

KINGSTON PARISH COUNCIL

MINUTES: of the virtual Meeting of Council on 21 May, 2020 commencing at 7.45 pm.

PRESENT: Councillors Walker (Chairman), Buckenham, Jolly, Joyce, Kenning, Masson and Wetherell.

- 21/20 **Welcome** – Cllr Walker welcomed everyone to the first virtual meeting of Council.
- 22/20 **Apologies for Absence** – District Cllrs Chapman and Kelly. *Note: County Cllr Elkins and District Cllr Bower had given their reports remotely earlier in the evening before meetings of Council and its Committees had commenced.*
- 23/20 **Election of Chairman** - Cllr Walker was elected to serve for the ensuing year.
- 24/20 **Acceptance of Office** - The Chairman signed the Declaration of Acceptance of Office.
- 25/20 **Election of Vice-Chairman** - Cllr Wetherell was elected to serve for the ensuing year.
- 26/20 **Urgent Matters Arising** - There were no urgent matters.
- 27/20 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Kenning, Masson and Walker declared membership of Kingston Gorse Estate and Cllr Jolly declared membership of West Kingston Residents Association.
- 28/20 **Public Opportunity** – No members of the public were present.
- 29/20 **Coronavirus COVID-19**
- a) Council noted that due to the COVID-19 pandemic and government advice:
 - the meeting of Council scheduled for 19th 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) Council agreed 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) Council agreed 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.
- 30/20 **Appointment of Committees and Working Parties** - It was agreed to make the following appointments for 2020-21:
- 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)

- 31/20 **Cheque signatories** – It was agreed that the current cheque signatories should continue: Cllrs Jolly, Joyce, Masson, Walker and Wetherell (currently any two from five to sign). It was further agreed that the Clerk be added to the signatories with any three from six to sign, to facilitate administration of the account.
- 32/20 **Appointment of Representatives** - It was agreed to make the following appointments for 2020-21:
- 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
- 33/20 **Minutes** - The Minutes of the Meeting of Council held on 16 January, 2020 were approved by Council and signed by the Chairman as a correct record subject to noting that the last minute should be numbered 20/20.
- 34/20 **Matters Arising from the Minutes** – Re Minute 09/20 d: The Clerk to ask County Cllr Elkins if he had established whether County have any notes from previous discussions on the delays at the Roundstone crossing and the junction layout.
- 35/20 **West Sussex County Council:**
- a) **County Cllr Elkins** had given his report on County matters prior to the start of the meeting and had given details on County’s wide-ranging response to COVID-19 which included setting up a community hub for volunteers and those in need of help with helpline numbers open from 8am to 8pm. There had been an economic impact on the economy due to lockdown and County is working with businesses where it can. Waste disposal sites had been closed but are now being reopened in stages with social distancing measures in place. Council Elkins also said there is still funding available for Operation Watershed this year and parishes would be able to buy additional verge grass cuts from the County contractor.
 - b) **Operation Watershed:** Council noted that agreement from all affected landowners is awaited before the application for funds re Peak Lane can be submitted. It was agreed that Members could hold a virtual meeting if they needed to discuss the drainage issues along Peak Lane. Regarding correspondence from Kingston Park Estate the Clerk to reply that increased emphasis on riparian ownership responsibility is because Members have become much more aware:
 - of the Riparian responsibilities attached to drainage ditches/culverts
 - of how many residents and landowners in the parish have to meet these obligations (without assistance from Council)
 - that ditches not being maintained by riparian owners increase the risk of flooding as one poorly flowing section affects the whole drainage network
 - Riparian responsibilities being met by residents/landowners is emphasised by WSCC when assessing our Operation Watershed Funding application
 - c) **Grass Cutting** – The Clerk to obtain information on the cost of buying additional verge cuts along Kingston Lane from the County contractor and also to establish when the second cut is scheduled for this year as last year it was not carried out until October and if it was earlier this year there would be no need to buy an additional cut.
- 36/20 **Arun District Council:**
- a) **Report of District Councillors** – District Cllr Bower had given his report on District matters prior to the start of the meeting.

- b) **Ditches** – Council noted a response from District about a lack of resource to check whether ditches are running freely. It was agreed that the information from Cllr Joyce on ‘lost’ ditches be sent to District for comment.

The Chairman paused the meeting briefly at 8 pm to allow members to ‘clap for carers’.

- 37/20 **Policing** – Cllr Jolly said there had been very few incidents in the parish. There had been a fire lit in Kingston Park and the police had attended but it is unclear whether any further action had been taken. It was thought an incident had occurred on the 14th May and the Clerk would ask the PCSO if he had any details of reported crime in the parish on that date. Latest information can be found on the Sussex Police website www.sussex.police.uk/.
- 38/20 **Planning Committee** – Council noted the Minutes of meetings 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 agreed the recommendations contained therein.
- 39/20 **Finance and General Purposes Committee** - Council noted the minutes of the meeting held on the 16 January, 2020 and a verbal report of the meeting held on 21 May, 2020 and agreed the recommendations contained therein.
- 40/20 **Lost Kingston Chapel Commemorative Seating Stone:**
- a) Council agreed the Clerk to sign on behalf of Council the letter of agreement being prepared by District (information circulated) giving permission for the seating stone to be located on West Kingston Greensward and setting out Council’s future responsibilities for maintaining the stone.
 - b) Three quotes had been received to lay the concrete base on West Kingston Greensward for the seating stone ranging from £650 to £1550. Council agreed 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. The works cannot be commenced until the letter of agreement with Arun has been finalised and Arun has agreed that the works can be carried out in compliance with the government advice relating to COVID-19.
- 41/20 **Protocol** for marking the death of the senior national figure or local holder of high office - It was agreed 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.
- 42/20 **E-mail Address** – Council noted the requirement to move to a .gov.uk email address linked to Council’s website address, in line with advice from the Government Digital Service. Two quotes for providing a webmail service had been received. It was agreed 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).
- 43/20 **Parish Website** – Council agreed to adopt the Accessibility statement for the Council website, as prepared by the website host.
- 44/20 **Scheme of Delegation** – Council agreed that the following be approved to ensure minimal disruption to the work of the council if matters require actions between meetings:
" The Clerk is authorised to act on behalf of the Council in matters requiring a response between meetings of Council or its Committees. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Chairman and the Chairman of any relevant Committee or Working Group and other Members of Council are to be consulted where possible before such action is taken." A more detailed Scheme of delegation would be considered at the July meeting of Council.
- 45/20 **Council's Newsletter re Coronavirus COVID-19** – It was noted that Council had issued an extra edition of the newsletter to give residents advice and information on how to get help or

volunteer to help, that was delivered to every parish household by Members of Council by the 21st March, 2020.

46/20 **Standing Orders** – Council agreed 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.

47/20 **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). Agenda are published 3 days before Meetings on our website <https://kingston-wsx-pc.gov.uk/>

The meeting concluded at 8.16 pm.

Chairman:

Date: