

Kingston Parish Council

Minutes of Meeting held at 8.00pm on 12 May 2020

This was a virtual meeting, held online using 'Zoom' for video and audio.

James Clear, Chair (JCI)
Julie Conder (JCo)
Miki Ellar (ME)
Katherine Reid (KR)
Sue Dalglish (SD)
Peter Stokes, Clerk
Cllr Tumi Hawkins SCDC
Cllr Lina Nieto CCC

Members of the public: Martin Harvey (audio only), Rachel Hooper.

1. Apologies

1.1. None

2. Minutes of last meeting

2.1. Accepted

3. Matters Arising

- 3.1. 3.1 Condition of road surface in Crane's Lane: Lina Nieto has not been able to follow up on this due to the lockdown – Lina to progress after the lockdown is lifted. **Action: Lina Nieto.**
- 3.2. 3.1 Emergency Plan: SD and JCo have updated the plan to reflect various changes, and to include a section on a pandemic as one of the emergencies. Tumi Hawkins has advised a new contact at SCDC to submit the draft plan to for authorisation/acceptance. **Action: SD and JCo.**
- 3.3. 3.4 Clearing of overgrown area at playground: completed.
- 3.4. 3.5 Free trees voucher: an oak tree has been purchased and planted in the NW corner of the playground. Only one tree could be purchased with the voucher value.
- 3.5. 3.6 Proposed programme of tree work at The Old Rectory: As agreed Sarah Denley has put an article in the parish magazine explaining their intentions in regard to tree planting and management at The Old Rectory.
- 3.6. 8.3 East West railway: JCI has received another request for access to his land for surveying purposes, but all public consultation events have been postponed until after the corona virus pandemic.
- 3.7. 4.5 Footpath between Field Road and Tinker's Lane: The Public Rights of Way Officer at CCC has been asked if a 'public footpath' signpost could be put up. A reminder has been sent, and a response is still awaited.
- 3.8. 4.6 Area outside bus shelter: a site meeting with a local contractor has been requested.
- 3.9. 4.7 Parking in Crane's Lane: the Clerk has approached the family and suggested that cars could be parked against the west verge of 'The Green', south of the crossroads. This is now being done and seems to have resolved the problem.

4. Correspondence

- 4.1. Email from resident re condition of Crane's Lane bridleway: the resident complained that the southern section of the bridleway is in poor condition, which makes access for cyclists to the new multi-user track at the Wimpole Estate difficult from Kingston. The Clerk has written to the Public Rights of Way Officer at CCC to ask if anything can be done to improve the surface.
- 4.2. Letter from Kingston PCC thanking KPC for the grants: noted
- 4.3. Email from resident re closure of playground: it was decided that the playground would remain closed for the reasons already given. Although it is noted that the Government has announced that parks should be open for access, the football field at the playground cannot be considered 'park'. The whole area is 'playground' and so it must remain closed until the restrictions are lifted.
- 4.4. Email from Mike Beadman giving an update on the development at Armshold Farm: noted.
- 4.5. Email from SCDC advising that although their website sometimes gives a 'determination deadline' that is sooner than the usual 21-day period allowed for consultation on planning applications, this is automatically calculated and has no practical meaning. It can be ignored. Planning decisions will continue to be taken after the end of the consultation period.
- 4.6. Email from Greg Toon advising that he and Chris Reid have bought Orchard Cottage in Crane's Lane with a view to renovating and extending it. A planning application is shortly to be submitted.

5. County Councillor's report

- 5.1. Lina advised that grant funding is available for parishes to help them support their communities in the current crisis.

Lina Nieto then left the meeting.

6. District Councillor's report

- 6.1. Tumi confirmed that the green bin collection has partially resumed, with one guaranteed collection per month.
- 6.2. Tumi also advised that recycling centres are partially reopening.
- 6.3. Rachel Hooper asked if Tumi could help in the matter of a Community Chest grant applied for by Kingston Village Hall Management Committee, which had been rejected when it appeared to fulfil all the required criteria. Tumi agreed to address the matter outside the meeting.
- 6.4. See Appendix A for full report.

Tumi Hawkins then left the meeting.

7. Open Spaces report

- 7.1. JCI reported that several bee swarms had been seen in the village. Bee hives are now being kept by James Cole on his allotment in Crane's Lane.

8. Clerk's report

- 8.1. Bi-monthly report: see Appendix B.
- 8.2. Invoices for payment:
 - 8.2.1. SCDC, rent of allotments £30.00: agreed for payment.
 - 8.2.2. BHIB, insurance premium £373.18: agreed for payment.
 - 8.2.3. Buchan's, grass cutting for March £489.89: agreed for payment.

- 8.2.4. Buchan's, grass cutting for April £489.89: agreed for payment.
 - 8.2.5. Opus Energy, energy for streetlights March, £28.47 (direct debit): agreed for payment.
 - 8.2.6. Opus Energy, energy for streetlights April, £24.83 (direct debit): agreed for payment.
 - 8.2.7. Peter Stokes, Clerk's salary for April 2020 £85.30 (already paid): agreed for payment.
 - 8.2.8. Peter Stokes, Clerk's salary for May 2020 £ 85.10 (already paid): agreed for payment.
 - 8.2.9. HMRC, PAYE April 2020 £21.20 (already paid): agreed for payment.
 - 8.2.10. HMRC, PAYE May 2020 £21.40: (already paid) agreed for payment.
 - 8.2.11. RoSPA, playground inspection £99.00: agreed for payment.
 - 8.2.12. PWLB £643.79 payment instalment for loan: agreed for payment.
 - 8.2.13. Information Commissioner annual fee £35.00 (direct debit): agreed for payment.
 - 8.2.14. Peter Stokes, reversal of payment made in error £15.00: agreed for payment.
- 8.3. The Clerk confirmed that the new internal auditor is Ivan Cooper, of March. He has completed the audit for 2019/20. Agreed that the appointment is confirmed.
- 8.4. It was agreed that the accounts, AGAR statements and Internal Auditor's report will be received and signed off at the July meeting. It was also agreed that KPC will self-certify as exempt from a limited assurance review as it satisfies the criteria for this. This will still allow enough time for the certificate of exemption to be submitted to the external auditor by the new deadline of 31 July 2020.
- 8.5. Closure of playground: see minute 4.3.
- 8.6. Playground inspection April 2020: except as noted below, no action was considered necessary by the inspector.
- 8.6.1. P6 Seating – Finding: Timber is smashed, repair recommended. The timber referred to is not 'smashed' but split along the grain, probably due to inadequate seasoning. It is a support member under one of the picnic table bench seats. The risk level is rated as ' 9 - medium' which seems excessive as the seat concerned is only about 500mm above the ground, and injury would be unlikely to result if it were to give way whilst someone was sitting on it. It is in any case unlikely to give way in the near future: I stood on the bench and jumped up and down (I weigh 86Kg) without any failure of the timber. Agreed to monitor, but no action at this time.
 - 8.6.2. P9 Slide – Finding: rusting in places, repainting recommended. Agreed to arrange for a contractor to repaint.
 - 8.6.3. P11 Slide – Finding: protective surface required, installing a suitable surface recommended. This has been mentioned before. The risk is assessed as 7 – low. It was agreed that as there have been no known injuries in the 20-odd years that the slide has been in place, the risk is in fact lower than this and no action is necessary.
 - 8.6.4. P13 Jungle Climber – Finding: bird fouling present, cleaning with disinfectant recommended. The risk level was assessed as 8 – medium. It was felt that bird fouling is a normal and natural event which does not present a significant hazard. No action necessary.

- 8.6.5. P14 Jungle Climber – Finding: splits in timbers. Recommended to monitor for signs of decay.
- 8.6.6. P15 Jungle Climber – Finding: playbark releases acid when decomposing which could neutralise the alkaline timber treatment. Replacement of playbark recommended. The manufacturer does not recommend any further application of preservative to the timber. Agreed there was no practical alternative to playbark. No action at this time, continue to monitor timbers for decay.
- 8.6.7. P16 Mound tunnel – Finding: centre joint damaged, repair recommended. Agreed to repair using weatherproof mastic.
- 8.6.8. P18 Mound slide – Finding: concrete foundation exposed, playbark level low. Agreed to attempt to remove excess concrete, and to top up playbark.
- 8.6.9. P19 Nest swing – Finding: chains have plastic covers which prevent inspection of condition of chains. Recommended to remove covers. Agreed to remove the covers, proceeding cautiously to ensure the chains can safely be exposed.
- 8.6.10. P20 Nest swing – Finding: strimmer damage to support timbers may accelerate timber rot. The grass cutting contractor has already been asked to take care not to damage the timbers with trimmers and has agreed to use herbicide close to the timbers instead of trimmers. Agreed to monitor.
- 8.6.11. P22 Willow Tunnel – Finding: repairs needed, willow saplings are not 'woven' together. The risk is assessed as 8 – medium. This seems excessive, there does not appear to be anything more than minimal risk. It has not fulfilled its original purpose as a tunnel, and has defied many attempts to remain tied into a tunnel, but as a group of saplings it was felt the risk it presents is insignificant. Agreed no action is necessary.

9. Planning

9.1. None

10. Other matters

10.1. None

Date of next meeting: 14 July 2020

Meeting ended at 21:20

Signed.....

Date.....

South Cambridgeshire District Council – Caldecote Ward

(comprises the Parishes of Caldecote, Childerley, Kingston, Bourn, Longstowe & Little Gransden)

Councillor's Monthly Report – May 2020

This report is for all the Ward, so please be aware that some of the content may not be relevant to your particular Parish.

1 General

Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. These are housing, housing repairs for council tenants, planning, benefits, council tax, bin collection, environmental health issues etc. Don't fight on your own. I am available to help you to get the best outcome possible for your situation.

If you have time to spare – check out articles on my blog <http://www.TumiHawkins.org.uk>. What I post on there is my view and not LibDem or South Cambs official policy unless I state that it is.

2 COVID19 Lockdown

The world is very much a different place now than it was when we last met in March! This is the 7th (seventh) week in lockdown and over those weeks we have seen a marked shift in how life can be lived in a different way. South Cambs offices closed to everyone, and most council staff are working from home (#WFH, #WorkingFromHome)

2.1 Bin Collection

The exception to those #WFH being the bin crew who have gone above and beyond to keep collecting our bins. As you know we had to stop the Green bin collection back in March but the service resumed on 4th May 2020. It was important for us to keep our staff safe and to keep social distancing could only have two crew members in the lorry cab instead of the usual three.

Thank you to everyone for your understanding and for the messages of thanks to the crew. One of the bin lorries has been given a makeover with artwork comprising of some of those thank you messages. Can you spot it when it comes to your village?



2.2 Household Waste Recycling Centres

The Cambridgeshire County Council is planning to re-open their centres on 11 May 2020. You can find more information at <https://www.cambridgeshire.gov.uk/news/re-opening-of-household-recycling-centres>

2.3 Local Support

There is a lot of useful information on the South Cambs website on the Coronavirus page. It is constantly updated with latest advice on services that are impacted, support available for residents and businesses and for making reports if you need help or know someone who does <https://www.scambbs.gov.uk/coronavirus/>

In terms of local support, I am pleased that all villages in the Ward put together a local community support group to help residents through this difficult time. The breath and scope of each one is different but designed to suit the village.

I am glad to have been able to support some in setting theirs up with the guidance document that I provided at the very beginning of the lockdown, and maps for use in dividing up the two larger villages of Caldecote and Bourn into sections for the volunteers to cover manageable sections of streets. I want to salute all the scheme coordinators and volunteers for their hard work in supporting their villages, and to the businesses and individuals that have given and contributed something to the various schemes and foodbanks.

I remain the official data controller for the ward, receiving data given to the Ward from South Cambs and from other government organisations and dealing with it as appropriate. I can assure those on the government shielded list that the information in those lists stays with me and me only, and is not shared with anyone else in the support groups. I make the contact personally as needed and signpost or put together assistance if required. I also work with the South Cambs patch officers to help deal with the more sensitive issues arising from the lockdown.

2.4 Business Support

The government gave Councils funds to give as grants to businesses suffering the impact of Covid19. South Cambs received £23m in the first instance and to date have given out grants to over 85% of businesses in south cambs that are eligible for the grants. These are most businesses that pay business rates or those that are in specific sectors of the economy such as retail and leisure. South Cambs has been a top performer in getting the grants out quickly, and have received messages of thanks from businesses at the speed with which the monies hit their bank accounts after their applications were made and verified.

The Council held a Business Forum on Wednesday 6th May, on a Teams call, with about 30 businesses, two MPs, the leaders of both City and South Cambs councils, a range of business support organisations and the Greater Cambridge Partnership. The aim was to understand the needs of businesses and how the councils might be able to further support them. Businesses appreciated the opportunity.

2.5 Benefits

In the light of lay offs and businesses closing, the Council received over 1200 applications so far, which is 6 (six) times the number that is usually received at this time of year. There is a further 1500 partially filled online applications waiting to be finished by the applicants. The Council has also paid out council tax support of about £200,000 in addition to what it would normally pay. This shows the depth to which Covid19 is affecting families.

If anyone in receipt of benefits is struggling to pay rent, then DHP (Discretionary Housing Payment) is available, and they should apply without delay.

2.6 Council Finance

As with everyone else, the Council has seen a reduction in income from council tax, business rates and council rents. So far fairing better than other councils in the region. We continue to encourage those who can pay to do so, as provision of services depends on those funds coming in. If Council has to lay off staff, this will have negative impact on the district.

Those who are struggling should contact the council to discuss their situation and come to an arrangement. Please don't leave it till it's too late.

The Council as the council tax collecting authority for other local authorities (County Council) and third sector organisations (Police, Fire etc.) by law has to pay these organisations their share of the funds on demand, whether or not the district was able to collect.

In order to ease the financial burden, payments for Parish Councils was done more flexibly, with the first quarter paid in April, and the second quarter scheduled for July, However, we are now able to bring forward payment of the second quarter in the light of further funding that the district has received from government. We wish to thank Parishes for their understanding in accepting this arrangement.

3 Planning

The Chief Government Planner before he stepped down in April stated that Local authorities must continue to carry out planning function regardless of the lockdown and use technology as best as possible to do so. Therefore South Cambs has continued to fulfil this obligation which has not been without its challenges. Needless to say we are having to find innovative ways of providing this essential service to residents and businesses.

3.1 Greater Cambridge Shared Planning Service (GCPS)

The service as you know has undergone major changes, with the latest being the introduction of the new ICT system and software in February, thereby combining the data from both City and South Cambs into one. This resulted in a backlog of application validation which officers are now working hard to catch up on.

The lockdown has also meant different working practices – as officers have to work from home. Fortunately, the new system enables them to do that, so the change, in hindsight, was timely.

We are asking Parish Councils to work with us to keep things moving by using the new system to view applications and send in comments etc Some Parishes have already attended the training for using the system, and we would be pleased to set up more if needed – it would have to be online. The paperless world is now upon us.

However we will continue to send formal notices to neighbours and we have made arrangements for site notices to be put up by some of our building regulation officers who have to go out anyway. We will be sending out further information shortly to all Parish Councils to explain further.

3.2 Planning Area Teams

We have now implement the new area planning teams. Unfortunately the events we had hoped to hold for residents, parish councils etc., to introduce the teams and explain how it will all work – has had to be postponed. But we are looking at how to do this as an online event.

3.3 Planning Committee and Scheme of Delegation

The review that we had commissioned the Planning Advisory Service, to carry out on the how the planning committee works has been delayed. But in the meantime, the scheme of delegation that was approved by the planning committee will be taken to full council for approval hopefully late on this month. This means that once it is approved, then planning committee can then re-start, albeit online. The committee will have as many meetings as it needs to catch up with the waiting list

4 Governance

4.1 VE Day celebrations

Friday May 8 has been declared VE day and a special public holiday

The best thing we can all do this weekend to prevent the spread of Coronavirus remains to [#StayHome](#). But there are plenty of ways to commemorate VE Day safely, from garden parties with people in your household and sing-a-longs, to a historic Churchill address at 3pm and the Queen's address at 9pm. Here is a list:

11am: A two-minute silence to honour the service and sacrifice of the wartime generation and reflect on the devastating impact Covid-19 has had on so many lives across the world.

11.15am: Join the Royal British Legion's VE Day 75 Livestream. Grab a cup of tea and tune in as the generations of the Second World War and today are brought together to chat about their shared experiences. Hosted by TV presenter Sonali Shah, the 45-minute programme will feature stories from those who served and sacrificed, as well as recognising the difficulties people are experiencing today.

3pm: The Nation's Toast to the Heroes of World War Two. Take part by raising a glass, cheering and clapping on your doorsteps and saying: "To those who gave so much, we thank you."

9pm: A pre-recorded address by the Queen will be broadcast at the exact moment her father, King George VI, gave a radio address on May 8 1945.

9pm: Fancy a sing-along? After the Queen's address, the nation is invited to come together in a rendition of Vera Lynn's *We'll Meet Again* on BBC One

Closer to home you can join 'virtual services' at 3pm on [Cambridge 105 Radio](#) there'll be music, memories and speeches, paying tribute to the WWII generation, and [Peterborough Cathedral](#) will be broadcasting a live service on their Facebook page and website, led by the Dean Christopher Dalliston and Canon Ian Black, the Vicar of Peterborough

Please remember to [#StayHomeSaveLives](#) while also commemorating [#VEDay75](#). There are more ideas to mark the anniversary online at <https://www.scambs.gov.uk/coronavirus/ve-day-75-how-to-safely-get-involved/>.

5 Ward Issues

5.1 Bourn

The Wysing Arts Centre is closed to the public due to Covid19 – BUT- it is putting on a number of exciting online events. Go to their facebook page at <https://www.facebook.com/wysingartscentr/> to see what is on and join in the facebook live sessions. There's also more information on their website at <http://www.wysingartscentre.org/>. Let us continue to support this gem in our Ward.

5.2 Caldecote

Linden Homes Application ref S/3777/19/VC

The application for the Discharge of Condition 23 application was considered by the Planning committee in March and deferred the decision.

This was based on evidence given by Phil and Mary-Ann Claridge (on behalf of the Parish Council) and myself, showing that the Linden calculations were incorrect, and the design insufficient to avoid a detrimental effect on the village.

Subsequently, Linden revised the plans based on continued discussions with the three of us and come up with a much improved plan that addresses all the issues raised, including using the wrong soil type (sandy instead of clay soil), and the size of pipes on the site. .

Please do go to the South Cambs planning portal to have a look at the revised plans and comment. The Public Access link is: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3777/19/VC>

I want to take this opportunity to once again thank [Phil Claridge](#) and [Mary-Ann Claridge](#) (representing the Parish Council) for their diligence, the time and effort they put into dissecting the Linden proposals with a fine tooth-comb to find the bombshells hidden in the documentation.

6 Casework

Irrespective of the current Covid19 lockdown, please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. I will help as best I can.

Tumi

Tumi Hawkins
7 May 2020

Email me @:	tumi@tumihawkins.org.uk
Read my blog at:	http://www.TumiHawkins.org.uk
Twitter:	@CouncillorTumi
Facebook	@itsCouncillorTumi
LinkedIn	TumiHawkins
Call me on:	01954 210840

Appendix B

Financial report 12 May 2020

N.B. All figures exclude VAT

Item	Budget 2020/21 £	Expenditure YTD £	Budget minus expenditure YTD £	
Grass and Hedge cutting	2167	0	2167	
Insurance	375	0	375	
Clerk's salary	1278	128	1150	
Grants (section 137)	981	0	981	
Village Hall upgrade	1288	644	644	
Audit fees	100	0	100	
Village asset maintenance	900	0	900	
Subscriptions	368	0	368	
Parish Magazine	760	0	760	
Footpath lighting	300	27	273	
Miscellaneous and expenses	1500	35	1465	
Income other than precept	-150	-30	-120	Late allotment payment from last year
Total	9866	804		

Bank balances	Current account:	3525
	Deposit account:	13364
S106 money (included in above)	'Open space'	0
	'Community facility'	945