

Kingston Parish Council
Minutes of Meeting held at 8.00pm on 8 November 2012

Present:

Simon Draper, Chairman (SD)
Tim Fitzjohn (TF)
Julie Conder (JCo)
Katherine Stalham (KS)
James Clear (JCI)
Peter Stokes, Clerk

1. Apologies

Fiona Whelan, Tumi Hawkins

2. Minutes of last meeting

Accepted

3. Matters Arising

- 3.1. 3.3 KPC response to South Cambridgeshire Local Plan: no further action
- 3.2. 5.4 Disclosures of pecuniary interest: Katherine Stalham still to complete. Clerk to provide hard copy of form. **Action: Clerk, KS.**
- 3.3. 5.5 Signatories for internet banking system: Clerk to help JCI, KS and TF to resolve difficulties. **Action: Clerk.**
- 3.4. 11.4 Work required on village orchard: JCI and SD still to review. **Action JCI, SD.**
- 3.5. 12.3.2 Exposed areas of concrete above tunnel at playground: there is no exposed concrete, but the soil is thin preventing grass from thriving. JCI and SD to review with item 3.4. **Action: JCI, SD.**
- 3.6. Reports of actions completed or ongoing (no discussion unless requested):
 - 3.6.1. 6.2 Road resurfacing requirements: Clerk is following up with Highways Dept.
 - 3.6.2. 11.5 Hedge between Orchard and Tranquil: has now been cut
 - 3.6.3. 12.3.1 Additional bark at playground: now in place
 - 3.6.4. 12.8: New 30 mph stickers have been distributed

4. Correspondence

- 4.1. Letter from Kingston PCC requesting annual grants: agreed to pay £629.68 for churchyard maintenance and £400 for magazine costs as requested. **Action: Clerk.**
- 4.2. Letter from CCC advising 2011/2012 footpath lighting energy costs: noted.
- 4.3. Letter from Mr and Mrs Moreton re reinstatement of footpaths: agreed to inform the landowner and advise this action to Mr and Mrs Moreton. **Action: Clerk.**
- 4.4. Email from Brian Stinton of CCC re Local Minor Highway Improvements 2013/14: agreed to re-apply for 40mph zone on Bourn Road. **Action: Clerk.**

5. County Councillor's report

No report

6. District Councillor's report

The Chairman read out key points. Agreed to insert an item in the December parish magazine about item 3, Help for Local Business. See Appendix A for full report. **Action: Clerk.**

7. Community Plan report

TF reported that he was now chair of the group. The main questionnaire is nearly complete and will be distributed to residents with the December parish magazine. An on-line version will also be available. Agreed that the link to this will be published on the website and Facebook pages, and also emailed to all those on the parish emailing list. **Action: TF, JCo, Clerk.**

8. Village Hall upgrade project

8.1. KS reported that SCDC has granted £38,000 towards the estimated total cost of £150,000. Outline planning permission has been granted, and Torrie Smith has previously advised that the architect has been instructed to prepare documentation so that full planning permission can be sought. It is not known whether or not any VAT payable can be reclaimed. KS to ask the architect, who was involved with the Toft village hall upgrade, and the Clerk to ask the Toft parish clerk. **Action: KS, Clerk.**

9. Open Spaces report

No report

10. Playground user group

10.1. KS wishes to resign as Chair of the Playground User Group. The Chairman asked her to try and recruit a replacement from amongst other parents of playground users. **Action: KS.**

10.2. The Chairman confirmed that since the User Group currently has no parish councillor as member, a PC representative is needed. JCo holds this office.

11. Clerk's report

11.1. Bi-monthly report: previously circulated, see Appendix B.

11.1.1. JCo asked why she could not see in the Cash Book a payment item to RoSPA for carrying out the annual playground inspection. Clerk to advise. **Action: Clerk.**

11.1.2. JCo asked if the Clerk could claim expenses more regularly (currently claimed annually). Agreed that the Clerk would claim expenses to date at the next meeting, any further expenses at the March meeting, and thereafter at 6-monthly intervals. **Action: Clerk.**

11.2. Invoices for payment:

11.2.1. Buchan's Landscapes for grasscutting £461.39. Agreed for payment.

11.2.2. Cambridgeshire ACRE for playground inspection £111.59. Agreed for payment.

11.2.3. The Chairman requested reimbursement for a bottle of whisky bought for and presented to Bill Lovell in recognition of his many years service as Neighbourhood Watch Coordinator. This was agreed. Chairman to submit claim to Clerk. **Action: SD, Clerk.**

11.3. Dispensations for Disclosures of Pecuniary Interest and the setting of the precept:

11.3.1. An unintended result of the Localism Act 2011 is that parish councillors must declare a pecuniary interest in the setting of the precept since they personally pay a portion of it in their council tax, and then cannot take part in any discussion on it. This would result in all councillors being obliged to withdraw from the discussion and the precept could then not be set. To overcome this difficulty, dispensations must be obtained.

11.3.2. Under section 33 of the Act dispensations can now be granted by the members' own parish council. Councillors seeking dispensations can take part in the dispensation discussion and decision. The reason for granting the dispensation is

that the business of setting the precept cannot otherwise be transacted as there are insufficient councillors to transact it who are not debarred from doing so because of their disclosable pecuniary interest. The dispensation must specify the period for which it has effect.

11.3.3. Source of this information: SLCC advice note 'The Localism Act 2011' dated 23 October 2012.

11.3.4. Dispensations will be required for all members for the period 1 – 31 January 2013 so that the precept can be set at the January meeting, scheduled to be held on 10 January 2013. It was therefore agreed that these dispensation are hereby granted.

11.4. Filing and archiving of planning application documents: it was agreed that since copies of these documents are available on the internet, it is not necessary to keep file copies after a suitable period has elapsed in case of appeals etc.

11.5. Proposed changes to allotment sub-licence: the Clerk proposed the following changes to the current sub-licence:

11.5.1. Instead of being for an indefinite period (ending only if determined by either party after giving the required period of notice) it is proposed that the sub-licence will be annually renewable, normally on 1 October each year. This was agreed. **Action: Clerk.**

11.5.2. Unilateral ending of the sub-licence must currently be at 6 months notice (except in case of breach of contract) but it is proposed that a shorter period may apply if agreed by both parties. This was agreed. **Action: Clerk.**

11.5.3. As well as the sublicence being non-assignable to a third party, it should be made clear that the allotment may not be sub-let, in whole or part, with or without written agreement, and with or without payment. This was NOT agreed.

11.5.4. It was further agreed that the sub-licence should make it clear that although allotments may not be operated as a commercial business, the selling of excess produce is permitted. **Action: Clerk.**

11.6. Meetings for 2013: dates agreed – see Appendix C.

12. Planning

12.1. S/1775/12/FL Kingston Pastures Cottage: permission has been granted for a single storey extension.

12.2. S/1714/12/LB Kingston Wood Farm House: permission has been granted for internal and external alterations.

12.3. S/1814/12/FL Summerhill: permission has been refused two demolish the house and build two new houses.

13. **Date of next meeting:** 10 January 2013.

Meeting ended at 21.50.

Signed.....

Date.....

South Cambridgeshire District Councillor's Monthly Report

Month of October 2012

1. Local Plan Issues and Options Consultation

SCDC received over 12,000 responses and officers are now working very hard to register them all. In line with the guidance in the National Planning Policy Framework which will come into force in April 2013, SCDC and Cambridge City Councils both need to co-operate and work together to update both of their respective Local Plans. There is therefore a lot of work to be done over the next 2 years. The current thinking is to hold three member workshops to discuss the main issues identified from the summer's consultation, to be followed by three Portfolio holder meetings where the Portfolio Holder will agree on the contents of the draft Local Plan to be recommended to a meeting of the Cabinet in May 2013. Members of the public can attend the portfolio holder meetings if they feel strongly about or wish to discuss any issues close to their hearts! I will continue to pass on updates as and when we get them from Planning Policy Portfolio Holder and Officers.

2. Cold Weather Provision 2012-13

During the cold months the District Council makes special provision for people sleeping rough. It is now trying to get a clearer picture of the number of people sleeping rough in the district on the **evening of Wednesday 7th November 2012**. Rough Sleepers are as "people sleeping, or bedded down, or about to bed down, in the open air (e.g on the streets, in doorways, parks, bus shelters); people in buildings or other places not designed for habitation (such as barns, sheds, cars, derelict boats, stations etc.etc.). It will be helpful to the officers to know where the rough sleeper is actually located, so as to prevent double counting. If you are aware of anyone sleeping rough on this evening, please contact [Sue Carter](#) or Heather Wood, at SCDC on 01954 713044 or 03450 450 051 out of hours or let me know.

3. Help for Local Businesses

The Council has decided to provide help for local businesses by creating a Business Support Fund to offer free advice and guidance to businesses operating in South Cambridgeshire for at least 12 months and can demonstrate difficulties due to the recession. Grants of up to £1,000 may also be available for further support. Those looking to start a business can attend also a range of workshops to help them along the way. The free service being provided by Exemplas on behalf of the council, will run until March 2013. For further information call 0844 346 0755 or email southcambsbusinesssupport@exemplas.com or go to the website www.cambridge-plus.com/content/business-support.

Further to the specific help offered by SCDC, Andrew Lansley the South Cambridgeshire MP launched a Business Support Group in September. The second meeting of the group is being held on Friday 2nd November 2012 at South Cambs Hall from 7.30am. The event is titled – **“What Funding and Support is available to Your Business?”** and is aimed at local businesses of all sizes. The event is FREE and a light continental breakfast will be served. Contact Maria Crick on 07545 872 857 for more details. I've also posted this on my blog. The next meeting will take place on 18th January 2013 and again in March (TBA)

4. Grants for Toft Peoples Hall and Kingston Village Hall

A big congratulations to Toft, and in particular to Nick Nicholson and the People's Hall team that put together the bid for grant funding from Amey Cespa and South Cambridgeshire District Council. SCDC confirmed the award of £14,300 toward this project.

Congratulations also to Torrie Smith and his team for their successful funding bid for Kingston Village Hall. SCDC confirmed the award of £38,800 for this project.

Both communities may be able to apply for top-up grants in the future, depending on the grants budget for the council in the forthcoming municipal year.

5. Broadband – Connecting Cambridgeshire

The registration figures as of 1/11/2012 for Connecting Cambridgeshire project is as shown below

	#Premises	#registrations	%total registered
Comberton	870	57	6.6
Kingston	93	40	43.0
Toft	372	58	15.6
Caldecote	664	32	4.8

As the registered Digital Champion for Caldecote, Kingston, Toft and Comberton, I wish to remind residents of Toft, Kingston and Old Caldecote to get online and register their demand for broadband services at www.ConnectingCambridgeshire.co.uk. These villages are connected to the Comberton exchange, and this is the only opportunity for a while to get the Comberton exchange upgraded for broadband services. We need to have all premises registered to stand a chance of getting the exchange upgraded. Please encourage any one you know in those villages to register. People who do not have access to the internet can register online or on paper forms in libraries, council offices and other public places. They can also call me on 01954 210840 for assistance.

6. Superfast Broadband Race to Infinity Update

BT continues to carry out work to get the remaining 5 PONs (Passive Optical Networks) serving the rest of Caldecote and other communities in the Madingley exchange area to come on-stream. The top of Hardwick, Dry Drayton Estates and top of Caldecote are now on-stream. I will continue to update residents as I get the information from BT. In any event, I am hoping that we will all be on the information superhighway by Christmas. I hope to meet with the BT Regional director in the next couple of weeks and will pass on the updates via the village facebook group or the Madingley Exchange facebook page or my blog. Thanks for your patience.

7. 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!

8. Dates for your diary

2 November 2012	7am	South Cambridgeshire Business Support Group Event
7 November 2012	10am	Planning Committee Meeting

Tumi

Tumi Hawkins
5-Nov-12

Email me @:	tumi@tumihawkins.org.uk
Follow on twitter:	http://twitter.com/CouncillorTumi
Facebook share:	http://www.facebook.com/itsCouncillorTumi
Link on LinkedIn	http://www.linkedin.com/in/tumihawkins
Read my blog at:	http://www.TumiHawkins.org.uk
Call me on:	01954 210840

Financial report 15 Nov 2012

N.B. All figures exclude VAT

Item	Budget 2012-13 £	Expenditure YTD £	Budget minus expenditure YTD £	
Grass and Hedge cutting	1856.00	2306.94	-450.94	Invoice for Sep not included £384.49
Insurance	744.00	744.39	-0.39	No more invoices expected
Clerk's salary	1057.00	739.76	317.24	Now paid monthly
Grants (section 137)	1496.00	1539.77	-43.77	Part costs of Jubilee party. See separate report for breakdown
Audit fees	169.00	160.00	9.00	
Village asset maintenance	3350.00	2649.99	700.01	Invoice for Oct inspection not included (£92.99)
Subscriptions	202.00	200.44	1.56	
Parish Magazine	400.00	400.00	0.00	
Footpath lighting	139.00	0.00	139.00	
Miscellaneous and expenses	250.00	62.00	188.00	
Income other than precept	-114.00		-114.00	
To reserves	864.00			
Total	7214.00	8803.29		

Bank balances	Current account:	£1,508.91	
	Deposit account:	£7,571.98	

Kingston Parish Council – meetings for 2013

10 January	Parish Council meeting
14 March	Parish Council meeting
9 May	Parish Council AGM
16 May	Annual Parish meeting
11 July	Parish Council meeting
12 September	Parish Council meeting
14 November	Parish Council meeting