

# Kingston Parish Council

## Minutes of Meeting held at 8.00pm on 17 July 2008

### Present:

Simon Draper, Chairman  
Tim Fitzjohn  
Helen Underwood  
Julie Conder  
Robin Martlew, SCDC  
Peter Stokes, Clerk

### 1. Apologies

Helen Underwood

### 2. Minutes of AGM 15 May 2008

Accepted.

### 3. Matters Arising

- 3.1. **Grant request from VHMC:** no written response yet from the Chairman of the VHMC to the PC's request for a longer term plan for the hall, but he has advised Simon Draper that it is the intention of the VHMC to manage their finances such that they are self-sufficient.
- 3.2. **Footpaths map:** deferred to next meeting.
- 3.3. **Parish Paths Partnership:** Membership will commence when a suitable project requiring financial support is agreed. Meanwhile Tim Fitzjohn to put article in magazine asking residents to report any footpath problems, or suggestions for improvements. **Action: TF.**
- 3.4. **Anti-speeding measures:** the application for funding under the Minor Highways Improvement scheme has been unsuccessful. The speed checks promised by PCSO Jackie King were not carried out as promised, but Mike Warren reported seeing some checks being carried out recently at the crossroads. As already noted this is an unsuitable point to take vehicle speed readings. Clerk to email PCSO King. **Action: Clerk.**
- 3.5. **Parish Magazine editor:** Jill Coleman has taken on this role.
- 3.6. **Publication scheme – publication on website:** deferred to next meeting.
- 3.7. **Tree report:** not yet received. Clerk to remind Peter Reynolds. **Action: Clerk.**
- 3.8. **Registering land:** the village green has now been registered with the Land Registry. The Clerk will now try to gather evidence to register the green south of Field Road with the Land Registry. He has contacted Mrs Heyman (who owns part of this green) who has referred him to Mr Tim Lawson of Bidwells. A meeting has been arranged with Mr Lawson later this month.
- 3.9. **Kingston Poor Land Charity:** Simon Draper has spoken to Tony Hewish to try and obtain more details of the charity, but it appears few written details are available. Tony Hewish is to pass a folder containing some information to Donal O'Donnell, the trustee-elect proposed to replace Tony Hewish. Agreed that the Clerk will ask to borrow the folder and also contact the Charity Commission to find out more about the charity. **Action: Clerk.**
- 3.10. **Hedges in Cranes Lane:** the Highways Dept has agreed to cut them.

**3.11. Missing PC assets:** the petrol strimmer has been located in the care of Donal O'Donnell, who will pass it to the Clerk. The loppers have not yet been located.

#### **4. Minutes of Annual Parish Meeting 29 May 2008**

Accepted.

#### **5. Matters arising**

**5.1. Re-launch of Neighbourhood Watch:** Agreed that the Clerk should buy replacement metal signs, and window stickers for residents. **Action: Clerk.**

**5.2. Wind Farm:** David Stone has agreed to make a presentation to the PC at the next meeting on 18 September. As for any PC meeting, members of the public are entitled to attend, but as they rarely do so, and in view of the particular interest that this item may generate, residents will be specifically invited to attend this meeting to receive the presentation, ask questions etc. **Action: Clerk.**

**5.3. NATS proposals:** consultation period now closed – no further action.

#### **6. Election of Vice-chairman and other officers (deferred from previous meeting)**

Tim Fitzjohn proposed as Vice-chairman by Julie Conder, elected unanimously.

Tim Fitzjohn agreed to continue to serve as Footpaths Officer.

Helen Underwood agreed to continue to serve as VHMC representative.

#### **7. Correspondence**

**7.1. Email from Helen Underwood** questioning the practicality of arranging David Stone's wind farm presentation on the same night as a normal PC meeting. However it was decided to proceed as planned and already agreed with David Stone (see para 5.2).

Helen also asked if pressure could be put on CCC to progress the proposed works in Porter's Way as this byway is regularly used by residents including herself: see para 7.2.

**7.2. Email from CCC re Porter's Way** advising that gates are to be installed at either end of the section between the B1046 and the A1198 to control use by motor vehicles.

**7.3. Emails from Denis Vacher** confirming the following actions:

- **Overgrown footpath adjacent to old Toft railway bridge:** he will arrange for contractor to action.
- **Reported instability of new embankment next to same footpath:** he will ask Bridges section who did the work to investigate.
- **Overgrown hedges in Crane's Lane:** he will arrange for them to be cut
- **Long grass on Church Lane/B1046 junction:** to be cut (already done).
- **Damaged bollard and verge, blocked gully in Crane's Lane:** bollard and verge to be reinstated, gully to be cleaned.

**7.4. Request from Mrs Bedford at Willow House:** hedge between her property and the recreation ground, which should be cut annually in September under the grass/hedge-cutting contract, was not cut last year. Mrs Bedford requests that it be cut now to a height of about 5'. The Clerk has obtained a price of £40 from the present contractor to do this work as a one-off. Agreed that the hedge should not be cut now, but should await its regular cut in September. Clerk to inform Mrs Bedford. **Action: Clerk.**

**8. County Councillor's report**

No report

**9. District Councillor's report**

No report

**10. Clerk's report**

**10.1. Bank balances:** current account: £1099.46 (including £487.21 VAT reclaim from last year), deposit account: £7515.47 including all interest up to 14 July.

**10.2. Mulberry tree on Smithy:** three tree surgeons have been contacted (Eastern Landscape Service Ltd, Acacia Tree Surgery, and William Hellyer) and their advice sought. The last two recommended filling in the roots with soil now, and some removal of upper branches in the autumn. Eastern Landscape services recommended more costly action now. It was agreed to arrange to fill in the roots with soil, and consider the other recommended action in the autumn. **Action: Clerk.**

**11. Communications with CCC and SCDC:** a reply has been received from CCC to the letter of complaint, which has been circulated to Members. To be discussed at next meeting. Meanwhile all Members to read and consider KPC response if any. **Action: All.**

**12. Guidance for Internal Auditor:** it was agreed at the last meeting that when carrying out the annual Internal Audit, the Internal Auditor should be requested to perform a more thorough check of Parish Council records and accounts, referring to the publication '*Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide*' for guidance. Following discussion it was agreed that the Parish Council should develop its own guidance for the Internal Auditor on the requirements of the Internal Audit based on this publication, which has recently been revised (2008 edition). When this guidance is ready, the present Internal Auditor can be approached to explain to him that following the re-issue of the *Practitioners' Guide*, the Parish Council has decided to issue more detailed guidance for the Internal Auditor. It will be necessary to ascertain if the present Internal Auditor is willing to continue to carry out the annual Internal Audit, which may involve more work under the new guidance.

Julie Conder agreed to take the lead on developing KPC's guidance. **Action: Julie Conder.**

**13. Circulation folder**

It is apparent that the folder does not always reach all Members before each meeting. Members are therefore asked to try to pass the folder on in a timely manner, and to ensure where possible that the next person is not away, on holiday etc. **Action: all.**

**14. Planning**

None

**15. Any other business**

None

**16. Date of next meeting**

18 Sep 08

Meeting ended at 21.55.

Signed.....