

# Kingston Parish Council

## Minutes of Meeting held at 8.00pm on 10 January 2013

### Present:

Simon Draper, Chairman (SD)  
Tim Fitzjohn (TF)  
Julie Conder (JCo)  
James Clear (JCI)  
Peter Stokes, Clerk  
Fiona Whelan CCC (arrived late)  
Tumi Hawkins, SCDC (arrived late)

### 1. Apologies

None

### 2. Minutes of last two meetings

- 2.1. **Meeting on 14 November 2012:** minutes accepted.
- 2.2. **Extraordinary meeting on 6 December 2012:** minutes accepted.

### 3. Matters arising

- 3.1. **3.3 Signatories for internet banking system:** JCI is now able to access and use the system. The Clerk will contact Katherine Stalham next to assist her to link up. TF's broadband is not functional at present. **Action: Clerk.**
- 3.2. **3.4 Work required on village orchard:** SD will organise a workday in late January or February. JCI will order two fruit trees and suitable strimmer/rabbit protection. **Action: SD, JCI.**
- 3.3. **3.5 Exposed areas of concrete above tunnel at playground:** more soil is required. Clerk to organise workday to do this in March or April. JCI to provide topsoil. **Action: Clerk, JCI.**
- 3.4. **10.1 New chairman for playground User Group:** defer to next meeting as Katherine Stalham not present.
- 3.5. **3.2 Declarations of Pecuniary Interest:** now all received and sent to Monitoring Officer. JCo advised that they are now on the website.
- 3.6. **Reports of actions completed or ongoing** (no discussion unless requested):
  - 3.6.1. 4.4 Application for funding under Local Minor Highway Improvements scheme for 40mph buffer zone has been submitted. 26 emails from residents were received in support.
  - 3.6.2. 11.5 Allotment tenants have all been given notice to quit on 30 September 2013 and have all acknowledged. It is expected that new contracts will be offered in good time for the 2013/14 season.

### 4. Correspondence

- 4.1. **Email from Heather Ginn** expressing concern about quality of repair of potholes in Church Lane – noted.
- 4.2. **Email from Pat Draper** expressing concern about speed of traffic through village on Church Lane / The Green / Tinker's Lane. After much discussion on various options it was agreed that the most beneficial and cost-effective would be two broad sleeping policemen, similar to the one at the south entrance to Hardwick, positioned respectively at the southern and northern entrances to the village. Clerk to arrange a site meeting with Karen Lunn, Highways Department. **Action: Clerk.**

- 4.3. **Email from Greg Toon** pointing out that turning right into Crane's Lane is hazardous because of poor visibility of oncoming traffic, particularly if that traffic is speeding. Clerk to check if the hedge at the Old Farmhouse needs trimming to improve visibility, and if so to write to the owner. See also minute 4.2.
- 4.4. **Email from Alison Greenwood** with suggestion that the website might usefully have a section with recommendations of tradesmen from residents. Agreed that this would be useful, but only for positive recommendations. Also needed to be worded with a suitable disclaimer. JCo to set up a section, all present to forward to her any examples of details of tradesmen that could be included. **Action: JCo, all.**

Tumi Hawkins and Fiona Whelan arrived at this point.

## 5. County Councillors report

See Appendix A.

## 6. District Councillors report

- 6.1. SCDC are carrying out a survey into demand-responsive transport schemes. Tumi handed a leaflet and questionnaire to the Clerk. Electronic versions to be provided to the Clerk. **Action: Tumi Hawkins.**
- 6.2. There is to be a 2<sup>nd</sup> round of consultation on the District Council's Local Plan. To be publicised on the website, Facebook page, magazine, by email, and on the notice board. **Action: JCo, Clerk.**
- 6.3. Agreed that the appeal for residents to register their interest in faster broadband to be published again. **Action: Clerk.**
- 6.4. For full report see Appendix B.

## 7. Community Plan report

- 7.1. The questionnaire can now be completed on-line on Survey Monkey. This was publicised in the January magazine and the link is also on the Kingston website. To be publicised on Facebook and by email. **Action: Clerk.** Survey to be closed at the end of January and work started on analysis of responses. **Action: TF.**

## 8. Village upgrade project

- 8.1. Katherine Stalham – who is on the sub-committee leading the project – was not present.
- 8.2. There was concern that the project has lost momentum. It was agreed that Suzy Stokes should be asked to follow up a suggestion to Torrie Smith, Chairman of the Village Hall Management Committee and of the upgrade sub-committee, that a meeting of the committee should be held. **Action: Clerk.**

## 9. Open spaces report

- 9.1. No report.

## 10. Clerk's report

- 10.1. Bi-monthly report: previously circulated. See Appendix C.
- 10.2. Invoices for payment:
  - 10.2.1. SLCC subscription £63.00: approved for payment
  - 10.2.2. CCC footpaths lighting £108.65: approved for payment
  - 10.2.3. Clerk's expenses £371.57: approved for payment subject to JCo's scrutiny of receipts.
  - 10.2.4. SD's expenses for a parting gift for Bill Lovell £31.79: approved for payment.

- 10.3. 2013/14 budget and precept: agreed that the precept would be set at £8230, and that the draft budget prepared by the Clerk was accepted. See Appendix D.

## 11. Planning

- 11.1. **S/2193/12/FL The Old Rectory:** minor changes to the application for extensions and alterations previously submitted. For information only.
- 11.2. **S/2453/12/FL 3 Cranes Lane:** application submitted to construct vehicle access and parking. Agreed to respond: approve.
- 11.3. **S/2567/12/FL Kingston Barns:** revisions to the application previously submitted to convert barn to holiday accommodation. Agreed to respond: approve.
- 11.4. **S/2629/12/FL: Gamekeeper's Cottage:** application submitted for extensions and alterations. Agreed to respond: no recommendation.
- 11.5. **S2580/12/FL Manor House, Kingston Wood Manor:** application submitted for internal and external alterations to farm building. Agreed to respond: no recommendation.
- 11.6. **S2217/12/FL Kingston Pastures Farm House:** permission has been granted for a garden room extension.
- 11.7. **S/2289/12/FL Chaundlers:** permission has been granted for a single storey side extension.
- 11.8. **S/2193/12/FL The Old Rectory:** retrospective permission has been refused for retention of a timber pergola which was built without planning permission.

## 12. Items for next meeting

None.

## 13. Date of next meeting

14 March 2013.

Meeting ended at 22:30.

Signed.....

Date.....

A very happy New Year to you all. Rather a short report from me this month because of the holidays.

- **Minor Highways improvement Projects 2012/13**

The submissions had to be in by 21<sup>st</sup> December 2012 but you can still submit letters of support for the scheme from the public up until when the Councillors' panel meet in March to discuss the scheme. I have not submitted a letter yet but will be doing so shortly.

- **County Council Budget**

There are still no details available. The budget will be announced on 29<sup>th</sup> January now and as soon as I have any information I will pass it on to the Parish Council.

- **Bus Meetings**

There are two meetings scheduled for January.

The first meeting for villages in the Eastern part of the area where officers are currently working will take place at **7.45pm on 17 January 2013 at Cambourne Community Hub**. The address of The Hub is High Street, Cambourne CB23 6GW. The purpose of the first meeting is to look at the Demand Responsive Transport proposals put forward by South Cambridgeshire District Council and other options that are being explored through Cambridgeshire Future Transport. It will also be an opportunity for group members to bring attention to any specific needs for their communities. I will be attending this meeting but it would be useful if someone from the Parish Council could also attend.

Because the original kick off meeting was held in August and was poorly attended (and no second meeting was scheduled outside of the holiday period), I have organised a public meeting with officers to specifically get local feedback about the bus service people would like to see run. We have put posters up at local bus stops to get this message out as widely as we possibly can. Unfortunately officers weren't able to meet in January before 17<sup>th</sup>, so it will take place at **7:30pm on 23<sup>rd</sup> January at Comberton Village Hall**. Please encourage anyone that you know who uses the bus to either come along or email me any concerns that they have.

*If you have any issues that I can help with please don't hesitate to contact me:*

*By phone: 01954 212725 (h) and 07947 865490 (m) or by email [fewhelan@gmail.com](mailto:fewhelan@gmail.com)*

*Fiona*

Fiona Whelan, Hardwick Division County Councillor

# South Cambridgeshire District Councillor's Monthly Report

## January 2013

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### 1. SCDC Development Plans – new consultation – Have Your Say

In summer 2012 SCDC held the first consultation on its proposals for the Local Development Plan, which will set out how land in South Cambridgeshire is to be developed from now to 2031. A second consultation is now to take place on additional Issues and options that arose from the first consultation. Main points of note for our communities are:

- (1) Development options on the edge of Cambridge City are being considered by collaborative working with the city council
- (2) A set of 10 new sites have been identified as having potential for development, including Bennell Farm, Comberton, but which is in Toft Parish. This may be an opportunity for Toft parish council to discuss and negotiate with Comberton parish council on outstanding issues to the mutual benefit of both communities.
- (3) Land at Bourn Airfield, former TKA site, is being considered for alternative types of employment use to address the long standing noise issues associated with current use class and is in addition to the proposed 3000 housing option for the airfield site
- (4) Caldecote and Toft have potential green spaces/recreation grounds to be designated for protection
- (5) There is a proposal to remove the buildings of Comberton Village College from Toft Parish and include in the village framework of Comberton. Toft Parish Council may have something to say about this!

A series of public exhibitions will also be held at various venues where you can meet officers and ask specific questions. The most convenient for our villages are on 10<sup>th</sup> January 2013 at The Hub, High Street, Cambourne, and 23<sup>rd</sup> January at Comberton Village Hall, Green End Road, both between 2.30pm and 7.30pm.

Consultation starts on Monday 7<sup>th</sup> January 2013 and ends at 5pm Friday 18<sup>th</sup> February 2013. The full document can be downloaded in two parts, from <http://bit.ly/LDP2-P1> for the joint consultation with Cambridge City, and from <http://bit.ly/LDP2-P2> for the further sites for South Cambs.

You can send in your comments in one of several ways: online at <http://scambs.jdi-consult.net/ldf> which is the preferred method, downloading and completing the response form at <http://bit.ly/LDP2-P> (pdf format) or <http://bit.ly/LDP2-W> (word format), by completing the questionnaire leaflet which you can download at <http://bit.ly/LDP2-Q>, or email your comments to [ldf@scambs.gov.uk](mailto:ldf@scambs.gov.uk) or in writing to Planning Policy, SCDC, South Cambridgeshire Hall, Cambourne Business Park, Cambourne Cambridge CB23 6EA.

### 2. SCDC Budget and Grants Review Update

SCDC has recently had confirmation that central government will be cutting funding to the council for the next financial year by £1m. Over the next 5 years, SCDC expects to receive £600k less from New Homes Bonus. So, the cabinet will be saying that savings need to be made, most likely in the areas already identified.

Following my last report about the proposed cuts of £300,000 from the grants budget for next municipal year, the Leader agreed that consultations should take place with those potentially affected by the proposed cuts. The consultation ended on 20<sup>th</sup> December 2012 and we now await the outcome of that which will be reported at the Leader's Portfolio meeting on 1<sup>st</sup> February 2013. It is doubtful that the Council will not make the cuts in spite of the opposition that has already been expressed, but let's wait and see.

If you have any suggestions to help identify areas of service where the cuts can be made, please feel free to contact me, or the council directly.

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### 3. SCDC New Look Website

Last month, I reported that a “new and improved” customer contact service centre opened at the Council Offices in Cambourne enabling residents and businesses to get in touch by phone and web-chat.

I can now report that the Council has launched a “new look” website, which was developed in response to the increasing number of residents wanting to do carry out their transactions online at times convenient for them. The new look website should make it easier for residents to Pay for it - Apply for it – Report it. It just means the site is easier to navigate, and users should be able to find what they need quickly/efficiently so they can pay bills, report problems and apply for services from the Council.

The Council can still be contacted by phone on 03450 450 500 and the website is still at [www.scambs.gov.uk](http://www.scambs.gov.uk)

### 4. Transport

Local transport for our villages is changing drastically from April 2013 when the County withdraws all subsidies. However, it is also an opportunity to start afresh and design our local public transport system to suit our communities. SCDC is working in partnership with the County to try and come up with workable solutions, but it requires input from residents and bus users. Hopefully the County project, which the County councillor will report on, will build on some of the work that we have done specifically with regards to Bus No. 18. Toft and Kingston Parish Councils can hopefully grasp this opportunity to its full potential. Initial meeting is taking place at Comberton Village Hall on 23<sup>rd</sup> January 2013 at 7.30pm.

**Demand Responsive Transport:** This is an SCDC initiative which aims to provide transport on demand. Residents may be able to book transport up to 7 days in advance, for a door-to-door service to work, doctor’s surgery etc. The District Council would like to hear your views on how this might work and if communities are interested in such a service, as this will help them put the case to potential funding partners. To find out more and to download the survey form, please go to [www.tumihawkins.org.uk/transport-on-demand](http://www.tumihawkins.org.uk/transport-on-demand)

### 5. SCDC Business Support Service and Fund

This is to remind everyone that the SCDC Business Support Fund is still available. The scheme being run by Exemplas on behalf of SCDC, offers free business advice and guidance to eligible small and medium businesses and may also provide grants of up to £1,000 to support struggling businesses.

It runs various types of workshops for those wanting to start a new business or those looking to grow their existing businesses. These workshops are free and take place in Cambourne, Fulbourn and Foxton.

The Business Support Fund is available to anyone that has been running a business within a South Cambridgeshire postcode for at least 12 months and can who demonstrate that the recession has caused or still causing them difficulties.

To book a workshop place or find if you or your business qualifies for a grant, call 0844 346 0755 (Mon-Fri) or email [southcambsbusinesssupport@examplas.com](mailto:southcambsbusinesssupport@examplas.com) or visit [www.examplas.com/southcambs](http://www.examplas.com/southcambs).

The service is only **available until 29 March 2013**, so get your skates on.

### 6. Broadband – Connecting Cambridgeshire

As always, this is a reminder to residents of Toft, Kingston and Old Caldecote to continue to register their demand for broadband services at [www.ConnectingCambridgeshire.co.uk](http://www.ConnectingCambridgeshire.co.uk). We need to have all premises registered to stand a chance of getting the exchange upgraded.

Please encourage anyone you know in those villages to register.

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People who do not have access to the internet can register online or on paper forms in libraries, council offices and other public places. Registration numbers as at end of December were still low for Toft at 19.4% but for Kingston is 43% which is encouraging.

The County Council is now hoping to appoint a supplier this month, so keep those registrations coming in. Please encourage your neighbours and friends to register or call me if they need assistance.

## 7. Broadband – BT Infinity for Highfields Caldecote

Santa seems to have missed one stop, as residents of Highfields Caldecote are still waiting on BT to commission the PON (Passive Optical Network) that will bring superfast broadband to the remaining majority. It is frustrating that “technical problems” are still being claimed as causing the delay and inability to give a firm date. Keep watching this space or check my blog for updates.

## 8. 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!

To assist me in improving my service to you, I will be holding councillor surgeries jointly with County Councillor Fiona Whelan as follows:

Caldecote Village Hall: first Thursdays of the month, starting 7<sup>th</sup> February 2013 7pm – 8pm,  
Kingston Village Hall: second Thursdays of every other month, starting 10<sup>th</sup> January 2013, 7pm – 8pm  
Toft People's Hall: first Mondays of every month, starting 7<sup>th</sup> January 2013, 6pm – 7pm

## 9. Dates for your diary

7 January 2013	9 am	SCDC 2 <sup>nd</sup> Issues and Options Consultation starts
7 January 2013	6pm-7pm	Councillor Surgery, Toft People's Hall
9 January 2013	10am	Planning Committee Meeting
10 January 2013	7pm-8pm	Councillor Surgery, Kingston Village Hall
14 January 2013	10am	SCDC Cabinet Meeting
24 January 2013	2pm	Full Council Meeting
1 February 2013	10am	Leaders Portfolio Meeting
4 February 2013	6pm-7pm	Councillor Surgery, Toft People's Hall
7 February 2013	7pm-8pm	Councillor Surgery, Caldecote Village Hall
18 February 2013	5pm	SCDC 2 <sup>nd</sup> Issues and Options Consultation ends
23 January 2013	9.30am-12.30pm	Exemplas Workshop “Starting a Business”
30 January 2013	1.30pm-4.30pm	Exemplas Workshop “How to research your market”
7 February 2013	9.30am-12.30pm	Exemplas Workshop “Managing money & making profit”
22 February 2013	9.30am-12.30pm	Exemplas Workshop “Planning your business”

*Tumi*

Tumi Hawkins  
5-Jan-13

<b>Email me @:</b>	<a href="mailto:tumi@tumihawkins.org.uk">tumi@tumihawkins.org.uk</a>
<b>Follow on twitter:</b>	<a href="http://twitter.com/CouncillorTumi">http://twitter.com/CouncillorTumi</a>
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<b>Read my blog at:</b>	<a href="http://www.TumiHawkins.org.uk">http://www.TumiHawkins.org.uk</a>
<b>Call me on:</b>	01954 210840

## Appendix C

**Financial report 05 Jan 2013**

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	No more invoices expected, payments awaited from CCC (£262.43) and Fasnacloch Estates (£28)
Insurance	744.00	744.39	-0.39	No more invoices expected
Clerk's salary	1057.00	951.12	105.88	Now paid monthly
Grants (section 137)	1496.00	1624.77	-128.77	Part costs of Jubilee party. See separate report for breakdown
Audit fees	169.00	160.00	9.00	
Village asset maintenance	3350.00	2742.98	607.02	
Subscriptions	202.00	107.45	94.55	
Parish Magazine	400.00	400.00	0.00	No more invoices expected
Footpath lighting	139.00	0.00	139.00	Invoice recd £108.65
Miscellaneous and expenses	250.00	62.00	188.00	
Income other than precept	-114.00	-1064.51	950.51	SCDC Grant, interest, allotment rents
<b>Total</b>	<b>9549.00</b>	<b>8035.14</b>		

<b>Bank balances</b>	Current account:	£659.89	
	Deposit account:	£6,521.98	



## Appendix D

**Budget 2013-14 approved 12 Jan 2013**

N.B. All figures exclude VAT

Item	Budget 2012-13 £	Estimated Expenditure 2012-13 £	Comments	Proposed budget 2013-14	Comments
Grass and Hedge cutting	1856	2017	No more invoices. £263 due from CCC and £28 from Fasnacloich Estates. Excess expenditure over budget due to maintenance of protected verges at an additional £174.	2017	Grasscutting contract price is fixed for 2 years. Contributions from CCC and Fasnacloich Estates unlikely to change for 2013.
Insurance	744	744		744	3-year agreement
Clerk's salary	1057	1057		1089	RPI increase
Grants	1496	1606	£630 churchyard grant, £976 Jubilee party grant	649	Churchyard grant incr by RPI
Village Hall upgrade	0	85	Planning application (this item was posted under 'grants' in 20012/13)	800	Estimated 6 months' repayment cost for £20k loan
Audit fee	169	160		45	External audit fee from 2012/13 is zero for us. Internal audit fee increased by notional £5.
Village asset maintenance	3350	3062	£2350 for tree seat, balance (£712) for brass plate, play bark and inspections	1000	Assume ongoing costs for inspections, playbark and other misc. maintenance.
Subscriptions	202	295	Error in estimated expenditure for 2011/12 when formulating budget in Jan 2012	304	RPI increase
Parish Magazine	400	400		400	Annual grant of £400 now agreed.
Footpath lighting	139	109	As per invoice	112	RPI increase
Miscellaneous and expenses	250	160		165	RPI increase
Income other than precept	-114	-1115	£1000 SCDC grant, £60 allotment rental, £10 interest, £45 Oil Club.	-115	Allotment rental + interest + Oil Club est £45
Total est expenditure less non-precept income	9550	8580		7210	TOTAL
To/from reserves	-2336	-1366	Reduced by SCDC grant	1020	
<b>Total/precept</b>	<b>7214</b>	<b>7214</b>		<b>8230</b>	<b>last year + RPI (3%) + £800 est 6 months loan repayment</b>

**RPI increase 12 months to Nov 2012** (latest available figure) = 

3.0%
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(source: Office for National Statistics, Key figures <http://www.ons.gov.uk/ons/key-figures/index.html>)

**Council Tax base for Kingston:**

Band D equivalent no of properties

2012/13	114.8
2013/14	115.7