

Kingston Parish Council
Minutes of Meeting held at 7.30pm on 11 March 2010

Present:

Simon Draper, Chairman
Tim Fitzjohn
Helen Underwood
Julie Conder
Fiona Whelan CCC
Robin Martlew, SCDC
Peter Stokes, Clerk
Katherine Stalham (Public)

1. County Councillor's report

Cllr Whelan asked for this to be moved to the first item because she had a long journey after the meeting.

- 1.1. The opening of the guided bus continues to be delayed. The northern section still has outstanding work and some disputed defects but is less problematic. The southern section is delayed in part because of an access problem to a gas main.
- 1.2. The application for a VIth form at Comberton Village College is still being considered.
- 1.3. A 'youth bus' visits Caldecote once a fortnight. Cllr Whelan is to send details to the Clerk so that this can be publicised in case Kingston youths wish to avail themselves of this facility. **Action: FW.**

See Appendix A for Cllr Whelan's written report.

Cllr Whelan left at this point.

2. Apologies

Mike Warren

3. Minutes of last meeting

Accepted.

4. Matters Arising

- 4.1. **3.1 Health and Safety Policy:** draft accepted. This is now KPC's Health and Safety Policy. See Appendix B.
- 4.2. **3.2 Risk assessments:** not received by Tim Fitzjohn. Agreed they will be sent to him and considered at the next meeting. **Action: Clerk, all.**
- 4.3. **3.3 Barbed wire in Mr and Mrs Venn's hedge:** they have agreed to remove it. Closed.
- 4.4. **3.4 Two areas to be grassed in village orchard:** not yet done. **Action: SD.**
- 4.5. **3.10 Field Road Green:** there is some difficulty establishing who the owners are. The Highways Department has sent a map showing it as owned by them, but the same map shows the verge along Field Road as also being owned by them, which is known not to be the case. Agreed that KPC would try to register the green as Village Green notwithstanding the ownership issue. **Action: Clerk.**
- 4.6. **3.11 Footpath reinstatement:** the paths appear to have been reinstated. Closed.
- 4.7. **3.12 Gate at recreation ground:** we have been informed that we are not permitted to put up a gate at the south-western corner of the recreation ground because gates are not permitted on public rights of way except in certain circumstances. Agreed

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that if this decision cannot be overturned we should investigate the process to divert the right of way which runs along the north-western side of the recreation ground onto Crane's Lane. **Action: Clerk.**

- 4.8. **4.2 Request for grant to support liquor licence application by VHMC:** agreed to support this up to £200.
- 4.9. **4.4 Litterpick:** Helen Underwood is organising and will approach volunteers. To be held on 28 March. Road signs not needed. Use safety procedures already established. **Action: HU.**
- 4.10. **4.6 Consultation on HGV issues:** Simon Draper has read the document and advises there are no issues for Kingston.
- 4.11. **4.10.1 Trees in orchard growing into power lines:** Clerk reported that the problem is minimal and confined to two trees. Agreed to report it to EDF anyway. **Action: Clerk.**
- 4.12. **4.10.2 Orchard work day:** Clerk is organising. **Action: Clerk.**
- 4.13. **4.10.3 Willow seedlings to be planted at The Swards:** agreed that Peter Reynolds is authorised to do this.
- 4.14. **7 Grass cutting contract for 2010:** Stuart Buchan has agreed to a price increase of 0.3%. However this price may be subject to modification in the light of changes at the recreation ground.

5. Correspondence

- 5.1. **Email from CPALC** with new model Standing Orders. Parish Councils are encouraged to adopt these, modifying them as appropriate. Clerk had previously emailed a draft modified version for members to consider. As this has not yet been considered by members, agreed that it would be re-sent for members to review, and would be discussed at the next meeting. **Action: Clerk, all.**
- 5.2. **Email from Julie Conder** about low cost heating oil through Agricole Ltd. Agreed to launch Kingston Oil club. **Action: Clerk.**
- 5.3. **Letter from NSPCC** inviting KPC to support their campaign to raise awareness of the NSPCC helpline. Agreed that KPC should support this. **Action: Clerk.**

6. District Councillor's report

Cllr Martlew advised that the District Council component of Council Tax would increase by 3.1% for 2010-11. The overall budget has been reduced because of the reduction in grant from central government.

7. Parish Council elections

- 7.1. Mike Warren and Helen Underwood have both indicated that they do not wish to stand for re-election in the forthcoming elections. Simon Draper has approached Katherine Stalham who is willing to stand for election. Simon Draper, Tim Fitzjohn and Julie Conder are willing to stand for re-election. Clerk issued nomination packs to these four, who should complete them and send to the Returning Officer by the date indicated in the enclosed guidance. **Action: SD, TF, JC, KS.**
- 7.2. The Chairman asked all members to consider other possible candidates who might be approached with a view to co-option in the event that there are insufficient nominations. Suggestions to SD. **Action: All.**
- 7.3. The Clerk advised that in the unlikely event that the General Election is held on 6 May AND there is a contest (i.e. more than 5 nominations) for the 5 Kingston Parish Council seats, then the Parish Council election will be delayed by 3 weeks. This

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would mean the parish council AGM would also have to be delayed as the Chairman of KPC cannot be elected until after the parish council elections.

8. Kingston Play Area

- 8.1. The post-installation inspection has been carried out and the Clerk has the report, from which he has extracted the main action points (see appendix C). The Clerk was advised by the inspector that no action was necessary on items with a 'low' risk factor. It was agreed therefore to take action on those with 'low/medium' or 'medium' risk levels as follows:
 - 8.1.1. Item 2: *General surface area extremely rutted and muddy*: already in hand – see minute 8.5.
 - 8.1.2. Item 3: *Surface between nest swing and tunnel needs attention*: already in hand – see minute 8.5.
 - 8.1.3. Item 6: *Slide surfacing fails to meet EN1176. Protective surface recommended*. Agreed to action this as part of Phase 2 improvements. **Action: Clerk.**
 - 8.1.4. Item 7: *Slide rails corroded*. Agreed to replace rails. **Action: Clerk.**
 - 8.1.5. Item 8: *Swing surface edging in fall space of tyre seat*. Agreed to replace edging and surfacing with grass and protective matting. Clerk to obtain price from local contractor to carry out this work. **Action: Clerk.**
- 8.2. The Clerk advised that there remain some issues of disagreement with Playdale concerning the invoice received from them and the question of sharing the cost of reinstatement. He is in the process of seeking a resolution. **Action: Clerk.**
- 8.3. Katherine Stalham advised that the User Group has held an inaugural meeting, but attendance was only 3. A further meeting is to be held. The draft terms of reference have been considered and various changes suggested. Julie Conder agreed to be the Parish Council representative on the User Group. **Action: KS.**
- 8.4. The User Group will organise the launch party. **Action: KS.**
- 8.5. The Clerk has obtained three quotations for the reinstatement of the grass, the lowest of which was from CGM Cambridge at £250 +VAT. Agreed to accept this quote. **Action: Clerk.**
- 8.6. CCC have indicated that further funding may be available for natural play features to replenish the contingency funds intended for this purpose but used for moving subsoil, reinstatement etc. Clerk to make the application. **Action: Clerk.**
- 8.7. The Clerk advised that he has re-valued the equipment and other assets at the recreation ground for insurance purposes. The old figure was £6781 and the new figure is £21524. The insurance company has been informed. The Assets Register will be updated. **Action: Clerk.**
- 8.8. It was agreed that the new mound would be 'taped off' with barrier tape and the play area re-opened. Signs would be altered to suit, including warnings about uneven ground. **Action: KS, Clerk.**
- 8.9. The litter bin outside the Recreation Ground has been damaged by a reversing HGV. Clerk to arrange reinstatement by a local contractor, claiming from the insurance if possible. **Action: Clerk.**

9. Open Day at Village Orchard:

- 9.1. The date for this has been tentatively set at 5 June.
- 9.2. Helen Underwood mentioned that the parish council had discussed 'giving' this event to the VHMC as a fundraiser. However it was agreed that since David Stone's offer

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to sponsor the event has been accepted, the event could not now be a fundraiser for the VHMC this year. It could however be given to the VHMC next year.

10. Clerk's report

- 10.1. The bi-monthly report was accepted – see Appendix D.
- 10.2. Payments:

Clerk's salary	£957.00	
Clerk's expenses	£319.31	
Anderton Haulage	£280.00	moving subsoil at recreation ground – paid for by PP grant
CCC	£240.65	power and maintenances of footpath lighting
Playsafety Ltd	£395	post-installation inspection of play area – paid for by PP grant

All approved.

- 10.3. It was agreed that to avoid income tax liability, the mileage rate to be claimed for car journeys on KPC business would be set at 40p/mile and this would be incorporated into the Financial Regulations. **Action: Clerk.**

11. Planning

- 11.1. S/1792/09/F revised application for alterations and extensions at Bridgefield has been granted.
- 11.2. S/0240/10/F application for an extension at Bridgefield has been submitted. KPC recommendation: no recommendation.
- 11.3. S/0169/10/F application to demolish and rebuild a conservatory at Old School house has been submitted. KPC recommendation: no recommendation.
- 11.4. C/11/40/056/12/10 application to fell or pollard trees at Kingston Parish Church has been submitted. KPC recommendation: no recommendation.

12. Items for next meeting

None.

13. Date of next meeting

13 May (but see minute 7.3)

Meeting ended at 10.30pm

Signed.....

Date.....

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Appendix A – County Councillor’s Report

- **CGB**

There is still no news on the guided bus opening date – contractual negotiations are “ongoing”. The CEN have revealed the £40m plus overspend that we have been pushing the Administration to be open about for some time. Given the budget constraints at the County this is very bad news indeed.

UPDATE: We had a briefing on this at Shire Hall on Monday. Whilst the full details have to remain confidential for contractual reasons, there are a number of issues holding the opening up – and there is no clear date for the opening of the Northern Section. The Southern Section is far from nearing completion.

- **6th form Application for CVC**

The 50 parking spaces have been identified. I had a meeting with Mr Law from the school on 05/03/10 and the new PCSO regarding the issue of current problematic parking. The school will forewarn the police of events likely to have an impact on the local area (e.g. new students’ night in October) and the PCSO is making regular trips to observe traffic both in the morning and after school. Can I urge people to please report any problems to her via the 0845 number.

I’m led to understand that during the construction the school will not be without the additional parking spaces. The plan is to get the construction pen set up (which will necessitate the temporary removal of some spaces) and then to create new parking spaces to minimise impact locally.

I hope to meet with Mr Evans re the travel management plan next week.

- **Secondary School Places**

UPDATE: There are serious discussions being held at Shire Hall (I attended the latest this morning) concerning the provision of a second secondary school at Cambourne. Although the County is going through the motions of identifying potential sites and looking at applying for planning permission, no funding has been identified for a school. No final decision has been taken as to whether a second secondary school will be built in Cambourne. I continue to push hard for answers.

It appears that all local children seeking a place in Year 7 in 09/10 were successful.

- **Budget**

The County officially passed its budget at the full Council Meeting on Feb 16th.

In all, £30 million needs to be cut from budget this year, because of reductions in Central Govt spending. In no particular order of importance, the following cuts need to be flagged up (I have a spare copy of the budget which I’ll bring on Wednesday, if anyone wants to see specific budget amounts) and this is by no means an exhaustive list:

- Libraries

The Mobile Service will be cut from once every 2 weeks to once every four. Not all Library Access Points may remain, but I have no specific details of any that may be cut at the moment. – Please let me know of any that are essential for the Village to keep.

The schools Library Service will cease – but this does appear to be underused at the moment.

- Highways

Very large cuts. Although extra money is being put in this year – it is evident that potholes

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have deteriorated and its taking some time to get them repaired. No top dressing of non essential roads in the 2011/12 period. Very unlikely that anything other than essential repairs will be undertaken.

- Education

This is mostly protected, but there may be some small tweaks in the area of Special Educational Needs provision. The big impact for us locally is where we get Capital Funding from for the provision of a second Secondary school for Cambourne Students. No answers yet.

- Youth Services

Many cuts to this.

- Community Transport

The budget here will be cut.

- Adult Social Care

My biggest area of concern. For those entering the system in need of a social care package from April 6th 2010 the care package will be 25% less than for anyone entering this year. It will continue to be cut by a further 25% in the coming 4 years.

- **Gritting Review**

No news on this. The review is *ongoing*.

- **Gritting Now**

UPDATE: The news at the end of last week is that there is still a shortage but enough for 7 gritting runs (at the reduced spreading network and spreading rate.)

- **Current Potholes**

I'm seeking additional funding streams for this – given that in this division we host one of only 26 Motorcycle test centres in the country!

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**Kingston Parish Council
Health & Safety Policy**

GENERAL STATEMENT

1. Kingston Parish Council ('the Council') recognises and accepts its responsibilities for providing a safe and healthy environment for its members, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council or use facilities provided by the Council.
2. The Council will meet its responsibilities as an employer under the Health and Safety at Work Etc Act 1974, and any other applicable legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Clerk is the Council's Safety Officer.
4. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities.

AIMS OF THE HEALTH AND SAFETY POLICY

The Council will provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment for members, employees, contractors, voluntary helpers, and anybody else carrying out activities for or on behalf of the Council.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including the initial carrying out and regular review of risk assessments where appropriate.
3. Systems of work that are as safe as is reasonably possible and which minimise risks to health.
4. Specialist technical advice and assistance on matters of Health and Safety where necessary.
5. Sufficient information, instruction and training as appropriate for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health and safety of anybody who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

As the Council's Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
3. Make effective arrangements to implement this Policy.

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4. Ensure that matters of Health and Safety are discussed at meetings of the Parish Council as and when required.
5. Ensure that risk assessments are carried out and regularly reviewed of any situations or activities which could result in potentially hazardous conditions, with subsequent consideration and review of any necessary corrective/protective measures.
6. Where appropriate require contractors to supply a written method statement and/or risk assessment prior to starting work.
7. Maintain a file of risk assessments.
8. Provide all contractors with a copy of the Council's Health & Safety Policy, with a covering letter requiring them to comply with the policy so far as it applies to them and their activities.
9. Make effective arrangements to ensure voluntary helpers working for the Council comply with all reasonable Health and Safety requirements.
10. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
11. Maintain a record of notified accidents.
12. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.
13. Act as the contact and liaison point for the Health and Safety Inspectorate if required.

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, use appropriate PPE (personal protective equipment), and where appropriate, ensure that suitable First Aid materials are available at the work site.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities including exclusion from work sites of non-essential persons where appropriate.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
6. Promptly report any accidents or hazardous incidents to the Clerk, and cooperate fully with any subsequent enquiry or investigation.

Adopted by Kingston Parish Council on 11 March 2010.

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Recreation Ground – post installation report

Recommended action points

	Item	Risk level
1.	Traffic clash: across slide chute run out to old swings	low
2.	General surface area extremely rutted and muddy	medium
3.	Surface between nest swing and tunnel needs attention	medium
4.	Spinner matting should be increased to form a square	advisory only
5.	Slide has toggle entrapment, spacing of bars is in excess of 89mm, access fails entrapment requirements	low
6.	Slide surfacing fails to meet EN1176. Protective surface recommended	low/medium
7.	Slide rails corroded – should be repaired or replaced	medium
8.	Swing surface edging in fall space at tyre seat	medium
9.	Swing: recommend timber edging is removed to front and rear. Grass is acceptable as surface material so recommend re-surface with grass to solve water retention problem, possibly with 'safergrass'	advisory only

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Appendix D

Financial report: 11 March 2010

N.B. All figures exclude VAT

Item	Budget 2009-10 £	Expenditure YTD £	Budget minus expenditure YTD £	Comments
Grass and Hedge cutting	1710.00	1721.29	-11.29	CCC contribution deducted. Fasnacloch contribution not yet received.
Insurance	752.00	515.33	236.67	No further payments expected
Clerk's salary	957.00	0.00	957.00	
Grants (section 137)	571.00	570.00	1.00	Excl grant (£200?) requested by KHMC for liquor licence
Audit fee	140.00	120.00	20.00	No further payments expected
Village asset maintenance	250.00	0.00	250.00	
Subscriptions	170.00	146.08	23.92	CPALC, NALC, Cambs ACRE.
Parish Magazine	261.00	212.31	48.69	for 2008
Footpath lighting	240.00	0.00	240.00	Excl £240.65 invoiced by CCC
Miscellaneous and expenses	175.00	162.83	12.17	£70 Land Registry, £70 village hall rental 2008,
Income other than precept	-130.00	-34.39	-95.61	Land registry refund, interest
To reserves	1288.00			
Total	6384.00	3413.45	2970.55	

Bank balances	Current account:	247.47	
	Deposit account:	11309.99	Reserves
		12500.00	50% Play Pathfinder grant
		23809.99	Total

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