

Kingston Parish Council
Minutes of Meeting held at 7.30pm on 12 January 2016

Present:

Tim Fitzjohn, Chairman (TF)
Julie Conder (JCo)
James Clear (JCI)
Keith Tan (KT)
Trish Dunlop (TD)
Peter Stokes, Clerk

1. Apologies

1.1. None

2. Minutes of last meeting

2.1. Error corrected in minute 9.5: should read '*...at a cost of £76.00 + VAT...*'. Otherwise accepted.

3. Matters Arising

- 3.1. **3.1.2 Broadband in Kingston:** JCo has replied to the email from Heidi Allen.
- 3.2. **3.2.1 Communications problems with County Councillor:** TF has tried without success to contact Stephen Frost. He has spoken to Martin Yeadon, Chairman of Toft Parish Council, who reported that they had similar problems and are due to discuss the problem at their next meeting. Agreed that TF consider a letter to the Chair of CCC, or alternatively would speak again to Martin Yeadon and discuss a possible joint letter (from all parishes in Stephen's Ward) to the Chair of CCC. **Action: TF.**
- 3.3. **4.5 Status of Crane's Lane bridleway:** TD has reported the poor condition of the southern section of Crane's Lane and has received a response from the Public Rights of Way Officer stating that there is an outstanding order on their contractor to fill in some of the wet areas, but no other work is planned.
- 3.4. **6.1 Re-organisation of District wards:** The Clerk reported that he has been advised by the Senior Democratic Services Officer at SCDC that the Boundary Commission has set rules regarding the average number of electors per Councillor, and that moving Kingston from the proposed ward would create an anomaly in regard to this average. No further action.
- 3.5. **7.1 Vacant allotment plot:** there have been no takers, either as a proposed community/children's plot or as a normal tenancy. Agreed to re-advertise the availability of the plot in the next parish magazine, and also in appropriate media in neighbouring villages. **Action: Clerk.**

4. Correspondence

- 4.1. **Email from M I Parrott Ltd** advising that Bourn Road would be closed 7 -10 March due to road works. It was agreed to ask them if it would be possible to avoid closing the road completely as we know from experience that this results in the bus service being withdrawn for the duration of the closure. **Action: Clerk.** [NB: after meeting M I Parrott Ltd advised that it was not possible to keep the road partly open.]
- 4.2. **Letter from Kingston PCC** requesting grants of £470 for the parish magazine and £717 for churchyard maintenance. Agreed to pay the magazine grant as requested, as this was an agreed fixed annual amount. It was also agreed to index-link this grant in future using RPI as for other inflation calculations. Agreed to pay £660 towards

churchyard maintenance as this was the amount in the budget. Agreed to request the PCC to keep KPC informed if either grant became inadequate (or excessive) with reasons. **Action: Clerk.**

4.3. **Letter from SCDC** re S106 contribution arising from the development at 4, Kingston Wood Cottages. Agreed to accept the funds on the conditions specified, and to execute the indemnity as requested.

4.4. **Telephone call from Roger Russell** at 1, The Green:

4.4.1. Mr Russell complained about an overgrown hedge on Church Lane: the Clerk advised him he would find out who the landowner is and ask them to trim the hedge. In the event that the landowner was unwilling it may be possible to get the Highways dept. to cut the hedge.

4.4.2. Mr Russell complained about the poor condition of Church Lane road surface: the Clerk advised him that potholes and other road faults can be reported on the CCC on-line system.

4.4.3. Mr Russell complained about blocked drains in the village: the Clerk advised him that he has already been in touch with CCC about this and was advised that they would be attended to when resources become available. Whilst this does not inspire confidence that work will be carried out soon, it is probably the best answer we will get given the well-known budget cuts suffered by local councils.

4.4.4. Mr Russell asked who else he could contact about his concerns. The Clerk advised him that in the normal course of events he could contact his County Councillor, Steven Frost. However the experience of the parish council in recent months has been that Mr Frost cannot be contacted and does not respond to telephone calls or emails. The parish council has concerns about this lack of communication and is at present actively trying various steps to resolve this issue, but in the meantime it is a frustrating time for us all, and I had no other advice to offer Mr Russell. Mr Russell said he would contact the County Council to try and get responses to his concerns. The Clerk asked him to keep the parish council informed of any progress in this regard, which Mr Russell agreed to do.

5. County Councillor's report

5.1. No report

6. District Councillor's report

6.1. No report

7. Open Spaces report

7.1. No report

8. Review of Community Led Plan

8.1. We have received an email from Caroline Hunt, Planning Policy Manager at SCDC advising that they are seeking views of parish councils on the policies that they consider strategic in their current adopted development plan prior to the Council making a formal decision on them. They advise that any Neighbourhood Plan that is prepared within the District must be written so that it generally conforms with these district-wide strategic policies. It appears that a Neighbourhood Plan is in effect a community-led plan which has been approved and accepted by the District Council as meeting this requirement, and carries more weight than a community-led plan which has not been so accepted. TF will respond. **Action: TF.**

8.2. The review of the plan by TF and JCo is ongoing. **Action: TF, JCo.**

9. Clerk's report

9.1. **Bi-monthly report** – previously circulated. See Appendix A.

- 9.2. Invoices for payment:
 - 9.2.1. SLCC £65.00 (already paid BACS) – agreed for payment
 - 9.2.2. Buchan’s Landscapes Grass cutting Sept £441.65 (already paid BACS) – agreed for payment
 - 9.2.3. Kingston Village Hall £115.00 for hall use and bus shelter cleaning in 2016 – agreed for payment
 - 9.2.4. Buchan’s Landscapes £46.20 for bramble clearing – agreed for payment
- 9.3. **2016/17 budget and precept:** The proposed draft budget was accepted and agreed – see Appendix B. The precept was set at £8605, unchanged from last year.
- 9.4. **Use of appropriate index for budgeting:** after some discussion it was agreed to continue to use RPI as the inflation index.
- 9.5. **Dog waste/litter bins:** we were previously informed that these would be installed by SCDC at the bus shelter, near the pump, and outside the recreation ground, at the end of November 2015. The Clerk is chasing progress.
- 9.6. **LHI bid:** The Clerk is due to give a presentation in support of our bid on 22 January at Whittlesford.
- 9.7. **Workday and Litterpick:** it was agreed to hold the drainage clearance workday in March and the Litterpick in April [subsequently set for 19 March and 16 April respectively].
- 9.8. **Gully cleaning:** the Clerk has asked CCC to clear various blocked gullies and has been informed that the work will be added to the contractor’s work schedule and the work will be carried out when the necessary resources are available.

10. Planning

- 10.1. S/2897/15/FL Replacement garage at Crossways Cottage: already agreed by TF to respond ‘no comment’ under Standing Order 13.4. The prior decision was confirmed.
- 10.2. S/3069/15/LB Ground floor WC and shower at Old Farm House: already agreed by TF to respond ‘no comment’ under Standing Order 13.4. The prior decision was confirmed.

11. **Items for next meeting:** none

12. **Date of next meeting:** 8 March 2016.

Meeting ended at 21.55.

Signed.....

Date.....

Appendix A

Financial report 18 Jan 2016

N.B. All figures exclude VAT

Item	Budget 2014-15 £	Expenditure YTD £	Budget minus expenditure YTD (negative = overspend) £	
Grass and Hedge cutting	1902	1971	-69	CCC payment subtracted from payments to contractor
Insurance	688	399	289	
Clerk's salary	1129	917	212	
Grants (section 137)	660	0	660	
Village Hall upgrade	1306	1157	149	
Audit fees	142	240	-98	
Village asset maintenance	450	278	172	
Subscriptions	169	224	-56	
Parish Magazine	470	0	470	
Footpath lighting	153	0	153	
Miscellaneous and expenses	500	426	74	
Income other than precept	-136	105	-241	Interest + allotment payments + Oil Club payment
Total	7432	5718		

Bank balances	Current account:	1628	
	Deposit account:	18860	

Appendix B

Budget and Precept for 2016/17

N.B. All figures exclude VAT

Item	Budget 2015/16 £	Expenditure YTD 2015/16 £	Budget minus expenditure YTD (negative = overspend) £	Expected spend for whole year 2015/16	Suggested budget for 2016/17	
Grass and Hedge cutting	1902	1971	-69	1933	2032	No further invoices. Assume RPI incr + £77 for bramble cut + RPI
Insurance	688	399	289	399	399	3-year agreement
Clerk's salary	1129	917	212	1129	1141	Assume RPI increase
Grants (section 137)	660	0	660	660	667	Claimed amount for 2015/16 + RPI
Village Hall upgrade	1306	1157	149	1157	1288	Loan repayments. Note poss, expenditure of S106 funds not in budget as not funded by precept.
Audit fees	142	240	-98	240	40	Internal audit only
Village asset maintenance	450	278	172	300	450	
Subscriptions	169	224	-56	224	226	
Parish Magazine	470	0	470	470	475	Incr by RPI for this and future years
Footpath lighting	153	0	153	153	161	Current year not yet invoiced. Charges due to increase but level of increase not advised. Nominail 5% incr.
Miscellaneous and expenses	500	426	74	500	720	Nominal £500 + £220 contr to LHI bid works
Income other than precept	-136	-105	-31	-110	-125	Interest + allotment payments + Oil Club payment
Total	7432	5508		7055	7475	
Agreed precept					8605	
Surplus precept over budget					1130	

RPI for 12 months ending Nov 2015 (latest avai 1.10%

Precept 2015/16 £8,605
Council tax base 2015/16 116.60
Council tax base 2016/17 118.60