

KINGSTON PARISH COUNCIL

MINUTES: of the Meeting of Council on 17 May, 2018 at 7pm in Our Lady Star of the Sea Hall.

PRESENT: Councillors Walker (Chairman), Hodge, Jolly, and Masson.

District Cllrs Bower and Chapman. County Cllr Elkins.

- 39/18 **Apologies for Absence** – Cllrs Joyce, Kenning and Wetherell.
- 40/18 **Election of Chairman** – Cllr Walker was elected to serve for the ensuing year.
- 41/18 **Acceptance of office** - The Chairman signed the Declaration of Acceptance of Office.
- 42/18 **Election of Vice-Chairman** – Cllr Wetherell was elected to serve for the ensuing year.
- 43/18 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests and Dispensations granted by Council, in the interest of openness, Cllrs Masson and Walker declared membership of Kingston Gorse Estate and Cllrs Hodge and Jolly declared membership of West Kingston Residents Association.
- 44/18 **Public Opportunity** – 1 Member of the public was present but no matters were raised.
- 45/18 **Appointment of Committees and Working Parties** - The following were agreed for 2017-18:
- Finance and General Purposes Committee:** Cllrs Hodge, Jolly, Joyce, Kenning, Masson, Walker and Wetherell.
 - Planning Committee:** Cllrs Hodge, Jolly, Joyce, Kenning, Masson, Walker and Wetherell
 - Emergency Plan Working Party** – All Members
 - Neighbourhood Plan Steering Group** – All Members
- 46/18 **Cheque signatories** – Cheque signatories to be unchanged: Cllrs Hodge, Jolly, Joyce, Masson and Walker (any two from five to sign)
- 47/18 **Appointment of Representatives**
- Joint Eastern Arun Area Committee:** Chairman and Cllr Masson
 - JEAAC Highways and Transport Sub-Group:** Chairman
 - Sussex Association of Local Councils (SSALC):** Chairman
 - Policing and Community Safety Meetings:** Cllr Jolly and Cllr Masson
 - Biodiversity Forum/issues:** Cllr Joyce
 - Flag Officer:** Mr John Hickson (Clerk to ask if Mr Hickson is willing to continue in this role)
 - Emergency Co-Coordinator and Deputy:** Existing - Cllr Wetherell and Cllr Walker
 - Winter Management Plan Co-Coordinator and Deputy:** Clerk and Cllr Wetherell
 - Arun District Association of Local Councils:** Chairman and Vice-Chairman
 - East Preston and Kingston Village Hall matters:** Cllr Wetherell
- The meeting was suspended to allow meetings of the Planning Committee and Finance and General Purposes Committee to take place.*
- 48/18 **Minutes** - The Minutes of the Meetings of Council held on 15 March, 2018 (circulated) were approved by Council and signed by the Chairman as a correct record.
- 49/18 **Matters Arising from the Minutes** – None.
- 50/18 **Planning Committee** – Council noted the Minutes of the meeting held on 12 April, 2018 and verbal report of the meeting held on 17 May, 2018 and agreed the recommendations contained therein.
- County Cllr Elkins and District Cllrs Bower and Chapman left the meeting.*
- 51/18 **Finance and General Purposes Committee** - Council noted the verbal report of the meeting held earlier in the evening on 17 May, 2018 and agreed the recommendations contained therein.

- 52/18 **Policing Matters** - It was noted that Chief Inspector Ottery the Arun and Chichester District Commander, hoped to attend the July meeting of Council and the Clerk asked to be notified of any questions to be put to him in advance of the meeting.
- 53/18 **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 and had added before he left the meeting information on budget cuts and on the Dementia Action Week (21 -27 May 2018).
 - b) **Footpaths and highways:** Council noted the announcement from Highways England that the route of the Arundel Bypass would be a modified version of Option 5A.
 - c) **Gateway sign:** The design of the sign was considered and it was agreed to remove the pedestrians in road warning sign as this was displayed nearby along Kingston Lane, and the Clerk would follow up on this with the supplier.
 - d) **Operation Watershed:** This had been discussed Clerk at the Annual Meeting of the Parish earlier in the evening. The Clerk was in contact with District about the best way to progress the scheme for Peak Lane.
 - e) **Highways and Transport Sub-Group (JEAAC)** – The Chairman reported on the meeting held on 17 May 2018 (minutes to be circulated when available). Council noted that the Chairman had raised the need for Kingston Lane to be resurfaced instead of patched.
 - f) **Joint Eastern Arun Area Committee (JEAAC)** – Council noted the next meeting would be held on 16 June 2018.
- 54/18 **Arun District Council:**
- a) **Report of District Councillors** – District Cllrs had reported at the Annual Meeting of the Parish earlier in the evening.
 - b) **Peer Review, Planning** – Council agreed that the Chairman would attend the Focus Group meeting on Thursday 7 June 2018.
- 55/18 **Arun District Association of Local Councils (ADALC)** – Council noted that the last meeting had been postponed from 22 March to the 25 April but no Member had been available to attend (minutes of the meeting awaited).
- 56/18 **Lost Kingston Chapel** – Cllrs Masson and Walker would attend a talk on ‘Old Kingston’ on 7 June given by the East Preston and Kingston Preservation Society who had also offered to help with information on the Chapel. Following this some possible wording for the marker would be put together so that a quote for this to be on a stone could be obtained by Cllr Masson.
- 57/18 **20 Year Celebration and new Chain of Office** – Consideration of the new Chain of Office was deferred as a design and costings are still being obtained. Council noted that the 20 Year Celebration of the Inauguration of Council held on 26 April had been well attended by around 40 guests. Final costs would be reported at the next meeting of the Finance and General Purposes Committee but had been well below the budget allowance.
- 58/18 **Soldier Silhouettes** – Council noted information on obtaining a grant for Soldier Silhouettes to mark the centenary of the end of WW1. A request from the Royal British Legion for Council to sponsor a silhouette would be considered at the July meeting of Council.
- 59/18 **New Website** – Council agreed the new website would be provided through a collaboration between the Parish Council and Processmatters2 and JNR Computers. Costs with a .gov domain name would be £500 set up fee plus £150 per annum website hosting plus domain name registration £80 (initial fee). This had been the best option identified by the Clerk in liaison with Cllrs Wetherell and Joyce given Council’s needs and the future cost to Council.
- 60/18 **General Data Protection Regulation** – It was agreed the Clerk would update Council’s privacy statements on the web and emails. Consideration of appointing an external Data Protection Officer (basic cost £150 p.a.) would be considered at the meeting as legislation becomes clearer and in the meantime the Clerk would fulfil that role. An action plan to

achieve compliance with the regulation was agreed and the Clerk to progress this with the help of Cllr Joyce and Wetherell if they agreed to do so.

- 61/18 **External meetings not otherwise on the agenda:** The Chairman had attended: Arun Chairman's Charity Ball; the opening of the Samuel Wickens Centre (Rustington), and the Mayor of Littlehampton's Civic Service in May.
- 62/18 **Urgent Matters:** None
- 63/18 **Other Matters:** Various correspondence regarding the future closure of the South Strand Toilets had been received and it was agreed this would be considered at the July meeting of Council. Clerk to obtain further information.
- 64/18 **Date of next scheduled meeting:** The Clerk to arrange an additional meeting in June for matters to be decided on before the next scheduled meeting of Council on Thursday 19 July, 2018 in Our Lady Star of the Sea Hall, East Preston.

The meeting concluded at 9.05 pm.

Chairman:

Date: