



12 May, 2023

Dear Councillor

You are summonsed to attend the **Annual Meeting of KINGSTON PARISH COUNCIL** on 18 May, 2023 in Our Lady Star of the Sea Hall, Vermont Drive, following the Annual Meeting of the Parish that commences at 7pm.

Meetings of the Finance and General Purposes Committee and the Planning Committee will be held once appointments to Committees have been made by Council, during an adjournment of Council.

Members of the Public are also welcome to join the meeting and will be given an opportunity to make representation to the Council.

V Knight

Mrs V Knight
Clerk of the Council

A G E N D A

1. **Welcome and Safety Procedures**
2. **Apologies for Absence**
3. **Election of Chairman** -To elect a Chairman of the Council for the ensuing year.
4. **Acceptance of office** – To receive the Chairman’s Declaration of Acceptance of Office.
5. **Election of Vice-Chairman** -To elect a Vice-Chairman of the Council for the ensuing year.
6. **Election results 4 May, 2023**
 - **To note** that Cllrs Richard Andrew, Keith Buckenham, David Joyce, Karen Kenning, Valerie Masson, Geraldine Walker and Roger Wetherell have been declared elected to Council in an uncontested election.
 - **Clerk to report** on declarations of acceptance of office and undertakings to observe the code of conduct received, and on the receipt of entries for the Register of Members’ Interests. Further to this, to consider when any declaration and undertakings outstanding, shall be received
7. **Urgent Matters Arising** since the preparation of this Agenda (at the Chairman’s discretion)
8. **Declarations and Dispensations of Interests** – To receive any declarations under the Council’s Code of Conduct and consider any dispensation requests.
9. **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.
10. **Appointment of Committees and Working Parties** - To agree Members to serve on Committees and Working Parties for 2023-24. 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
- f) **Environmental Working Group** – all Members

(Note: Chairman of Committees and Working Groups remain in post until the next meeting of that Committee or Working Group)

11. **Cheque signatories** – To note cheque signatories are: Cllrs Joyce, Masson, Walker and Wetherell plus the Clerk (any three from five to sign). The Clerk to be responsible for administering the Account including updating signatories and making transfers between accounts.
12. **Appointment of Representatives** for 2023-24. Current representatives shown in []:
 - a) West Sussex Association of Local Councils (WSALC) [Chairman and Vice-Chairman]
 - b) Policing and Community Safety Meetings [Cllr Masson + one]
 - c) Biodiversity Forum/issues [Cllr Joyce]
 - d) Flag Officer [Mr John Hickson, Deputy Cllr Masson]
 - e) Emergency Co-Coordinator and Deputy [Cllr Wetherell and Cllr Walker]
 - f) Winter Management Plan Co-Coordinator and Deputy [Clerk and Cllr Wetherell]
 - g) Arun District Association of Local Councils [Chairman and Vice-Chairman]
 - h) Eastern Arun Parishes Group [Chairman and Vice-Chairman]
 - i) East Preston and Kingston Village Hall matters [Cllr Wetherell]
 - j) South Strand Community Toilets Group [Cllr Buckenham]
 - k) Rampion 2 matters [Cllr Buckenham]
13. **Minutes** – To approve the Minutes of the Meetings held on the 16 March, 2023. (circulated).
14. **Matters Arising from the Minutes** not covered elsewhere on the Agenda.
15. **West Sussex County Council:**
 - a) **Report of County Councillor**
 - b) **Highways and Footpaths including:**
 - **Potential for speed limit change in Kingston Lane:** County Cllr Elkins to advise.
 - c) **Operation Watershed:** Clerk to give an update on correspondence with County.
16. **Arun District Council:**
 - a) **Report of District Councillors**
 - b) **Peak Lane Outfall Pipe** – Re planning application K/42/22/PL- To note that Arun Engineering Services have written to the agent.
17. **Planning Committee** – To receive minutes of the meeting of the Committee held on 16 March, 2023 and a verbal report of the meeting held on 18 May, 2023 and consider any recommendations or matters arising.
18. **Finance and General Purposes Committee** – To receive minutes of the meeting of the Committee held on 16 March, 2023 and a verbal report of the meeting held on 18 May, 2023 and consider any recommendations or matters arising.
19. **Policing:**
 - Unauthorised Encampments** To note and consider: Inspector Neil Durkan visited the parish accompanied by Cllr Buckenham, Richard Richards (Neighbourhood Watch Co-ordinator) and the Clerk on 30 March, 2023. He viewed various locations to discuss the level of risk and possible preventative actions that could be taken by the land owner to deter unauthorised encampments (report from Richard Richards to be circulated).
 - To consider** a request from Richard Richards for the Clerk to forward emails from District on Traveller updates (copy correspondence to follow).

20. **South Strand Community Toilets** - Cllr Buckenham to report. AGM Minutes from the meeting held on 20 April 2023 have been circulated. Council's grant of £300 has been paid for this year.
21. **Remembrance Service** - To note that between meetings the following action was taken by the Clerk in liaison with all Members: Council was asked about its view on a matter being considered by East Preston Parish Council's Major Events Committee regarding proposed changes to the Remembrance Sunday Service arrangements being put forward by the East Preston Branch of the Royal British Legion (RBL). The following was sent to East Preston Parish Council prior to a meeting of the Committee:
"Whilst this Council has not been formally consulted on the proposed changes to the arrangements for Remembrance Sunday Service, Council felt it might be useful for you to have some feedback on its initial views:
- The arrangements for the Sunday Remembrance Service should be led by the RBL
- The parish will liaise with RBL to support a successful Sunday Remembrance Service.
Council has the following concerns
- Have the owners of Kingston War Memorial been consulted about the change in time (will that be 11.30am)?
- It will be disappointing if our MP and County and District Cllrs cannot be present to pay their respects due to the change in times.
22. **Acoustics at Council Meetings** – To consider whether the change of table layout has been effective.
23. **Councillors** – Use of Council email addresses and training opportunities.
24. **Meetings of Council and its Committees:** To agree the following meeting dates:
18th May, 20th July, 21st September, 6th November, 2023 and 18th January, 21st March, 2024.
To also consider a date in June, if required for the signing off of the Annual Return.
Agenda are published 3 days before Meetings on our website <https://kingston-wsx-pc.gov.uk/>.

KINGSTON PARISH COUNCIL

33 The Ridings, East Preston, West Sussex BN16 2TW Tel: 01903 771922
email: clerk@kingston-wsx-pc.gov.uk website: <https://kingston-wsx-pc.gov.uk/>