



15 May, 2020

Dear Councillor

You are summonsed to attend a virtual Meeting of Full Council to be held on **Thursday 21 May, 2020** following meetings of the Planning Committee and Finance and General Purposes Committee which commence at 7 pm. Details of how to join the meeting are available from the Clerk – requests to be received by 5pm on 20 May, 2020, preferably by email to [Kingstonpc@yahoo.com](mailto:Kingstonpc@yahoo.com).

Members of the Public are welcome to join the meeting and will be given an opportunity to make representation to the Council or questions/representations in advance should be sent to the Clerk by 5pm on 20 May, 2020.

*V Knight*

Mrs V Knight  
Clerk of the Council

## A G E N D A

1. **Welcome**
2. **Apologies for Absence**
3. **Election of Chairman** -To elect a Chairman of the Council for the ensuing year.
4. **Acceptance of office** – To Chairman to sign the 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. **Coronavirus COVID-19**
  - a) To note that due to the COVID-19 pandemic and government advice:
    - the meeting of Council scheduled for 19<sup>th</sup> March, 2020 was cancelled and
    - the Annual Meeting of the Parish scheduled for 21 May, 2020 has been postponed
    - this virtual meeting is being held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enacted on 4 April 2020 and relevant until 7 May 2021.
  - b) To agree that Standing Orders be expanded to include:
    - “For remote meetings of Council voting may be by a remote show of hands or by verbal communication.”
    - “Members of the Public may join virtual meetings of Council via their video link system or by telephone subject to the foregoing exclusions already included in Standing Order 3 d. Details of how to join the meeting will be available by written (including email) request to the Clerk by 5pm on the day before the meeting.”

- “Written (including email) questions on matters on the agenda for remote meetings of Council may be submitted in advance by the public and these should reach the Clerk by 5pm on the day before the meeting.”
  - c) To agree that virtual meetings may be recorded by Council solely to assist the Clerk whilst preparing the Minutes of the meeting. The Clerk to take out a pro membership of Zoom for £11.99 per month whilst it is needed to host virtual meetings, and reclaim the costs.
10. **Appointment of Committees and Working Parties** - To agree Members to serve on Committees/Working Parties for 2019-20 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
- (Note: Chairman of Committees and Working Groups remain in post until the next meeting of that Committee or Working Group)
11. **Cheque signatories** – Current cheque signatories are: Cllrs Jolly, Joyce, Masson, Walker and Wetherell (any two from five to sign). To agree the Clerk be added to the signatories with any three from six to sign to facilitate administration of the account.
12. **Appointment of Representatives**
- a) Joint Eastern Arun Area Committee: Chairman and Cllr Masson
  - b) JEAAC Highways and Transport Sub-Group: Chairman
  - c) Sussex Association of Local Councils (SSALC): Chairman
  - d) Policing and Community Safety Meetings: Cllr Jolly and Cllr Masson
  - e) Biodiversity Forum/issues: Cllr Joyce
  - f) Flag Officer: Mr John Hickson (a deputy to be appointed if the flagpole is retained)
  - g) Emergency Co-Coordinator and Deputy: Cllr Wetherell and Cllr Walker
  - h) Winter Management Plan Co-Coordinator and Deputy: Clerk and Cllr Wetherell
  - i) Arun District Association of Local Councils: Chairman and Vice-Chairman
  - j) Eastern Arun Parishes Group: Chairman and Vice-Chairman
  - k) East Preston and Kingston Village Hall matters: Cllr Wetherell
  - l) South Strand Community Toilets Group: Cllr Buckenham
13. **Minutes** – To approve the Minutes of the Meeting held on the 16 January, 2020 (circulated).
14. **Matters Arising from the Minutes** not covered elsewhere on the Agenda
15. **West Sussex County Council:**
- a) **Report of County Councillor Elkins**
  - b) **Operation Watershed:** To note that agreement from all affected landowners is awaited before the application for funds re Peak Lane can be submitted.
16. **Arun District Council:**
- a) **Report of District Councillors**
  - b) **Ditches** – To note a response from District about a lack of resource to check whether ditches are running freely. To agree that the information from Cllr Joyce on ‘lost’ ditches be sent to District for comment.
17. **Policing** – Cllr Jolly to report. Latest information can be found on the Sussex Police website [www.sussex.police.uk/](http://www.sussex.police.uk/).
18. **Planning Committee** – To receive minutes of meetings of the Committee held on 16 January, 2020 and 28 February, 2020 and a verbal report of the meeting of the Committee held on 21 May, 2020 and consider any recommendations or matters arising.
19. **Finance and General Purposes Committee** – To receive minutes of the Committee meeting held on 16 January, 2020 and a verbal report of the meeting held on 121 May, 2020 and consider any recommendations or matters arising.

20. **Lost Kingston Chapel Commemorative Seating Stone:**
- a) To agree the Clerk to sign on behalf of Council the letter of agreement prepared by District giving permission for the seating stone to be located on West Kingston Greensward and setting out Council's future responsibilities for maintain the stone (circulated to Members).
  - b) Three quotes have been received to lay the concrete base on West Kingston Greensward for the seating stone ranging from £650 to £1550 (circulated to Members). To agree to accept the quote from Mr Nick Nicholson for £700 as his quote was more detailed and he has been recommended by the Chairman of West Kingston Residents Association as having previously carried out satisfactory works along the greensward.
21. **Protocol** for marking the death of the senior national figure or local holder of high office – To agree that the Clerk will prepare a protocol to include that, by arrangement with East Preston Parish Council (EPPC), residents may sign a book of condolence provided by EPPC at East Preston Library and place flowers at the War Memorial outside the library. The Clerk to liaise with the Clerk of EPPC to formally agree this process.
22. **E-mail Address** – Council is required to move to a .gov.uk email address linked to our website address, in line with advice from the Government Digital Service. Two quotes for providing a webmail service have been received. To agree to accept the lower quote from Vision ICT Ltd for £18 per year per email address, initially for the Clerk's email and then to consider whether to extend this facility to Members. (Note Vision ICT provide the website for SSALC and a webmail service for a neighbouring parish)
23. **Parish Website** – To agree to adopt the Accessibility statement for the Kingston Parish Council website (circulated to Members).
24. **Scheme of Delegation** – To consider adopting a scheme of delegation to ensure minimal disruption to the work of the council if matters require actions between meetings (to be circulated to Members prior to the meeting).
25. **Council's Newsletter re Coronavirus COVID-19** –
26. **Standing Orders** – To agree that:
- a) Standing Order 1m be amended to better reflect the latest NALC model standing orders and to read: "Subject to the provision\* shown below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.  
\* A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission."
  - b) the Clerk will report back to Council on further revisions to Standing Orders at the September meeting of Council.
27. **Next scheduled meeting of Council and its Committees:** Thursday 23 July, 2020 at 7pm. These are likely to be one virtual meeting (contact the Clerk before the meeting if you want to join it remotely: [kingstonpc@yahoo.com](mailto:kingstonpc@yahoo.com)). Agenda are published 3 days before Meetings on our website <https://kingston-wsx-pc.gov.uk/>

**KINGSTON PARISH COUNCIL**

33 The Ridings, East Preston, West Sussex BN16 2TW Tel: 01903 771922  
email: [kingstonpc@yahoo.com](mailto:kingstonpc@yahoo.com) website: <https://kingston-wsx-pc.gov.uk/>