

# Kingston Parish Council

## Minutes of Annual Parish Meeting held at 8.00pm on 16 May 2013

### Present:

Simon Draper, Chairman, Kingston Parish Council  
Tim Fitzjohn, Vice-chairman, Kingston Parish Council  
James Clear, Julie Conder, Katherine Stalham, Councillors, Kingston Parish Council  
Peter Stokes, Clerk to Kingston Parish Council  
Stephen Frost, Councillor, Cambridgeshire County Council  
Linda Browne, Community Liaison Support Assistant, South Cambridgeshire District Council

**Members of the public:** Miki Ellar, Janet Clear, Irene Heyman, David Stone, Joan Reynolds, Mark Stalham, Pat Draper, Betty Smart, Tony Smart, Charlie Richmond, Linda Rimmer, Paul Wheeler, Donal O'Donnell, Suzy Stokes, Chris Reid, Keith Tan.

**Apologies:** Fiona Whelan, past County Councillor; Tumi Hawkins, District Councillor; Karen Mahoney, Police Community Support Officer; Torrie Smith, Chairman, Village Hall Management Committee.

A series of reports was presented, as listed below. Where a discussion followed or questions were asked, brief details of these are given. Full copies of the reports, where available, are attached as appendices.

1. **District Councillor's report:** In the absence of Tumi Hawkins, District Councillor, Simon Draper read out highlights from her report covering planning, grants, faster broadband and the councillor's 'drop-in surgery'.

Irene Heyman said she felt that building and development in the area was causing increased flooding. Simon Draper suggested she should raise this as a concern with the Planning Department of SCDC.

See Appendix A for full report.

2. **County Councillor's report:** In the absence of Fiona Whelan, past County Councillor, Simon Draper read out highlights from her report covering Highways and school places.

See Appendix B for full report.

3. **Stephen Frost, County Councillor:** Having just been elected as the new County Councillor for Hardwick ward, Stephen Frost introduced himself to the meeting. In response to possible criticism that he lives at Lakenheath, some distance from his constituency, he told the meeting that he spends much of his working day at the Conservative Party local office at Hardwick and so is close to the people he represents.

David Stone pointed out that potholes were becoming a safety hazard as vehicles brake and swerve to avoid them. Some potholes are repaired ineffectively so that they re-appear after a short time.

4. **Police report:** not presented. See Appendix C for full report.

5. **Chairman's report** presented by Simon Draper, Chairman of Kingston Parish Council.

David Stone asked for details of the amount and repayment period of the proposed loan to fund the Parish Council's grant to the Village Hall Improvement Fund, and was advised that the proposed amount was £20,000, to be repaid over (probably) 20 years.

See Appendix D for full report.

6. **Financial report** presented by Peter Stokes, Parish Clerk.

Pat Draper asked why there were large differences in the expenditure in certain categories between 2012/13 and 2011/12. The Clerk advised that in 2012/13 'grants' expenditure was high due to the cost of the Jubilee party, and 'asset maintenance' expenditure (which includes asset purchase) was high due to the purchase of the Jubilee seat on the Orchard.

Keith Tan asked if the grass verge in front of his house should be cut together with other verges in the village. The Clerk will check and revert to Keith Tan. **Action: Clerk.**

See Appendix E for full report.

7. **Village Hall Management Committee report** presented by Mark Stalham, Vice-chairman and Chris Reid, Treasurer, of Village Hall Management Committee. Simon Draper asked if the SCDC grant had an expiry date. Pat Draper advised that the grant had a validity of 18 months from the time it was awarded, i.e. October 2012.

Following discussion about other sources of funding, Chris Reid said he thought that once the Big Lottery grant was secured, other grants would be easier to achieve.

Miki Ellar asked what would happen to the mural in the village hall, and was advised that a decision had been taken to photograph it (so that the photograph could be framed and displayed) and then covered in such a way that it would not be visible but could be uncovered in the future if this was required.

See Appendix F for full report.

8. **Open Spaces report** presented by James Clear, Open Spaces Officer, KPC. See Appendix G for full report

9. **Parochial Church Council report** presented by Janet Clear, PCC secretary. See Appendix H for full report.

10. **Kingston Community Plan status report** presented by Tim Fitzjohn, Chairman of Steering Committee. See Appendix I for full report.

11. **Footpaths and Conservation report** presented by Tim Fitzjohn, Footpaths Officer, KPC.

No written report. Tim said that he tries to walk all the footpaths in the parish at least once per year. The County Council is responsible for ensuring footpaths in the county are open and usable, and there is a 'hotline' to call them in case of problems.

Peter Stokes said that the footpath beside the old railway line near Toft is overgrown. Tim Fitzjohn to report as relevant. **Action: Tim Fitzjohn.**

Chris Reid asked if it would be possible to request a footpath to Bourn so that children could walk safely to school there from Kingston. Simon Draper said he felt that it was unlikely that a footpath would be provided because of cost and low potential usage, but if a group of parents from the village (with concerns about the lack of safe walking routes from and to Kingston) could bring forward suggestions, then the KPC would be keen to discuss the feasibility of implementing any such proposals.

12. **Kingston Bus service** update on various initiatives presented by Miki Ellar, Kingston representative on working group. The main option being pursued at present is Demand Responsive Transport (DRT).

13. **Kingston Poor Land Charity report** presented by Peter Stokes in the absence of the charity's trustees. See Appendix C.

**14. Open Forum**

**Speeding on Bourn Road:** there is a current bid from KPC for funds to install an additional advance 'Give Way' sign at the approach to the crossroads. It was suggested by several people that 'Stop' signs might be more effective in slowing traffic approaching the junction. Following discussion, it was agreed that we would await the outcome of the current bid and if successful, ask SCDC for comments on this proposal. **Action: Clerk.**

The meeting finished at 10:30 pm.

Signed.....

Date.....

## 1. General

The municipal year 2012/13 has come to an end, and this one year that has been particularly challenging at the district level. I served as a member of the Planning Committee and was shadow opposition spokesperson for the Planning and Economic Development Portfolio. I am also a member of the Advisory Board of the Little Footsteps Childrens Centre in Caldecote.

At Parish level, I have worked closely with the Parish council on district related issues (e.g planning, finance-grants, Demand Responsive Transport etc.), and held councillor drop-in surgeries where residents could come and discuss any issues or problems that they had or needed assistance to help resolve.

I want to thank the Parish Council for their support this year and will continue to work together with them to get the best outcomes possible for the village on all matters to do with SCDC (and more).

## 2. Planning

### 2.1 Policy

SCDC is currently undergoing a process to create a new Local Development Plan which will set out how land in South Cambridgeshire is to be developed from 2016 to 2031. Two public consultations took place, the first during the summer of 2012 and the second in January 2013. SCDC received over 20,000 responses in summer and 10,000 in January, showing a good engagement. I wish to thank all those who have engaged with the process so far, and hope you continue to engage until the plans are finalised.

The main issues for the Ward villages are:

- a) Bourn Airfield Option 1 – the proposal to build 3500 houses
- b) Bourn Airfield Option 2 – alternative types of commercial/employment use
- c) Bourn Airfield Option 3 - community stadium (least preferred option)
- d) Open Spaces – to be designated Protection Village Amenity or Local Green Spaces
- e) Bennell Farm, Comberton (in Toft parish) – proposal to build up to 90 houses

Elected Members have now had four workshops to discuss various aspects of the draft plan. We now know that South Cambs have included Bourn Airfield Option 1 in the plan, and that it expects that 1500 of those houses will be built by 2031. When built out fully, it will be the size of the present Cambourne! This will present challenges to Caldecote whose boundary will adjoin the new settlement. I envisage there will be lots of negotiating to do over the coming weeks and months to keep the smaller village from being gobbled up by the proposed new one.

### 2.2 Development Control

There seems to have been a lot of planning applications for the village this year. I like to think that it is a sign of growth in the village. There is one controversial application that was referred to planning committee and has now gone to appeal. It is in a sensitive location which may change a prominent view/outlook in the village. I submitted my comments as the Local Member to the appeal inspectorate and we await the outcome.

There has been a lot more planning issues in the other two villages, particularly in Caldecote, so I am glad that Kingston is not too busy in that sense.

## 3. Finance

**3.1 Council Tax:** The SCDC element of the council tax was frozen, but the county element went up by 1.9%. SCDC on the face of it has not reduced services, but the reality tells a different story. Fees have been increased for various functions such as planning, environmental health services (bins, pest control etc.) and capital grants have been cut. Staff in some areas are stretched which affects the quality of service they can give.

Unfortunately, the news does not get any better. Decisions taken early this year means that Council tax has gone up for all of us, as shown by the Band D figures in the table below.

	<b>Parish Precept</b>	<b>County/District/Fire/Police Precept</b>
Caldecote	£120.84	£1583.56
Kingston	£70.85	£1533.57
Toft	£71.43	£1534.15

The SCDC precept is £120.46, County is £1100.07, Police is £177.93 and Fire is £64.26

**Welfare Reform:** The welfare reform kicked in on 1<sup>st</sup> April 2013, and SCDC expects that over 3,000 residents in the district will be affected as three measures kick in namely (i) localised council tax where those of working age will see a reduction of about 8.5% in their council tax benefit (ii) the so called bedroom tax for under-occupation of social rented property where the housing benefit is reduced by 14% for one underused bedroom and 25% for two underused bedrooms and finally (iii) the benefit cap limiting benefits received to £350 for single adults and £500 for couples.

SCDC has also changed the rules for council tax relief for properties. Anyone with an empty property will now pay 100% council tax for even one day. Overall, not a good year for our pockets in South Cambridgeshire!

**3.2 Grants & Funding:** Much to the dismay of a lot of residents and those affected, the administration took the decision to remove all Arts funding with effect from this municipal year. The colleges, particularly Comberton Village College are affected, as they receive some funding which goes to part pay for Arts directors. They have some grace period in which to find alternative funding sources.

Capital grants have also been slashed with the removal of £300,000 from the funding pot. I am glad that all three villages were able to benefit from the capital fund before this decision was taken. I am happy to have been able to assist both Kingston and Toft in their successful applications for the village hall improvements.

The council has said it will still continue to fund the Grantfinder service which can be used to source funding from other grant providing organisations.

The Leader recently announced that he would no longer take requests for community chest grants for use in publishing parish plans without providing any alternative solution. This was a bolt out of the blue, and has meant that the request by Toft was denied at the last minute. I have a tabled a question on this matter to full council taking place later in the month.

## **4. Economic Development**

SCDC says that South Cambridgeshire is open for business!

### **1. Cambridge-Plus website**

It has created a website at <http://www.cambridge-plus.com/> which aims to provide active support for businesses already in, or seeking to, settle in the South Cambridgeshire region. The council expects jobs to grow by 1200 per year over the next 15 years, and this forecast is driving the development plan.

### **2. Business support and service fund**

The council also created a support service which ran for six months from October 2012 to March 2013. Exemplas ran the service on behalf of SCDC, and offered free business advice and guidance to eligible small and medium businesses, in the form of free workshops. These were aimed to provide knowledge and support needed to develop business skills they could apply for those wanting to start a new business or those looking to grow their existing businesses.

The Business Support Fund also provided grants of up to £1,000 to anyone that has been running a business within a South Cambridgeshire postcode for at least 12 months and/or could demonstrate that the recession was causing them difficulties.

The initiative was hailed as a success, as over 150 businesses participated. It is not known if it will be run in the future.

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## 5. Housing

The Council now has full control of the rents it collects from its council houses, having bought itself out by paying £205 million to the government. This was paid for by taking out a loan from the Public Works Loan Board, to be paid back over 30 years.

Part of the plan is to use some of the Housing Revenues income to build new council homes and it has made a start by announcing plans to build some in Linton. This is a long term plan, and it is not expected to ramp up until a few years down the line.

It is also expected that the Council may now be able to take on the small number of affordable homes that come up on small developments (typically 1-3) which Registered Social Landlords usually do not want to take on.

There is a need for cheaper housing in our villages, especially for key workers and those people with family links to the village as shown by SCDC records. I will continue to work with the parish councils to get provision for our villages. There are ongoing discussions with the owners of Bennell Farm in Comberton (Toft Parish) about their proposal to the Local Development Plan process. If that piece of land is accepted for development, SCDC has agreed to allocate the affordable housing element in a cascade scheme, which means the houses will be offered first to local people, and then cascade out to the rest of the area.

## 6. Transport

Bus transport for our area changed and is still undergoing changes as Cambridgeshire County Council withdraws subsidies. The County has promised that the subsidies will continue until alternative solutions have been found for the affected routes. Stagecoach No 18 that goes through Kingston and Toft, and Whippet No 2 through Caldecote are affected.

SCDC is working in partnership with the County on the Demand Responsive Transport idea. This scheme aims to provide transport on demand for all bus users, either in the form of a door-to-door service (e.g. doctors surgery) or to link up with fixed service commercial routes (e.g. No 4 on A428/ at Hardwick), or with transport hubs (e.g Park & Ride). This is an opportunity to design a service that will suit most of the current bus users and encourage more people onto the buses. I am part of the working group that is working on this project.

The DRT information leaflets and questionnaires have been distributed to households in the villages. I would encourage those who have not yet done so to please complete the questionnaires, even if you are not currently a bus user, and return the form to SCDC. If you would like a copy, then please let me know. We need your help to design a local transport system that will work for you. Please feel free to contact me with any ideas that you may have about the potential new service.

## 7. Broadband

### **Connecting Cambridgeshire Project:**

Connecting Cambridgeshire signed a contract with BT in March 2013 to provide communities across Cambridgeshire and Peterborough with superfast fibre broadband coverage by the end of 2015.

The targets are for more than 90% of homes and businesses to be able to get broadband speeds of 24 Mbps and higher, with a minimum of 2 Mbps to very nearly 100% of premises. Connecting Cambridgeshire is now working with BT Openreach on planning and surveys for the roll-out of the new broadband infrastructure, which will require a substantial re-design of the network across Cambridgeshire and Peterborough.

This large-scale project will involve upgrading over 100 telephone exchanges, including Comberton exchange which serves Old Caldecote, Kingston and Toft and installing many more new cabinets across the county. Once BT has completed the initial design it will be able to publicise the phased roll-out, which is due to begin before the end of 2013.

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Although active campaigning has now closed, residents can still register their details to keep up to date with the programme or view Frequently Asked Questions (FAQs) at [www.connectingcambridgeshire.co.uk](http://www.connectingcambridgeshire.co.uk)

## 8. SCDC Youth Council

The South Cambridgeshire District Council (SCDC) Youth Council was formally launched on Wednesday 23rd January 2013. The Council received nominations from young people from across the district, and though 20 places were available, only 15 of them have been filled. The Youth Council will give young people in the district a chance to have a voice and to influence the decisions taken by the Council which will ultimately affect the development of their neighbourhoods.

There are no youth councillors from any of the villages in Caldecote Ward, but I hope that this will change in future.

SCDC is also encouraging local parish councils to engage with young people in their parishes in a similar way.

## 9. SCDC New Look Website

The Council launched a “new look” website in January 2013, which was developed in response to the increasing number of residents wanting to carry out their transactions online at times convenient for them. The new look website should make it easier for residents to Pay for it - Apply for it – Report it. It just means the site is easier to navigate, and users should be able to find what they need quickly/efficiently so they can pay bills, report problems and apply for services from the Council.

The Council can still be contacted by phone on 03450 450 500 and the website is still at [www.scambs.gov.uk](http://www.scambs.gov.uk)

## 10. Other Local Issues

Kingston seems to be the most quiet of the villages in the Ward. Having said that, you do know how to have a good time and I just want to say thank you for the invitation to participate in your local events. I really enjoyed the Jubilee party, the evening with Kingston Blues Band and the Christmas carol service.

## 11. Councillor Drop-in surgery

I have been holding drop-in surgeries on the second Thursday of every other month, at the village Hall from 7pm to 8pm. Residents can come and have a chat with me about any issues of concern or that they need me to help them navigate through the council. Thank you to those who have dropped and I hope to see many more people over the coming year.

The next surgeries will be on 11<sup>th</sup> July 2013 and 12<sup>th</sup> September 2013. But you don't have to wait till then to get in touch with me if you need my assistance.

Please feel free to bookmark my website <http://www.tumihawkins.org.uk> so that you can read in more detail about some of the issues that I've reported on here, and of course for information in the coming months.

My contact details are as shown below.

*Tumi*

Tumi Hawkins  
16-May-2013

<b>Email me @:</b>	<a href="mailto:tumi@tumihawkins.org.uk">tumi@tumihawkins.org.uk</a>
<b>Follow on twitter:</b>	<a href="http://twitter.com/CouncillorTumi">http://twitter.com/CouncillorTumi</a>
<b>Facebook share:</b>	<a href="http://www.facebook.com/itsCouncillorTumi">http://www.facebook.com/itsCouncillorTumi</a>
<b>Link on LinkedIn</b>	<a href="http://www.linkedin.com/in/tumihawkins">http://www.linkedin.com/in/tumihawkins</a>
<b>Read my blog at:</b>	<a href="http://www.TumiHawkins.org.uk">http://www.TumiHawkins.org.uk</a>
<b>Call me on:</b>	01954 210840

County Councillor's Annual Report for Kingston Parish Council  
May 16th 2013

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This last year has been a hard one for everyone with national government cuts to local authority funding now starting to bite hard and services starting to show the knock on effect of reduced funding.

After a 1.9% council tax rise this year, at a quick glance the County Council's spending is made up as follows:

- Adult Social Care £195.3m
- Children & Young People £125.4m
- Highways £25.8m
- Waste Disposal £27.2m
- Libraries & Heritage £6m
- Public Transport £10m
- The rest, inc. interest £101.2m

There have been some very real issues with the facility that the Council are using at Waterbeach. Some recycling is now being land filled because of problems with equipment at the plant which are taking 12 months to resolve - "the wheel fell off". Currently the green waste area is recovering from a recent fire which will take some time to burn out completely.

- **Highways Issues:**

Despite being told that more money has been put in to the budget, this year has seen a significant reduction in the ability of the Highways Department to respond to requests from Councillors and residents to problems. We have all been reporting them and some have been fixed but roads continue to deteriorate. The Highways Department have had several reorganisations in the past 12 months and current difficulties are exacerbated because the slimmed down department is now running with 25% less staff than it should do. Recruitment is under way but to have allowed it to get to such a lean point means that the staff are over stretched and unable to respond to requests as they normally do.

But before it all sounds gloom and doom, some wonderful things have happened and locally Madingley Rise is a much safer route to use these days.

- **Buses.**

Well – the best I can say is that the issue is now as clear as mud. The County is issuing press releases on a weekly basis which appear to be contradictory in relations to grants gained / lost re bus funding and local members are being encouraged to engage. Well we have been for the last few years and we still lose services and haven't gained any back that were cut. We continue to engage in the Cambridgeshire Future Transport project but I'm concerned that I don't really see where this project is going at the moment.

I keep asking about the 18 service at better times during the day – and Friday/Saturday evening but there is no update on this yet. Officers assure us that no services will be removed without a replacement one being put in place.

- **IRP of County Councillors' Allowances**

Possibly one of the issues that upset me the most over the last 5 years was the thankfully failed attempt to increase Councillors' allowances by 25%. Common sense finally prevailed. I don't think I can say it more clearly than that!

- **New Housing**

Whilst more a District Council issue, I have worked closely with residents and the Parish and District Councillors on the Issues and Options Scheme launched by South Cambs and have done what I could to facilitate ongoing discussion. Having attended many meetings at South Cambs the sad fact is that this scheme is being driven from the top down by national government housing quotas. All across the country communities will have to have new housing – if they don't accept some new houses the very real danger is that quotas will be forced on them.

The real challenge for us all locally is to find the most acceptable compromise. South Cambs District Council will announce the next steps in the process very shortly.

- **Schools places**

This has been a recurring issue throughout the last 5 years in all 9 villages – ensuring that there are enough places for local children in Primary Schools and at CVC as Cambourne continues to expand and require more places for its children.

The topping out ceremony at the new Cambourne Village College took place last month – the construction of which means that local children should now have less issues in obtaining secondary school places – particularly if they move in to the village mid way through the academic year. I have been involved in projects with Council officers seeking to improve the planning of local school places. Whilst not perfect – planning is much better than it was.

- **Casework**

In my annual report each year I give you an overview of the big things at County Council level. One of the things I can't report back on is casework – the work I conduct for local residents which by its very nature is confidential. I raise the issue this year because I want to stress that your local Councillors (whether Parish, District or County) are here to represent you. I may not have been able to solve every issue raised with me but I am pleased to say that I have been able to solve most of them – and rattle many cages along the way. Please continue to raise issues with your councillors. The County Council is such a large organisation and covers such a variety of services that often we don't know about something until local people raise it as an issue. So please do keep raising issues.

- **The end of an era**

Sadly I am no longer your County Councillor as I did not restand in the May 2013 elections for family reasons. Anyone who has coached teenagers through GCSEs and A Levels will probably understand my need to be home in the evenings and sadly being an effective Councillor means being at meetings during the day and most weekday evenings. I seem to find myself “on site” with residents many Saturday mornings too!

I have felt very privileged to have represented and worked with you all over the last 5 years – Kingston has certainly been one of my cherished villages and I have learnt so much from you all. The jubilee celebrations last year are such a vivid example of what a true community spirit you all have. There is the most amazing energy in this village and local democracy is all the richer for everyone's engagement. I would like to extend a personal thank you to Tumi Hawkins and all the Parish Council members and in particular to the Chairman and Clerk for all the help they have given me. My very best wishes and congratulations to Stephen Frost, your new County Councillor, who I'm sure is going to love representing Kingston as much as I have.

*Fiona*

Fiona Whelan  
Former Hardwick Division County Councillor

## Appendix C

### **Police Report**

There have been 5 incidents reported:

- 20<sup>TH</sup> June – burglary in progress – Rectory lane – Informant thought they had been woken by a truck being started up on a building site, police attended, couldn't see anything out of the ordinary apart from a mechanical water pump running so this could have been what caused the noise.
- 12<sup>th</sup> July 17<sup>th</sup> – Suspicious circumstances - Bourn road – A report of a male in a silver vehicle acting suspiciously and asking informant questions about the site.
- 17<sup>th</sup> July – Suspicious circumstances - Cranes lane – Report of 2 lorries transferring items between the two, police attended turned out to be someone moving house.
- 14<sup>th</sup> January 2013 – Animals - Bourn road – Loose horses.
- 4<sup>th</sup> May – Road related – Tinkers lane – Mud on the road!

PCSO Karen Mahoney

## **Kingston Poor's Land Charity**

### **Annual Report 2013**

Total in bank at 31<sup>st</sup> Dec 2012 was £6433.49

Income was £467.45

A total of £175 was paid in 2012. This comprised gifts of a book token to a school leaver and Christmas donations to two families.

Mrs Joan Reynolds & Dr Donal O'Donnell  
Trustees

## Appendix D

### **CHAIRMAN'S REPORT**

The Parish Council meets every two months. Anyone can attend these meetings as an observer. However this evening's meeting is not a Parish Council meeting but a public opportunity for everyone to air their views.

#### Kingston Parish Councillors

Simon Draper (Chairman)  
Tim Fitzjohn (Vice Chairman and Footpaths)  
James Clear (Open Spaces Officer)  
Julie Conder (Finance; webmaster, Playground user group rep)  
Katherine Stalham (Representative on Village Hall MC)

Peter Stokes is the Clerk to the Parish Council

Most of our meetings are also attended by representatives from the South Cambs District Council and the Cambridgeshire County Council.

Tumi Hawkins, SCDC  
Fiona Whelan (until May 2013) CCC

Fiona Whelan did not stand for re-election and the newly elected County Councillor (who we understand lives some distance from Kingston and outside the ward) has made no contact – its early days but there exists some concern that remoteness could prove a problem.

#### 1. The precept and development of the Village Hall

The precept determines the amount of tax paid by Kingston as a village. An increase of around £10 per household has been built-in for 2013-14 in order to help finance renovation of the Village Hall. The Parish Council will take a loan and then make a grant available to the Village Hall Management Committee. Despite this arrangement the bulk of the funding will need to be acquired from outside sources. To this end, a very considerable amount of hard work has been put in by a small group of committed individuals. One notable success has been a grant from SCDC. Other applications are in the pipeline and we will hear more about this later in the agenda.

#### 2. Community Plan

Parish Councils are being encouraged to prepare a Community/Village Plan. Such plans carry weight with the planning authorities locally and under the localism agenda of the Westminster Government it has become increasingly important. Tim Fitzjohn has led this initiative which is nearing completion.

3. Communications

The village web site and the Facebook page continue to prove popular. Thanks are due to Julie Conder who maintains our on-line services. The Village magazine was without a permanent editor for some time but Ron Leslie has now taken over.

4. Village Orchard

The Village Orchard, which belongs to the Parish, will be the location for the Village Summer Party on 13 July (2-5 pm). During the winter a small working party led by James Clear carried out work to improve the tree stock, pruning existing trees, removing those that were badly diseased and planting new apples.

5. Buses

Negotiations are continuing to find a means of supplementing the slimmed-down service that now exists.

6. Acknowledgements

I should like to thank everyone who has helped with the work of the Parish Council including of course all Parish Councillors, Fiona Whelan (County Councillor), Tumi Hawkins (District Councillor) and Peter Stokes who provides excellent support for all our meetings and for actions that fall due between meetings.

S R Draper  
16/05/13

## Appendix E

### Clerk's Report

I have attached a summary of income and expenditure for the year 2012/13, and will now highlight a few items from this.

#### 1. **Grass and Hedgecutting**

Stuart Buchan has provided satisfactory performance and they are again our contractors this year. The County Council continues to pay a contribution for grass cutting of verges within the village.

#### 2. **Grants**

Grants were made to Kingston Parish Church of £630 for graveyard maintenance and £400 towards Parish Magazine costs. The magazine which is an important means of communication with residents continues to be delivered to all households free of charge.

Grants were also made to underwrite the cost of the Jubilee party totalling £976, and to the Village Hall Management Committee to cover the planning application for the proposed extensions and alterations amounting to £85.

#### 3. **Insurance**

The insurance premium for the year was £744, the same as the previous year. This is because we have a three-year deal with our insurers. This year the premium is less as we have been offered, and have accepted, a 10% discount for committing to a five year agreement. Our insurance covers us for accidental loss or damage to any parish-council owned assets, and also for any public liability claims.

#### 4. **Playground**

The playground continues to be in regular use. There has been some ongoing maintenance, most recently to add soil to the grassy mound. Please try to keep children off the newly-sown grass until it becomes established. There is an established regime of inspections to ensure that any damage or other problems are recorded and timely action is taken. Unfortunately I have to report some recent vandalism at the playground. Please keep an eye open for this and if you are aware of misbehaviour, either have a word with those responsible or report to me or anyone on the parish council.

#### 5. **Bank Balances**

Our total bank balances at the end of the year, after adjustment for VAT, stood at £7727, rather less than the previous year (£9063). This is due to additional expenditure on the Jubilee party and also the Jubilee bench round the ash tree on the Orchard.

#### 6. **Audit**

The internal audit for the 2012/13 accounts has been completed without problems and the Parish Council has approved the accounts. The Annual Return has been sent to the external auditors. We do not expect any difficulties with this, and when the result of the audit is received it will be published in the usual way.

Peter Stokes  
Parish Clerk

## KINGSTON PARISH COUNCIL - FINANCIAL STATEMENT FOR THE YEAR 2012-13

(N.B.: all amounts are net of VAT as this is reclaimed)

2011/12		2012/13
£		£
<b>INCOME</b>		
7048.00	Precept	7214.00
290.43	Grasscutting	290.43
45.00	Rebate from Kingston Oil Club	85.00
8.69	Interest on deposit account	7.80
82.47	Allotment rent	60.00
0.00	Grant from SCDC	1000.00
<b>7474.59</b>	<b>Total</b>	<b>8657.23</b>
<b>EXPENDITURE</b>		
744.39	Insurance	744.39
347.00	Audit fees	160.00
2055.66	Grass and hedge cutting (contract)	2306.94
1005.00	Clerk's salary	1056.96
132.30	Footpath lighting	108.65
285.95	Subscriptions	170.45
614.00	Grants	1690.66
708.29	Asset maintenance	2969.38
1162.00	Parish magazine	400.00
483.11	Miscellaneous	385.82
<b>7537.70</b>	<b>Total</b>	<b>9993.25</b>
<b>INCOME MINUS EXPENDITURE</b>		
<b>-63.11</b>		<b>-1336.02</b>
<b>BANK BALANCE AT 31 Mar</b>		
9063.45	Total after adjustment for VAT reclaim (see note)	7727.43
	<b>Change last year to this year</b>	<b>-1336.02</b>

**Note:** VAT will be reclaimed in 2012/13. Bank balances have been adjusted to include the VAT reclaim.

## **Kingston Village Hall Management Committee Report 2012-13**

### **Overall summary**

Several very successful events were organised by the Management Committee and held during the year in the Village Hall and other locations in the Village. The traditional Quiz and Chips has developed a fierce rivalry amongst teams, with the top places decided by only a couple of points and other events such as the International Evening, Bangers and Mash and Children's Christmas Party (with a very real Father Christmas!) have been well-attended and enjoyed considerably by participants. The first-Saturday-of-the-month 'pub' evenings have regularly seen 25-35 people attending and this is contributing to new contacts and friendships being developed within the village as well as contributing a small, frequent donation to the financial fund. The Auction of Promises raised excellent funds for the renovation but it was a shame that we could not get a few more people along on the evening. The fantastic Kingston Blues Band Evening also drew a lot of support. Sincere thanks should be extended to members of the Committee and others who helped organise and run these events.

### **Renovation situation**

- The total estimated need by the architect (Steve Pugh) for the approved planning renovation is £180,000. We will only know real need when contractors' estimates are obtained (see later).
- The Parish Council have committed £20,000
- South Cambridgeshire District Council have committed £38,800
- Kingston needs to raise 10 % (£18,000) of the estimated cost as a minimum. The Buy-a-Brick started in January but there has been little activity. This has been combined with the 'MyDonate' on-line donation scheme and personal donations so that better progress can be seen. An Auction of Promises was held on 27<sup>th</sup> April 2013 which raised over £4,000. A plea letter for donations was sent out two weeks prior to the Auction but this was perhaps bad timing. Chris Reid will provide information on the amounts raised to date
- Paul Wright has submitted a grant application to The Rank Foundation. This is expected to be determined in June and they can, I believe, award up to £5,000.
- Chris Reid is driving the application to the The Big Lottery. This application, with a maximum award of £50,000 is crucial as various others (WREN, Biffa, AmeyCespa and Bernard Sunley Charitable Foundation) are all dependent on getting a Big Lottery Award. These other bodies will not consider an application until we have the Big Lottery Award, or

at least have passed the first stage of their application process. Application has been largely drafted and Chris Reid has had a number of exchanges providing advice from the local Big Lottery Representative (Ed Hickman) who has been very helpful and constructive. The upshot is that before applying we need to enhance our case and this involves another village survey being undertaken. This has been drafted and checked and had been circulated by Peter Stokes electronically and physically by helpers in the last two days. The reality is that, currently, everything else is hinging on, and waiting for, this new survey to be completed, the results analysed and the Big Lottery application to be submitted and processed. This is being expedited as a matter of urgency.

- Pat Draper has drafted an application to WREN but cannot submit until a Big Lottery Award comes through (the potential award is up to £30,000).
- Peter Stokes has started to prepare applications to BIFFA and AmeyCespa but also he is also awaiting the results of the Big Lottery Award (each can award up to £25,000).
- Torrie Smith has started to draft an application to the Bernard Sunley Foundation (again up to £25,000 award possible) but the same constraints apply as WREN etc.
- Contractors estimates etc. The architect needs to prepare detailed drawings for estimating (Stages E, F & G). This also requires a Structural Engineer to be employed. A quote for the latter from Andrew Firebrace Partnership was c. £4,000. The next stage of architectural/contracting cost is therefore likely to total c. £6,600 inc. disbursements.

*Torrie Smith (Chairman) and Mark Stalham (Vice-Chairman)*

*16<sup>th</sup> May 2013*

### **Treasurer's Report (Chris Reid)**

Chris will briefly cover the accounts position at the end of December 2012 and a snapshot of the current position as of 13<sup>th</sup> May 2013. In summary, 2012 progressed as the committee had planned with a small deficit. Presently we have around £9,000 net cash despite having had to replace the oil tank ahead of the upgrade. Overall we are around 60 % towards our target amount for the upgrade.

#### **Accounts position at the end of December 2012.**

At the end of 31<sup>st</sup> December 2012, the KVHMC had just over £4,500 in total cash including the cash held by the pub run by Mark and Katherine Stalham.

The unaudited accounts for 2012 (Appendix 1) showed a £500 deficit of expenditure over income. The committee had anticipated there would be a deficit this year. This was due to £840 architect's fees for the village hall extension. There also was no barbeque run by the village hall in 2012 (which historically has been a well-attended and profitable event). If we exclude the architect fees, the surplus in the year was £305 which is respectable given the lack of BBQ in the year.

These accounts are subject to any audit changes and have been passed to the Auditor, Julie Condor, for checking.

### **Snapshot 13<sup>th</sup> May 2013**

Currently we have c. £9,300 in net cash and Charity Cheque/gift aid refund receivables. This is following a busy first half of the year with a direct appeal to villagers raising c. £2,000 and a highly successful Auction of Promises raising c. £4,000. We have also had a capital item expenditure of around £2,000 for the replacement of the oil tank as it became clear this could not wait until the Hall renovation. However, the good news is that we believe this will count towards the village's equity contribution to the upgrade and seen in that context it does not strain the finances.

### **The financial outlook**

Looking forward for the balance of 2013, we clearly have more than enough cash for on-going operations, even including a likely payment of around £3,000 to progress the upgrade plans to detail design and contract-letting stage.

In terms of the upgrade programme, although there are a number of financial uncertainties, we are also in a reasonably strong position. This is because we should be able to treat the total £3,000 oil tank and architect contributions to date as part of the village hall's equity contribution to the project. Therefore, even excluding the £1,500 cash float that should be kept for emergencies we have close to £10,800 for the Upgrade Programme (of which obviously £3,000 has already been spent). This means we are over 60 % towards our target amount raised.

*Chris Reid*

*16<sup>th</sup> May 2013*



## Open Spaces Report

The role of Open Spaces Officer is to deal with any problems relating to the land owned by the Parish Council or for which it has responsibility, these are:-

The Village Orchard  
The Village Allotments  
The Recreational Ground  
The Swards  
The Village Green

Further work has been carried out on the Village Orchard. With help from volunteers, old and diseased trees have been removed and replaced with new Apples Trees. The remaining trees were pruned and overgrown areas cleared. A new seat was installed around the central Ash Tree for the Jubilee Celebration. Following the success of this event a Summer Party has been arranged for 13<sup>th</sup> July at the Orchard (which will include the return of the popular Tug of War). All are Welcome.

The Allotments are all Let and under cultivation, hopefully they will produce good crops this year after last year's poor growing season.

A party of volunteers helped at The Recreational Ground work day. Earth was placed on the mound to build this up. The Willow tree tunnel was re-tied and the goal nets were repaired.

No role has been found for The Swards and this continues as a Habitat area for Wildlife.

I am very concerned for the future of our many Ash Trees in the village (not least our lovely tree in the centre of the Village Orchard). It seems unlikely that any action will stop the spread of the Ash dieback disease. The symptoms are most noticeable in August and September and we will see what transpires later this year.

James Clear  
Kingston Parish Council  
Open Spaces Officer

**ANNUAL REPORT OF THE PROCEEDINGS OF THE PAROCHIAL CHURCH  
COUNCIL OF THE CHURCH OF ALL SAINTS AND SAINT ANDREW,  
KINGSTON – MARCH 2012 – 2013**

**1. Statement required under the Parochial Church Councils (Powers) Measure 1956**

The Parochial Church Council agrees to cooperate with the Team Rector in charge of the Papworth Team Ministry (Team East) in promoting in the parish of Kingston the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

**2. Members of the Council who have served during the current financial year until the approval of the accounts on March 19<sup>th</sup> 2013:**

Rev Dr Alexandra Clarke (Team Vicar)  
Mrs C Allison  
Mrs J Clear (Secretary)  
Rev Paul Gildersleve  
Mrs D M Bingley  
Mrs J Reynolds  
Mr P Reynolds (Churchwarden)  
Mrs L Rimmer (Treasurer)  
Mr E T Smith

- 3. The Parochial Church Council holds regular meetings on a quarterly basis. Special meetings are called from time to time to deal with urgent business.**
- 4. The following were the principal matters dealt with by the PCC March 2012 – March 2013:**

- (a) Arrangements for Festival services, one wedding, one dedication of marriage, one funeral and one baptism
- (b) Church fête on 14<sup>th</sup> July raised £1,367 (2010 £1,971)
- (c) Fund raising events – ‘Ride and Stride’, Carol Singing and flower arranging classes – raised £448
- (d) Collections for charities at festivals
- (e) Volunteer work day – churchyard maintenance
- (f) Church opening on Saturdays March – September
- (g) Annual inspection of fabric
- (h) Review of parochial finances and appeal to newcomers for funds
- (i) Receipt and consideration of architect’s 2012 Quinquennial Report
- (j) Application (unsuccessful) to English Heritage/Lottery Fund for grant aid to fund repairs to church tower and south aisle roof
- (k) Instruction to Norman Hall and Sons to repair church organ
- (l) Inspection of parish chest and church woodwork by Ludovic Potts
- (m) Extraordinary meeting and correspondence to consider proposals from Ms Nathalie Cameron of Church Cottage for French drain in churchyard
- (n) Publication of second edition of Church Guide Book (cost £779 for 300 copies)
- (o) Appointment of new editor and collator/distributor for *Kingston Parish and Church Magazine*
- (p) Consideration of Bishop Stephen’s *‘Imagining the future’*

## 5. Finances

The main funding for the church has been donations by Banker's Orders and collections at church services. Grants were received from the Parish Council: £630 towards the upkeep of the churchyard and £400 to subsidise the Parish and Church Magazine. A Gift Aid envelope Scheme is in operation. Income for the year to December 31<sup>st</sup> 2012 for the General Purposes Account was £13,896 and expenditure £15,609 (a deficit of £1,713). The deficit in 2011 was £947. Income for the Restoration Fund was £1,966 and the balance stood at £12,706 on 31.12.12.

The Parish Share (formerly the 'Diocesan Quota') in 2012 was £8,040 (an increase of £328 from £7,712 in 2011).

Sums from collections at Easter (£65), Harvest Festival (£50) and Christmas Eve and Christmas Day (£75), totalling £190, were donated to charities.

6. **The Electoral Roll** in March 2013, before revision, stands at 27 (28 in 2012). After revision the new roll will be 21.

## 7. Attendance at services

### Average Sunday attendances

Service	2006	2007	2008	2009	2010	2011	2012
H. C.	10	11	9	9	7	6	5
E. P.	12	9	8	8	8	9	7
F. S.	15	16	14	14	13	16	16

### Attendance at the major festivals

Festival	2006	2007	2008	2009	2010	2011	2012
Easter	15	21	12	41	18	21	26
Harvest	29	32	28	23	21	34	43
Carol Service	45	40	24	33	26	45	38
Christmas Eve + Day	28	36	30	20	38	34	42
<b>Total</b>	<b>117</b>	<b>129</b>	<b>94</b>	<b>117</b>	<b>103</b>	<b>134</b>	<b>149</b>

The figures show a continued decline for Holy Communion and Evening Prayer, no change for Family Service, but increases for the festivals.

## 8. Addresses for correspondence:

Mrs Linda Rimmer (Treasurer)  
1 Field Row  
Kingston  
Cambridge  
CB23 2NH

Mrs Janet Clear (Secretary)  
South Sea House  
Bourn Road  
Kingston  
Cambridge  
CB23 2NP

Signed Alexandra Clarke ..... Chairperson

## Appendix I

### **Community Plan Report**

The Community Plan is in the final stages of preparation. The steering group has agreed with the Parish Council that it will be completed by early July. Unfortunately the process has taken longer than originally anticipated due to time pressures on the volunteers.

The Love Hate teaser produced interesting feedback that was compiled as the basis for the formal questionnaire. Approximately 50% of households in the parish completed and returned the questionnaire.

Usefully as well as answering the questions a number of observations and suggestions were made in the general question at the end.

All this is being collated and an action plan established. Some issues we may be able to arrange ourselves, other issues will require us to liaise with external agencies, especially where funding is required.

The steering group's actions are to liaise with Linda Browne (Community Liaison Support Assistant at SCDC) and her team to evaluate our draft plan and identify the issues. The plan then will then be produced formally for 'adoption' by the Parish Council and South Cambs District Council.

Copies will be produced as hard copy and will also be available on the village website.

Tim FitzJohn for the Steering Group