

## KINGSTON PARISH COUNCIL

**MINUTES:** of the Meeting of Council on 18<sup>th</sup> May, 2023 commencing at 7.40 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

**PRESENT:** Councillors Walker (Chairman), Andrew, Buckenham, Joyce, Kenning and Wetherell.  
Val Knight (Clerk).

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- 40/23 **Welcome and Safety Procedures** – Cllr Walker welcomed everyone to the meeting and explained safety procedures.
- 41/23 **Apologies for Absence** – Cllr Masson. District Cllrs P Kelly, P Bower and R Bower (Cllr R Bower had attended the Annual Meeting of the Parish earlier in the evening).
- 42/23 **Election of Chairman** - Cllr Walker was elected Chairman unopposed.
- 43/23 **Acceptance of office** – Cllr Walker signed the Chairman’s Declaration of Acceptance of Office.
- 44/23 **Election of Vice-Chairman** – Cllr Wetherell was elected Vice-Chairman unopposed.
- 45/23 **Election results 4 May, 2023**
- **It was noted** 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.
  - **The Clerk advised** that all Members had completed their Declarations of Acceptance of Office and undertakings to observe the Code of Conduct, and also their entries for the Register of Members’ Interests. The latter two would be forwarded to the District Monitoring Officer who oversees matters relating to the Code of Conduct.
- 46/23 **Urgent Matters Arising** – None.
- 47/23 **Declarations and Dispensations of Interests** – Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Kenning and Walker declared membership of Kingston Gorse Estate.
- 48/23 **Public Opportunity** – No members of the public were present.
- 49/23 **Appointment of Committees and Working Parties** – Members to serve on Committees and Working Parties for 2023-24 were agreed:
- 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)
- 50/23 **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.
- 51/23 **Appointment of Representatives** - Representatives to outside bodies and other functions for 2023-24 were agreed:
- a) West Sussex Association of Local Councils (WSALC) - Chairman and Vice-Chairman
  - b) Policing and Community Safety Meetings - Cllr Masson and Cllr Kenning
  - c) Biodiversity Forum/issues - Cllr Joyce
  - d) Flag Officer and Deputy - Mr John Hickson and 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

52/23 **Minutes** – The Council approved Minutes of the Meeting held on the 16 March, 2023. The minutes were signed by the Chairman as the correct record.

53/23 **Matters Arising from the Minutes** - None.

54/23 **West Sussex County Council:**

- a) **Report of County Councillor Elkins** – County Cllr Elkins was not present
- b) **Kingston Lane**
  - The Clerk to ask County Cllr Elkin for information on the potential for speed limit change in Kingston Lane under the revised criteria.
  - The Clerk to follow up on the reporting of 2 potholes in Kingston Lane (just north of the gate on to Kingston Gorse Estate) and the replacement of a bend sign west of East Kingston House, as the works are still outstanding.
  - It was noted that vegetation is beginning to overhang the corner opposite Newcote Farm.
- c) **Operation Watershed** – Council noted the latest correspondence from County (circulated). This had been discussed at the Annual Parish Meeting where a meeting between Council, residents, District and County had been suggested to explain the problems in achieving funding if the Operation Watershed criteria cannot be met.

55/23 **Arun District Council:**

- a) **Report of District Councillors** – District Cllrs had tendered their apologies, but District Cllr R Bower had given an update at the Annual Parish meeting earlier in the evening.
- b) **Peak Lane Outfall Pipe** – Re planning application K/42/22/PL Council noted that Arun Engineering Services had written to the agent and recently received detailed drawings of the proposed works and the position of the new build in relation to the outfall pipe back for them to consider.  
Cllr Buckenham said he would like a sight of the drawings and Council noted that he would be contacting Arun Engineering Services about this.

56/23 **Adjournment** - Council agreed to adjourn the meeting at 8.13 pm to allow meetings of the Planning Committee and Finance and General Purposes Committee to take place. The meeting recommenced at 9 pm.

57/23 **Planning Committee** – Council noted the minutes of the meeting held on 18 May, 2023. All present had been present at the committee meeting held earlier in the evening thus a verbal report was not necessary but the proceedings were noted.

58/23 **Finance and General Purposes Committee** – Council noted the minutes of the meeting held on 18 May, 2023. All present had been present at the committee meeting held earlier in the evening, thus a verbal report was not necessary but the proceedings were noted and it was agreed that an additional meeting of Council would be held on 6 June, 2023 at 10 am to consider approval of the Annual Return for 2022-23.

59/23 **Policing:**

**Unauthorised Encampments** – Council noted that Inspector Neil Durkan had visited the parish accompanied by Cllr Buckenham, Richard Richards (Neighbourhood Watch Co-ordinator) and the Clerk on 30 March, 2023. He had 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. Council noted a report from Richard Richards on the meeting (circulated) had been forwarded for information to those local landowners who had expressed an interest in receiving it.

Council considered a request from Richard Richards for the Clerk to forward relevant Traveller Update emails from District to him and agreed that the Clerk would do this when forwarding them to Members. The Clerk had asked District to send the update emails direct to those landowners who had opted in to receive them.

- 60/23 **South Strand Community Toilets (SSCT)** – Council noted the Minutes from the AGM held on 20 April 2023 (circulated) and that Council’s grant of £300 has been paid for this year. Cllr Buckenham advised that he had been unable to attend the AGM because he had not been notified of the venue. The Clerk would ask for Cllr Buckenham to be added to the SSCT mailing list.
- 61/23 **Remembrance Service 2023** – Council noted that between meetings the following action was taken by the Clerk in liaison with all Members when 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.  
Further to this, the Clerk would carry out a risk assessment regarding Council’s involvement in the arrangements for the Remembrance Service at Kingston War Memorial.
- 62/23 **Acoustics at Council Meetings** – It was agreed that the acoustics were better for Members with the tables pushed together and not in a horseshoe arrangement. Comments by Cllr Buckenham that meetings were also better if the heating was on that there have been problems with setting out and clearing away tables and chairs for the meeting now that some Members are less physically able or when fewer Members are present.
- 63/23 **Councillors** – Cllr Andrew said he will be attending a new councillor training course run by West Sussex Association of Local Councils. Cllrs Andrew, Wetherell, Joyce and Walker were now using dedicated parish council email accounts. Cllr Kenning, Masson and Buckenham had not yet started to use their accounts.
- 64/23 **Meetings of Council and its Committees:** Council agreed the following meeting dates: 20th July, 21st September, 6th November, 2023 and 18<sup>th</sup> January, 21<sup>st</sup> March, 2024, plus 6<sup>th</sup> June, 2023 to consider the signing off of the Annual Return.  
Agenda are published 3 days before Meetings on our website <https://kingston-wsx-pc.gov.uk/>.  
Cllr Kenning gave her apologies for 20<sup>th</sup> July and Cllr Andrew gave his apologies for the 21 March, 2024.
- 65/23 **Other Matters** – The Clerk was asked to include on the next Agenda an item to consider reviewing the number of hours the Clerk works.

The meeting concluded at 9.20 pm.

Chairman: .....

Date: .....