

Kingston Parish Council
Minutes of Meeting held at 8.00pm on 8 May 2017

Present:

Tim Fitzjohn, Chairman (TF)
Julie Conder (JCo)
James Clear (JCI)
Keith Tan (KT)
Trish Dunlop (TD)
Peter Stokes, Clerk
Lina Joseph, County Councillor (part time)

1. Apologies

1.1. Trish Dunlop

2. Election of Chairman and other officers

- 2.1. Tim Fitzjohn was proposed as Chairman by Julie Conder and being willing to stand, was duly re-elected.
- 2.2. James Clear was proposed as Vice-Chairman by Tim Fitzjohn and being willing to stand, was duly re-elected.
- 2.3. Other officers present agreed to continue in their previous roles, viz Julie Conder: Finance Officer and Webmaster, James Clear: Open Spaces Officer, Tim Fitzjohn: Village Hall Committee representative.

3. Minutes of last meetings

- 3.1. Parish Council meeting 14 March 2017: accepted
- 3.2. Extraordinary meeting 25 April 2017: accepted

4. Matters Arising

- 4.1. **3.1 LHI bid 2016:** work is due to be carried out on 5 and 6 June.
- 4.2. **3.3 'Parking' sign for VH car park:** this has now been put up as agreed. A suggestion has been received that it should be changed to a double sign, facing up and down the road, but it was decided that one sign as at present is sufficient.
- 4.3. **3.4 Stones for triangle outside 'Southcote':** these have now been placed at the three corners of the grass triangle. Some topsoil is needed around each stone – to be done at the next suitable village 'workday'.
- 4.4. **3.5 Car parking map:** the Clerk has revised the map to show the extent of possible parking spaces along Bourn Road more clearly, and with notes about the need to leave enough space for buses to pass. It was agreed to circulate the map around the village, put a downloadable copy on the website, and a copy on the notice board.
- 4.5. **4.1.2 Demolished signpost at permissive path:** this has now been replaced by JCI and the Clerk.
- 4.6. **4.5 Registration with Information Commissioner's Office:** KPC is now registered.
- 4.7. **9.5 Tea party on the Orchard:** the date has been changed to 8 July. JCI as previously agreed will organise the equipment, marquee etc. Suzy Stokes has agreed to organise the catering. **Action: JCI, Suzy Stokes.**

5. Correspondence

- 5.1. Notice has been received about a road closure of Church Lane on 7 and 8 August 2017 for tree cutting. There was also an indication of traffic light control at the Church Lane/B1046 junction with no dates specified. Clerk to seek clarification.

6. County Councillor's report

- 6.1. No report

7. District Councillor's report

- 7.1. No report

8. Open Spaces report

- 8.1. No report

9. Faster Broadband report

- 9.1. No report

10. Clerk's report

- 10.1. **Bi-monthly report** – previously circulated. See Appendix A
- 10.2. **Approval of Section 1 of the 2016/17 Annual Return**, the Annual Governance Statement. The response 'yes' was entered for statements 1 to 8 and the report signed by the Chairman and the Clerk.
- 10.3. **Approval of the accounts and Section 2 of the 2016/17 Annual Return:** these were approved by meeting and having already been signed by the Clerk, were signed by the Chairman.

(Cllr Lina Joseph arrived at this point.)

10.4. Invoices for payment:

- 10.4.1. AON insurance £421.71: approved for payment.
- 10.4.2. CAPALC subscription £142.77: approved for payment.
- 10.4.3. SCDC Allotment rental £30.00: approved for payment.
- 10.4.4. Valerie Seekings internal audit £44.40: approved for payment.

10.5. Parking on verges:

- 10.5.1. A complaint has recently been received about parking on verges in Field Road. This is a known problem, not easily solved as Kingston is a popular starting point for dog walkers and other walkers and has few parking spaces.
- 10.5.2. Steps have already been taken to encourage use of the village hall car park (by putting up a blue 'P' sign) and to discourage parking on some verges (by placing large stones on the edge of the verge).
- 10.5.3. Stones are not universally popular because of their appearance, and many stones are need to actually prevent parking on a verge. We may be open to claims if someone damages their car on a stone.
- 10.5.4. The suggestion of building a layby is not a viable solution because of the limited capacity it would have, and cost.
- 10.5.5. It was agreed that the *Parking in Kingston* document (see Appendix B) should be circulated again and residents encouraged to ask their visitors to follow the parking suggestions.
- 10.5.6. It was agreed that a copy of *Parking in Kingston* should be put on the notice board, and on the website.

10.5.7. It was agreed that an item would be put in the magazine advising that *Parking in Kingston* can be downloaded from the website.

10.5.8. It was agreed that when the Clerk is advised of events such as cycling races passing through Kingston he would enter a dialogue with the organisers to establish their needs and suggest solutions that avoid parking on verges.

10.5.9. It was agreed that the Clerk would draft a 'Polite Notice' which, when agreed, could be made available to residents to put under the windscreen wipers of offenders.

10.6. Grass cutting in the churchyard:

10.6.1. This is the responsibility of the PCC which currently employs Nick Petty to do the work. KPC pays a grant to the PCC of around £682 pa towards the cost. Mr Petty now wants to retire and the Clerk has suggested to the PCC that KPC is happy for the time being to continue to give a grant to the PCC, but it might be more efficient to add the task to the KPC contract for other grass and hedge cutting in the village.

10.6.2. KPC's contractor, Buchan Landscapes, has submitted a quote for the work of £69.00 +VAT per cut. This is more expensive than Nick Petty who charges approx. £30.00 per cut, and does other maintenance work as well.

10.6.3. Peter Reynolds churchwarden, is concerned that strimmers which Buchan's will use to clear grass around gravestones will damage the gravestones. Nick Petty currently clears this grass by hand.

10.6.4. Peter Reynolds has expressed the view that another gardener engaged by the PCC may be a preferable solution. He is to consider this option and discuss the matter further with the PCC. Agreed to await his response.

10.7. **Allotments update:** One of the tenants, James Clark of Caldecote, has had a contractor to rotavate his plot, who appears to have thrown the pallets forming a compost enclosure into an adjoining garden. Barry Marsh has kindly agreed to retrieve the pallets and re-erect the enclosure. James Clark has been informed.

10.8. **Annual Parish Meeting:** invitation have been sent out as usual.

11. Planning

11.1. **S/1446/17/LB refurbishment of 2nd attic at The Old Farmhouse**, Tinker's Lane: agreed to support application.

12. **Items for next meeting:** Cllr Lina Joseph offered her support where needed in any matters between KPC and CCC. She was informed of the earlier efforts by KPC to explore through Stephen Frost possible funding from CCC for a cycle path from Kingston to Toft, to link up with the cycle path in Toft which runs to Cambridge via Comberton. The initiative was dropped because of lack of response or support from Stephen Frost. Lina Joseph undertook to find out if any funding was available and report back. **Action: Lina Joseph.**

13. **Date of next meeting:** 18 May (Annual Parish Meeting), 11 July (Paish Council Meeting).

Meeting ended at 22:00

Signed.....

Date.....

Appendix A

Financial report 09 May 2017

N.B. All figures exclude VAT

| Item | Budget 2016-17 £ | Expenditure YTD £ | Budget minus expenditure YTD £ | |
|----------------------------|---------------------|----------------------|-----------------------------------|--|
| Grass and Hedge cutting | 2032 | 0 | 2032 | |
| Insurance | 399 | 0 | 399 | |
| Clerk's salary | 1141 | 116 | 1025 | |
| Grants (section 137) | 667 | 0 | 667 | |
| Village Hall upgrade | 1288 | 644 | 644 | |
| Audit fees | 40 | 0 | 40 | |
| Village asset maintenance | 450 | 0 | 450 | |
| Subscriptions | 226 | 0 | 226 | |
| Parish Magazine | 475 | 0 | 475 | |
| Footpath lighting | 161 | 0 | 161 | |
| Miscellaneous and expenses | 720 | 0 | 720 | |
| Income other than precept | -125 | 0 | -125 | |
| Total | 7475 | 760 | | |

| | | |
|---------------------------------------|----------------------|-------|
| Bank balances | Current account: | 6268 |
| | Deposit account: | 18410 |
| S106 money (included in above) | 'Open space' | 5721 |
| | 'Community facility' | 945 |

Parking in Kingston

Suggested parking places:

- Village Hall car park
- Along roads as shown - keep on tarmac please, not on verge

Please do not park on grass areas or verges

