

**Kingston Parish Council (KPC)**  
**Minutes of Meeting held at 7.30pm on 10 January 2023**

**Present:**

Sue Dalglish (SD)  
Julie Conder (JCo)  
Miki Ellar (ME)  
Mark Nicholls (MN)  
Paul Wheeler (PW)

**1. Apologies**

- 1.1. Katie Vickers (KV), Katherine Reid (KR)

**2. Co-option of New Parish Councillor**

- 2.1. The Parish Council welcomed Paul Wheeler onto the Parish Council. He was Proposed by Miki Ellar and Seconded by Mark Nicholls. All forms have been completed.

**3. Minutes of last meeting**

- 3.1. Minutes of meeting held on 8th November 2022 accepted.

**4. Matters Ongoing**

- 4.1. 3.1 East West railway – no further update. To be carried over to next meeting. (SD and JCo)
- 4.2. 3.2 Kingston phone box – Work on restoration of phone box will commence in spring (KV)
- 4.3. No 18 Bus service - we continue to experience many problems with reliability of the service. Random cancellations appear to be common. Matter has been raised with Bridget Smith at South Cambs. Will also contact Tumi Hawkins to try and find a satisfactory solution. (JCo/SD)
- 4.4. Land registry project within the village to ascertain boundaries and check what is currently registered with the land registry authority will commence in February. A small group will be set up to look into this issue. (MN, SD, PW)
- 4.5. Village Design Guide project will follow after the land registry exercise has commenced. Timescales to be determined at later date. (MN, SD, PW)
- 4.6. New Constituency Boundary proposals – final recommendations to parliament by July 2023. Nothing to report

**5. Matters Arising**

- 5.1. 2023/24 Budget and Precept – this was prepared by JCo/SD as KV is on sick leave following an operation. The council agreed keep the parish council element of the 23/24 council tax bill the same as the 22/23 contribution in view of financial pressures faced by many during the current challenging economic climate. This will be a one-off decision and the annual review process will take place as usual next year to consider the 24/25 budget/precept figures and might result in a return to more normal increases which in



the past have usually been in line with inflation. Full details of budget and precept calculations attached to this document.

- 5.2. Clerks Salary and Expenses – Clerks salaries are agreed on a national pay scale basis. The parish council agreed to implement nation pay guidelines which detail an hourly rate of £11.63. These figures were also backdated to April 2022 therefore as KV commenced employment in May 2022 figures will be backdated to then in accordance with the national guidelines.

Payment details are – May to Dec back payment – £154.00 followed by an additional amount of £19.25 to be added to the salary of £184.25 making a monthly total of £203.50 for Jan, Feb and March 2023.

- 5.3. Admin/Dropbox/Emails/Community Awareness – The use of Dropbox to allow easy access to parish council documents was explained. SD to check that MN and PW have access to dropbox. (KV/SD). Email accounts set up with one.com for parish council members.

- 5.4. 2023 Parish Council Meeting Dates – 10 January, 14 March, 9 May, 16 May (APM), 11 July, 12 September, 14 November. KV/SD to check that hall booked for these dates.

- 5.5. Village Allotments – renewal invoices have been issued to allotment holders. (KV)

## **6. Finance**

- 6.1. Bank Signatories – clerk to contact unity Bank to add MN and PW as signatories (KV)
- 6.2. Invoices paid and for approval (see page 2 of this doc) (KV)
- 6.3. Financial Regulations and Standing Orders – JCo has reviewed our current SOFR and passed to clerk to review and fill in the some items. This will be completed by the end of March 2023 in advance of the Parish Audit which will be carried out in April 2023. (KV/JCo)

## **7. Correspondence/Meetings/Training**

- 7.1. Closure of Tinkers Lane from 9<sup>th</sup> to 12<sup>th</sup> January for Water works.
- 7.2. Letter has been sent from Cllr Bridget Smith to Huw Meriman, the new Rail Minister regarding concerns of the villages located along the proposed EWR routes.

## **8. County Councillor's Report – no report received**

## **9. District Councillor's Report – no report received**

## **10. Open Spaces Report**

- 10.1 Playground Maintenance – additional bark required around play areas - will be undertaken during village work day in spring.
- 10.2 Orchard gate – this has been repaired by James Clear and Peter Stokes. Their work is much appreciated by the parish council as it has saved several hundred pounds.
- 10.3 Mark Nicholls has agreed to take over the role of Open Spaces Co-ordinator following the resignation of Katherine Reid

## **11. Clerk's report**

- 11.1 Bi-monthly report – to follow



**9.1. Invoices:**

- 9.1.1. Opus Energy - footway lighting energy 15 November 2022 £13.39 (already paid, direct debit 15 Nov 22) AGREED
- 9.1.2. Katie Vickers – Clerk Salary November 2022 £184.25 (already paid 30 Nov 22) AGREED
- 9.1.3. Katie Vickers – Clerk Salary December 2022 £184.25 (already paid 3 Jan 2023) AGREED
- 9.1.4. Opus Energy footway lighting energy 15 December 2022 £13.65 (already paid, direct debit 15 Dec 22) AGREED
- 9.1.5. CAPALC – Affiliation Fee 2022/23 - £85.61 AGREED
- 9.1.6. Katie Vickers – Parish Clerks Expenses – £323.04 – PENDING, AWAITING INVOICES/RECEIPTS - (Breakdown of claim sealant for playground £19.99, replacement padlock for playground £21.99, One.com website fee £164.10, A4Printer paper £34.99, paint for village telephone box £67.98, Large capacity stapler £13.99)
- 9.1.7. Katie Vickers - Parish Clerk's salary January 2023 – £184.25 plus £19.25 = £203.50 AGREED
- 9.1.8. Katie Vickers - Parish Clerk's salary February 2023 - £184.25 plus £19.25 = £203.50 AGREED

**12. Planning – Nothing to report**

**13. Items for next meeting**

- 13.1 Schedule Date of Annual Parish Meeting and Notify Relevant Organisations (SD & KV)

**14. A.O.B**

14.1 Katherine Reid has resigned as a parish councillor with effect from this meeting. The parish council would like to thank her for her work over the years, it is greatly appreciated.

14.2 Parish Cabinet Liaison Meeting - SD attended this meeting. The topic of applying to South Cambs for funds to install an electric charging point at the village hall was discussed but it was decided that it would not be something we would like to pursue at the current time due to the financial costs and infrastructure upgrades involved.

**15. Date of Next Meeting – 14<sup>th</sup> March 2023**

Meeting closed 21.25  
Meeting minutes Ref -

Signed.....

Date.....

## Budget and Precept for 2023/24

Item	Budget 2022/23 £	Actual Expenditure (to 31 Dec) 2022/23 £	Expected spend for whole year 2022/23	Budget for 2023/24	Notes on Expected spend	Notes on Budget figure
Grass and Hedge cutting	3096	2165	2186	2876	1 more invoice to pay; credit note to be received	Allow 10.7% inflation increase on annual contract of £2,598
Grass & hedge cutting income	-306	-30	-306	-306	Fasnacloich and CCC; CCC not yet received	Assume unchanged
Insurance	400	418	418	463		Allow 10.7% inflation increase
Clerk's salary	2167	1973	2710	2419	Spend for 2022-23 incl overlap with Mimi. Total may be higher subject to KV increase	Allow increase to national scale £11.63 p.h., 208 hours
Grants (section 137)	1157	850	1700	941	PCC re churchyard (2yrs @ £850)	Allow 10.7% inflation increase (under discussion)
Village Hall upgrade	1288	1288	1288	1288	PWB loan interest	Fixed amount
Audit fees	65	65	65	72	Internal auditor. No external audit fee expected.	Allow 10.7% inflation increase
Village asset maintenance	606	84	194	600	Clerk expenses not yet paid	Allow for more repairs/bark in playground
Subscriptions	446	92	315	456	IC, ACRE paid; to pay: one.com, CAPALC (part yr)	Assume IC fixed; others allow 10.7% inflation increase
Parish Magazine	750	0	750	830		Allow 10.7% inflation increase
Footpath lighting	160	114	145	194	Fixed tariff until Dec 2023	Allow for doubling after fixed tariff ends
Miscellaneous and expenses	1000	278	1191	1000	Incl bank charges, hall hire (2 yrs), election charges, s.106 (£685), Clerk expenses	Assume no further s.106, no election charges. Allow round sum again
Income other than precept	-120	-131	-223	-248	Allotments, Agricole, interest	Assume allotments unchanged; no Agricole; interest estimated based on Dec quarter
<b>Total</b>	<b>10709</b>	<b>7166</b>	<b>10433</b>	<b>10585</b>		
Proposed precept	10860		10860	10892		Option A (to be discussed)
Surplus precept over budget	151		427	307		

N.B. All figures exclude VAT

CPI for 12 months ending Nov 2022 (latest available)	10.70%	(source: ONS Dec 2022)
Precept 2022/23	£10,860	
Council tax base 2022/23	136.5	
Council tax base 2023/24	136.9	(source: SCDC letter Nov 2022)
% incr in tax base this year/last year	0.29%	
Precept for no change per household (option A)	£10,892	
% increase in precept this year/last year for option A	0.29%	
Precept for CPI incr per household (option B)	£12,057	
% increase in precept this year/last year for option B	11.02%	
Council tax* per band D house 2022/23	£79.56	
Council tax* per Band D house 2023/24 (option A)	£79.56	
Council tax* per Band D house 2023/24 (option B)	£88.07	

\* parish contribution

		31/12/202
Bank balances	Current	£7,822
	Savings	£14,642
S106 money (included in above)	'Community facility'	£685