

Kingston Parish Council (KPC)

Minutes of Meeting Held at 7.30pm on 8th July 2025

Present

Paul Wheeler(PW) (Chair)

Julie Conder (JC) (Vice-Chair)

Mark Nicholls (MN) (Parish Councillor)

Miki Ellar (ME) (Parish Councillor)

Meeting commenced at 7.30pm

AGENDA

1. Apologies

Sue Dalglish (SD) (Clerk)

2. Approval of previous minutes of the Parish Council meetings:-

2.1 Minutes from meeting 13th May 2025 approved and signed by PW.

2.2 Minutes from extraordinary meeting 27th May 2025 approved and signed by PW.

2.3 Minutes from Annual Parish Meeting 27th May 2025 approved and signed by PW.

2.4 Minutes from extraordinary meeting 5th June 2025 approved and signed by PW.

3. **County Councillor's report** – Report made available to Council.

4. **District Councillor's report** – Nothing to report

Matters ongoing

6. **Cranes Lane/The Green – water issues (PW)**

There are still two blocked drainage pipes in the village – one in Cranes Lane and the other on The Green. We are currently awaiting further details from the Drainage and Resilience Team regarding their progress to arrange a drain survey in both locations to map the paths of both sets of drains which will help us arrange for the blockages to be cleared. PW to pursue the matter with the relevant Parties.

7. **Tree Survey - The Orchard (PW)**

Survey completed on the 16th May 2025. Findings detailed on an email to all Councillors on the 22nd June 2025. 34 trees surveyed. 11 require work to be undertaken within the next 12 Months. Total Cost : £2,350.00. 23 require no work. Action agreed to be taken on the following :

Removal of deadwood from the central ash tree : Cost : £400.00

Felling of one dead plum tree : Cost : £ 75.00

PW to arrange the work to be undertaken during the latter part of 2025.

Further work to be undertaken will be discussed at subsequent Parish Council Meetings.

8. 20mph speed limit in Kingston – Update (PW)

An application for the next round of funding has been submitted. The outcome will be known during February 2026.

9. Update Land Registry - The Orchard (MN)

Work to prepare submission papers for registering the land at the northern end of the Orchard is progressing. Councillors have all now provided verification of identity as part of the process.

10. Open Spaces Report (MN)

The exercise to hand clean the village road signs by MN has gone as far as practicable. As a result, the road sign for Church Lane opposite The Orchard is to be replaced, at no cost to the Parish Council, by the County Council. Depending on the type of new sign supplied, the old sign is to be retained for possible refurbishment by an outside Supplier.

Matters arising

11. Play Park Inspection Annual Report (PW)

Findings detailed on an email to all Councillors on the 22nd June 2025. 5 pieces of equipment have been recommended for replacement and or repair. 1 area within the perimeter hedging has been identified as requiring attention. Total Cost : £6,332.75.

Action agreed to be taken on the following :

Swing-Cradle Seat and Chain to be replaced. Cost : £306.00.

Swing-Flat Seat and Chain to be replaced. Cost : £180.00.

PW to arrange for the purchase and installation of the equipment during 2025.

PW to obtain two additional Quotes for the removal of a dead elm tree, which currently has a cost of £875.00.

Further work to be undertaken will be discussed at subsequent Parish Council Meetings.

12. East West Rail Update (JC)

JC is to attend a meeting on the 15th July 2025 with Bridget Smith (leader SCDC) and local parish councils, to discuss the current state of play on the EWR project and will report the outcome accordingly.

13. Appointment of new Parish Councillor (PW)

PW to dictate an article for the Parish magazine, as part of an exercise to “Nudge” residents’ participation on the Parish Council.

14. Public Right of Way Consultation (MN)

Further to an email from the County Council, on the 7th June 2025, reference Public Rights of Way Hierarchy engagement. MN suggested that Footpaths 6 and 11 are included in the Parish Councils response as “Important” routes. SD to formulate our submission to the consultation in due course.

15. Notice Board Access (PW)

PW expressed a view that the Kingston Parish Council Notice Board should only be used for Parish Council correspondence. The Council decided to review the position in 6 months’ time. In the interim period, PW will put up a separate Notice Board on the outside of the Bus Shelter adjacent to the existing Kingston Parish Council Notice Board. This can be used for non Parish Council correspondence.

16. Correspondence (PW)

16.1 The Planning Non-Compliance Report on the White House, dated the 30th May 2025, has been distributed to the interested parties, and is now considered “Closed” by the Parish Council

16.2 Biodiversity Policy (PW)

The Council discussed the creation of a Biodiversity Policy for the Parish Council as mandated by the County Council. The contents will be determined with discussions between PW and SD.

16.3 Protected Road Verges (PRV) S43 scheme at the County Council

With reference to an email dated the 25th June 2025 subject the above. Three questions (Q) were submitted and answers (A) formulated:

Q : Kingston contains a PRV (S43). Are you aware of this.

A : Yes.

Q :Does the Parish Council do any regular maintenance of this verge.

A : No. This verge is not maintained by the Parish Council.

Q : Are there other sections of road verge in the area that you think may be particularly good for biodiversity.

A : Verges outside of the village boundary on the Bourn Road and the Eversden Road may be suitable from a Parish Council perspective. However, the views of the Landowners of the adjacent fields should be sought. PW will seek these views and report accordingly.

The details relating to Kingston are as follows:

PRV ID	Name	Location Grid Reference	Verges on both sides of road	Designation status*	Wildlife Interest Management Regime**	Highway Division
S43	Bourn Road (White Arch) Bourn Road	TL340 555 - TL342 553	Yes	CWS/PRV	Neutral/calcareous grassland A	South Division

The Grid References indicate that the said verge is outside the Village Boundary down Bourn Road towards the Drain Bridge (White Arch). It is marked by Blue coloured posts.

The Report states that the verge should be cut as follows:

Cuts to be undertaken within the following 4-week windows (depending on flowering interest), either: A) 1st cut in April & 2nd cut in mid-September to mid-October; or B) 1st cut in late July & 2nd cut in mid-September to mid-October • All cuttings to be collected and deposited either at rear of verge or in compost piles, outside of the PRV.

The cuttings requirement has, to our knowledge, not been adhered to.

17. Invoices paid and for approval

Company	Service	Date Paid	Amount	Paid by:
James Wakeling	Village Grass Cutting Services	7 May 2025	302.50	B/P
Play Safety Ltd	Annual Playpark inspection Report	14 May 2025	115.20	B/P
LGS Services	Annual Parish Council Audit Fee	14 May 2025	126.00	B/P
Unity Trust	Bank Service Charge – monthly	31 May 2025	6.00	D/D
James Wakeling	Village Grass Cutting Services – May and June 2025	18 June 2025	1363.50	B/P
Acacia Tree Surgery Ltd	Tree Survey in respect of The Orchard	19 June 2025	870.00	B/P

All invoices were agreed for payment.

18. **Bi-monthly financial report (JC)**

No issues raised.

19. **Items for next meeting to be held on 9 September 2025**

Nothing to report.

20. **A.O.B.**

20.1 **Approval Process for Work and Invoice Payment**

To ensure that all significant expenditure is authorised by the full council before being committed to, JC requested:

- a. All subsequent work authorisations are to be agreed by the Parish Council prior to the work being carried out.
- b. All subsequent invoices for payment are to be sent to PW who will seek approval for their payment, via email, from the other Parish Councillors.

Note : b. is a temporary process up until the 9th September 2025.

20.2 **Verge Cutting within the Village Boundary**

An email dated the 23rd April 2025, from the County Council, advised that the verge cutting arrangement with the Parish for 2025 will continue as per the arrangement in 2024. The yearly payment will however increase in line with inflation to a total of £282.03. New arrangements will be put in place for 2026. PW advised the County Council, by email on the 28th April 2025, that the verge cutting undertaken by their contractor in April 2025 was not to the same standard and specification as performed in 2024. To ensure that the verges were maintained to a safe standard, PW authorised the Parish Councils contractor to cut those said verges accordingly. The cost to the Parish was £291.00. With our budgeted verge cutting cost of £330.00, this being for those verges agreed with the County Council, the total cost was £621.00.

With such a wide disparity between our actual costs and those of the County Councils 2025 payment figure, PW requested SD to submit an invoice to the County Council to recover our actual costs. This action is seen as a first step in a conversation with the County Council about covering the Parish's' verge cutting costs. PW will continue the dialogue and report accordingly.

Note : The Parish Budget covers two verge cuts per year i.e. £660.00. Subsequently there is a shortfall of £377.97 between our actual costs and the sum provided by the County Council.

20.3 **Ditch Clearance**

The ditch running between the pond at The Old Farm House (aka Crawshaws) and Green Leys, has now been exposed by removal of a picket fence. This requires clearance in order to maintain our efforts to ensure a free flow of water off Tinkers Lane. PW is to confirm who is the responsible landowner for the ditch.

20.4 **Re-Appointment of Councillors**

JC raised an observation that there are no Meeting Minutes for 2025 that detail the allocation of councillor responsibilities for the Parish Council. This administration task will be covered at the next Parish Council Meeting on the 9th September 2025.

20.5 **Hare Coursing**

The installation of bollards along Wimpole Way to prevent vehicle access by Hare Courses is now complete. The cost to the two relevant landowners was £1,938.69. The Parish Council will consider whether to contribute to this sum, as there are tangible benefits to the Parish residents of the action taken.

The meeting closed at 9.38pm.

Minutes reference: 20250708

Signed:

Date:

Kingston Parish Council

Financial report 30 June 2025

N.B. All figures exclude VAT

Item	Budget 2025/26 £	Expenditure YTD £	Budget minus expenditure YTD £	Additional Information
Grass and Hedge cutting - Expenditure	4,125	1,666	2,459	Incl extra verge cuts
Grass and Hedge cutting - Income	(305)	(30)	(275)	Fasnacloich and County Council
Insurance	308	300	8	
Clerk's salary	984		984	3 months
Grants (section 137)	850		850	Churchyard maintenance
Village Hall upgrade	1,288	644	644	PWLB 1 of 2 tranches paid
Audit fees	105	105	0	no further payments
Village asset maintenance	4,065	821	3,244	
Subscriptions	627	47	580	Paid: ICO; To pay: SLCC; one.com; ACRE; Parish Online
Parish Magazine	727		727	
Footpath lighting	99		99	
Miscellaneous and expenses	938	48	890	allotments rent paid to SCDC; bank charges
Income other than precept	(716)	(158)	(558)	interest; allotments
Total	13,095	3,443	9,652	

Bank balances	Current account:	899	
	Deposit account:	30,677	
At 30 June 2025		31,576	<i>see below</i>

Reconciliation of bank balances

Balances brought forward	Current account:	556	
	Deposit account:	20,669	
At 01 April 2025		21,225	
Net expenditure as above		(3,443)	
Other items:	Precept income	13,095	
	VAT refund received	884	
	VAT incurred on net expenditure 2025-26	(185)	To be recovered
At 30 June 2025		31,576	<i>As above</i>

Expenditure approved not yet spent

Land registration estimate 1,700