



10 May, 2024

Dear Councillor

You are summonsed to attend the **Annual Meeting of KINGSTON PARISH COUNCIL** on 16 May, 2024 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. **Resignation of a Councillor and Co-Option** – To note the resignation of Cllr Karen Kenning. The vacancy has been published and as no poll has been called for Council may fill the vacancy by Co-Option. To consider any candidates for Co-Option.
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 2024-25. 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 2024-25. 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 Meeting of Council held on the 21 March, 2024. (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:** Clerk to report.
 - c) **Peak Lane Flooding:** Cllr Buckenham to explain the problem of flood damage to the tarmac road surface
 - d) **Litter Picking:** Cllr Andrew to report.
 - e) **Potential for speed limit change in Kingston Lane:** Update on Survey
16. **Arun District Council:**
 - a) **Report of District Councillors**
 - b) **Climate Change Workshop** – To note that Cllrs Masson and Buckenham will attend.
17. **Webmail** – To consider whether to continue to seek a new webmail host
18. **Adjournment** – to agree to adjourn the meeting to allow meetings of the Planning Committee and Finance and General Purposes Committee to take place.
19. **Planning Committee** – To receive minutes of the meeting of the Committee held on 21 March, 2024 and a verbal report of the meeting held on 16 May, 2024 and consider any recommendations or matters arising.
20. **Finance and General Purposes Committee** – To receive minutes of the meeting of the Committee held on 21 March, 2024 and a verbal report of the meeting held on 16 May, 2024 and consider any recommendations or matters arising.
21. **Policing** - Clerk to report.
22. **West Sussex Association of Local Councils (WSALC)** – To consider completing a survey on Civility and Respect.
23. **South Strand Community Toilets** - Cllr Buckenham to report.
24. **Meetings of Council and its Committees:** To agree an additional meeting in June to consider the Annual Return. Next scheduled meeting after that is Thursday, 18 July, 2024. Agenda confirming details of the meetings are published 3 days this on our website <https://kingston-wsx-pc.gov.uk/>.

KINGSTON PARISH COUNCIL

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