

KINGSTON PARISH COUNCIL

MINUTES: of the Meeting of Council held on 21 May, 2026 commencing at 7.49 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

PRESENT: Cllrs Wetherell (Chairman), Andrew, Buckenham, Marr, Hall and Randall
Val Knight (Clerk).

- 37/26 **Welcome and Safety Procedures** – The Chairman welcomed everyone to the meeting and explained safety procedures.
- 38/26 **Apologies for Absence** – Cllr Masson. County Cllr Elkins.
- 39/26 **Election of Chairman** -Cllr Wetherell was unanimously elected Chairman of the Council for the ensuing year.
- 40/26 **Acceptance of office** – Cllr Wetherell signed the Chairman’s Declaration of Acceptance of Office.
- 41/26 **Election of Vice-Chairman** - Cllr Andrew was unanimously elected Vice-Chairman of Council for the ensuing year.
- 42/26 **Urgent Matters Arising** since the preparation of this Agenda - none.
- 43/26 **Declarations and Dispensations of Interests** – Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Marr and Hall declared membership of Kingston Gorse Estate and Cllr Randall declared membership of West Kingston Residents Association and that he is on the Board of the Association.
- 44/26 **Public Opportunity** – No members of the public were present.
- 45/26 **Appointment of Committees and Working Parties** – Council agreed Members to serve on Committees and Working Parties for 2026-27:
- 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)
- 46/26 **Cheque signatories** – It was agreed the cheque signatories would remain unchanged with any three from five to sign: Cllrs Andrew, Wetherell, Marr and Masson plus Val Knight (the Clerk), and that the Clerk to be responsible for administering the Account including updating signatories and making transfers between accounts.
- 47/26 **Appointment of Representatives** for 2026-27 - Council agreed the following:
- 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]

48/26 **Policies and Procedures**, including Standing Orders:

- a. Council agreed to adopt an IT Policy (circulated)
- b. Council noted that the Clerk will review existing policies and procedures over the next 6 months and bring them to Council for approval

49/26 **Minutes** - Council approved Minutes of the Meetings held on 19 March, 2026 (circulated). The minutes were signed by the Chairman as a correct record.

50/26 **Matters Arising from the Minutes** – None

51/26 **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 at 8 pm and recommenced at 8.37 pm

52/26 **Planning Committee** – Council noted the minutes of the meeting held on 19 March, 2026. A committee meeting had been held earlier in the evening, and the proceedings were noted and recommendations agreed.

53/26 **Finance and General Purposes Committee** – Council noted the minutes of the meeting held on 19 March, 2026. A committee meeting had been held earlier in the evening, and the proceedings were noted and recommendations agreed, including changes to banking arrangements and the need to hold an additional meeting of Council to sign off the Annual Return.

54/26 **Policing** – It was noted that PCSO Raju had provided annual crime statistic for 25/26 for inclusion in the May Newsletter. Members suggested the Clerk provide PCSO Raju with forthcoming Council meeting dates to encourage him to attend in person. Members also advised of 2 recent incidents in the parish that they were aware of: one burglary and a car had crashed into the wall of a property.

55/26 **West Sussex County Council:**

a. **Report of County Councillor** – County Cllr Elkins had reported at the Annual Meeting of the Parish earlier in the evening.

b. **Highways and Footpaths:**

- i. Kingston Lane repair requests: the Clerk advised that County had said it was not policy to replace bollards if there is no proof of a need for them and it was agreed to go back to County on this. Potholes were discussed and it was noted it is important to encourage all users of Kingston Lane to report any pothole as it appears using the County reporting webpage. Further to this the Clerk was asked to write to County requesting that the whole of the Lane is resurfaced.
- ii. Council noted that a different contractor needs to be found to clean and tidy around the Village Gateway sign. It was delegated to the Clerk and Cllr Andrew to appoint a new contractor within the amount allocated of £200
- iii. **Request for 30 mph speed limit change in Kingston Lane** – Council noted the disappointing 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. It was agreed the Clerk would obtain quotes for ‘rumble’ strip surveys to measure speeds at specific points along Kingston Lane.

56/26 **Arun District Council Report of District Councillors:** No District Cllrs in attendance.

57/26 **Devolution** – Council noted the additional phase of consultation launched by the Government on the options for local government reorganisation in Sussex that closes on 15 June 2026, and that a link to the consultation is Council’s website: <https://kingston-wsx-pc.gov.uk/> under ‘news’. It was agreed to delegate a response to the Clerk in liaison with the Chairman and Vice-Chairman supporting the original proposal by District for a coastal unitary.

- 58/26 **Dr Beccy Cooper MP** - A list of actions (circulated) from the meeting with Beccy on 27 March, 2026 was noted. An action for the Clerk was to write to County highways asking for a meeting to discuss what might be in a Construction Management Plan for the development off of Kingston Lane. Other actions for Beccy's team to organise included a meeting with Network Rail re the Roundstone Crossing and with District re sea defences.
- 59/26 **Arun District Association of Local Councils (ADALC)** – The report of the Clerk on the ADALC meeting held on 12 May, was noted and included:
- 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.
 - concerns were 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 Council also consider a letter from Clymping Parish Council to District on this matter and agreed to suggest to Clymping Parish Council that their letter be sent to ADALC to see if a similar letter could be sent out on behalf of all parishes.
- 60/26 **Report on Planning Matters** – Council noted 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).
- It was agreed that 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.
- 61/26 **South Strand Community Toilets** – Cllr Buckenham advised that all seemed in good order.
- 62/26 **Future of the Defibrillator in Gorse Avenue** – Cllr Marr advised that he and his wife had provided the defibrillator (with some donations from other residents), in a personal capacity. As he and his family would be moving from the Parish attempts had been made to find volunteers to take over the agreement with the Community Heartbeat Trust and to take monthly readings from the machine. Kingston Gorse Estate has been contributing the annual fee but does not want to take over any of the management of the defibrillator. If no volunteers can be found the defibrillator will have to be removed. Cllr Randall said he would raise this with the West Kingston Residents Association to see if they would be interested if the defibrillator is relocated to West Kingston.
- 63/26 **Meeting Dates** – Council agreed the following meeting dates for 2026-27: 16 July 2026, 17 September 2026, 19 November 2026, 21 January 2027, 18 March 2027 and 20 May 2027. Plus, an additional meeting on 22 June, 2026 to agree the Annual Return (accounts and governance)
- Next scheduled meeting** is Monday 22 June followed by a meeting on 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/>

The Chairman closed the meeting at 9.25 pm.

Chairman:

Date: