerk be added to the signatories with any three from six to sign to facilitate administration of the account and that Council should move to electronic banking.
11. **Appointment of Representatives** for 2021-22. Proposed:
  - a) Joint Eastern Arun Area Committee: Chairman and Cllr Masson

- b) JEAAC Highways and Transport Sub-Group: Chairman
  - c) West Sussex Association of Local Councils (WSALC): Chairman and Vice-Chairman
  - d) Policing and Community Safety Meetings: Cllr Jolly and Cllr Masson
  - e) Biodiversity Forum/issues: Cllr Joyce
  - f) Flag Officer: Mr John Hickson (a deputy to be appointed if the flagpole is retained)
  - g) Emergency Co-Coordinator and Deputy: Cllr Wetherell and Cllr Walker
  - h) Winter Management Plan Co-Coordinator and Deputy: Clerk and Cllr Wetherell
  - i) Arun District Association of Local Councils: Chairman and Vice-Chairman
  - j) Eastern Arun Parishes Group: Chairman and Vice-Chairman
  - k) East Preston and Kingston Village Hall matters: Cllr Wetherell
  - l) South Strand Community Toilets Group: Cllr Buckenham
12. **Minutes** – To approve the Minutes of the Meeting held on the 18 March, 2021 (circulated).
13. **Matters Arising from the Minutes** not covered elsewhere on the Agenda
14. **West Sussex County Council:**
- a) **Report of County Councillor** (if available)
  - b) **Highways and Footpaths:** To consider arranging for a contractor to cut back the vegetation in three places along Kingston Lane (corner opposite Newcote Farm, corner south of the junction with Elm Avenue – both sides) whilst meeting the criteria set by County, as this would be more economic than paying County’s contractor for a full length cut (£280). To agree that the Chairman and Vice-Chairman with the help of Cllr Masson may progress this.
15. **Arun District Council:**
- a) **Report of District Councillors** (if available)
  - b) **Litter** – Cllr Masson to report.
16. **Policing** – Cllr Jolly to report.
17. **Planning Committee** – To receive minutes of meetings of the Committee held on 18 March, 2021 and a verbal report of the meeting of the Committee held on 5 May, 2021 and consider any recommendations or matters arising.
18. **Finance and General Purposes Committee** – To receive minutes of the Committee meeting held on held on 18 March, 2021 and a verbal report of the meeting of the Committee held on 5 May, 2021 and consider any recommendations or matters arising including approval of the Annual Accounts, Annual Return and Certificate of Exemption.
19. **New Code of Conduct** – To Consider whether Council will adopt the new Code of Conduct as adopted by Arun District Council (information circulated to Members).
20. **Working Party re the Environment** – Cllr Buckenham to report.
21. **South Strand Community Toilets** – Cllr Buckenham to report.
22. **Virtual Meetings** – Current legislation does not allow for virtual Council meetings after 6 May, 2021 but working groups could still meet virtually. To consider taking out a further year’s Zoom subscription £119.90 including VAT.
23. **Clerk’s Contract of Employment** – To consider upgrading the sick pay provisions in the Clerk’s contract of employment to the sliding scale recommended by the JNC ‘green book’ with the top pf the scale allowing 6 months’ full pay and 6 months’ half pay after 5 years continuous service (information circulated to Members)
24. **Next scheduled meeting of Council and its Committees:** Thursday 22 July, 2021 at 7pm. Agenda are published 3 days before Meetings on our website <https://kingston-wsx-pc.gov.uk/>

**KINGSTON PARISH COUNCIL**

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