

# Kingston Parish Council

## Minutes of Annual General Meeting held at 8.00pm on 27 May 2014

### Present:

Simon Draper, Chairman, first part of meeting (SD)  
Tim Fitzjohn, Chairman, second part of meeting (TF)  
Julie Conder (JCo)  
James Clear (JCI)  
Trish Dunlop (TD)  
Keith Tan (KT)  
Peter Stokes, Clerk  
Tumi Hawkins (SCDC)

### 1. Apologies

None

### 2. Parish Council elections

As a matter of record it is noted here that following parish council elections on 22 May, TF, JCO, JCI and TD have been returned as parish councillors. There is a vacancy for a fifth councillor. The former chairman (SD), being present, takes the chair for this meeting until the election of the new chairman at which point the former chairman ceases to be chairman and councillor.

### 3. Election of chairman and vice-chairman

3.1. **Chairman:** JCo proposed Tim Fitzjohn, elected unanimously. TF then took the chair, and thanked SD for his past service as councillor and chairman.

3.2. **Vice-chairman:** TF proposed JCI, elected unanimously.

### 4. Co-option of councillor

It was agreed that Keith Tan be co-opted as parish councillor.

### 5. Appointment of other officers

5.1. **Finance Officer:** JCo

5.2. **Village Hall representative:** TF

5.3. **Webmaster and Facebook:** JCo

5.4. **Open Spaces Officer:** JCI

5.5. **Footpaths and Rights of Way:** TD

### 6. Minutes of last meeting

Agreed

### 7. Matters Arising

7.1. **5.1 Cycleway between Kingston and Toft:** it was agreed at the last meeting that feedback on the proposal would be sought through an item in the magazine. The only feedback received was from Sara Metherall of Kingston Wood Manor who was in favour of a footpath. The matter could not be discussed further without Stephen Frost.

7.2. **5.2 Felling of tree near village hall:** now completed.

7.3. **5.3 Repair of fridge/freezer:** now completed at a cost of £58.20.

## 8. Correspondence

None

## 9. County Councillor's report

None

## 10. District Councillor's report

See Appendix A

## 11. Community Plan report

11.1. The plan is now printed, ready for distribution.

11.2. TF will present it at the Annual Parish Meeting on 29 May. Copies will then be distributed to all households with the June magazine.

## 12. Village Hall upgrade project

12.1. The Chairman of the Village Hall Management Committee has reported that there is still a shortfall of approximately £14,000 in available funds, either in the bank or promised as grants.

12.2. Work cannot start until a source for this shortfall has been found and confirmed. Other grant applications have been made to Biffa and Amey-Cespa, but their outcome will not be known for some months.

12.3. There is concern that the validity of either the preferred builder's quote or certain promised grants may expire before work starts.

12.4. Simon Draper, former chairman of KPC, suggested that in order to allow work to start, the parish council should agree that if no other source is found to make up the shortfall, a second £20,000 grant would be made to the upgrade fund. This would be funded by a second £20,000 loan, with repayment spread over 20 years.

12.5. TF expressed concern that the parish council did not have a clear mandate from residents for this or the previously agreed loan. There was wide knowledge about the first loan and in the absence of any negative feedback the tacit agreement of the majority of villagers could be assumed. However he felt that if a second loan was to be considered, more formal consultation should take place. An initial reaction could be obtained at the Annual Parish Meeting on 29 May.

12.6. [It was established after the meeting that grant providers stipulate that work must not start until the grant has been approved. This means that if work was started before the grants from Biffa and Amey-Cespa had been approved, these grant applications would be invalidated, so the second parish council grant, and associated loan, would then definitely be required. For this reason it was agreed to delay a decision on the Simon Draper proposal until or unless it was made necessary by imminent reaching of a deadline which threatened the project.]

## 13. Open Spaces report

No report

## 14. Clerk's report

14.1. **Bi-monthly report:** this was previously circulated – see Appendix B.

### 14.2. Invoices for payment

14.2.1. CAPALC subscription £84.04 – agreed for payment

14.2.2. CCC footpath lighting energy £85.74 – agreed for payment

14.2.3. SCDC rent for allotments £30.00 – agreed for payment

14.2.4. Playsafety Ltd playground inspection £88.80 – agreed for payment

14.2.5. Valerie Seekings internal audit £40.00 – agreed for payment

- 14.2.6. Buchan's Landscapes grasscutting £434.69 – agreed for payment
- 14.2.7. Community Action Suffolk insurance premium £677.13 – agreed for payment
- 14.2.8. Clerk's salary for May 14 £73.98 – agreed for payment
- 14.2.9. HMRC PAYE for May 14 £18.60 – agreed for payment
- 14.3. **Approval of accounts and Annual Return:** the accounts were approved and signed by the Chairman. The governance statements on the Annual Return were agreed, and the Annual Return was signed by the Chairman and the Clerk.
- 14.4. **Application for loan from PWLB:** the application is approved and the funds can be called off at approximately 2 weeks' notice. Agreed that the funds would not be drawn until needed.
- 14.5. **Parish Council banking:** agreed to open accounts with Lloyds Bank, transfer all funds to the new accounts and close the accounts with Santander Bank. **Action: Clerk.**
- 14.6. **Playground inspection 9 April and workday 17 May:** the playground inspection by RoSPA found that more playbark was needed under the jungle climber and also recommended that the chains of the swing needed replacement. It was agreed to monitor the wear on the chains but not replace at this time. At the workday on 17 May the following work was carried out: playbark de-weeded and raked over, two 1-cu.m. bags of playbark added, willow tunnel tidied up and re-tied, hedges around entrance clipped back, goal nets repaired (not completed, more repair string to be obtained), brambles removed from fence.
- 14.7. **Playground sign:** the notice at the entrance to the playground needs updating in respect of keyholder information. The Clerk has approached the new occupant of Willow Cottage but she is unwilling to be a keyholder. Agreed that TD, TF and the Clerk would be the new keyholders. Agreed that a small plate with the changes would be procured and affixed to the sign. **Action: Clerk.**

**15. Planning**

- 15.1. S/0710/14/VC addition of a carport to plot 2 at Summerhill, Tinker's Lane: agreed by Simon Draper, former Chairman, and the Clerk to respond 'no recommendation' on 20/06/2013 under Standing Order 13.3. The earlier decision was confirmed.
- 15.2. S0128/14/FL extensions at Wychwood, Crane's Lane: permission has been granted for side and rear extensions.

**16. Date of next meeting:** 9 July 2014

Meeting ended at 21:50.

Signed.....

Date.....

# South Cambridgeshire District Councillor's Monthly Report

## May 2014

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### 1. Elections May 2014

Parish and district council elections take place on 22 May, alongside European elections and I am standing for re-election for the Caldecote Ward. The landscape of local politics and European politics may change after this date.

### 2. SCDC Local Development Plan (LDP) Update

The plan has now been submitted, along with that of Cambridge City, to the inspector. The examination is scheduled to take place in October 2014. StopBAD continue to ask for engagement from local residents, and in particular to fundraise toward the cost of engaging legal representation at the examination.

### 3. Planning Issues

A new system is coming into force next year for developer contributions to local communities. The old system of 'Section 106 agreements' will sit alongside the new 'Community Infrastructure Levy,' or CIL. There is widespread concern that the new system will lessen the amount of cash coming to parish councils. Over the past five years, £2 million has come in to parish councils in South Cambridgeshire through Section 106 agreements. Councillors were given a briefing last week, and my attempts to explain how the new regime may work can be found on my website.

### 4. Green Bin Collections

It is now official – no consultation – green bin collections will happen once a month starting in December 2014 through to February 2015. Normal two-weekly collections will then resume in March 2015. Anyone who wants to comment or express their concern can call SCDC on 03450 450063 or contact by email [collection.changes@scambs.gov.uk](mailto:collection.changes@scambs.gov.uk).

### 5. SCDC Response to Case Work-An Anomaly

While South Cambridgeshire District Council has long had systems in place to ensure that public queries and complaints are responded to within specific time frames, it recently came to light that there has been no such system for handling case work brought forward by local councillors – a strange anomaly as councillors are meant to provide helpful liaison and intervention on behalf of residents.

This was raised recently in relation to two pieces of years-long unresolved casework in another parish, and SCDC is now putting in place a reasonable response time system to correct the problem.

### 6. SCDC Business Workshops

The business workshops from the South Cambridgeshire Business Support Service will be starting up again in March 2014. These are half-day workshops are run by Exemplas on behalf of the council, to help those running or thinking of starting a business in the district and cover subjects focusing on the specific needs of local businesses, including business planning, recruitment and websites and social media.

Each workshop costs £10 +VAT, and anyone interested in attending can reserve a place by telephone 0844 346 0755 (Monday to Friday 8.30am to 5.30pm) and pay by credit or debit card. Full details can be found by visiting [www.exemplas.com/southcambs](http://www.exemplas.com/southcambs)

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## 7. Consultation on A14 Improvement Scheme by Highways Agency

Consultation on the new scheme started on 7 April and will end on 15 June 2014.

Everyone who lives in the district, particularly those who live close or use it are encouraged to submit a response and/or visit one of the exhibitions. The next nearest ones are in The Hub Cambourne on Tuesday 13 May 2014 (I'm glad to see that as I specifically asked for one to be held there), Dry Drayton Village Hall on Saturday 24<sup>th</sup> May, Madingley Village Hall on Saturday 31 May.

Details of the scheme and a full exhibition schedule can be found on the Highways website at [www.highways.gov.uk/A14CambridgetoHuntingdon](http://www.highways.gov.uk/A14CambridgetoHuntingdon) . Comments can also be submitted on the site or by email to [A14CambridgeToHuntingdon@highways.gsi.gov.uk](mailto:A14CambridgeToHuntingdon@highways.gsi.gov.uk)

## 8. Superfast Broadband

Broadband Champions even took place on 30 April to provide update on progress of rollout. The programme is allegedly on track and has met all of its scheduled financial and contractual milestones to date. 88 new fibre cabinets went live by end of April 2014. So superfast broadband is now available to over 19,000 premises across the county. Good news is that the fibre cabinets that will enable Kingston, Toft and Old Caldecote to get superfast broadband via Comberton Exchange will be upgraded by September 2014!!

## 9. Casework

Your Councillor is here to help you. Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services (housing, planning, benefits, council tax, bin collection etc). 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!

## 10. Councillor Drop-in surgery

If I am re-elected at the 22<sup>nd</sup> May elections, then the surgeries will continue as normal, on the first Monday of each month, 6pm-7pm at Toft People's Hall and on the first Thursday of every month, 7pm – 8pm at the Caldecote Village Hall.

## 11. Dates for your diary

7 <sup>th</sup> May 2014	10am	Planning Committee Meeting
8 <sup>th</sup> May 2014	6pm	SCDC Cabinet Meeting
13 <sup>th</sup> May 2014	10am-2pm	A14 Exhibition, The Hub Cambourne
22 <sup>nd</sup> May 2014	7am-10pm	Local and European Elections
24 <sup>th</sup> May 2014	10am-2pm	A14 Exhibition, Dry Drayton Village Hall
31 May 2014	10am-2pm	A14 Exhibition, Madingley Village Hall

*Tumi*

Tumi Hawkins  
8-May 2014

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## Appendix B

**Financial report 26 May 2014**

N.B. All figures exclude VAT

Item	Budget 2014-15 £	Expenditure YTD £	Budget minus expenditure YTD £	
Grass and Hedge cutting	1872	0.00	1871.66	
Insurance	677	0.00	677.00	
Clerk's salary	1111	0.00	1110.78	
Grants (section 137)	650	0.00	649.74	
Village Hall upgrade	16155	0.00	16155.00	
Audit fees	145	0.00	145.00	
Village asset maintenance	500	0.00	500.00	
Subscriptions	180	0.00	179.52	
Parish Magazine	470	0.00	470.00	
Footpath lighting	114	0.00	114.24	
Miscellaneous and expenses	260	0.00	260.00	
Income other than precept	-20154	0.00	-20154.00	
<b>Total</b>	<b>1979</b>	<b>0.00</b>		

<b>Bank balances</b>	Current account:	£2,121.55	
	Deposit account:	£5,593.53	1st instalment of precept received