

**Kingston Parish Council**  
**Minutes of Meeting held at 8.00pm on 8 July 2010**

**Present:**

Simon Draper, Chairman  
Tim Fitzjohn  
Julie Conder  
Katherine Stalham  
Tumi Hawkins, SCDC  
Peter Stokes, Clerk

**1. Apologies**

Fiona Whelan

**2. Minutes of AGM, 13 May 2010**

Correction: minute 11, 'Cranes Lane' should read 'Field Road'. Otherwise accepted.

**3. Minutes of Annual Parish Meeting, 20 May 2010**

Accepted

**4. Minutes of extraordinary meeting, 28 June 2010**

Accepted

**5. Matters arising from 13 May meeting**

- 5.1. **5.1 request from Andrew Bedford re zipwires:** it was agreed that although the Bedford family's concerns and fears were understood, they are not shared by all, and in any case KPC cannot give an assurance that no zipwire will be installed in the play area since such a decision would not be binding on a future parish council.

It was agreed that no decision would be taken at present, but Julie Conder would continue her research into the experiences of other parishes with zipwires. **Action: JC.**

- 5.2. **5.10 proposals from Andrew Bedford for tree planting:** it was apparent that not all councillors had seen Andrew Bedford's proposals. Also Katherine Stalham has a document with comments from Peter Reynolds. Both documents to be circulated for discussion at the next meeting. **Action: KS, Clerk.**
- 5.3. **5.3 installation of tree trunk and logs at the playground:** the tree trunk has been placed in position. Some large logs are in Katherine Stalham's garden – to be placed in position in the playground without fixing down. If they are moved around by children we may need to fix down. **Action: Clerk, KS.**
- 5.4. **5.5 installation of grass under swing:** Clerk has obtained a quotation from Saunders Landscapes for £520.00 + VAT. 2<sup>nd</sup> quote to be obtained. **Action: Clerk.**
- 5.5. **5.7 update on playground launch party:** all in hand – to be held at 2.30 on 17 July.
- 5.6. **5.8 clearing of drain outside playground:** waiting for wetter weather to soften the mud. **Action: Clerk.**
- 5.7. **5.9 reinstatement of grass surface at playground:** now completed satisfactorily. Invoice to be paid. **Action: Clerk.**
- 5.8. **5.11 Rectification of furrows and other work at playground:** Clerk has obtained quotes from Buchan's Landscapes to:

- 5.8.1. Rectify the furrows in the playing field for £215.00: Agreed to accept this quote.  
**Action: Clerk.**
- 5.8.2. Fill in and grass seed the holes left by the old football posts for £10.00: Agreed to accept this quote. Agreed also to ask Ashley List if this can be paid for from Play Pathfinder funding, otherwise pay for it from normal KPC funds. **Action: Clerk.**
- 5.8.3. Kill weeds on the mound, add further topsoil and seed for £185.00 +VAT: Agreed to ask Playdale to add the topsoil when they come to install the slide in August. If they decline, Buchan's quote to be accepted. **Action: Clerk.**
- 5.8.4. Remove brambles on the fence at the far RH end of the recreation ground for £60.00: No action.
- 5.9. **6.1 Youth bus in Caldecote:** Julie Conder has been to visit the bus with her son and reported that it is a useful venue for young people and has many facilities. However it was agreed that it would probably have limited value for young people from Kingston due to its location, requiring transport, and the fact that the Caldecote users would not be known to Kingston visitors. No further action.
- 5.10. **4.2 Risk assessments:** Andrew Bedford's response to be circulated. Regarding security of data, the Clerk suggested that all KPC electronic files could be backed up on-line using Dropbox. It was agreed that the files should be accessible to all members. It was agreed that it was not practical to make electronic copies of all paper documents in case of fire at the Clerk's house. **Action: Clerk.**
- 5.11. **4.5 Field Road Green, form 44:** ongoing. **Action: Clerk.**
- 5.12. **5.1 New Standing Orders:** ongoing. **Action: Clerk.**
- 5.13. **8.3 Community Plan:** Tim Fitzjohn reported that two people from Cambridgeshire ACRE had offered to attend a KPC meeting to talk about this, and he has invited them to either the September or November meeting. A grant may be available to help with the cost of consultation. **Action: TF.**
- 5.14. **8.4 KPC membership of PPP:** no further information.
- 5.15. **8.5 Cleaning of bus shelter:** Maggie Twyman has agreed to clean monthly, ½ hour at £8.00/hour. Agreed that she should do this and charge the VHMC who will invoice KPC annually. **Action: Clerk.**
- 5.16. **9.1 Pothole survey in Kingston:** deferred to next meeting as Fiona Whelan absent.
- 5.17. **11 Ownership of land bordering bridle path beyond Field Road:** ongoing.  
**Action: TF.**
- 5.18. **16 Village website:** Julie Conder is due to meet with Helen Underwood with a view to learning how to maintain the website so that she will become the new webmaster.  
**Action: JC.**

## 6. Matters arising from Annual Parish Meeting on 20 May

- 6.1. **Allotments in Cranes Lane:** Jenny Clarke, SCDC Lands Officer, has contacted the Clerk again following Tumi Hawkins' intervention, to offer three options. Agreed to accept option 2 on the email (simple licence of the land to KPC) suggesting an annual rent of £1.00. **Action: Clerk**
- 6.2. **Grasscutting at Church Lane/B1046 junction:** at Julie Conder's request the grass was recently cut by CCC. A more permanent solution is to be sought by Fiona Whelan but she has been unable to progress this due to illness. Deferred to next meeting. **Action: Fiona Whelan.**
- 6.3. **Hedge opposite Louise Darrington's house:** debris from trees, hedge clippings, leaves etc has been accumulating on the bank at the side of the road for some years and tends to slide into the road. Needs clearing out. It is not clear whether this is the

responsibility of the adjoining householder or the Highways Dept. Clerk to request that the Highways Dept takes the necessary action or, if they decline, engage a contractor to do it providing cost does not exceed £100. **Action: Clerk.**

## 7. Correspondence

- 7.1. **Email from Mrs O'Donnell re playground:** Mrs O'Donnell has suggested that no further development at the play area should take place, and that the football pitch should be preserved. The Clerk has replied.
- 7.2. **Letter from Alliance and Leicester re change of name to Santander:** noted.
- 7.3. **Letter from CCC about feedback on spending cuts:** noted.
- 7.4. **Letter from Andrew Lansley about changes to planning policy:** noted.
- 7.5. **Letter from SCDC about Community Pride and Village Hero awards:** to be considered for next year.
- 7.6. **Letter from Play Pathfinder re evaluation:** KPC's cooperation is sought in various CCC evaluation exercises. Clerk has replied to say KPC will assist where required.

## 8. County Councillor's report

See Appendix A.

## 9. District Councillor's report

- 9.1. **Libraries:** The County Council have written to all Parish Councils re consultation over the Library service - this will cover Libraries, local access points and mobile Libraries. Can I please urge you to respond - even if you are happy with the service you already have. With £2.2m having to be saved by the end of the year, some very sweeping cuts are going to have to be made to the services currently provided. Please let the County know of the importance of the service being provided to the village.
- 9.2. **Funding Cuts:** With the Govt announcing massive cuts - the County Council has already seen about £6m in various guises cut from the current year's budget on top of the changes I warned about in my reports in March / April. This can only mean further cuts will be coming to services this financial year. As I learn more of the detail I'll pass it on - but there are going to be some very hard ones.  
  
We're already concerned about the effects of the cuts on staffing levels at Addenbrookes, and OT provision throughout the County for example.
- 9.3. **Schools:** Currently the Govt are rushing ahead with plans for Outstanding schools to become Academies - but the details of what exactly this would mean for children and local communities are not very clear to Officers or Councillors. The funding implications are that it would make it easier for a secondary school to be built in Cambourne and run by CVC, but the impact on students is not clear. I hope to have a draft proposal for you all detailing the change very shortly. CVC are consulting with parents, Governors and Trustees re becoming an Academy.
- 9.4. **Toft Day Care Centre:** This is due to close on August 31st (not the residential service!) and we are working closely with the County to ensure that all attendees and their carers are provided a suitable alternative service.

## 10. Clerk's report

- 10.1. Bi-monthly financial report – see appendix B.
- 10.2. Invoices for payment:
  - 10.2.1. Grasscutting (Buchans) two invoices at £406.83 each
  - 10.2.2. Moving tree trunk at playground (C B Richmond) £117.50

10.2.3. Grant for cost alcohol of licence for village hall (J Coleman) £100 – original cheque lost.

10.2.4. VAT inadvertently omitted from payment to Saunders Landscapes in May £24.50

10.2.5. Election charges (SCDC) £75.00.

All approved.

10.3. **Playground inspections:** the Clerk advised that although there is no specific legal responsibility to provide an inspection and maintenance programme it is recommended that one is in place. Cambridgeshire ACRE recommends annual, quarterly, monthly and daily or weekly inspections. It is a legal requirement to carry out a risk assessment every 3 – 4 years. Agreed that the Clerk will summarise the available options and circulate. **Action: Clerk.**

10.4. **Bank account signatories:** these need brining up to date. A form was given to each councillor to complete. A further form needs to be signed by all. The Clerk will circulate a note with instructions on what needs to be done. **Action: Clerk.**

10.5. **Paying invoices and other charges:** the Clerk asked if it was permitted for him to make electronic payments through the on-line banking system where this facility was offered. Two 'signatories' (authorisers) are required as for a normal cheque. Agreed that this form of payment was permitted. Financial regulations to be updated. **Action: Clerk.**

## 11. Planning

Nothing to report.

## 12. Cooption of parish councillor

The members of the public present were asked by the Chairman to leave the meeting as this was a sensitive issue, which they willingly did.

Following an item in the parish magazine in July, two parish residents have indicated an interest in becoming a parish councillor. The candidacy of each was discussed at some length but it was felt that appointing either of them could exacerbate an existing deep division of opinion in the village over further developments at the playground. It was felt that if possible the vacancy should be filled by someone with a neutral stance on the issue. It was decided therefore to make no appointment at this time but to continue to seek a suitable person. **Action: all.**

## 13. Parish Magazine

Jill Coleman has suggested some changes she would like to make to the layout of the parish magazine. It was confirmed that as the magazine is owned by the PCC, changes should not be made without their agreement, although in the longer term ownership of the magazine should, by negotiation with the PCC, transfer to KPC. Simon Draper to speak to Jill Coleman about the proposed changes. **Action: SD.**

## 14. Items for next meeting

None.

Meeting ended at 11.00 pm

Next meeting: 9 September 2010

Signed.....

Date.....

# **Councillor's Report – South Cambridgeshire District Council**

Month: July 2010

## **1. A14 Ellington to Fen Ditton Improvement**

The implementation of the A14 road improvement has been postponed as part of the central government budget cuts. This has come as a disappointment to the community in this region, but is a sign of the severity of the financial distress the country is in. What we will likely NOT see is any movement on development at Northstowe and NW Cambridge as both these projects are contingent on an improved A14. Likewise, the Guided Busway business case requires fares from Northstowe residents to be financially viable (as if the Busway didn't have enough problems!)

## **2. Traffic Management and Highways Issues in South Cambs**

In South Cambridgeshire, many decisions about traffic management and highways issues are made by a joint committee of elected County, District and Parish councillors. This is called the **South Cambridgeshire Traffic Management Area Joint Committee** and it meets four times a year.

The committee deals with issues including: setting on-street parking charges, considering local road safety issues, consideration of initiatives to assist people with mobility impairment, determining priorities for local minor improvements (road signs, markings, speed limits, parking restrictions etc.), determining priorities for the cycleways programme and approving design for improvement schemes costing between £35K and £500K.

Members of the public can attend the meetings, but are not permitted to speak, except under the petitions procedure. To bring an item to the attention of the Area Joint Committee and be able to present a case, residents should get a petition together, comprising 50 or more signatures from South Cambridgeshire residents, and can be submitted in writing or by email.

## **3. Sustainable Parish Energy Partnership**

Parishes continue to sign up to the SPEP with 17 committed so far throughout the district. To participate Parishes will need to identify a member of their parish council to be a champion for adaptation to low carbon living within the village. It is also anticipated that community groups will take a lead in supporting their communities to run initiatives to reduce individual households' CO2. This could involve the loan of energy monitors supplied by South Cambs or our very experienced officers giving talks to parish councils and community groups. Some villages are publishing monthly articles in their village newspapers, giving advice, running car sharing schemes or running events. Each individual community can decide what suits them best – and no parish is too small to be involved!

## **4. Planning Service**

The Council is currently installing a new IT system and part of this process is the need to close down the current system in order to transfer all the existing information to the new database. There will be a reduced service between 2<sup>nd</sup> July and 26<sup>th</sup> July 2010. All records that appear on the website will continue to be updated during this period, but all new applications registered after 1<sup>st</sup> July will not appear until after the 26<sup>th</sup> July 2010. These applications will continue to be registered in date order, and the planning office will try to deal with them as quickly and as efficiently as possible after this date. Those applications received by 30<sup>th</sup> June 2010 will appear on the website before the shutdown.

## **5. Day Care Services**

Councillors for those villages affected by the cessation of day care services at Healthcare Homes in Toft and Fulbourn have been meeting with County Council officers to get assurances that there will be no reduction in either the quantity or quality of day care available to their parishioners. The Council has said that the intention is to review the needs of both patients and their carers and to assign them to day care services that are best suited to those needs. The amount of day care available should not change unless a patient or carers needs have changed. This is reassuring. However reports from parishioners indicate that though the intention is to provide care on this basis the reality may well be for some that they just have to go where there is space. We are keeping a very close eye on this and would welcome any information from patients and carers who are affected.

## **6. Hauxton**

Residents will have read and indeed seen on TV a great deal of news about the clean-up process of the former chemical site at Hauxton. This has been a long-running issue. Nobody denies that the site is extremely polluted – and the cleanup operation under the eye of the Environment Agency is bound to be smelly and difficult. However, there is no option but to remediate the site. Comparisons to other sites such as Corby are unhelpful and inaccurate. Officers from South Cambs monitor the site on a daily basis as does the EA

## **7. Appointment of new CEO**

Residents will perhaps wish to join us in thanking Greg Harlock for his many years of service to South Cambridgeshire residents as Financial Director and CEO of South Cambs. The recruitment process for his successor is underway and it is hoped an appointment will be agreed by Council on July 22nd.

## **8. Community Pride & Village Hero Awards**

Reminder that deadline for nominations for The Community Pride award (which replaces the Best Kept Village awards) and The Hero award, (pay tribute to residents who have made a significant contribution to their local community) is 31 July 2010.

## **9. Kingston Allotments**

Following discussions at the last parish and annual meetings, I had a discussion with Jenny Clark, the Officer responsible for the Allotments. The outcome of that discussion was that SCDC made a proposal to KPC which included two options. The first was to lease the allotments to KPC on a long-term lease, which could incur legal costs, or to licence them, which would be a simpler and possibly more cost effective solution. Hopefully, the long term future of the allotments is now much clearer and can be secured for Kingston residents.

Prepared by:

*Tumi*

Tumi Hawkins

## Financial report: 8 July 2010

N.B. All figures exclude VAT

Item	Budget 2009-10 £	Expenditure YTD £	Budget minus expenditure YTD £	Comments
Grass and Hedge cutting	1715.00	346.24	1368.76	Excludes £364.25 invoiced for May
Insurance	541.00	657.49	-116.49	
Clerk's salary	959.87	0.00	959.87	
Grants (section 137)	587.00	100.00	487.00	
Audit fee	175.00	40.00	135.00	
Village asset maintenance	250.00	638.84	-388.84	
Subscriptions	150.00	67.37	82.63	
Parish Magazine	212.00	0.00	212.00	
Footpath lighting	247.00	120.00	127.00	
Play Pathfinder payments	25730.00	19929.87		Excludes £100.00 invoiced for moving tree trunk
Miscellaneous and expenses	163.00	100.00	63.00	Excludes £75.00 invoiced for election expenses
Income other than precept	-9.00	0.00	-9.00	
To reserves	1524.00			
<b>Total</b>	<b>32244.87</b>	<b>21999.81</b>	<b>10245.06</b>	

<b>Bank balances</b>	Current account:	44.77	NB: 1. Saunders Landscapes underpaid by £24.50 (VAT) 2. £100 cheque for Jill Saunders lost - replacement required.
	Deposit account:	9098.69 6142.13 15240.82	Reserves Play Pathfinder grant Total