Kingston Parish Council

(Chairman: Councillor Mrs. J.R. Rowland)

Minutes of the Annual Parish Council Meeting held at the Parish Hall, The Street, Kingston on Monday 9th May, 2005 commencing at 7.30 p.m.

PRESENT: Councillors, V. Ient, Mrs. R.P. Jeffery, B. Lambert, Mrs. J.R. Rowland Mrs. S.C. Shepherd (attended late) and A.J.W. Strong

IN ATTENDANCE: Five members of the public, District Councillor Commin and Mr. D.F. Jarman the Clerk to the Council.

1. APOLOGIES

Apologies were received from Councillor Mrs. Shepherd for her late attendance.

2. ELECTION OF CHAIRMAN FOR YEAR 2005/06

Councillor Strong PROPOSED that Councillor Lambert be elected
Councillor Mrs. Jeffery PROPOSED that Councillor Mrs. Rowland be elected.

Councillor Ient SECONDED the nomination of Councillor Mrs. Rowland and, there being no other duly seconded nominations, Councillor Mrs. Rowland was duly elected Chairman for the ensuing year

3. ELECTION OF VICE-CHAIRMAN FOR YEAR 2005/06

The Chairman PROPOSED that Councillor Lambert be elected.

Councillor Ient SECONDED the motion and there being no other nominations Councillor Lambert was duly elected Vice-Chairman for the ensuing year.

4. MINUTES

Councillor Mrs. Jeffery PROPOSED that the Minutes of the Meeting held on 14th. March, 2005, having been previously circulated, be taken as read, be approved and signed as a correct record of the proceedings of that Meeting.

The Chairman SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

5. MATTERS ARISING (Not appearing elsewhere in these Minutes)

Min. 93.4 – NOTED that re-Surfacing of part of the Lewes – Newhaven Road (C.7) has been completed.

Min, 101.1 – NOTED that permission for a new noticeboard to house a footpath map has been refused by the Parish Hall Trustees and that the Clerk has now received an appropriate map from the District Council.

RESOLVED that an approach be made to the Landlord at The Juggs.

Min. 101.2 - NOTED that the County Council's Director of Transport has suggested an initial approach to the landowner, the farmer, Mr. Greenwood.

6. ALLOCATION OF SPECIAL RESPONSIBILITIES FOR YEAR 2005/6

Councillor Strong PROPOSED that Special Responsibilities be allocated to Members and others as follows:
i) Highways (incl. 2 Bus shelters) - Councillor Ient; ii) Public Rights of Way - Mr. Taylor
(iii) PublicTransport - Councillor Mrs Jeffery; iv) St. Pancras Green – Mr. A.E. Green; The Green (incl. the Childrens' Play Area) – Mr. S. Pell (The4 Juggs) v) the Planning Advisory Group be lead by Councillor Lambert vi) and Notice Board Organiser – Mr. A.E. Green.

Councillor Mrs. Shepherd SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

7 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR YEAR 2005/06

Councillor Ient PROPOSED that Members be appointed to represent the Parish Council on Outside Bodies as follows:

i) Lewes District Association of Local and Parish Councils – Chairman & Councillor Mrs. Jeffery.
ii) Sussex Associations of Local Councils and Action in Rural Sussex (formerly the Sussex Rural Community Council) – Chairman, and Councillor Mrs. Jeffery.
iii) Parishes of Lower Ouse - Chairman and Councillors Lambert, Mrs. Jeffery and Mrs. Shepherd
iv) Trustee of Parish Hall – Councillor Lambert
v) Rural Voices Rural Choices –Councillor Mrs. Jeffery
vi) Lewes Transport Plan – Councillor Mrs. Jeffery
vii) Lead Councillor for Community Safety – Councillor Ient

Councillor Mrs. Shepherd SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

8 COUNCIL'S WORKING PARTIES

Councillor Mrs. Shepherd PROPOSED that Councillor Mrs. Jeffery lead the Traffic Calming Working Party and Councillor Ient lead the Web Site Working Party during 2005/06.

Councillor Strong SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

9 FINANCE

9.1 Confirmation of Appointments for 2005/06

Councillor Lambert PROPOSED that the Clerk's appointment as Responsible Financial Officer and that the appointment of Mr. Haynes as Internal Auditor both be CONFIRMED.

Councillor Strong SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

9 FINANCE (Continued) 9.2 Accounts(Continued)

9.2 Accounts

9.2.1 Councillor Ient PROPOSED that the annual accounts (not audited) for 2004/05 (Report 454 – attached) be approved and adopted.
The last page to be presented to the External Auditor. (Action **Clerk**)

Councillor Lambert SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

9.2.2 Receipts and Payments

Councillor Ient PROPOSED that the statement of Receipts and Payments made since the last Meeting of the Council (Report No. 453 attached) be received and approved, and the invoices listed at paragraph 3, together with those listed below, be paid:

Payee	Total sum	Incl. VAT
SEEB Energy	25 . 54	1 . 22
G. Wraith (Web site)	140 . 00	
LDC. – Footpath map	17 . 63	2 . 63
I.C. Office Equipment	101 . 06	15 . 05
Totals	£284 . 23	£18 . 90

Councillor Lambert SECONDED the motion and on being put to the Meeting it was CARRIED unanimously. (Action **Clerk**)

9.3 Bank Mandate

Councillor Lambert PROPOSED that:

1. The Council cancel the Council's existing mandates to the Bank (except in relation to cheques and other instructions given before the Bank receives this resolution);

2. The Council accept the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers;

3. The Council authorise any two of the three individuals named hereunder (authorised persons), **Councillors, Lambert, Mrs. Jeffery and Mrs. J. Rowland** in accordance with Section 3 to:
(a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Council from time-to-time: and
(b) give instructions concerning the operation of the Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
(c) register the Council for the Bank's computer and telephone banking services.

The Councillors noted that if the Council has registered for the Bank's computer and telephone banking services, any of the authorised person(s) acting in accordance with the current approval processes for the services would be responsible for amending the Council's 'customer profile' which (among other things) determines:

9 FINANCE (Continued) 9.3 Bank Mandate (Continued)

(a) the accounts that can be accessed by computer or telephone;
(b) security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
(c) the individuals ('Users') allowed to use the service for making payments and other purposes (within any specified limits).

The Councillors also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Council notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

(Action **BL, JR, RPJ & Clerk**)

Councillor Mrs. Shepherd SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

10 CASUAL VACANCY

NOTED that there had been no requisition for an election to fill the vacancy. There being no Nominations to fioll the vacancy, no further action was taken.

RESOLVED that efforts be redoubled to fill the vacancy. (Action **All Members & Clerk**)

11 HIGHWAYS

11.1 20 m.p.h Zone - Ashcombe Lane/Wellgreen Lane/The Street (Min 95.1 refers)

RECEIVED Councillor Ient's report (No. 455 – filed in Minute Book)

Councillor Mrs Jeffery PROPOSED that the Council is committed to a policy for Traffic Calming through the village and a detailed plan will be produced and implemented in consultation with all parties. (Action **Traffic Calming Working Party**)

The Chairman SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

11.2 East Sussex Provisional Local Transport Plan 2006-2011

Councillor Strong PROPOSED that the Clerk in consultation with Councillor Mrs. Jeffery be authorised to make representations on behalf of the Parish Council to the County Council in relation to the Consultation Draft (Closing date Friday 27th. May, 2005) (Action **RPJ & Clerk**)

11.3 Re-instatement of verges (Minute 93.6 refers)

RECEIVED a letter from the County Council's Highway Operations Manager (Appendix E – filed in Minute Book) relating to damage to verges adjacent to development sites in the village.
NOTED that the bus damages verges near the junction with The Street.

RESOLVED that the whole question of damage to verges be considered at the next meeting of the Council in July but that in the meantime the Bus Company be requested to ensure that their drivers exercise greater care in the use of the bus turnaround. (Action **Clerk**)

12 TOWN & COUNTRY PLANNING ACT 1990

12.1 Planning Applications

12.1.1 RECEIVED a schedule (Appendix A - filed in Minute Book) of planning decisions made by the Lewes District Council, and comments made by the Clerk since the last Meeting, in relation to outstanding Planning Applications, under the Council's adopted procedure.

12.1.2 LW/05/0634 - Erection of detached 5 bedroom house on land adjoining Kingston Manor, at the southern end of The Street for Mr. C. Lloyd.

The Parish Council objected to this development on the following grounds:
1 The Parish Council is aware of the previous history of Planning Permissions on this site but is nevertheless very concerned that the application site extends further beyond the Village Planning Boundary than do the previously approved sites, as also does the proposed building itself. This further encroachment of the village into "open countryside", being part of the AONB (which is likely to become a National Park) is contrary to Local Plan Policy CT2 and is likely to set an unacceptable precedent for other similar developments in this area in close proximity to the Downs.

2 The scale, mass and design of the proposed building is totally out of character with the environment of The Street, a Conservation Area which features 24 Grade II listed buildings. The building at 8.5m high on rising ground will quite un-necessarily dominate the 16th Century Kingston Manor which is on the adjacent site to the detriment of the character and setting of that Listed Building and to the character and appearance of the Conservation Area.

3 The development conflicts with the Local Plan policies in relation to building in an AONB (CT2 and H12) and will significantly degrade the aspect of the village from Kingston Hill and the Downs – the footings which were laid in 2002 are clearly visible from the Downs. This will be compounded when cars (from a 4 car garage) are parked on the access road which abuts the Downs.

4 The village has seen considerable building since this site was given outline planning permission nearly 20 years ago and is yet another example of the gradual erosion of the rural nature of the village.

12.1.3 LW/04/0183 – Detached house with integral garage and swimming pool on land adjacent to The Bothy, Wellgreen Lane. For Mr & Mrs. Bartholomew. (Mins 78.5 and 95.1.2)

RESOLVED to make further enquiries of the Local Highway Authority regarding the pedestrian access to clarify whether the wing walls have been constructed on land which forms part of the public highway. (Action **Clerk**)

12.2 Lewes District Council – Planning Study Tour

RESOLVED not to appoint representatives to participate in the Study Tour which is to take place on 16th. June, 2005

12.3 South East Plan

NOTED that the Clerk, in consultation with Councillor Lambert has commented on the Draft South East Plan to the South Eastern Regional Assembly on behalf of the Council in accordance with Minute 95.2.1. (Appendix B filed in the Minute Book)

12 TOWN & COUNTRY PLANNING ACT 1990 (Continued)

12.4 East Sussex and Brighton & Hove Waste Local Plan

NOTED that the Clerk, in consultation with Councillor Lambert has commented on behalf of the Parish Council on the East Sussex and Brighton & Hove Waste Local Plan to the County Council in accordance with Minute 95.2.2. (Appendix C filed in Minute Book)

RESOLVED that a Vote of Thanks be passed to r. R . Wakeford-Brown for his assistance.

13 RURAL VOICES RURAL CHOICES

RECEIVED Councillor Mrs. Jeffery's report (No. 457 – filed in Minute Book)
Councillor Mrs. Jeffery's earlier report No. 436 (circulated with the January Agenda) was also re-considered.

RESOLVED that Councillor Mrs. Jeffery, when she attends the next Meeting of RVRC on 26th. May, be AUTHORISED to vote to reject the suggested Draft Terms of Reference of RVRC if she considers it expedient to do so. (Action **RPJ**)

14 CALOR GAS VILLAGE OF THE YEAR COMPETITION.

RESOLVED not to enter Kingston in this years competition.

15 VILLAGE WEB SITE

RECEIVED Councillor Ient's report (No. 456 – filed in Minute Book)

16 EAST SUSSEX COUNTY COUNCIL VILLAGE MAINTENANCE TEAMS

RESOLVED that the Clerk, in consultation with Councillor Lambert, be authorised to submit a list of tasks to be undertaken by the team. (Action **BL & Clerk**)

17 FORTHCOMMING MEETINGS

NOTED that the next Meeting will be held on Monday 11th. July, 2005.

RESOLVED that the following Meeting be held on Monday 19th. September, 2005 and not the second Monday in the Month (12th) - **Please note.**

18 GRASS CUTTING

Following a complaint from a resident it was RESOLVED to seek confirmation that Mr. Hambrook intends to continue mowing the verge at Lockitt Way as and when necessary; and to ensure that the Council's contractors adhere to the terms of their contract so far as Fox Twitten and the path adj. To the Churchyard are concerned. (Action **Clerk**)

19 KINGSTON NEWS

RESOLVED that the publication of summaries of the proceedings of Council Meetings in Kingston News be resumed. (Action **Chairman & Clerk**)

20 PARISH NOTICEBOARDS

Mr. Green raised concern that village organisations maintain large permanent notices on the Noticeboards restricting the space available for other important notices.

RESOLVED that such organizations be requested to ensure that such notices be restricted in future to postcard size only. (Action **AEG & Clerk**)

21 VOTE OF THANKS

A vote of thanks was passed to Councillor Commin for making the time available to attend the Parish Council's Annual Meeting and for his address in relation to his work at Lewes District Council.

22 CLOSE

The Meeting closed at 22.05 hours.

Signed……..
Chairman

PLEASE NOTE: Reports for the next Meeting of the Parish Council should be submitted to the Clerk on or before Friday 1st. July, 2005

[These minutes are yet to be formally approved – they will be presented to the next Parish Council Meeting in July 2005]