

Kingston Parish Council

Minutes of Meeting held at 8.00pm on 14 July 2011

Present:

Simon Draper, Chairman
Tim Fitzjohn
Julie Conder
Katherine Stalham
James Clear
Fiona Whelan CCC
Tumi Hawkins, SCDC
Peter Stokes, Clerk
Member of the public: Charles Richmond

1. Apologies

1.1. None

2. Elections of officers

2.1. **Vice-chairman:** Tim Fitzjohn was proposed by Katherine Stalham and being willing to stand, was unanimously elected.

2.2. **Other officers:** the following agreed to continue in their previous offices: Julie Conder as Finance Officer, Webmaster/Facebook administrator and Playground User Group representative; Katherine Stalham as Village Hall representative and Sustainable Energy Partnership lead; Tim Fitzjohn as Footpaths Officer and Community Plan lead.

2.3. It was agreed that as Sustainable Energy Partnership lead, Katherine may occasionally have matters to report to the Council. In that case she – or any Councillor who has matters to discuss or report at a meeting – should inform the Clerk at least 1 week before the next meeting requesting that the matter be put on the agenda for that meeting. **Action: all.**

2.4. Tumi Hawkins questioned whether KPC should have a Planning Representative to attend SCDC quarterly planning meetings. Agreed that Simon Draper would attend the next one to assess the benefit and report back. **Action: SD.**

3. Minutes of meetings on 12 May and 19 May 2011

Accepted.

4. Matters Arising from meeting on 12 May

4.1. **3 Emergency Plan:** agreed that as most emergencies would be dealt with by calling the emergency services, little other emergency planning was required. However a list of useful contacts including 'first responders' would be useful. Agreed to appeal for any first aiders, doctors or other qualified people to agree to have their names included on a contact list. **Action: Clerk.**

4.2. **7.1 Community Plan:** there has been no response to Tim Fitzjohn's appeal in the magazine for people to become involved. He will put in a further appeal, including examples of local community plans. **Action: TF.**

4.3. **7.3 Ownership of land bordering bridle path beyond Carnes Lane:** Fiona Whelan reported that she had been told by the Highways Department that they do not maintain the road beyond the gate near The White House, but this does not make the ownership question any clearer. The right of way passes down the middle of the road up to the gate and the track beyond the gate. The person at Highways most

likely to provide further information was on holiday – Fiona Whelan to make a further report when she has spoken to this person. **Action: Fiona Whelan.**

- 4.4. **7.4 Mural in village hall, funding of improvements to village hall:** Katherine Stalham reported that at the last VHMC meeting the majority were in favour of retaining the mural. It had been suggested that a plaque could be put up near the mural to explain its context. A number of improvements to the hall were discussed (roof, lighting, disabled access, kitchen, storage). Grant funding will be necessary. A vote was taken of parish councillors' views of the mural: a majority was in favour of removing or covering the mural.
- 4.5. **8.5 Future management of LNR:**
- 4.5.1. The old railway line is owned by CCC, but due to funding cuts they will no longer maintain it. It may receive some maintenance work from the Cambridge Conservation Volunteers group.
- 4.5.2. Fiona Whelan mentioned that when volunteers are needed, the Probation Service may be able to provide people who have been sentenced to complete community work.
- 4.5.3. Simon Draper asked if the parish council should consider taking steps to dispose of or rent out The Swards – no action agreed
- 4.6. **9.6.2.2 Nest swing at playground:** the Clerk has obtained clarification from RoSPA of the risk rating for this item. The basket is rated 'low risk' but does not meet current standards in terms of possible finger entrapment. However as the risk is low no action is necessary unless there are accidents. The equipment as a whole is rated 'medium risk' because of the risk of a child misjudging the trajectory of the swinging basket and being hit by it. It was agreed that due to the positioning of the swing in the playground, and the relatively low usage, the risk of accidents was low. Again, no further action unless there are accidents.
- 4.7. **9.6.3 Weekly playground reports:** Katherine Stalham has spoken to John Dickerson, and agreed that in future the weekly reports will be carried out on a rota system between the Stalhams and the Dickersons. They will meet to agree the details of this. **Action: KS.**
- 4.8. **9.7 Allotments:** The Clerk circulated copies of a draft new tenancy agreement, and it was agreed that this would be adopted. Existing tenants who are not cultivating their plots will not be offered renewal at the end of their current agreement. Non-Kingston tenants may have their agreements ended or not renewed if there is a Kingston resident on the waiting list. Vacant plots will be offered to Kingston residents first. As the question of whether or not a plot is being cultivated is subjective, Simon Draper and Peter Stokes will visit the allotments to assess their individual levels of cultivation. **Action: SD, PS.**
- 4.9. **Reports of actions completed or ongoing (not discussed)**
- 4.9.1. **7.5 Reduction in grass-cutting contract price:** as agreed contract price has been reduced by £87 to offset the reduction in grant from CCC.
- 4.9.2. **8.1 Letter from CCC re street lighting and energy:** CCC has been informed that KPC wishes to take up option 1.

5. Matters arising from meeting on 19 May

- 5.1. **7 Horse riders using footpath alongside Crane's Lane:** Tim Fitzjohn has been advised by the footpaths team on CCC that no funds are available to put up 'no horses' signs. Agreed that he would try to arrange signs through the Parish Paths Partnership. If this approach is not successful, Irene Heyman will be informed that KPC is unable to help further, and if she wishes to ensure that horseriders do not

gain access to the footpath through the gap in the hedge, she should put a gate up there. **Action: TF.**

6. Correspondence

- 6.1. **Letter of thanks from Kingston PCC:** for payment of magazine costs for 2009 and 2010
- 6.2. **Letter from CCC re street lighting replacements:** advising details of programme of replacements.
- 6.3. **Email from SDCD re speed stickers:** stickers have been ordered and will be distributed to households on the main roads near entrances to the village. **Action: Clerk.**
- 6.4. **Email from CCC re speed limit policy:** It is now easier for communities to make changes to speed limits. Agreed that KPC should again try to get the 30mph speed limit sign on Bourn Road moved to a point close to Tinkersfield. **Action: Clerk.**
- 6.5. **Email from SDCD re village pumps:** Kingston's pump is now designated a 'public water supply' and as such a risk assessment must be carried out and the water must be tested annually to ensure it is safe to drink, all at KPC expense. Alternatively the pump can be made non-functioning, or a sign can be put up saying the water is not suitable for human consumption. Agreed that a sign would be put up. **Action: Clerk.**
- 6.6. **Email from SDCD re Tree Wardens:** Kingston has no tree warden. No action.
- 6.7. **Email from CCC re grasscutting of verges:** due to dry weather, the 2nd cut of verges may be later than usual.
- 6.8. **Email from SDCD re Parish Charter:** agreed KPC should respond to say that if stakeholders are being encouraged to pledge to use the internet for communication wherever possible, the local authorities should have a commitment to proactively seek the means to bring faster broadband to ALL areas of the county. **Action: Clerk.**
- 6.9. **Email from CCC re new adult social care website:** Clerk has sent the attached article to Linda Rimmer for the magazine.
- 6.10. **Email from Fiona Whelan re library closures:** encouraging anyone interested to attend a meeting at Comberton Library on 18 July to discuss ways and means of keeping it open.
- 6.11. **Email from Fiona Whelan re bus services cancelled:** encouraging anyone interested to attend a meeting at Comberton Library on 15 July to discuss ways and means of continuing the no 18 service on Friday and Saturday evenings.

7. County councillor's report

See appendix A.

8. District Councillor's report

See appendix B.

9. Clerk's report

- 9.1. **Bi-monthly report:** see Appendix C.
- 9.2. **Invoices for payment:**
 - 9.2.1. Buchans Landscapes, grasscutting for April: £411.13 (already paid)
 - 9.2.2. Simpsons Nurseries, tree for playground: £22.49 (already paid)
 - 9.2.3. Kingston PCC, magazine costs for 2009: £201.00 (already paid)
 - 9.2.4. Kingston PCC, magazine costs for 2010: £ 561.00 (already paid)
 - 9.2.5. Online Playgrounds, cradle swing £97.14 (already paid)
 - 9.2.6. South Cambs District Council, rent for allotments: £26.05

9.2.7. Buchans Landscapes, grasscutting for May: £411.13

9.2.8. LCR, subscription: £15.50

9.2.9. One.com, website fees £20.16

All agreed.

9.3. **Annual return and audit:** the Clerk reported that the auditors had made a number of requests for supplementary information, which he was providing to the best of his ability. (NB: the Clerk received notification after the meeting that the audit was closed, with no qualifications or concerns.)

9.4. **Standing orders:** agreed that the draft version previously circulated is adopted. See Appendix D.

9.5. **Payment authorisation:** the Clerk reported that whilst extracting information requested by the auditor he had noticed that the Council's formal authorisation for the payment of £19557.87 made to Playdale Playgrounds Ltd on 22 May 2010 had not been recorded in the minutes of the meeting on 13 May 2010 at which it was discussed. It was agreed that proper authorisation by the Council had been given at this meeting, and that this fact should be recorded now for record purposes.

10. Planning

10.1. S/0670/11 and S/0671/11 extension and alterations to Moat house Farm: approved by SCDC.

10.2. Tim Fitzjohn reported that he had been informed that S/1442/10 extension and alterations to Church Cottage had been refused. (NB: The Clerk received the official notification of this after the meeting.)

10.3. It was agreed that the Clerk would inform members of the result of planning applications as soon as notification was received, and not wait until the following meeting. **Action: Clerk.**

11. Items for next meeting

11.1. Katherine Stalham reported that a few days before the road signs were stolen from the Bourn Road, her husband overheard some men asking a neighbour (Mrs Dickerson) if she had any scrap metal. As the incident seemed suspicious he recorded the registration number and details of their vehicle. It was agreed that he should be advised to report the matter to the police. **Action: KS.**

11.2. Katherine Stalham reported that the Sustainable Parish Partnership had provided her with 3 home power monitors, which could be borrowed by residents for a suggested period of 1 month. Katherine will find suitable households and instruct them on use of the monitors. **Action: KS**

11.3. Katherine Stalham reported that a government loan of up to £10,000 was available, repayable over 25 years, for households to make energy-saving investments such as insulation. Agreed that Katherine would put a suitable article in the magazine. **Action: KS.**

Meeting ended at 10.40pm

Next meeting: 8 Sep 2011

Signed.....

Date.....

District Councillor's Report

Months of May/June

1. Finance

1.1 Business Step UP Competition: SCDC has announced the launch of the Business Step Up competition, which seeks to encourage people to start up new businesses or come up with innovative business ideas, and submit for consideration. The judges panel includes representatives from Cambridge and Peterborough Chambers of Commerce, Streets Chartered Accountants, Taylor Vinters Solicitors, Regus to name a few. The entries will be judged on how well the research has been done, how saleable is the service or product etc. Finalists will then have the chance of pitching their business ideas aka Dragon's Den, and the winner will walk away with up to £30,000 worth of business support from the companies represented in the judging panel – accounting, legal, office accommodation, PR etc.

Application forms are available for download at www.scamb.gov.uk/stepup and anyone interested in participating is invited to attend free workshops organised by Business Link, which will give them help in creating and pitching their ideas to SCDC and for the future. Workshop dates are 12 July, 27 July and 8 August 2011, and registration can be done by calling 0845 601 1000 or online at www.businesslink.gov.uk/east_england.html

1.2. General Funding: As we start the new municipal I must commend the Revenues and Benefits team for their performance in the previous year. They collected 99.3% of Council Tax due (£79.352mil), 99.6% of Business Rates due (£60.717mil), and 98.72% for Housing rents (£21.535mil). It is a testament to the commitment of the team to ensuring that all monies due were collected. In addition, it also reflects the strong economic position of our district as a whole. The challenge this year will be making the arrangements necessary for financing the £205.6m “national” housing debt which the District will be taking on in Housing Revenue Account in April 2012. There have also been 24 prosecutions for fraud and 43 sanctions issued by the Fraud team.

The team also continue monitor and place the Councils reserve funds in very good investment vehicles. The Council can also provide investment strategy support to Parish Councils who may be holding considerable sums in preparation for specific projects, or just holding in reserve.

1.3 Empty Homes Grant: The Council is to make available small grants to assist owners of empty properties to bring them back into use. A survey conducted a few months ago showed that there was some interest in this scheme from such property owners. The work would be overseen by King Street Housing Society on behalf of SCDC, and properties that benefit would be rented to the council at below market rates, for periods of up to 7 years.

2. Planning- “Call for Sites”

The Planning Policy team has started work on the next stage for the new South Cambridgeshire Development Plan that will set the strategy for, and locations of, new development in the district over the next 20 years. This stage is the Strategic Housing Land Availability Assessment (SHLAA), and will identify and assess sites that are potentially suitable for housing. Following the briefing for Parish Councils on 17-June-2011, the District Council has formally requested that any SCDC residents, landowners, developers, parish councils etc, to submit sites that may be suitable or available for building new housing development. We are also invited to suggest sites that may be suitable for the Traveller community. For the settled community, the suggested sites should be able to take at least 10 houses (or 0.25 hectares) and should be either in or adjacent to

any of the better served villages (such as Hardwick, Comberton, Cottenham etc.) or adjacent to Cambridge itself. For the travelling community, sites that are up to 1 km from the boundary of villages will be considered. Submissions should be on the prescribed form (on website) and emailed to ldf@scambs.gov.uk.

3. Policing

Councillors recently had the opportunity to meet the new Police Chief Constable, Simon Parr. He gave us his view of how he sees policing moving into the future, particularly as £20million has been cut from the budget. Policing was based on national targets (in particular number of arrests) but he now aims to set targets and objectives based on the specific and identifiable needs of communities. He said neighbourhood policing is about a relationship based on trust with a dialogue and corresponding action. He talked about common sense policing, using a Threat/Risk/Harm analysis with some very good examples. He is looking into collaboration with Hertfordshire and Bedfordshire constabularies, to share back office services, so that operational frontline staff will not be lost. Middle management will be reduced as the force is top heavy, but South Cambs will have its own Chief Inspector. He said PCSOs have a role to play, are budgeted for till 2012, and should attend Parish Council meetings, to keep up the neighbourhood relationship.

4. Community Issues

The deadline for submitting nominations for the Community Pride award (celebrating the excellent work that parish councils do), and The Hero award, (paying tribute to residents who have made a significant contribution to their local community) is 29 July 2011.

Judging will place in August and the award ceremony in early autumn

5. Local Issues

Been quiet on the Kingston front

6. Casework

Your Councillor is here to help you. Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints. I can be contacted by phone, email or via my website.

I hope I can help but even if I can't, then it's highly likely that I know someone who can!

7. Dates for your diary

16 July: 11.00am – 5.00pm Caldecote Feast, Caldecote

27 July: 2nd Business Link Workshop for StepUp competition applicants

29 July: Deadline for submitting nominations for Community Pride and Village Hero awards

8 August: 3rd Business Link Workshop for StepUp competition applicants

County Councillor's report

- **Footpaths Query**

I will give a verbal update on this item this evening.

- **Madingley Rise.**

One of only 2 traffic schemes to be successful bidders for safety measures on the County's infamous October List of roads to be improved! Work should start this summer.

Mark Kemp and a tranche of other County staff are about to be made redundant which may have some impact on how long it takes us to get things achieved in Highways. Many parts of this Department are really overstretched and under resourced.

- **Speed Reduction**

The County Council have introduced a new policy whereby it is much easier for local communities to determine their own speed limits and traffic safety measures if they are prepared to pay for it. In some ways it is a huge step forward - but does feel like passing the buck to the local community tax payers. If there are any areas in the village you'd like me to raise please let me know.

- **The Guided Bus**

The Good News: Scheduled to open August 7th unless there are any more delays.

The Bad News: The Council are no longer repeating the mantra that it will not cost the tax payers of Cambridgeshire a penny so watch this space as litigation draws ever closer.

- **Comberton Village College**

The Sixth Form is now officially complete and will open in September.

A second Secondary School has finally been given the go ahead for September 2013 and plans are being drawn up now. I saw them at a public meeting in Cambourne on June 29th and everything seems to be going ahead. The new school is likely to be run by Comberton Village College. I do have concerns about whether 5 forms of entry will be enough – the school is planned to be for 750 students from Cambourne. Kingston children will continue to access the site at Comberton.

- **Bus Subsidy Cuts**

As you know the Council announced plans to cut all bus subsidies over the next 4 years and started with the first tranche in April this year. A resident in Cambridge has successfully called for a Judicial Review because the impact assessment was inadequately done, and as a result all further cuts have been put on hold. However no plans to reverse the cuts *already* introduced have been announced – sadly for our No.18 users!

Public Meeting – Friday 15th July, 7:30pm in the Public Library at Comberton

A meeting with representatives from the local Communities to discuss what we want to provide in the way of local transport.

- **Cambridgeshire Future Transport**

The concept behind this is that all funds for statutory transport will be put into one pot and then redeployed more effectively, through localized micro-franchises and small enterprises. Funds add up to about £34million; most of it home-to-school transport; non-emergency health transport also included. £0.5 million currently belongs to 'Community Transport.'

It has been promoted as an opportunity to cater much more effectively to statutory transport needs. But, the pot isn't exactly overflowing (minus the £2.7 million bus subsidies). It has also been conceived in a highly secretive manner, excluding input from local councillors who have their ears to the ground. This means that the right of residents to be represented in the redeployment of a huge chunk of public money has been ignored; also, the project itself suffers from being poorly informed about scope for potential pilot projects due to exclusion of local representatives. Pilots are limited to Fenland and West Hunts and only 'one' is being identified as likely to take off. Meanwhile, if and when bus subsidy cuts resume in spring 2012, most areas of the county will have been ignored in this project to rethink statutory transport needs.

The County Council bid for money for this and heard this week that it had lost out but has been invited to resubmit a bid:

Cambridgeshire's transport bid has potential says Government

Cambridgeshire is one of 13 authorities being asked by Government to re-submit bids for transport funding to boost economic growth and reduce carbon emissions.

Ministers have said Cambridgeshire County Council's bid has potential and if approved in the next round would bring additional investment of £5 million over the next four years.

The funds would improve walking and cycling facilities as well as Smarter Choices and travel promotion across the whole county. Funding would also go into the Transport for Cambridgeshire project which is looking to set up locally based transport solutions.

The Government agreed to fund 39 proposals as part of the first tranche of the Local Sustainable Transport Fund and invited a further 13, including Cambridgeshire, to re-submit. Around two thirds of the overall funds will be available in the later tranches.

In total there were 73 bids from authorities for the money and 21 were turned down completely.

In particular the funding would be spent on:

- Continuing the successful work of the multi-million pound Cycle Cambridge project and take the approach into the rest of the county.
- Providing support for the ongoing promotion of travel planning as a key tool in the management of the transport network, building and seeking to expand on the success of the Travel for Work Network.
- Providing funding support for the Local Transport Consortia that will provide transport services for transport for Cambridgeshire.

Cambridgeshire County Councillor Ian Bates, Cabinet Member for Growth and Planning, said: "Bidding for funds is never certain but I am pleased that we have not fallen at the first hurdle and been told by Government our ideas have potential. We will now work up the details for the second round. The money would be spent on rolling out the successful work of the Cycle Cambridge project across the whole of the county as well as improving travel planning. It would also be used to back the Cambridgeshire Future Transport project to help communities access millions in funding to boost local transport and enterprise."

- **Comberton Public Library**

The Library in Comberton is one of the 13 in the County under threat of closure. A public meeting was held on May 25th. In a nutshell it costs £24,500 to keep the library running each year. We've approached the school to discuss the rent and with the imminent installation of a self service machine to dispense and return books it is hoped that volunteers might come forward and help to keep this invaluable community service open.

. Public Meeting – Monday 18th July, 7:30pm in the Public Library at Comberton

Appendix C

Financial report: 8 July 2011

N.B. All figures exclude VAT

Item	Budget 2011-12 £	Expenditure YTD £	Budget minus expenditure YTD £	Allotment fees
Grass and Hedge cutting	1768.00	342.61	1425.39	April and May invoices not paid
Insurance	744.00	744.39	-0.39	
Clerk's salary	1005.00	0.00	1005.00	
Grants (section 137)	614.00	0.00	614.00	
Audit fees	165.00	47.00	118.00	Internal audit fee paid. External audit fee (not yet paid) may be higher than usual because of additional enquiries
Village asset maintenance	1351.00	203.23	1147.77	
Subscriptions	160.00	0.00	160.00	
Parish Magazine	601.00	762.00	-161.00	2009 and 2010 payments
Footpath lighting	214.00	0.00	214.00	
Miscellaneous and expenses	150.00	55.00	95.00	
Income other than precept	-8.00	-22.47	14.47	Allotment fees
To reserves	284.00			
Total	7048.00	2131.76		

Bank balances	Current account:	1093.13
	Deposit account:	7627.78

NB: Budget adjusted in May in the light of known changes to footway lighting costs, magazine costs and grasscutting costs. Total remains unchanged but amount to reserves is reduced.

Kingston Parish Council

Standing Orders

Amendment Log

Date	Details
14 Jul 2011	Adopted by Kingston Parish Council

Contents

- 1. Meetings..... 13
- 2. Meeting agenda 15
- 3. Ordinary Council meetings..... 15
- 4. Proper Officer..... 15
- 5. Code of Conduct 16
- 6. Minutes..... 16
- 7. Disorderly conduct 17
- 8. Expenditure..... 17
- 9. Execution and sealing of legal deeds..... 17
- 10. Committees..... 17
- 11. Accounts and Financial Statement..... 17
- 12. Estimates/precepts..... 17
- 13. Planning applications 18
- 14. Unauthorised activities 18
- 15. Confidential business 18
- 16. Freedom of Information Act 2000..... 18
- 17. Relations with the press/media 18
- 18. Liaison with District and County Councillors..... 18
- 19. Financial control..... 18
- 20. Risk assessments 19
- 21. Allegations of breaches of the code of conduct..... 19
- 22. Variation, revocation and suspension of standing orders..... 19
- 23. Standing orders to be given to councillors..... 19

1. Meetings
1.1. Ordinary meetings shall be convened by the Clerk on the dates agreed by the Council. The Council will normally hold six meetings each year on the 2 nd Thursday of every other month.
1.2. The May meeting is the Council's AGM, at which the Chairman and other officers are elected.
1.3. The parish council additionally convenes an Annual Village Meeting in May each year, as required by law. This meeting, normally held after the AGM, is a public meeting to which all registered local government electors of the parish are invited and encouraged to attend. The meeting is chaired by the parish council chairman (or in his absence, the vice-chairman) and all persons attending may contribute. At this meeting, annual reports are presented by the parish council chairman and the parish clerk. Annual reports are also invited from the local county councillor, district councillor and community police officer, and from all organisations in the village (Village Hall Management Committee, Parochial Church Council etc). An 'open forum' follows the reports to allow general discussion on any items of interest to residents.
1.4. The Chairman of the Council may convene an extraordinary meeting of the Council at any time. The Chairman may delegate this task to the Clerk.
1.5. If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
1.6. The Chairman of a committee may convene an extraordinary meeting of the committee at any time.
1.7. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
1.8. Members of the public present at Parish Council meetings are not entitled to speak or participate, but may be invited individually or as a whole by the Chairman to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
1.9. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
1.10. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
1.11. Any person speaking at a meeting shall address his comments to the Chairman.
1.12. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.
1.13. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
1.14. All decisions taken at a meeting shall be by a majority of the Councillors present and voting thereon.
1.15. The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
1.16. At the request of a councillor, the voting on any question shall be by a show of hands, and the result recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the

next item of business on the agenda.
1.17. The minutes of a meeting shall record the names of councillors present.
1.18. If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
1.19. If a member fails throughout six consecutive months to attend any meeting of the council or of its committees he ceases automatically to be a member of the council unless either he has a 'statutory excuse' or his failure was due to a reason approved by the council. The period begins with the last meeting attended.
1.20. An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
1.21. No decisions may be taken at a meeting unless the matter has been included in the agenda, or is on one of the following matters:
<p>1.21.1. To appoint a person to preside at a meeting.</p> <p>1.21.2. To approve the absences of councillors.</p> <p>1.21.3. To approve the accuracy of the minutes of the previous meeting.</p> <p>1.21.4. To correct an inaccuracy in the minutes of the previous meeting.</p> <p>1.21.5. To dispose of business, if any, remaining from the last meeting.</p> <p>1.21.6. To alter the order of business on the agenda for reasons of urgency or expedience.</p> <p>1.21.7. To proceed to the next business on the agenda.</p> <p>1.21.8. To close or adjourn debate.</p> <p>1.21.9. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.</p> <p>1.21.10. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.</p> <p>1.21.11. To receive nominations to a committee or sub-committee.</p> <p>1.21.12. To dissolve a committee or sub-committee.</p> <p>1.21.13. To note the minutes of a meeting of a committee or sub-committee.</p> <p>1.21.14. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.</p> <p>1.21.15. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.</p> <p>1.21.16. To authorise the payment of monies up to £100.</p> <p>1.21.17. To exclude the press and public for all or part of a meeting.</p> <p>1.21.18. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.</p> <p>1.21.19. To give the consent of the Council if such consent is required by standing orders.</p> <p>1.21.20. To suspend any standing order except those which are mandatory by law.</p> <p>1.21.21. To adjourn the meeting.</p> <p>1.21.22. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.</p> <p>1.21.23. To answer questions from councillors.</p>
1.22. No business may be transacted at a meeting unless a quorum of three members of the Council is present.

1.23. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

2. Meeting agenda

2.1. One month before each normal parish council meeting, the clerk will pass to the chairman for onward circulation amongst all parish councillors a folder of correspondence items received since the previous circulated folder. Items in the folder are for information and will not normally be included in the agenda for discussion at the following meeting unless requested by a parish councillor.

2.1.1. Any person, including a councillor, requesting an item to be included in the agenda for the next council meeting should submit the request to the clerk at least seven days prior to the meeting.

2.2. The agenda will be drawn up by the clerk prior to each meeting and submitted to the chairman for approval. **Notice of any meeting shall be published in the usual manner, with the approved agenda, at least 3 clear days before the date of the meeting.**

2.3. When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

3. Ordinary Council meetings

3.1. **In an election year, the Annual General Meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

3.2. **In a year which is not an election year, the Annual General Meeting of the Council shall be held on such day in May as the Council may direct.**

3.3. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

3.4. **In addition to the Annual General Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

3.5. **The election of the Chairman of the Council shall be the first business completed at the Annual General Meeting of the Council.**

3.6. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and, if present, shall preside at the Annual General Meeting until his successor is elected.**

3.7. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the next election of the Chairman of the Council.**

3.8. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

3.9. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

4. Proper Officer

4.1. **The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's**

<p>absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.</p>
<p>4.2. The Council's Proper Officer shall do the following:</p>
<p>4.2.1. Sign and serve on councillors by delivery or post or email at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.</p>
<p>4.2.2. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).</p>
<p>4.2.3. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing orders 4.2.1 and 4.2.2 above.</p>
<p>4.2.4. Keep signed copies of minutes of all past meetings and make them available for public inspection.</p>
<p>4.2.5. Receive and retain declarations of acceptance of office from councillors.</p>
<p>4.2.6. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.</p>
<p>4.2.7. Keep proper records including financial records of all council business and transactions</p>
<p>4.2.8. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998,</p>
<p>4.2.9. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.</p>
<p>4.2.10. Manage the organisation, storage of, security of and access to Council records and information in paper and electronic form.</p>
<p>4.2.11. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.</p>
<p>4.2.12. Keep a file copy of every planning application notified to the Council and record the Council's response to the local planning authority in the minutes of the meeting in which it was agreed;</p>
<p>4.2.13. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.</p>
<p>5. Code of Conduct</p>
<p>5.1. All councillors shall observe the code of conduct adopted by the Council.</p>
<p>5.2. Councillors may exercise the rights contained in standing order 5.3 below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.</p>
<p>5.3. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the meeting.</p>
<p>6. Minutes</p>
<p>6.1. Following each meeting, the Proper Officer will prepare the minutes and submit to the Councillor who chaired the meeting to which they refer for checking and approval. Following approval or any agreed amendments, the Proper Officer will circulate copies to all who attended the meeting, any Parish Councillors who did not attend, the District Councillor and County Councillor for the parish, the webmaster for posting on the parish website, and any other person deemed appropriate.</p>
<p>6.2. Minutes of each meeting, including any amendment to correct their accuracy, shall be confirmed by resolution at the following ordinary meeting and shall be signed by the Chairman</p>

of the meeting and stand as an accurate record of the meeting to which the minutes relate.
6.3. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.
7. Disorderly conduct
7.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
7.2. If, in the opinion of the Chairman, there has been a breach of standing order 7.1 above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion shall be put to the vote forthwith and without discussion.
7.3. If a resolution made in accordance with standing order 7.2 above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.
8. Expenditure
8.1. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
8.2. The Council's financial regulations shall be reviewed at least once a year.
8.3. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee or to an employee.
9. Execution and sealing of legal deeds
9.1. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
9.2. In accordance with a resolution made under standing order 9.1 above, any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
10. Committees
The Council may at any time appoint such committees as may be necessary, and:
10.1. shall determine their terms of reference;
10.2. may permit committees to determine the dates of their meetings;
10.3. may dissolve a committee at any time.
11. Accounts and Financial Statement
11.1. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations
11.2. Before each ordinary meeting the Clerk shall supply to each councillor together with the agenda and any other documents provided in advance of the meeting, a summary statement of expenditure for the year to date against the relevant budget, together with any appropriate comments and explanations.
11.3. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval in advance of the ordinary meeting preceding the audit date advised by the external auditors, or, if directed by the Chairman, in advance of an extraordinary meeting convened for the purpose.
12. Estimates/precepts
12.1. The Council shall approve written estimates and set the precept for the coming financial year at its meeting in January.

12.2. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

13. Planning applications

13.1. The Parish Clerk will review promptly any planning applications copied to Kingston Parish Council as statutory consultees, and contact any neighbours to the property concerned to ensure they are aware of the proposals, offering assistance as appropriate in regard to the procedure to follow if they have any concerns or objections.

13.2. If there is sufficient time for the Parish Council's response to be determined at the following Parish Council meeting and communicated to the planning authority, the Clerk will include the item in the agenda for that meeting.

13.3. If there is insufficient time to respond after the following meeting, the Clerk will consult with the Chairman and proceed in accordance with standing order 13.4 or 13.5 below.

13.4. If in the view of the Chairman the application is not potentially controversial he will authorise the Clerk to respond appropriately on behalf of the Parish Council. The Clerk will include the item for retrospective approval of the response at the following meeting.

13.5. If in the view of the Chairman the application is potentially controversial, he will instruct the Clerk to call an Extraordinary Meeting to discuss the application.

14. Unauthorised activities

14.1. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a committee issue orders, instructions or directions.

15. Confidential business

15.1. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

16. Freedom of Information Act 2000

16.1. The Council will maintain and publish a Publication Scheme indicating the process by which members of the public may have access to council documents and information.

16.2. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme.

17. Relations with the press/media

17.1. All requests from the press or other media for an oral or written statement or comment from the Council shall be referred to the Council for a decision as to how they should be responded to.

17.2. Councillors or the clerk shall not, in their official capacity, provide oral or written statements or written articles to the press or other media, unless authorised by the Council to do so.

18. Liaison with District and County Councillors

18.1. An invitation to attend each ordinary meeting of the Council shall be sent, together with the agenda, to the councillors of the District and County Council representing its electoral ward.

18.2. Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County councillor representing its electoral ward.

19. Financial control

19.1. The Council shall consider and approve financial regulations which shall include detailed arrangements in respect of the following:

19.1.1. the accounting records and systems of internal control

19.1.2. the assessment and management of financial risks faced by the Council;

19.1.3. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
19.1.4. procurement policies including the setting of values for different procedures depending on the value of the contract.
19.2. The Council's financial regulations shall be reviewed regularly
19.3. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £1000 shall be procured on the basis of a formal tender.
20. Risk assessments
20.1. The parish council will carry out and regularly review risk assessments covering any areas under its control which, in the view of the councillors, could carry significant risks, including financial risks. All risk assessments will be documented and approved by the parish council. This approval will be minuted, and the date of the meeting noted on the documentation, which will be kept with other parish records by the clerk.
21. Allegations of breaches of the code of conduct
21.1. On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Council.
21.2. The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
21.2.1. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
21.2.2. Ensure that any background papers containing the information relating to the allegation are not made public.
21.2.3. Ensure that the public and press are excluded from meetings as appropriate.
21.2.4. Ensure that the minutes of meetings preserve confidentiality.
21.2.5. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
21.3. Standing order 21.2 above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
21.4. The Council shall have the power to:
21.4.1. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
21.4.2. seek and share information relevant to the complaint;
21.4.3. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the Council.
22. Variation, revocation and suspension of standing orders
22.1. Any or every part of the standing orders, except those which are mandatory by law (shown in bold), may be suspended by resolution in relation to any specific item of business.
23. Standing orders to be given to councillors
23.1. The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
23.2. The Chairman's decision as to the application of standing orders at meetings shall be final.

23.3. A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.