

KINGSTON PARISH COUNCIL

MINUTES: of the Annual Meeting of Council on 16 May, 2024 commencing at 7.50 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

PRESENT: Cllrs Walker (Chairman), Andrew, Buckenham, Joyce, Marr and Wetherell.

Also Present: County Cllr Elkins. Val Knight (Clerk).

34/24 **Welcome and Safety Procedures** – Cllr Walker welcomed everyone to the meeting and explained safety procedures.

35/24 **Apologies for Absence** – Cllr Masson. District Cllrs P Bower and R Bower.

36/24 **Election of Chairman** - Cllr Walker was elected Chairman unopposed.

37/24 **Acceptance of office** – Cllr Walker signed the Chairman’s Declaration of Acceptance of Office.

38/24 **Election of Vice-Chairman** - Cllr Wetherell was elected Vice-Chairman unopposed

39/24 **Resignation of a Councillor and Co-Option:**

a) Council noted the resignation of Cllr Karen Kenning and that thanks for her work for the Council since May 2007 had been recorded at the Annual Parish Meeting.

b) Council noted that the Casual Vacancy had been published and as no poll had been called for within the time limit, Council may fill the vacancy by Co-Option. Two candidates had come forward: Dave (David) Marr and Dominic Ruddock. Both candidates had already sent written information to Council and both spoke for a few minutes to introduce themselves to Council. The Chairman adjourned the meeting for ten minutes to allow Members to consider the information fully. A vote was then taken and Dave Marr was co-opted to Council.

The Chairman thanked Dominic Ruddock for his interest in the Council and expressed the hope that he would stay in touch and perhaps join a Working Party in the future - such as the Neighbourhood Plan Group.

Cllr Marr signed his declaration of Acceptance of Office and joined the meeting.

Cllr Elkins joined the meeting

40/24 **Urgent Matters Arising** – None

41/24 **Declarations and Dispensations of Interests** – Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Marr and Walker declared membership of Kingston Gorse Estate.

42/24 **Public Opportunity** – Four members of the public were present.

43/24 **Appointment of Committees and Working Parties** - Members to serve on Committees and Working Parties for 2024-25 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)

44/24 **Cheque signatories** – It was agreed cheque signatories remain: 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

45/24 **Appointment of Representatives** for 2024-25 were agreed:

- a) West Sussex Association of Local Councils (WSALC) - Chairman and Vice-Chairman
- b) Policing and Community Safety Meetings - Cllr Masson and Cllr Buckenham
- 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

46/24 **Minutes** - Council approved Minutes of the Meeting held on 21 March, 2024. The minutes were signed by the Chairman as a correct record.

47/24 **Matters Arising from the Minutes** - None.

48/24 **West Sussex County Council (WSCC):**

a) **Report of County Councillor** – County Cllr Elkins explained that as he had been unable to attend and report at the Annual Parish Meeting earlier in the evening his report would reflect matters over the last year. Information given included:

- Analysis of main expenditure areas
- Potholes had been a problem with the challenge of intensive rain for prolonged periods - please keep reporting them to help keep them under control.
- The Arundel Bypass has been deferred until 2025-29
- Flooding had also been a problem. A Flood Risk Management (FRM) website has been set up and reflect matters includes information on Riparian Ownership responsibilities.
- WSCC have appointed a new Chief Executive: Leigh Whitehouse.
- Energy efficiency - Solar panels are being introduced in to schools.

In response to questions Cllr Elkins replied:

- Re Potholes. To see if a pothole has been reported and actions proposed check the County website. Roaming repair teams are used across the County. If a car is damaged due to a pothole, liability for damage would be assessed against the set timescales for works to be carried out from the date reported.
- Re ‘bus trackers’ – they are on the way as well as journey planners for phones.

b) **Highways and Footpaths:**

Footpaths – Following notification from Cllr Joyce, the Clerk had reported a missing sign west of the bridge over the Rife, north of the Bluebird Café.

Peak Lane Flooding: Cllr Buckenham outlined to County Cllr Elkins the problem caused by surface water flooding down Kingston Lane causing potholes at the northern end of Peak Lane. Residents would be prepared to fill these but not if the flooding problem does not improve as potholes would quickly form again. County Cllr Elkins suggested reporting this to FRM to get it ‘in to the system’. He said that Operation Watershed had failed to progress due in part to Riparian ownership problems – County could follow up on this but it is dependent on whether the legal team has higher priority work and he would find out about their capacity. Problems with ditches could also be reported to the FRM.

Litter Picking: Cllr Andrew reported on an initial positive response from KEPT. It was agreed that Cllr Andrew would follow up on this on the basis that Council would not run or manage a litter pick along Kingston Lane but could if KEPT did decide to expand their volunteer work to Kingston Lane give support perhaps by means of a grant for equipment and an appeal for volunteers in the next newsletter.

Potential for speed limit change in Kingston Lane: The Clerk would finalise the survey and circulate to Members for comment.

County Cllr Ekins thanked Council and the Clerk for their work over the last year and the Chairman thanked him in return for his hard work.

County Cllr Elkins left the meeting

49/24 **Arun District Council:**

- a) **Report of District Councillors** – District Cllrs P Bower and R Bower had reported at the Annual Parish Meeting earlier in the evening.
- b) **Climate Change Workshop** – It was noted that Cllrs Masson and Buckenham will attend on 6 June, 2024.

50/24 **Webmail** – It was agreed to review the Vision ICT webmail for this year but to continue to look for a new webmail host.

51/24 **Adjournment** – It was agreed to adjourn the meeting to allow meetings of the Planning Committee and Finance and General Purposes Committee to take place.

Meeting adjourned 8.55 pm and re-opened at 9.47 pm. Cllr Buckenham had left the meeting by this time.

52/24 **Planning Committee** – Council noted the minutes of the meeting held on 21 March, 2024. All present had been at the committee meeting held earlier thus a verbal report was not necessary but the proceedings were noted.

53/24 **Finance and General Purposes Committee** – Council noted the minutes of the meeting held on 21 March, 2024. All present had been at the committee meeting held earlier, thus a verbal report was not necessary but the proceedings and recommendations, including the recommendation for Council to meet in June to agree the Annual Return, were noted.

54/24 **Policing** – PCSO Raju had reported earlier at the Annual Parish Meeting.

55/24 **West Sussex Association of Local Councils (WSALC)** – It was agreed not to complete the Respect and Civility survey as Council does not meet the criteria.

56/24 **South Strand Community Toilets (SSCT)** - Cllr Buckenham had left the meeting by this time, but had left a report that the SSCT are looking in to becoming a registered charity.

57/24 **Meetings of Council and its Committees:** It was agreed to hold an additional meeting in June to consider the Annual Return - Clerk to agree the date with Members. Next scheduled meeting after that is Thursday, 18 July, 2024 commencing at 7 pm. Agenda confirming details of the meetings are published 3 days before this on our website <https://kingston-wsx-pc.gov.uk/>.

The meeting concluded at 9.55 pm.

Chairman:

Date: