

Kingston Parish Council

Minutes of Annual General Meeting held at 8.00pm on 12 May 2011

Present:

Simon Draper, Chairman
Julie Conder
James Clear
Tumi Hawkins, SCDC
Fiona Whelan, CCC
Peter Stokes, Clerk

1. Apologies

Tim Fitzjohn
Tumi Hawkins SCDC (late)
Fiona Whelan CCC (late)

2. Election of Chairman and other officers

2.1. Chairman: Julie Conder proposed that Simon Draper be re-elected Chairman. This was unanimously agreed.

Other officers: as two of the other offices are currently held by Tim Fitzjohn, and he was not present, it was decided to defer the election of other officers to the next meeting.

(Fiona Whelan arrived at this point)

3. Presentation by Lawrence Green, SCDC

Mr Green encouraged KPC to draw up an emergency plan, and register it with his department. He distributed copies of a recommended model plan and advised that a downloadable template for this was available on the SCDC website. He also advised that another document – the Public Table of Risks, published by CCC – was also available on-line and might be useful in drawing up Kingston's emergency plan. It was agreed that the Clerk would download the SCDC template, modify it as a proposed plan for Kingston, and circulate it for comment. **Action: Clerk.**

(Lawrence Green then left the meeting.)

(Tumi Hawkins arrived at this point.)

4. Minutes of last meeting

Accepted.

5. County Councillor's report

5.1. The library at Comberton Village College is under threat of closure. A meeting has been arranged for 25 May to explore the possibility of keeping the library open by using volunteers to run it.

5.2. Fiona Whelan and others met with Stagecoach to explore options for the Friday and Saturday evening no. 18 bus, which has been discontinued. If the seven villages which use this bus could put together a plan to finance the running of this bus, Stagecoach would be willing to operate it for a trial period of 6 months. The cost would be £140 per bus journey, i.e. £280 per week to cover the Friday and Saturday discontinued evening services. A way would have to be found to share this cost equitably between the seven villages. It might prove difficult to expect passengers to pay on a 'per journey' basis, as many of these would have bought a 'Megarider' ticket which entitles them to bus rides without further payment.

Fiona Whelan brought a 'Save Our Buses' petition – to be put up in the bus shelter.

Action: Clerk.

- 5.3. The Highways Department has very little money to repair roads, so it will be necessary to prioritise any requested repairs.
- 5.4. Regulations regarding the changing of speed limits have changed, making it easier for (for example) a parish council to request a change to the speed limit in their village. Generally requests for changes will be accepted subject to police approval. Parish Councils will have to pay the costs of new signs and advertising costs.

6. District Councillor's report

See Appendix A.

Fiona Whelan and Tumi Hawkins left at this point.

7. Matters Arising from last meeting

- 7.1. **5.1 Community Plan (TF):** deferred to next meeting.
- 7.2. **5.2 Tree planting at the playground (TF):** closed.
- 7.3. **5.3 Ownership of land bordering bridle path beyond Field Road (FW):** Fiona Whelan to action. **Action: FW.**
- 7.4. **5.5 Mural in village hall, funding of improvements to village hall (SD):** Simon has circulated the minutes of his meeting with Torrie Smith, Chairman of the Village Hall Management Committee. The VHMC has a meeting in June, which will be attended by Katherine Stalham and Peter Stokes as committee members. The VHMC can be informed that KPC may be able to make a modest grant to fund immediate improvements to the interior of the main room. Katherine and Peter to report back to the next KPC meeting. **Action: KS, Clerk.**
- 7.5. **6.1 Reduction in grant for village grass-cutting from CCC:** the Clerk has asked the contractor what reduction in the grass cutting programme would be necessary to save £87. The contractor has acknowledged but not yet suggested how this might be achieved. To be addressed when activity is invoiced. **Action: Clerk.**
- 7.6. **6.2 Reductions in bus services:** see 5.2.
- 7.7. **10 Proposal for KPC page on Facebook (JC):** Agreed that this should be done. Julie Conder to set up page for KPC. **Action: JC.**

8. Correspondence

- 8.1. **Letter from CCC re street lighting and energy:** agreed to take up Option 1. Clerk to inform CCC. **Action: Clerk.**
- 8.2. **Letter from CPALC re budget provision for legal representation:** no action needed. In the unlikely event of a problem in this area legal support and advice would be available from CPALC as long as KPC remains a member.
- 8.3. **Letter from CCC re reduction in grass cutting:** we are asked to assist in the monitoring of grass cutting on footpaths etc. by advising CCC if any paths remain uncut by the end of May so that a cut can be arranged. It may be possible to add paths which are not currently part of the programme if notified, so that they will be cut next year. **Action: all.**
- 8.4. **Email from CCC re setting up 'Community Connect' group:** agreed no action at present. Clerk to respond asking that we continue to be kept informed. **Action: Clerk.**
- 8.5. **Email from CCC re future options for management of LNR:** as Tim Fitzjohn was absent, and there did not appear to be any urgency, it was agreed to defer to the next meeting. (NB: it later transpired that a meeting had been arranged by the Cambridge Conservation Volunteers for 14 May, but KPC was not informed until the

day before. The Clerk has since been in contact with the Volunteers, and will put Tim in touch with them.)

- 8.6. **Telephone call from Allison Clenaghan re barbecue at recreation ground:** no further action.

9. Clerk's report

- 9.1. **Bi-monthly report:** see appendix B

9.2. Invoices for payment

- 9.2.1. Kingston PCC for parish magazine £561.00: agreed to contact the PCC to ask for more details as this is considerably higher than the previous year. **Action Clerk.**
- 9.2.2. Simpson's nurseries for tree etc for playground £22.49: agreed to discuss with Tim Fitzjohn before payment. **Action Clerk.**
- 9.2.3. CPALC for allotments workshop £55.00: agreed.
- 9.2.4. Playsafety for annual RoSPA playground inspection £86.40: agreed.
- 9.2.5. Cambridge Outdoor Living for materials for playground workday £37.85: agreed.
- 9.2.6. Val Seekings for internal audit £40.00: agreed.
- 9.2.7. Val Seekings for postage £7.00: agreed.

9.3. Approval of 2010/2011 accounts, Annual Return

- 9.3.1. The accounts for the year ended 31 March 2011 were approved.
- 9.3.2. The Clerk advised that the Internal Audit was complete and there were no issues.
- 9.3.3. All statements in Section 2 of the Annual Return were agreed, and the document signed where necessary by the Chairman and the Clerk.

9.4. 2011/12 Budget

It was agreed that this would be changed so that the cost of playground inspections is now under the heading 'Village Asset Maintenance' and not 'Miscellaneous'. Totals are unchanged.

9.5. Annual village Meeting

Reminder that this takes place on Thursday 19 May.

9.6. Playground inspection reports

- 9.6.1. All planned tasks were completed on the work day held on 7 May.
- 9.6.2. The annual RoSPA inspection report was carried out on 13 April 2011. The only issues raised were:
- 9.6.2.1. The old slide has a 'toggle entrapment' point at the top of the steps. No action is required.
- 9.6.2.2. The new nest swing has a 'finger entrapment' hazard in the structure of the nest. It is not clear from the report whether the risk level is 'medium' (in which case action is required) or 'low' (in which case action is not required). Clerk to clarify with RoSPA, and then seek guidance from the supplier, Playdale, as appropriate. **Action: Clerk.**
- 9.6.3. There have been no weekly reports received since February, although it may be that John Dickerson has been carrying out the inspections but the reports are stockpiling. There was some discussion as to whether or not it was necessary to inspect the playground weekly. Vandal damage can occur at any time and it is important that this is spotted – and if necessary, actioned – promptly. However it may be that regular vigilance by parents visiting with their children would be

sufficient. Katherine Stalham to talk to John Dickerson and suggest the way forward. **Action: KS.**

9.7. **Allotments, Cranes Lane**

The Clerk advised that two out of the three current tenants have paid for the period up to 30 September 2011. (NB: the 3rd tenant has since also paid). The tenancy agreement is currently the same as the one operated by SCDC. KPC needs to agree the new tenancy agreement at the July meeting so that this can be sent out to tenants or prospective tenants in good time for the start of the new season on 1 October. Clerk to re-circulate the proposed new agreement, with any suggested changes, before the July meeting. **Action: Clerk.**

10. **Items for next meeting**

None

11. **Planning**

- 11.1. **S/0703/11 alterations to first floor at Thatches:** already agreed that the Parish Council supports this application.
- 11.2. **S/0671/11 internal and external alterations and extension to Moat Farm House:** already agreed that the Parish Council supports this application, while noting that there may be conservation or listed building issues to be considered by the Conservation Department.
- 11.3. **S0853/11 double garage at 1, Field Row:** agreed that the Parish Council supports this application
- 11.4. **S/0084/11 new garage at The Old Rectory:** this has been approved by SCDC.

12. **Date of next meeting:** 14 July 2011

Meeting ended at 22.30

Signed.....

Date.....

Councillor's Report – South Cambridgeshire District Council

Month: May 2011

1. General

April was a quiet month as in part due to the fact that preparations were going on for the May elections.

2. Blue Bins

If you are having trouble fitting all of your recycling into your blue bin and feel you could use another, please ring South Cambs District Council on 03450 450 063. Please note that there is a delivery charge for a second bin, and all bins remain property of the District Council. Alternatively, excess recycling can be placed in the old green box, or in any cardboard box, which itself will be automatically added to the recycling collection

3. Bus Services/Concessionary Fares/Bus route losses

South Cambridgeshire DC is embarking on a review of three key plans in the Local Development Framework: the Core Strategy, Site Specific Policies DPD and the Development Control Policies DPD. The review will take the form of a single replacement plan to be called the South Cambridgeshire Development Plan and will look ahead to the period to 2031.

Work on the evidence base for the plan is underway and the first formal stage of the plan review will be consultation on Issues and Options next Summer (2012).

A key part of the evidence base is the preparation of a Strategic Housing Land Availability Assessment (SHLAA). It is a technical assessment that will identify sites that are potentially suitable for housing, but will not reach any conclusion on whether a site should be an option for housing in the LDF review. Issues and Options consultation, is a separate matter as part of the plan making process. The Council will be following national guidance on the preparation on SHLAAs.

As part of the SHLAA process, the Council is setting up a Housing Market Partnership that will include representatives of those with an active interest in housing in the district. The Partnership will help the Council ensure that the SHLAA site assessments are robust, and will have a particular role on the key issue of deliverability of sites. Get in touch ASAP if interested

4. 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

Appendix B

Financial report: 8 May 2011

N.B. All figures exclude VAT

Item	Budget 2011-12 £	Expenditure YTD £	Budget minus expenditure YTD £	Comments
Grass and Hedge cutting	1800.00	0.00	1800.00	
Insurance	757.00	0.00	757.00	
Clerk's salary	1005.00	0.00	1005.00	
Grants (section 137)	614.00	0.00	614.00	
Audit fees	165.00	0.00	165.00	
Village asset maintenance	1351.00	0.00	1351.00	
Subscriptions	160.00	0.00	160.00	
Parish Magazine	221.96	0.00	221.96	
Footpath lighting	212.00	0.00	212.00	
Miscellaneous and expenses	150.00	0.00	150.00	
Income other than precept	-8.00	-15.73	7.73	Allotment fees
To reserves	620.00			
Total	7048.39	-15.73	7064.12	

6443.69

Bank balances	Current account:	372.26	
	Deposit account:	10605.31	1st tranche of precept received