

# Kingston Parish Council

## Minutes of Meeting held at 8.00pm on 20 November 2008

### Present:

Simon Draper, Chairman  
Tim Fitzjohn  
Helen Underwood  
Julie Conder  
Mike Warren  
Robin Martlew, SCDC  
Fiona Whelan, Lib Dem candidate for County Councillor vacancy  
John Ionides, Conservative candidate for County Councillor vacancy  
Peter Stokes, Clerk

### 1. Apologies

None

### 2. Minutes of last meeting

Accepted.

### 3. Matters Arising

- 3.1. **Footpaths map:** Simon Draper advised that producing a hand-drawn map in the format/size required was impractical. It was agreed that a map, or possibly more than one, were required. Agreed that further work should be done with a view to producing (initially) four such maps based on 25000:1 OS maps, each showing a circular walk. Clerk to obtain prices:
- to scan four A4 sections of the 25000:1 OS map so that each contains a circular walk
  - to produce electronic files produced in suitable software of the maps with overlays showing the routes
  - for permission or licence if required from Ordnance Survey. (NB: may be possible to use the CCC licence.)
- Action: Clerk.**
- 3.2. **Parish Paths Partnership:** Tim Fitzjohn advised that contrary to previous advice he was given, membership must be applied for, and information would shortly be mailed out to Parish Clerks on the procedure for this. Grants were available for such projects as producing footpath maps (see para 3.1 above).
- 3.3. **Anti-speeding measures in village:** the red road markings at the village 'gates' have been applied for under the Minor Highways Improvements scheme. There was a brief discussion about the 'Speedwatch' initiative, but as this requires a considerable commitment to roadside duties by a team of volunteers on a rota, it was not thought to be a practical approach for Kingston.
- 3.4. **Tree report:** copies of Peter Reynolds' report were circulated for all to read. To be discussed at the next meeting. **Action: All.**
- 3.5. **Registering land:** The Clerk advised that he had held meetings with a number of past and present villagers, and the next step would be to ask some of these to sign, and have witnessed, Statutory Declarations. **Action: Clerk.**
- 3.6. **PC assets:** an advert to sell the strimmer and loppers will appear in the December magazine.

- 3.7. **Neighbourhood Watch re-launch:** window stickers have been distributed, and notices posted in the magazine, website and notice board.
- 3.8. **Mulberry tree on Smithy:** as already agreed Eastern Landscape Services have been instructed to carry out the work quoted for. As the Smithy is within the Conservation Area, permission for this to proceed is required from SCDC and this is now awaited.
- 3.9. **Communications with SCDC and CCC:** Cllr Martlew was able to confirm that he was unaware of the wind farm proposals at the time the letter was received from CCC (23 Nov 2007). Cllr Martlew also advised that as the proposal was at that time, and remains now, in an informal exploratory stage on the part of the developer, there was no obligation for any of the usual consultees to be kept informed, and indeed no mechanism for doing so since only a small number of CCC or SCDC departments were even aware of the proposal. Even if a planning application is lodged, Cllr Martlew and Kingston PC would not necessarily be informed as Eversden is outside both Kingston Parish and Cllr Martlew's ward. There is nothing more to do but await further developments, if any.
- 3.10. **Parish Council website:** Helen Underwood advised that she has now set up the website at the new address, but as she does not have the original editing software, it is extremely unwieldy and difficult to edit. Longer term, she will redesign the site using more readily available software. **Action: HU.**

It was agreed that Parish Council minutes can in future be published on the website as 'unapproved' as the same time as they are circulated. **Action: Clerk and HU.**

#### 4. Correspondence

- 4.1. **Email from SCDC** advising that their support for parish councils' objections to phone box removal is now being limited to a reduced list of phone boxes. These have been selected on the basis of criteria such as proximity of recreational facilities, poor mobile reception and/or proximity to accident hotspots. Kingston is not on the reduced list. No further action.
- 4.2. **Email from Jenny Clark, Lands Officer at SCDC,** advising that a prospective purchaser of 9 Cranes Lane may want also to purchase from SCDC a) a piece of land between the existing garden and the allotments (cloured blue on the map) and b) the allotment which lies at the end of this piece of land (edged in red on the map) (see appendix A). The views of KPC were sought. Following an email discussion with parish councillors the Clerk has already replied to say that KPC has no objection to a).

Regarding the possible sale of the allotment it was felt that the sale of one allotment would divide up the piece of land into two separate sections, making further use difficult other than as allotments. This should therefore be opposed. Meanwhile the area is not being used effectively as allotments as some tenants have failed to clear the land. Weeds are rampant, including ragwort. SCDC are supposed to monitor this, requesting tenants to clear the land and arranging clearance themselves if necessary, but in practice this is not done.

Agreed that:

- Clerk will reply to the email to say that KPC strongly objects to the sale of any single allotment as this would limit any alternative uses to which the whole plot might be put. **Action: Clerk.**
- Clerk will obtain from Buchans or Charlie Richmond a price for a one-off clearance of the site. In about two weeks, in the absence of any satisfactory action by SCDC to clear the site, offer to arrange for our contractor to do so at a quoted price. **Action: Clerk.**

- 4.3. **Email from CCC** advising next stage of work in Porter's Way. The byway will be cleared of vegetation to its full recorded width of 6m, this work to be phased. The surface will be re-profiled and grass-seeded. It will remain closed to all users to allow the grass to establish, probably until spring 2009.

A discussion followed on footpaths: it was noted that where footpaths nos. 2 and 16 cross fields SW of the village, the routes have not been reinstated following ploughing. Tim Fitzjohn to contact the farmer and request reinstatement. **Action: TF.**

- 4.4. **Letter from CCC** advising the availability of the Village Benefits Advice Service. A small team of advisors is available to visit people (primarily the disabled or sick) in their homes to give information on benefits and help them with the claims process. Clerk to publicise in the magazine. **Action: Clerk.**
- 4.5. **Letter from Sgt Paul Rogerson, Cambridgeshire Constabulary**, introducing himself as the leader of the police team assigned to Histon and Cambourne beat areas. The officer responsible for Kingston is now PCSO Trudy Newman-Hart.
- 4.6. **'Housing Futures' brochure from SCDC** sent to all council house tenants, indicating that the ballot of tenants will probably be in early 2009.
- 4.7. **Letter from CCC** indicating that the cost of street lighting maintenance and energy for Kingston's 5 footpath lights for 2008/09 is £17.85 for maintenance for each light and £137.05 total for energy. The costs for 2009/10 are expected to be £18.39 for maintenance for each light and £148.25 total for energy.

## 5. County Councillor's report

None

## 6. District Councillor's report

None

## 7. New Publication Scheme

- 7.1. Agreed to adopt the model Publication Scheme approved by the Information Commissioner reference V1.0 April 2008 (see Appendix B).
- 7.2. Agreed to adopt the draft Guide previously circulated with minor changes regarding information stored on the website (see Appendix C).

## 8. Clerk's report

Bank balances: current account £516.06, deposit account £9587.47.

Invoice approved: £44.00 to renew membership of SLCC. **Action: Clerk.**

Application fro Kingston PCC for £530 for the annual grant towards upkeep of the churchyard approved. **Action: Clerk.**

Uncut hedge on Smithy: agreed to accept the quote from Buchan's to cut the hedge down for a price of £220. **Action: Clerk.**

Grass cutting contract 2009: agreed to ask Buchan's to quote for contract, and accept if price is no more than 5% over 2008 price. **Action: Clerk.**

## 9. Planning

- 9.1. **S/1515/08/F** application for change of use of Moat House Barns to business use has been approved by SCDC subject to a number of conditions.
- 9.2. **S/1644/08/F** application to extend Bridgefield, Toft Road. The Vice-Chairman and the Clerk discussed this on 8 Nov 08 and agreed that as it was not controversial and did not affect any other residents it could be dealt with under the agreed procedure.

The Clerk has accordingly already indicated KPC's recommendation as 'no recommendation'. This was retrospectively approved.

- 9.3. **C/11/40/056** Application by Eastern Landscape Services to carry out work on the fallen mulberry tree on The Smithy. As this work was requested by KPC the Clerk has already responded indication KPC's support for this application.

#### 10. Any Other Business

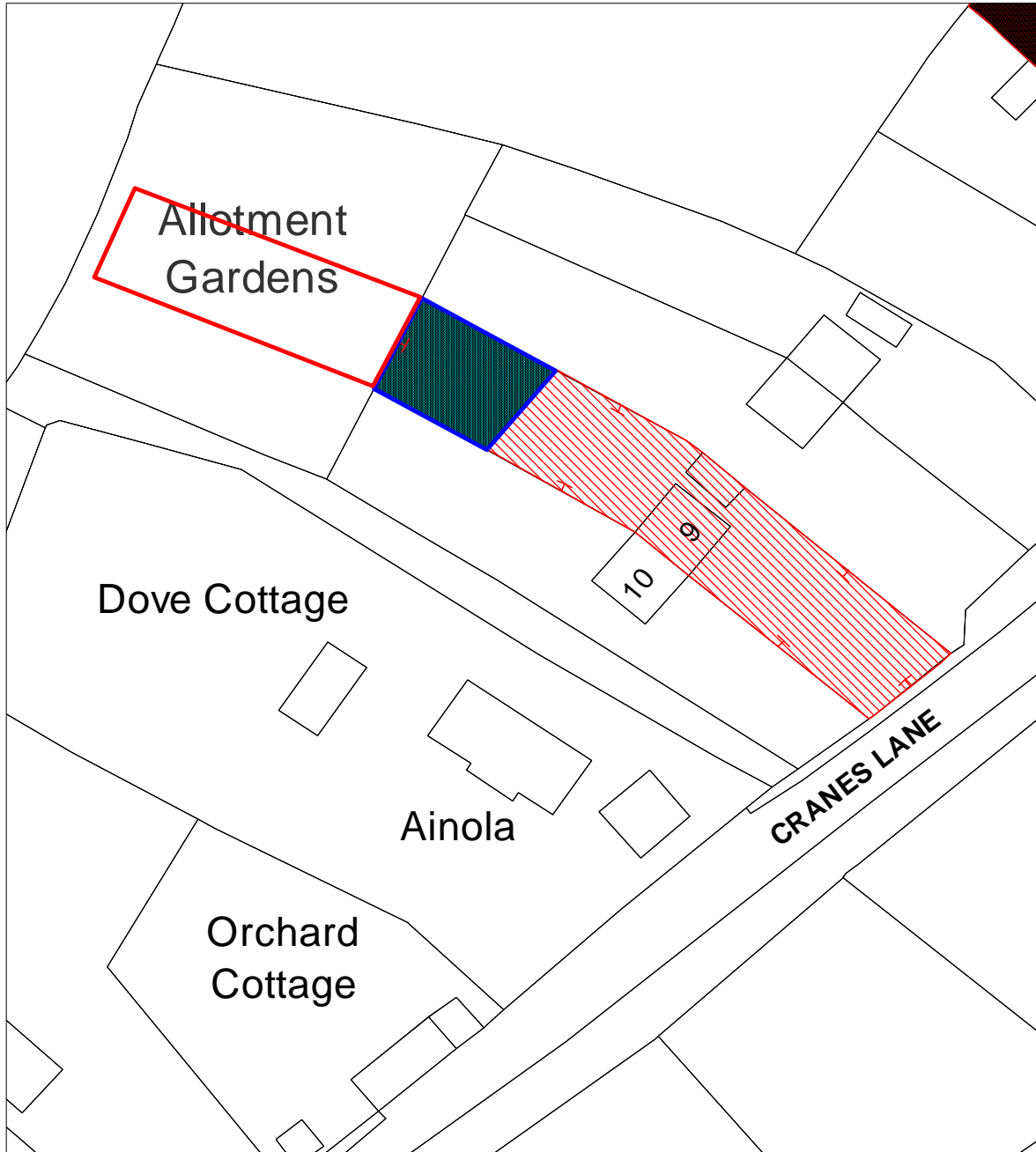
- 10.1. Mike Warren advised that the scheduled weekday 0750 bus from Kingston, which sets down at Hills Road and Long Road 6th form colleges, regularly fails to arrive at the colleges until well after 9.00 so that pupils are late for the start of lessons. He has written to Stagecoach and to a contact on CCC with no satisfactory response. Agreed that Mike would provide the Clerk with copies of relevant correspondence to date, and that the Clerk would write to Stagecoach and CCC in an attempt to improve matters. **Action: MW, Clerk.**
- 10.2. Helen Underwood advised that a mirror has appeared attached to a post near the crossroads in the village, presumably as a vision aid to drivers approaching the crossroads. As it is believed that mirrors like this are not permitted, it was agreed that the Clerk would report the matter to the Highways Department. **Action: Clerk.**
- 10.3. There was a discussion about proposals by central government to revise the arrangements under which some rural doctors' surgeries are permitted to operate a pharmacy. It was clarified by Fiona Whelan that she understood that pharmacies such as those at Bourn and Comberton were not under threat because they were more than 1.5 km from the nearest alternative pharmacy.
- 10.4. Simon Draper asked Fiona Whelan for her position on wind farms: she replied that she was neither 'for' them nor 'against' them. Asked the same question, John Ionides replied that he has concerns and is not convinced of the need of them.

Meeting ended at 10.10pm  
Next meeting: 8 Jan 2009

Signed.....

Date:.....


**LAND REAR OF 9 CRANES LANE, KINGSTON**



BASED ON THE ORDNANCE SURVEY MAPPING WITH THE PERMISSION OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE ©CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL LICENCE NO 100022500 2008

Scale 1:500





### Model Publication Scheme

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This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### Classes of Information

**Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.



## Model Publication Scheme

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Model Publication Scheme

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



## Kingston Parish Council – Guide to Information Available

Under the Freedom of Information Act, Kingston Parish Council must establish and maintain a **Publication Scheme**, which commits the Parish Council to making information available to the public as part of its normal duties. The Publication Scheme adopted by Kingston Parish Council is a model scheme approved by the Information Commissioner.

This **Guide** is published as an 'easy reference' document to show what information is available from Kingston Parish Council, how it may be obtained, and what charges, if any, apply.

Information available	How the information can be obtained
<b>Who we are and what we do</b>	
Who's who on the Council	Hard copy, website
Contact details for Parish Clerk and Council members	Hard copy
Location of main Council office and accessibility details	Hard copy
<b>What we spend and how we spend it</b>	
Annual return form and report by auditor (current and previous year)	Inspection by appointment
Finalised budget (current and previous year)	Hard copy
Precept (current and previous year)	Hard copy
Financial Standing Orders and Regulations	Hard copy
Grants given and received (current and previous year)	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses (current and previous year)	Hard copy
<b>What our priorities are and how we are doing</b>	
Annual Report to Parish Meeting (current and previous year)	Hard copy
<b>How we make decisions</b>	
Timetable of meetings (current and previous year)	Hard copy
Agenda of next meeting	Hard copy, website
Agendas of previous meetings (current and previous year)	Hard copy, website
Minutes of meetings (excluding certain confidential information) (last 12 months)	Hard copy, website
Minutes of meetings (excluding certain confidential information) (current and previous year)	Hard copy
Reports presented to council meetings (excluding certain confidential information) (current and previous year)	Hard copy
Responses to planning applications (current and previous year)	Inspection by appointment

## Lists and Registers

Currently maintained lists and registers only

Assets Register	Hard copy
Register of members' interests	Inspection by appointment

**Website:** [www.kingstonvillage.org.uk](http://www.kingstonvillage.org.uk)

**To inspect documents or obtain hard copy, or for information not listed, please contact:**

Peter Stokes, Clerk to the Council  
The Old Post Office  
Rectory Lane  
Kingston  
Cambridge CB23 2NL

Tel: 01223 262207

Email: [kingstonpc@tiscali.co.uk](mailto:kingstonpc@tiscali.co.uk)

### Charges

Information provided on the website is free of charge.

In most cases the cost of information provided as hard copy will be 10p per A4 sheet. Any additional or unusual charges will be advised at the time of application.

Approved by Kingston Parish Council: 20 Nov 2008