

Kingston Parish Council

Minutes of Meeting held at 8.00pm on 14 November 2017

James Clear, Chair (JCI)

Julie Conder (JCo)

Miki Ellar (ME)

Peter Stokes, Clerk

Members of the public: Charlie Richmond, Linda Rimmer, Irene Heyman, Tim Lawson
(representative of Heyman family in respect of proposed development at Town Farm)

1. Apologies

- 1.1. Keith Tan
- 1.2. Tumi Hawkins

2. Co-option of Parish Councillor

- 2.1. Miki Ellar was welcomed to the Parish Council following her prior co-option, and signed the Declaration of Office.

3. Minutes of last meeting

- 3.1. Accepted

4. Matters Arising

- 4.1. **3.4 Kissing gate near Toft:** the Clerk is still progressing this through Peter Gaskin, Rights of Way Officer with CCC. There seems to be some difficulty on the part of CCC in finding a suitable contractor.
- 4.2. **5.1 Listing parish councillors' details on website:** following discussion it was agreed that parish councillors' details would not be published on the website.
- 4.3. **5.3 Publishing meeting agendas by email:** it was agreed in addition to the notice board and website, agendas would be published by email to the established circulation list.
- 4.4. **6.1 Overhanging branches at Brookside, Toft:** the Clerk has been in contact with Cheffins who are managing the letting of the field containing the offending trees on behalf of the landowner. However his contact has stopped replying to emails, despite reminders, and an email of complaint to the Chairman of Cheffins has produced no response. Clerk is continuing to progress.
- 4.5. **6.3 Wheelie bins in the road:** the problem of wheelie bins left in the road at Old Mead House may be partly the fault of the householder and partly the fault of SCDC refuse collection operatives. The situation has recently improved. No further action.
- 4.6. **8.1 Allotment plot no 1:** the Clerk has spoken several times to the tenant who has promised to give his allotment closer attention. Clerk to continue to monitor.

5. Correspondence

- 5.1. **Email from Chris Reid re playground:** Following his work in consulting informally with residents near the playground, Chris has decided not to pursue the possibility of a zipwire for the recreation ground. He has suggested that the Parish Council might wish to take up the initiative, possibly widening it to include a consultation exercise on improvements to the playground which could include but not be limited to a zipwire. It was decided that as there have been no general indications of dissatisfaction with the current provision, no further action would be taken.

- 5.2. **Email from Rural Services Network re ‘Growing a Rural Community’:** KPC has been asked to complete an online questionnaire which mainly asks to what extent publications from the Rural Services Network are received and distributed. It was agreed that this could be completed but further information was needed as to the status of the Rural Services Network before taking any further action. **Action: Clerk.**
 - 5.3. **Letter from Unity Trust Bank re change to deposit account:** the name of the account is changing to Instant Access Account.
 - 5.4. **Letter from CCC re winter health packs:** no action.
 - 5.5. **Letter from SCDC re parish precepts:** agreed to copy letter to JCI and JCo.
 - 5.6. **Email from SLCC re parish councillor conduct:** it appears there is a level of concern among some parish clerks about abusive or other unacceptable conduct by their councillors. The SLCC has published an online survey to try to establish the extent of the problem, which the Clerk has completed for KPC. No further action.
 - 5.7. **Letter from Unity Trust Bank** advising that the interest payable on our Deposit Account is to be increased to 0.2%.
- 6. County Councillor’s report**
- 6.1. No report
- 7. District Councillor’s report**
- 7.1. See Appendix A attached
- 8. Open Spaces report**
- 8.1. No report
- 9. Faster Broadband report**
- 9.1. JCo reported that some more householders are now able to order faster broadband, and she continues to press for the service to be available to the rest.
- 10. Clerk’s report**
- 10.1. **Bi-monthly report:** previously issued, see Appendix B. JCo queried why we appeared to be heading for an overspend on grasscutting. Clerk to investigate. *[NB: It was established after the meeting that there was an error on the spreadsheet: the contribution from CCC had not been deducted from costs. Clerk to correct and re-issue.]*
 - 10.2. **Invoices for payment**
 - 10.2.1. Buchan’s Landscapes grasscutting September £462.24: agreed for payment.
 - 10.3. **General Data Protection Regulations**
 - 10.3.1. These regulations come into force on 25 May 2018, replacing the previous Data Protection Act of 1998. Under the regulations a parish council such as KPC is considered a Data Controller since it holds data on individuals (eg disclosures of pecuniary interest made by councillors). KPC is therefore subject to the requirements of the Regulations and will have to comply with them.
 - 10.3.2. One of the requirements is for the Data Controller to appoint a Data Protection Officer (DPO), who must have expert knowledge of data protection law and practices. CAPALC has advised that they will be providing appropriate training.
 - 10.3.3. It was agreed that the Clerk would be appointed the DPO for KPC. It was also agreed that the Clerk would attend an appropriate training course.
 - 10.4. **Update to bank signatories**

- 10.4.1. JCI, ME and the Clerk signed the necessary forms to add ME and delete Tim Fitzjohn from the list of approved bank signatories and to confirm our banking arrangements.
- 10.4.2. It was agreed that, as before, the online banking system will have the following features:
 - 10.4.2.1. All five councillors and the Clerk are signatories
 - 10.4.2.2. All have unlimited access to the on-line banking system
 - 10.4.2.3. Any three authorisations are required to complete a payment. This allows the Clerk to set up a payment and two councillors to authorise it.
 - 10.4.2.4. One authorisation is required to complete a transfer between accounts. This allows the Clerk to carry out transfers as required to maintain appropriate balances.
- 10.4.3. In accordance with the bank's requirements it was resolved that:
 - 10.4.3.1. The amendments to the mandate for the operation of the bank accounts, paying instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the mandate
 - 10.4.3.2. The Bank is entitled to rely upon the amended mandate until it receives a later mandate amending it.
 - 10.4.3.3. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.
- 10.5. **Playground inspection:** A volunteer continues to provide periodic visual inspections of the playground. Her latest report advises that the seat timbers of the far bench need replacing. Agreed for the Clerk to replace them.

11. Planning

- 11.1. **S/3723/17/FL extension of conservatory** at Payne's Farm, Field Road: agreed to respond 'support'.
- 11.2. **S/3696/17/FL new site access** at Town Farm, Tinker's Lane: agreed to respond 'support'.
- 11.3. **S/3673/17/FL insert rooflights in garden building** at Thatches, Rectory Lane: agreed to respond 'support'.
- 11.4. **S/3832/17/FL replace redundant garage with new building, single storey extension to house** at Thatches, Rectory Lane: agreed to respond 'support' subject to a condition being made to limit to an appropriate level the size and weight of vehicles used for the work, particularly those used to remove spoil from the basement excavation, in order to prevent damage to the surface of Rectory Lane. It was noted that a neighbour, Mr Paul Wheeler at Barn House, has written a letter to SCDC in respect of this application making a similar request.
- 11.5. **S/3716/17/TC fell over-mature birch tree** at The Old School House, Bourn Road: agreed no response required.
- 11.6. **S/3862/17/LB replacement of outbuildings with garden studio, small extension to house, insulated render to house, replacement of gutters and downpipes** at 1, Field Row: agreed to respond 'support'.
- 11.7. **S/3562/17/PN change of use of buildings** at Town Farm, Tinker's Lane: previously agreed to respond 'no comment' as it was not possible to determine what development was proposed from the information provided. The Clerk had previously requested an extension to the deadline stipulated for responses until the information

could be clarified, but this was refused. The application has now been granted by SCDC.

12. Other matters: JCo reported that she had attended the first liaison meeting with Lina Joseph, County Councillor, together with representatives from a number of other villages in the division. One of the matters discussed was a new initiative: Asset Based Community Development (ABCD), a methodology for the sustainable development of communities based on their strengths and potentials. Jco will continue to attend these meetings for a period to assess their usefulness. Agreed that a fixed item will be included in future agendas.

13. Date of next meeting: 9 January 2018.

Meeting ended at 21:55

Signed.....

Signed.....

Date.....

Date.....