



15 May, 2026

Dear Councillor

You are summonsed to attend the Annual Meeting of Council on 21 May, 2026 in Our Lady Star of the Sea Hall, Vermont Drive, following the Annual Meeting of the Parish that commences at 7.30 pm.

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. **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 2026-27. 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
 - g) **Devolution 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** – To consider appointing 4 cheque signatories plus the Clerk (any three from five to sign), currently Cllrs Andrew, Wetherell, Marr and Masson plus the Clerk. To agree the Clerk to be responsible for administering the Account including updating signatories and making transfers between accounts.

11. **Appointment of Representatives** for 2026-27. Current representatives shown in []:
 - a) West Sussex Association of Local Councils (WSALC) [Chairman and Vice-Chairman]
 - b) Policing and Community Safety Meetings [Cllr Masson + Cllr Buckenham]
 - c) Biodiversity Forum/issues [Cllr Buckenham]
 - d) Flag Officer [Mr John Hickson, Deputy Cllr Masson]
 - e) Emergency Co-Coordinator and Deputy [Chairman and Vice-Chairman]
 - f) Winter Management Plan Co-Coordinator and Deputy [Clerk and Chairman]
 - 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]
12. **Policies and Procedures**, including Standing Orders:
 - a) To agree to adopt an IT Policy (circulated)
 - b) To note that the Clerk will review existing policies and procedures over the next 6 months and bring them to Council for approval
13. **Minutes** – To approve the Minutes of the Meetings of Council held on the 19 March, 2026 (circulated).
14. **Matters Arising from the Minutes** not covered elsewhere on the Agenda.
15. **Adjournment** – To agree to adjourn the meeting to allow meetings of the Planning Committee and Finance and General Purposes Committee to take place.
16. **Planning Committee** – To receive minutes of the meeting of the Committee held on 19 March, 2026 and a verbal report of the meeting held on 21 May, 2026 and consider any recommendations or matters arising.
17. **Finance and General Purposes Committee** – To receive minutes of the meeting of the Committee held on 19 March, 2026 and a verbal report of the meeting held on 21 May, 2026 and consider any recommendations or matters arising.
18. **Policing Matters** – Cllr Buckenham to report.
19. **West Sussex County Council:**
 - a) **Report of County Councillor**
 - b) **Highways and Footpaths:**
 - Clerk to report on Kingston Lane repair requests made to County.
 - To note that a different contractor needs to be found to clean and tidy around the Village Gateway sign. To delegate the Clerk and Cllr Andrew to appoint a new contractor within the amount allocated of £200.
 - c) **Request for 30 mph speed limit change in Kingston Lane** – To note the response from County that “the Speed Data Assessment shows insufficient average vehicle speeds for the implementation of a 30mph speed limit, with the average speeds much below this at around 21.6mph” and consider whether there are any other options available.
20. **Arun District Council: Report of District Councillors**
21. **Devolution** – To consider responding to the additional phase of consultation launched by the Government on the options for local government reorganisation in Sussex. West Sussex councils recommended a single unitary authority or two unitary authorities for West Sussex - one comprising of Arun District, Adur District, Chichester District and Worthing Borough areas, and one comprising of Crawley Borough, Horsham District and Mid Sussex District areas. One of the modifications being consulted on is to move Chichester District away from the other Coastal areas and in with Crawley Borough, Horsham District and Mid Sussex District areas. The consultation closes on 15 June 2026. Links to the consultation are on this Council’s website under news: <https://kingston-wsx-pc.gov.uk/>

22. **Dr Beccy Cooper MP:** To consider notes from the meeting held on 27 May and any actions arising.
- 23 **Arun District Association of Local Councils (ADALC)** – Clerk to report on the meeting held on 12 May, including:
- concerns discussed about the change in the way planning applications are to be determined by District Council with more decisions to be delegated to officers. Arising from this to also consider a letter from Clymping Parish Council to District on this matter.
 - the Clerk gave an update on proposals from this Council for a joint report on Planning matters to be commissioned and provided to MPs to inform their representations on the way planning policies are impacting on planning decisions locally.
24. **Report on Planning Matters** – To note that at the meeting with Beccy Cooper MP, Beccy said the report she would find most useful would be one on the policies in the NPPF (National Planning Policy Framework). Steve Tilbury, planning consultant, has suggested that this could be done in a focused way based on input from ADALC councils giving feedback on which NPPF policies have impacted them most. His estimate for this is £1,500. (information circulated).
- To consider this proposal and whether as an initial step the Clerk should contact ADALC councils for feedback and to ask what financial support they would offer if the report is shared. To also consider setting a budget for this project for this Council, to be met from the Planning Matters Reserve.
25. **South Strand Community Toilets** - Cllr Buckenham to report.
26. **Future of the Defibrillator along Gorse Avenue** – Cllr Marr to give an update.
- 27 **Meeting Dates** - To agree meeting dates for 2026-27 – third Thursday of the odd months gives: 16 July 2026, 17 September 2026, 19 November 2026, 21 January 2027, 18 March 2027 and 20 May 2027. Plus, to hold an additional meeting in June to agree the Annual Return (accounts and governance)
- Next scheduled meeting** is Thursday, 16 July, 2026. Agenda confirming details of the meetings are published 3 days before this on our website <https://kingston-wsx-pc.gov.uk/>

KINGSTON PARISH COUNCIL

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