

Kingston Parish Council
Minutes of Meeting held at 8.00pm on 12 May 2015

Present:

James Clear (JCI) Chairman
Julie Conder (JCo)
Trish Dunlop (TD)
Keith Tan (KT)
Peter Stokes, Clerk
Member of the public: Paul Owers

1. Apologies

1.1. Tim Fitzjohn

2. Minutes of last meeting

2.1. Agreed

3. Election of Chairman and other officers

3.1. **Chairman:** Tim Fitzjohn proposed by JCI, having previously agreed to stand, elected unanimously.

3.2. **Vice-chairman:** James Clear proposed by JCo, having agreed to stand, elected unanimously.

3.3. **Other officers:** the existing postholders agreed to continue:

3.3.1. Tim Fitzjohn: Village Hall Management Committee representative

3.3.2. James Clear: Open Spaces Officer

3.3.3. Julie Conder: Finance Officer, Webmaster, Facebook page

3.3.4. Trish Dunlop: Footpaths Officer

4. Correspondence

4.1. Letter from Peter Reynolds on various matters

4.1.1. Retaining wall at Summerhill: Peter Reynolds wished to know if the owner, Paul Owers, had obtained planning permission for the wall, which crosses the verge at the front of the site. The Clerk had enquired of the planning department if planning permission was necessary, and was advised that as the verge was outside the application site, permission would be needed from the Highways Department. Paul Owers advised that he had not sought or obtained permission, but that he would now do so. He was asked to confirm the outcome to the parish council.

4.1.2. Change of use of former chapel to residential: Peter Reynolds wished to know if the parish council had expressed a view on a previous owner's enquiries about possible change of use in 2006. The only contact on the matter from the previous owner was an enquiry about off-street parking in late 2006. At the time the Clerk referred the enquirer to the Highways Department. It was also noted that that Parish Council only approved the recent application after a condition was included in the permission requiring an off-highway hard standing parking area in front of the building.

4.1.3. Consultation on planning applications: Peter Reynolds suggested that if the parish council had consulted with immediate neighbours prior to considering the application by the owner of 'Wychwood' to build a garage and security gates, they

might have supported neighbours' objections rather than approving the application. It was agreed that it was not the duty of the parish council to consult with neighbours, but rather to ensure that neighbours were aware of planning applications. It was then up to aggrieved neighbours to make their views known to the parish council, if they wished to do so.

It was agreed that the Clerk would draft a letter to Peter Reynolds replying to these points and circulate it to Members for comments. **Action: Clerk.**

- 4.2. Letter from Toft Parish Council re parking near the bend on High St advising that the matter was to be discussed at their next meeting. Agreed to ask Toft PC for feedback. **Action: Clerk.**
- 4.3. Email from Martyn Apperly re standing water in Church Lane: noted.
- 4.4. Email from Terry Osborne re condition of Rectory Lane: noted.
- 4.5. Letter from Heidi Allen, Conservative candidate for South Cambs, offering support to parish councils if elected: noted.
- 4.6. Email from Heather Ginn re horses using footpath alongside Crane's Lane: Trish Dunlop has put up a laminated sign and has written an item for inclusion in the next parish magazine.
- 4.7. Email from Jill Coleman re parking on village greens: agreed to put reminder in magazine about not parking on greens, also about damage to verges.
- 4.8. Email from Karen Lunn re LHI bid: noted.

5. Matters arising from previous meeting

- 5.1. 3.1 Cycleway between Kingston and Toft: Stephen Frost not present, item deferred to next meeting.
- 5.2. 3.2 Broadband in Kingston (TF): TF not present, item deferred to next meeting.
- 5.3. 3.4 Standard clauses in responses to planning applications: Clerk presented a suggested list of items – see Appendix A. Agreed to use these as appropriate for future responses to planning application consultation.
- 5.4. 7.1 Point of contact for problems arising with the builders at the Village Hall: the builders have said they prefer all contact to be through the architect.
- 5.5. 10.5 Orchard Tea Party 18 July: JCI agreed to ask Janet Clear to form a team to organise teas and scones. JCI to form a team to put up the marquee, gazebos etc. **Action: JCI.**

6. County Councillor's report

- 6.1. No report

7. District Councillor's report

- 7.1. No report

8. Village Hall upgrade project

- 8.1. Building work is proceeding satisfactorily, but the programme appears to be a little behind. There are two unexplained 'variations' related to the external ramp/steps and the kitchen drain. A progress meeting is to be held with the architect on 14 May.

9. Open Spaces report

- 9.1. A workday was held on 18 April to repair damaged verges around the village. Much useful work was achieved.

10. Clerk's report

- 10.1. Bi-monthly report (previously circulated): accepted. See Appendix B.

10.2. Invoices for payment:

- 10.2.1. PWLB, loan repayment instalment £512.87 (already authorised and paid) – agreed for payment.
- 10.2.2. Valerie Seekings, internal audit £40.00 (BACS) – agreed for payment.
- 10.2.3. CAPALC membership £142.40 (cheque) – agreed for payment.
- 10.2.4. SCDC rental for allotments £30.00 (BACS) – agreed for payment.
- 10.2.5. NALC, LCR magazine subscription £17.00 (cheque) – agreed for payment.
- 10.2.6. Playsafety, playground inspection £88.80 (BACS) – agreed for payment.
- 10.2.7. Clerk's expenses Nov 2014 – Mar 2015 £75.02 (BACS) – agreed for payment.
- 10.2.8. Buchan's Landscapes, grass cutting £441.65 (BACS) – agreed for payment.

10.3. **2014/15 Accounts.**

10.3.1. **Internal audit report:**

10.3.1.1. The internal auditor has approved the internal controls and signed the relevant section of the Annual Return.

10.3.1.2. The Internal Auditor made the comment in her report that there was no evidence of who had authorised BACS payments, She suggested that invoices should be initialled when payments were made, and a Schedule of Payments should be produced which would list details of each payment, and which could be signed when payments are authorised at a meeting. Following discussion it was agreed that there was no need to record who had authorised a payment at a meeting as this is done by the parish council as a whole. At the time of a meeting it is not known who will authorise a BACS transaction since this is done on-line after the meeting. It is in any case not necessary to record the names of councillors who authorise transactions either for BACS payments or cheques, since this is simply carrying out actions agreed at a meeting. It would however be useful to record in the cash book the date of the meeting at which each payment is authorised to facilitate the audit trail. It was agreed therefore that the Clerk would write the Internal Auditor to explain these decisions, and would modify the cash book spreadsheet as suggested. **Action: Clerk.**

10.3.2. 2014/15 Accounts: the Parish Council approved the 2014/15 accounts, which were signed by the Chairman and Clerk, and approved sections 1 and 2 of the Annual Return, which were also signed by the Chairman and Clerk.

10.4. Parish Council insurance: as agreed at the November 2014 meeting, the Clerk has obtained a quotation from Aon insurance of £399.12 (current premium with Community Action Suffolk Insurance £643.16). The cover is broadly equivalent, but it includes members' and employees' indemnity, which our present insurer is unable to provide. We are currently in year 2 of a 5-year fixed-price agreement with our present insurer, and there was concern that a penalty may be payable if we terminate this agreement early. It was therefore agreed that the Clerk would check if any such penalty would be payable before proceeding further. **Action: Clerk.**

10.5. New transparency code: starting with the 2015/16 year we are required under this code to publish certain information on our website. The intention is that this will eventually replace the need for an annual external audit, but there is a transition period of 2 years during which the current external audit regime will continue. The Clerk will provide the necessary information to JCo, who will publish it on the website in time for the 1 July 2015 deadline. **Action: Clerk, JCo.**

10.6. Playground inspection: the annual inspection by RoSPA was completed on 27 April 2015. The following areas were noted as requiring action:

- 10.6.1. Area under climbing frame: needs de-weeding and additional playbark to maintain minimum recommended depth of 300mm. It was agreed to purchase additional playbark, and to arrange a workday to de-weed the area and apply the additional playbark. **Action: Clerk.**
- 10.6.2. Area around slide: recommended to programme the application of a protective surface for future development. Agree no action at this time as the risk for the slide at present is designated 'low'.
- 10.6.3. Worn grass areas: agreed to make good at the workday. **Action: Clerk.**
- 10.6.4. Nest swing: finger entrapment risk identified. We have already been informed verbally that this is a technicality due to changing standards and no action is necessary. Agreed no action at this time.
- 10.6.5. Swing: worn links in chains. Clerk to inspect and consider what action is needed. **Action: Clerk.**
- 10.7. Dog waste bin: the Clerk advised that a dog waste bin can be installed by SCDC at no charge. It was agreed to have one installed at the crossroads. **Action: Clerk.**
- 10.8. Parish Council archives: not yet actioned. Clerk to sort through archives to assess what is to be kept and discard unnecessary items. **Action: Clerk.**
- 10.9. No 18 bus service suspensions: the Clerk has been in touch with both CCC Highways Dept and Stagecoach, and ascertained that the problem of lack of notification of service suspensions lies within Stagecoach. We have been assured that we will be informed in future by notices in the bus shelter, bus drivers advising passengers, advice on their website and advice on their Twitter account. Whilst all these means of notification are appreciated, they still may not reach the occasional bus user who does not have a Twitter account and does not check the Stagecoach website, until he/she arrives at the bus stop at the due time only to find a notice telling him/her that there is no bus. It was therefore agreed to contact Stagecoach to ask if there was means by which the Clerk could be informed by email, so that the information could be circulated in advance of closures. **Action: Clerk.**
- 10.10. Pensions Act 2008: no action necessary for KPC.
- 10.11. Revised Financial Regulations: accepted.
- 10.12. Cleaning of the Village Hall: the current cleaners have resigned so once again we have no cleaners. The Clerk (in his capacity as a member of the Village Hall Management Committee) has contacted several contract cleaning firms, but those that have responded so far are not interested as the job is too small. If it is not possible to find a contract cleaner willing to take the job, another solution would be for KPC to employ a cleaner as previously discussed. It was agreed that subject to the agreement of the VH Management Committee, this route would be followed if necessary. **Action: Clerk.**
- 10.13. September meeting: as the Clerk is on holiday in early September, the date of the September meeting was changed to 22 September 2015.

11. Planning

- 11.1. S/0321/15/FL change of use for Kingston Studio (The Old Chapel), Church Lane: the proposal has been modified by the applicant to include a hard standing at the front for car parking. In this form it has been granted by the Planning Department.
- 11.2. S/0985/15/LB The Old Farmhouse, Tinkers Lane: retrospective permission has been applied for to cover various relatively minor repairs to plaster etc inside the house. Agreed to approve. **Action: Clerk.**
- 11.3. C/11/40/056 tree works at The Old Rectory, Rectory Lane: agreed by TF 18 March 2015 to respond 'no comment'. This decision was confirmed at the meeting.

12. Date of next meeting: Annual Parish meeting 21 May 2015, Parish Council meeting 14 July 2015.

Meeting ended at 21:55

Signed.....

Date.....

Appendix A

Kingston Parish Council

Proposed standard conditions to be added to planning application responses as appropriate

1.	Any mud deposited on roads by contractors' vehicles to be cleared up regularly	
2.	Any damage to verges to be made good on completion of work	
3.	No work permitted on site outside the hours 0800 – 1800 Monday to Friday, 0800 – 1200 Saturday, without prior written agreement by SCDC Planning Dept	
4.	Arrangements to be made before work starts for the parking of contractors' vehicles off the highway, including temporary parking for off-loading goods or personnel.	
5.	No generator to be operated on site unless specifically permitted by the Planning Officer. The applicant will need to demonstrate that there is no other available source of electric power.	

Agreed at meeting 13 May 2015

Appendix B

Financial report 08 May 2015

N.B. All figures exclude VAT

Item	Budget 2014-15 £	Expenditure YTD £	Budget minus expenditure YTD £	
Grass and Hedge cutting	1902	0	1902	
Insurance	688	0	688	
Clerk's salary	1129	185	944	
Grants (section 137)	660	0	660	
Village Hall upgrade	1306	0	1306	
Audit fees	142	0	142	
Village asset maintenance	450	0	450	
Subscriptions	169	0	169	
Parish Magazine	470	0	470	
Footpath lighting	153	0	153	
Miscellaneous and expenses	500	0	500	
Income other than precept	-136		-136	
Total	7432	185		
Bank balances	Current account:	5115		
	Deposit account:	15721		