

Kingston Parish Council

Minutes of Annual General Meeting held at 8.00pm on 10 May 2012

Present:

Simon Draper, Chairman
Tim Fitzjohn
Julie Conder
James Clear
Tumi Hawkins, SCDC
Peter Stokes, Clerk

1. Apologies

Katherine Stalham, Fiona Whelan

2. Election of Chairman and other officers

- 2.1. Chairman: Simon Draper, proposed by Julie Conder, elected unanimously
- 2.2. Vice-chairman: Tim Fitzjohn, proposed by Simon Draper, elected unanimously
- 2.3. Other officers agreed to continue in their present roles: Julie Conder, Finance Officer, Playground User Group representative and Webmaster; Tim Fitzjohn, Footpaths Officer; James Clear: Open Spaces Officer.

3. Minutes of last meeting

Accepted.

4. Matters Arising

- 4.1. **3.1 Community Plan:** Tim Fitzjohn reported that the results from the 'love/hate' survey were being collated to inform the format of the main survey. It was noted that the areas and preferences being investigated by the survey will fall into two types: matters which are under the direct initiative and control of the parish council, and matters where the parish council may have some influence but the authority to make decisions lies elsewhere. 50% of households responded.
- 4.2. **3.5 40mph speed limit on Bourn Road:** SCDC has emailed to say that the short-listing process has changed again and they will contact applicants for the funding to advise what will happen next.
- 4.3. **4.1 First Responders scheme:** Mark Taylor, the Toft resident attempting to start this scheme, has had no response to his appeal for funding from either Toft or Caldecote parish councils. The Clerk has advised him that KPC cannot go any further unless there are reciprocal offers of funding from the other two parish councils.
- 4.4. **4.5 Hedge on Bourn Road:** CCC Highways Dept have agreed to cut this hedge after the nesting season.

5. Correspondence

Letter from CCC thanking KPC for taking on the cost of cutting protected verges.

6. County Councillor's report (presented by Tumi Hawkins)

- 6.1. Stagecoach have advised that the no 14 bus (Caldecote) is to be discontinued. Also the no 18 bus leaving Comberton towards Kingston at around 4pm is to be discontinued, which may affect children at the school who wish to stay on at the school for an activity rather than catch the first available bus as school finishes. It is suggested that parishes affected write to the Infrastructure Portfolio Holder at

Cambridgeshire County Council to ask for more information, particularly regarding the rationale for this change. Agreed that KPC should write. **Action: Clerk.**

6.2. Francis Burkitt, District Councillor (Barton Ward) is leading a project to encourage the development of 'affordable housing' in villages in this locality. He has offered to visit parish councils to talk about it. Agreed that we would invite him to a Parish Council meeting, to which the Community Plan group will also be invited. **Action: Clerk to issue invitation through Tumi Hawkins.**

6.3. There are several potholes in the village, including a particularly deep one on Bourn Road. Clerk to report to Highways team. **Action: Clerk.**

7. District Councillor's report

See Appendix A. Agreed to publicise items 1 (Youth Council) and 3 (superfast broadband) in the parish magazine. **Action: Clerk.**

8. Village Hall upgrade project

Two designs have been produced by the architect – all those who took part in the consultation favour the larger scheme which involves extending the small hall towards the old wooden shed, which would be demolished. Tumi Hawkins requested that she is sent copies of any grant applications and other correspondence with SCDC, as her opinion may be asked for, and if forewarned she may be able to actively support any requests or applications. The project group will next arrange a meeting of the whole VHMC to secure approval for the proposals, and then arrange a meeting with the architect to instruct him to produce detailed drawings.

9. Open spaces report

9.1. Allotments – much work has been done on all four plots. A shed has been erected on Plot 2.

9.2. The workday at The Orchard was successful. A number of dead trees have been removed and others protected against strimmer damage. Some branches have been cut out of the ash tree. Two nesting boxes were put up. An area of brambles was cleared. Some tree stumps still to be removed. There will be further work needed in the autumn.

9.3. A litterpick was carried out in March.

10. Report on Local Plan workshop attended by Julie Conder

The formation of the plan which will cover the period 2016 - 2031 is in its early stages. The group is looking at 6 main areas, including encouraging the location of more businesses in villages in order to reduce commuting. The timetable for the plan is:

Sep 2012	Public consultation
Jun 2013	Draft plan available
Oct 2015	Adopt final plan

It was agreed that KPC needs to decide how to formulate its views representing the wishes of residents, particularly on development in the parish, so that these could be passed to SCDC in a timely manner for inclusion as appropriate in the Local Plan. **Action: Clerk to include in agenda for next meeting.**

11. Kingston Jubilee Party

A steering group led by Peter Stokes has held two meetings, and a village party centred on a hog roast is being arranged for 4 June. Attendance will be free of charge to residents and their friends/relatives. Volunteers will provide salads and puddings. Jubilee mugs will be provided for young children. The costs will be met by the Parish Council using its powers under the Local Government Act 1972 s145. A budget of £850 was approved.

12. Clerk's report

- 12.1. **Bi-monthly report:** see Appendix B. Agreed that 'deposit for hog roast and payment for jubilee mugs' would be posted in the 'grants' section. **Action: Clerk.**
- 12.2. **Approval of 2011/12 accounts:** approved.
- 12.3. **Sign off Annual Return:** all statements in the annual governance statements agreed as 'yes'. The Chairman and Clerk signed the Annual Return.

12.4. 2012-13 accounts and budget

- 12.4.1. It was agreed that the budget would be revised to include the following known expenditure which had been agreed after the budget was set:

£2350 Jubilee bench
£850 Jubilee party

The Clerk confirmed that an application has been submitted for a Community Chest grant towards the cost of the Jubilee bench from SCDC. Tumi Hawkins asked to be sent a copy of the application. **Action: Clerk.**

- 12.4.2. It was agreed that in the accounts and budget, 'Village assets' would be split into two sub-groups: 'Playground' and 'Other'.

- 12.4.3. It was agreed that in the accounts and budget, references to 'Grants (S137)' would be amended to simply 'Grants' since grants may be made using powers conferred by other legislation.

See Appendix C for the revised budget.

12.5. Invoices for payment:

- 12.5.1. Insurance policy renewal £744.39
12.5.2. LCR subscription renewal £15.50
12.5.3. Buchans grasscutting £426.59
12.5.4. CAPALC subscription renewal £75.15
12.5.5. SCDC rent for allotments £30.00
12.5.6. Clerk's April salary £88.00
12.5.7. Robinson's Butchers £150 (already paid)
12.5.8. Cherry Thing £105.00 (already paid)

All approved.

- 12.6. **Clerk's salary and PAYE payments:** It was agreed that the Clerk's salary would in future be paid monthly. It was agreed that the Clerk could make monthly payments of salary to himself and PAYE to HMRC, with second approval by another councillor in the usual way, without obtaining approval for each payment at a parish council meeting. **Action: Clerk.**

12.7. Outstanding playground items

- 12.7.1. It was agreed at the meeting that a further 10 bags of treebark would be purchased to replenish the area under the jungle climber. *[NB: it was later agreed, following receipt of a RoSPA playground inspection report, that this action was unnecessary.]*

- 12.7.2. It was agreed that the grassy mound is too steep, particularly on the side facing the football pitch, for grass to be expected to flourish. A large amount of additional soil will be needed to achieve a shallower slope. There is a large pile of spoil at The Old Rectory arising from the digging out of a basement under the new garage. Tim Fitzjohn agreed to check to see if this material would be suitable for the mound and if so, to approach Simon Gardner to see if he would be willing to arrange for the transport of a suitable amount of the soil to put on the mound. **Action: TF.**

12.8. **Village logo**

It had previously been agreed in email correspondence that a parish 'logo' would be desirable, and with the permission of the artist, Greg Toon, it was agreed to adopt the 'parish pump' illustration he designed for use in the Parish Plan questionnaire. The Clerk circulated a possible new letter heading for KPC. It was agreed to adopt this with minor changes – see Appendix D.

13. **Planning**

- 13.1. **S/0174/12/FL Summerhill:** this application has been withdrawn.
- 13.2. **S/0659/12/LB Gamekeepers Cottage:** The application had already been agreed 'no comment' by the Chairman and the Clerk under standing order 13.3, as although the proposed alterations are extensive, the cottage is located in a wood within a private estate and is not visible from any road or adjoining property. The earlier decision was confirmed.
- 13.3. **S/0607/12/FL Crossways Cottage:** The application had already been agreed 'no comment' by the Chairman and the Clerk under standing order 13.3, as the development is modest in size, single storey, and largely invisible from the adjacent roads. The earlier decision was confirmed.
- 13.4. **S/0552/12/FL Meteorological mast at Arrington:** The application had already been agreed 'no comment' by the Chairman and the Clerk under standing order 13.3, as the proposed development had no discernable impact on Kingston parish. The earlier decision was confirmed.

14. **Items for next meeting:**

None

15. **Date of next meeting**

12 July 2012

Meeting ended at 10:50.

Signed.....

Date.....

South Cambridgeshire District Councillor's Monthly Report

Month of March -April 2012

1. South Cambridgeshire Youth Council

The Council has opened up nominations for the Youth Council, starting from 1st April. Members of the Youth council will represent young people in all the Council's work, highlight the issues of concern to the young people, and have a real say in things that happen in South Cambridgeshire.

There are 20 places up for grabs and these are open to all young people between the ages of 13 and 18 who live in South Cambridgeshire. Nominations close on August 1st and, if there are enough candidates, an election will be held in September.

For more information, call Tracy Mann on 01954 713342 or email tracy.mann@Scambs.gov.uk. Follow <http://www.facebook.com/SCYouthCouncil>

2. New Housing Repairs Contractor

Mears, the new housing repairs contractor started the 5-year contract on 2nd April.

Mears was selected following a bidding process in which the DLO, the Councils on in-house repairs team was forced to re-apply for their own jobs even though they met their key performance targets and had good feedback from council tenants. They lost to Mears, a national company by a mere 2.5%. However, some have been absorbed into Mears and some of them have left.

A letter went out to all tenants informing them of the changes. We wish Mears well and hope that the level of service does not drop. The telephone number for repairs is now 0800 085 1313.

3. Superfast Broadband – for Cambridgeshire

Cambridgeshire County Council (CCC) together with Peterborough City Council (PCC) have started the Connecting Cambridgeshire project, which aims to provide at least 90% of homes and businesses in Cambridgeshire with access to superfast broadband with speeds of at least 25 Mbps, with the remaining having "better" connectivity, all by 2012. This is being made possible through £6.75M government funding via the BDUK (Broadband Delivery UK) and £20M of funding from CCC and £3M from PCC.

The public subsidy can only be used in the areas designated as "white" which means there is no broadband provider. South Cambs has the greatest number of white areas. The success of the project relies on the interest for and take up of broadband services, so communities need to register their demand. CCC is working with the Districts to try and this project going.

To register your interest and demand, please go to www.connectingcambridgeshire.co.uk. Pass on the message to family, friends and neighbours, to gather as many registrations as possible. The County is hoping that "Digital Champions" will emerge from within communities, to encourage local residents and businesses to demonstrate their demand for broadband.

4. Finance and Housing

On 26th March 2012, SCDC took on a loan of £205.123 million into the Housing Revenue Account, and paid it out to the Government a few days later, as the price for keeping all the rents that come from the council housing stock. The loan is for a term of 30 years.

The council is planning on spending some of that money on new house building in the future, and announced it would build 1000 throughout the district. It expects to deliver half of them in the next 15 years. Money will also be made available to upgrade existing stock.

The Portfolio Holder for Housing has said that the Council are determined to work with parish councils to make sure the homes are built where the local communities want them. All I can say is “lets wait and see”.

5. Land Adjacent to Casa De Fosetta – Planning application S/1383/11 Change of use to Touring Caravan site

The SCDC Planning Committee gave consent for change of use of the land to Touring Caravan Site. This is the plot of land on the old A428 next to the white Spanish style bungalow. The planning permission allows the land to be used for holiday caravanning, and nothing else.

However, it is well known that the owner of the land has threatened to use it for other purposes, and SCDC has for the last two years known about this. I had put in place an escalation procedure in the event that the threat to illegally occupy the site was implemented. This was not considered material planning consideration, nor was the fact that the land had been gradually degraded to the point where the protected great crested newts were no longer on the site. Caldecote Parish Council also objected quite strongly. You can read more about this issue on my blog.

The Planning Office is now putting together the planning conditions to be attached to the licence to operate the caravan site. Caldecote Parish Council is also taking an active part in this process.

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

7 th May 2012		Caldecote Sport Pavilion Opening
4 th June 2012		Jubilee celebrations
1 st August 2012		Close of Nominations for Youth Council

Tumi

Tumi Hawkins
10-May-12

Email me @:	tumi@tumihawkins.org.uk
Follow on twitter:	http://twitter.com/CouncillorTumi
Facebook share:	http://www.facebook.com/itsCouncillorTumi
Read my blog at:	http://www.TumiHawkins.org.uk
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Appendix B

Financial report: 5 May 2012

N.B. All figures exclude VAT

Item	Budget 2012-13 £	Expenditure YTD £	Budget minus expenditure YTD £	
Grass and Hedge cutting	1856.00	0.00	1856.00	Invoice received for April £355.49
Insurance	744.00	0.00	744.00	Invoice received £744.39
Clerk's salary	1057.00	17.60	1039.40	
Grants	646.00	237.50	646.00	Includes deposits for hog roast and payment for jubilee mugs
Audit fees	169.00	0.00	169.00	
Village asset maintenance	1000.00	765.00	235.00	Includes deposit on Jubilee bench £630
Subscriptions	202.00	0.00	202.00	Invoice recd for LCR £15.50
Parish Magazine	400.00	0.00	400.00	
Footpath lighting	139.00	0.00	139.00	
Miscellaneous and expenses	250.00	0.00	12.50	
Income other than precept	-114.00		-114.00	
To reserves	864.00			
Total	7214.00	1020.10		

Bank balances	Current account:	298.66	Cheque to Robinson's Butchers £150 not yet presented
	Deposit account:	10900.47	First of two precept payments received £3607

Appendix C

Final budget 2012-13 (modified May 1

N.B. All figures exclude VAT

Item	Budget 2011-12 £	Estimated Expenditure 2011-12 £	Comments	Budget 2012-13 £	Comments
Grass and Hedge cutting	1768	1765	No more invoices expected. £263 from CCC and £28 from Fasnacloich Estates	1856	RPI increase
Insurance	744	744	no more invoices expected.	744	3-year agreement
Clerk's salary	1005	1005		1057	RPI increase
Grants	614	614	No more payments expected	1496	Churchyard grant incr by RPI + Jubilee party £850
Audit fee	165	347	No more payments expected	169	Applicable ext audit fee £120 + last years int audit fee + RPI
Village asset maintenance	1351	630	£495 spent to date. £120 to be claimed.	3350	£2350 for tree seat + £1000 other
Subscriptions	160	192	Includes subs for SLCC and Combs ACRE, not yet paid	202	RPI increase
Parish Magazine	601	1162	Payments made for last 3 years.	400	Annual grant of £400 now agreed.
Footpath lighting	214	132	Power invoice not yet paid. Maintenance to go back to SLDC.	139	RPI increase
Miscellaneous and expenses	150	331	Includes Clerk's expenses of approx £140 not yet paid.	250	estimate
Income other than precept	-8	-87	Allotment fees, interest.	-114	Allotment rental £60 + interest on £9k at 0.1% + Oil Club commission est £45
Total est expenditure less non-precept income	6763	6836		9550	TOTAL
To/from reserves	285	212		-2336	
Total/precept	7048	7048		7214	£62.83 x 114.8

RPI increase 12 months to Nov 2011 (latest available figure) =

5.2%

(source: Office for National Statistics <http://www.ons.gov.uk/ons/rel/cpi/consumer-price-indices/november-2011/index.html>)

Council Tax base for Kingstons:

Band D equivalent no of properties

2011/12	118.0	59.73	Band D equivalent last yr
2012/13	114.8	62.83	Band D equivalent x 1.052
Reduction:	3.2		

Precept increase to give RPI increase per household

2.36%

KINGSTON PARISH COUNCIL



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