

Kingston Parish Council
Minutes of Annual General Meeting held at 8.00pm on 15 May 2008

Present:

Simon Draper, Chairman
Helen Underwood
Julie Conder
Mike Warren
Peter Stokes, Clerk

1. Apologies

Robin Martlew, SCDC

2. Election of Chairman

Simon Draper was proposed by Mike Warren, and having agreed to serve for a further term, was elected unanimously. Simon said that he hoped someone else would offer themselves for election to this office at the next parish council elections in 2010.

3. Election of Vice-Chairman and other officers

Tim Fitzjohn currently holds the offices of Vice-Chairman and Footpaths Officer. As he was not present this item is deferred to the next meeting.

Helen Underwood agreed to continue as PC representative on the Village Hall Management Committee.

4. Minutes of last meeting

Accepted after correction of error: in minute 3 delete 'PCC' (5 instances) and insert 'Village Hall Management Committee'.

5. Matters Arising

- 5.1. **Grant request by VHMC:** a letter has been sent to the Chairman of the VHMC as agreed requesting a forward plan of expenditure covering 5 years. He has told the Clerk he will respond to this shortly.
- 5.2. **Footpaths map:** Helen Underwood has obtained copies of a 25000:1 OS map centred on Kingston. She will do further work to scan sections of it for publication on the website.
Action: HU.
- 5.3. **Parish Paths Partnership:** Item deferred to next meeting
- 5.4. **Anti-speeding measures in village:** we still await advice on whether or not our bid for funding under the Minor Highways Improvement Scheme. A reminder has been sent to Stephen Thulborn at CCC. **Action: Clerk.**
- 5.5. **Parish magazine editor:** Helen Underwood suggested a person who she believes lives in Field Row. She will confirm details of this person and then make an approach. **Action: HU.**
- 5.6. **Publication Scheme:** This is now on the website in the 'minutes of meetings' section. However the access to information covered by the Freedom of Information Act is not restricted only to meeting minutes, so the Publication Scheme should be relocated to a different part of the website so visitors can clearly see that it applies potentially to any written information owned by the PC. **Action: HU.**
- 5.7. **Grass-cutting contract:** as agreed the contract has been awarded to Buchan's Landscaping and Grounds Maintenance. They have already made two visits as per the contract. All present were happy that they seem to be doing a satisfactory job. An invoice has been received which is not in accordance with the contract. Buchan's will re-invoice at the

agreed £330.00 (the first of 6 equal payments) and it was agreed that this invoice can be paid when received. **Action: Clerk.**

- 5.8. **Recreation Ground:** Peter Reynolds has suggested that the tree-planting is carried out in the autumn, and this was agreed.

Peter Reynolds has also agreed to act as 'advisor' to the PC, producing a report from time to time on work required on trees in the parish. He will not charge for this, but will normally charge for any work he is asked to carry out. It was agreed that the Clerk should accept this offer with thanks, and ask Peter if he would like to attend the next PC meeting for a brief period to discuss his next tree report and answer any questions. **Action: Clerk.**

- 5.9. **Website links:** Helen Underwood reported that there is so little activity in Neighbourhood Watch that there is nothing useful to put on the website. However she will put a link to the e-cops website. She also plans to include a link to the Papworth Team Ministry website. **Action: HU.**

Helen also suggested a photo competition, winners to have their photos published on the website, and also possibly in a parish calendar. Suitable photos would be offered to the PCC to use in a calendar which they could publish and sell as a fund-raising venture. Further discussion on this at the next PC meeting.

- 5.10. **Visibility when turning into Crane's Lane:** the Highways Department has been contacted, and has responded by further cutting back of the hedge on the east side of Tinker's Lane. We have also been advised by them that mirrors on the highway are not permitted.
- 5.11. **Attendance of County Councillor at PC meetings:** Denzil Baldwin has advised that due to changes to his job which take him away from the area, he is no longer able to attend weekday or evening meetings. However he still hopes to be able to provide support by providing reports when available, giving advice or guidance when requested, and applying pressure to CCC officers when we have difficulty getting satisfactory responses.
- 5.12. **Village Hall rating appeal:** Helen reported that this had been successful, resulting in a reduction in water charges.
- 5.13. **Registering land:** ongoing. **Action: Clerk.**
- 5.14. **Annual Parish Meeting 29 May:** agreed that wine would be provided. **Action: Clerk.**
- 5.15. **SCDC consultation on planning applications:** SCDC have replied to the Clerk's letter to advise that the proper procedures were followed in respect of the planning application for the garage at Crossways Cottage.
- 5.16. **Hill House Farm:** the Chairman of Eversden Parish Council has provided some information on development at this property which has been circulated.

6. Correspondence

- 6.1. **Email from Peter Reynolds and letter from Joan Reynolds** both reminding the PC that the Hewishes will soon be leaving the village, and this will mean the resignation by Tony Hewish from his position as trustee of Kingston Poor Land Charity (the other trustee being Joan Reynolds). Trustees are appointed by the Parish Council. Donal O'Donnell is willing and able to take on this role and both correspondents believe him to be a suitable candidate. It was agreed that no action can be taken until Tony Hewish resigns, and at that time it would be useful if one of the trustees could attend a Parish Council meeting to explain in more detail the terms of reference of the charity. **Action: Clerk.**
- 6.2. **E-mail from SCDC** advising a vacancy for a Parish Council representative exists on the SCDC Standards Committee, and inviting Kingston PC to nominate someone. No action.
- 6.3. **Email from SCDC** requesting that parish councils update their current contact details following AGMs. **Action: Clerk.**
- 6.4. **Email from SCDC regarding proposed eco-towns:** no action.

6.5. Letter from Cambridgeshire and Peterborough Biological Records Centre: asking us to assist in survey of ponds in the parish. Agreed that the list of known ponds included with the letter would enable a database to be assembled of owners, and a letter sent to them enclosing the postcards provided and asking them to complete and post the postcards. **Action: Clerk.**

6.6. Email from Peter Reynolds: regarding overgrown hedges either side of the entrance to Crane's Lane. Agreed that the Highways Dept would be asked to cut them back. If this does not produce a satisfactory response, Mike Warren will approach the householders (Mr and Mrs Stibbs at 1, Crane's Lane and Mrs Gloria Hitchens at Summerhill). **Action: Clerk.**

7. County councillor's report

No report

8. District councillor's report

No report

9. Clerk's report

9.1. Bank balances: current account £303.93, deposit account 9219.54.

9.2. Bank error: the Clerk confirmed that he had discovered a bank error of £2000 in March 2007 when the bank transferred this sum, not to the current account as instructed, but to a third party account. The error was not detected at the time of the audit in May 2007 because the deposit account statement on which the transfer was recorded was not issued until July 2007. (Deposit account statements are currently issued by the bank in January and July each year.) When the July 2007 statement was available the audit had been completed and the statement was filed without the error being noticed.

The bank has admitted the error and it has now been corrected. However interest is due on the period between the date of the error and the date it was corrected, and this is still outstanding. **Action: Clerk.**

It was agreed that the bank should be asked to provide deposit account statements covering the financial year end in time for the annual audit in future, i.e. by the end of April. **Action: Clerk.**

Note that the error means that bank balances advised to the Parish Council at the meetings from May 2007 to March 2008 will be incorrect by £2000 + interest.

9.3. Invoices for payment: £13.50 subscription to LCR, £5.76 expense claim by the Clerk, £684.27 insurance renewal, all approved. **Action: Clerk.**

10. Approval of 2006/07 accounts and Annual Return

Parish Councillors unanimously approved the accounts which had been previously circulated. The Clerk reported that the Internal Audit had been completed and there were no matters arising.

The Asset Register was revised following receipt of guidance from CPALC. The following changes were made: Village Hall shown at no value, registered village green valued at £1, new litter bin added, other purchased assets valued at their replacement values, which in default of any other information was taken as the insured value.

The Clerk reported that two items listed on the asset register were missing: a petrol strimmer and a pair of loppers. Enquiries as to their whereabouts were ongoing but in the meantime it was agreed that they would continue to be listed as assets. **Action: Clerk.**

The previous and revised asset registers are attached as appendices 'A' and 'B' respectively.

Parish Councillors unanimously answered 'yes' to the first 8 questions of the Annual Governance Statement, and 'not applicable' to the 9th question, and the Return was signed as approved by the Chairman. It is now ready to be sent to the auditors with required supporting information. **Action: Clerk.**

11. Planning

None

12. Any other business

12.1. The meeting was visited for a short while by Police Community Support Officer Jackie King, based at Histon Police Station. PCSO King advised the meeting that Kingston was in her 'patch', and that she was available for advice and support through the police station (08454 564564), her mobile (07736 085529) or email jackie.king@cambs.pnn.police.uk. She asked that residents should generally be asked to contact her only via the police station phone number and not the mobile number or email address. She was told of our Annual Parish Meeting on 29 May, but Simon Draper advised her it would not be necessary for her to attend.

The problems of speeding in the village were discussed with her, and she undertook to arrange to gather data in the next week on the speed of traffic entering the village, and send the results to the Clerk.

12.2. Julie Conder asked the Clerk to clarify how income tax was paid on his salary as no deductions were made by the Parish Council. The Clerk confirmed that his Parish Clerk's salary was declared by him to HM Revenue and Customs and included in his tax code.

12.3. Simon Draper asked how the Parish Council could be assured that a banking error such as the one reported above (minute 9.2) would be more promptly picked up and corrected in future. The Clerk advised that in future he would check that all transfers between accounts appeared on statements for both accounts. This would be aided by receiving deposit account statements up to each year end (31 March) in time for the audit for that year (see minute 9.2). Julie Conder pointed out that the error should have been noted by the Internal Auditor, and to ensure that the Internal Auditor fully understands what should be covered by the internal audit, a copy of the book 'Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide' should be made available to him. **Action: Clerk.**

12.4. As a private resident, Peter Stokes asked if the Parish Council would object if he lowered the height of the hedge opposite his house ('The Old Post Office') to the same height as that of the adjacent part of the same hedge opposite 'Thatches'; a reduction of approximately 300mm. This was agreed.

12.5. Helen Underwood reported that the Village Hall Management Committee had noted that historically the Parish Council has enjoyed the use of the village hall for meetings free of charge. The VHMC asked if the Parish Council would in principle accept a charge for use in future. Agreed that this was acceptable and Helen Underwood would inform the VHMC. **Action: Helen Underwood.**

Meeting ended at 10.45 pm
Next meeting: 17 July 2008

Signed.....

Appendix A

Kingston Parish Council Register of Assets

Last update: May 2006

Item	Area	Value	Value Comments	Notes
Village Hall		£140,000		Day to day administration and responsibility for maintenance is through Management Committee. Parish Council owns the asset as Custodian Trustee.
Village Green	0.75 ha		Not saleable	Registered 1970 under Commons Registration Act 1965. Note area between 'Green Ley' and field Road was never registered, but has always been managed by the Parish Council. Three deeds of covenant granting access in force.
The Smithy (Eastern end - formerly Allotments)	0.07 ha	£12,500	Restricted	No title exists, but land was rented out as allotments by PC and formerly by Parish Meeting. In conservation Area and Protected Village Amenity Area.
The Smithy (Western end - formerly Brig. Cartwright's orchard)	0.04 ha	£10,000	Restricted. (Valued £6000 in 1994 as amenity land)	Freehold purchased 1994 from trustees of the estate of Brig. J M F Cartwright. Conveyance of 1961 contains restrictive covenants that use shall not be for '(1) manufacture, sale or supply of beers, wines, spirits, cider, mineral waters or ice cream,(2) as a registered club, (3) as a petrol filling station or public garage'. Management Plan adopted by PC 1995, includes byelaws. In Conservation Area & protected Village Amenity Area.
Recreation Ground	0.2 ha	£5,000	Restricted (purchased for £3000)	Freehold purchased 1992 from E Heyman. Conveyance includes restrictive covenant forbidding any change of use for 25 years. Outside Village Framework. Public Footpath no. 14 along west boundary. Rules for use adopted 1998.
The Swards	0.8 ha	£2,000	Restricted. Unrestricted: £5000 (1998 valuations).	Title registered 1998. Transferred from South Cambs DC with covenants: (1) site to remain nature reserve; (2) site to be open to public access; (3) Countryside Stewardship Scheme to remain in force [(3) now expired]. Public footpath no 7 along east side. Designated Site of Natural History Interest. PC is riparian owner responsible for maintenance of Bourn Brook. 1 gate, 2 kissing gates, 2 stiles.
Bus Shelter		£4,000	Cost £3650 in 1997	
Village Well, pump and Well House		£7,000	Cost £7000 in 2000	

Recreation Ground equipment and furniture		£5,000		2 goal posts, slide, climbing frame, swings, 3 seats, litter bin, gate, perimeter fence
Seats on Village Green		£1,500		
Village Notice Board		£800		
2 Litter Bins		£150		
Clerk's filing cabinet		£75		
Conservation committee equipment		£300		Stihl petrol strimmer, 6 litter pickers, 1 pr loppers
Total Value		£188,325		

Appendix B

Kingston Parish Council Register of Assets

Last update: May 2008

Item	Area	Value	Value Comments	Notes
Village Hall (building)		n/a		Management Committee is responsible for day to day administration and maintenance. Parish Council holds the asset on behalf of the Management Committee as Custodian Trustee.
Village Hall (land)		£1	Nominal value	
Village Green	0.75 ha	£1	Nominal value	Registered 1970 under Commons Registration Act 1965.
The Smithy (eastern end - formerly Allotments)	0.07 ha	£12,500	Restricted	No title exists, but land was rented out as allotments by PC and formerly by Parish Meeting. In Conservation Area and Protected Village Amenity Area.
The Smithy (Western end - formerly Brig. Cartwright's orchard)	0.04 ha	£10,000	Restricted. (Valued £6000 in 1994 as amenity land)	Freehold purchased 1994 from trustees of the estate of Brig. J M F Cartwright. Conveyance of 1961 contains restrictive covenants that use shall not be for '(1) manufacture, sale or supply of beers, wines, spirits, cider, mineral waters or ice cream,(2) as a registered club, (3) as a petrol filling station or public garage'. Management Plan adopted by PC 1995, includes byelaws. In Conservation Area & protected Village Amenity Area.
Recreation Ground	0.2 ha	£5,000	Restricted (purchased for £3000)	Freehold purchased 1992 from E Heyman. Conveyance includes restrictive covenant forbidding any change of use for 25 years. Outside Village Framework. Public Footpath no. 14 along west boundary. Rules for use adopted 1998.
The Swards	0.8 ha	£2,000	Restricted. Unrestricted: £5000 (1998 valuations).	Title registered 1998. Transferred from South Cambs DC with covenants: (1) site to remain nature reserve; (2) site to be open to public access; (3) Countryside Stewardship Scheme to remain in force [(3) now expired]. Public footpath no 7 along east side. Designated Site of Natural History Interest. PC is riparian owner responsible for maintenance of Bourn Brook. 1 gate, 2 kissing gates, 2 stiles.
Bus Shelter		£5,333	Insured value	
Village Well, pump and Well House		£9,596	Insured value	
Recreation Ground equipment and furniture		£6,397	Insured value	2 goal posts, slide, climbing frame, swings, 3 seats, litter bin, gate, perimeter fence

Seats on Village Green		£1,170	Insured value	
Village Notice Board		£1,170	Insured value	
3 Litter Bins		£668	2 @ insured value of £468 + 1 @ replacement value of £200	
Clerk's filing cabinet		£85	Current replacement value	
Conservation committee equipment		£300	Historical figure - equipment to be traced and revalued	Stihl petrol strimmer, 6 litter pickers, 1 pr loppers
Gates and fences		£2,026	Insured value	
Total Value		£56,247		