

Kingston Parish Council (KPC)
Minutes of Meeting held at 8.00pm on 8th March 2022

James Clear, Chair (JCI)
Sue Dalglish (SD)
Miki Ellar (ME)
Katherine Reid (KR)
Julie Conder (JCo)
Mimi Wheeler, Clerk (MW)

Katie Vickers, member of the public

1. Apologies

1.1. Tumi Hawkins

2. Minutes of last meeting

2.1. Minutes of Extraordinary meeting 24th February 2021, correction made to add Katherine Reid who was mistakenly missed on attendees. Accepted.

3. Matters arising

3.1. 3.1 East West railway currently no specific the focus groups will convene 4 times a year, if Sue cannot attend she can nominate a deputy to stand in for her. To be carried over. (SD)

3.2. 3.2 Kingston phone box. Look at using the sum from County Broadband to place a cabinet within the village to start the fundraising for restoration for the phonebox. If no one is maintaining and using the library within, look at locking and maintaining as a monument. To be reviewed with residents as well as a subcommittee to fundraise for the restoration if the villagers still wish to retain it. (MW)

3.3. 3.3 New Constituency Boundary proposals. The Boundary Commission has a public hearing on 17th and 18th March. This item will be removed from the agenda until there is some update, likely not until July 2023 when the final report will be published. (MW)

3.4. 3.4 Contact churchwardens to understand the limits set for the maintenance of the churchyard and the expected role in the Parish Council covering this. At this time no amount was agreed to pay towards the maintenance until past payments and budgeted amounts has been reviewed . (MW)

3.5. 3.5 The Parish Clerk position: Katie Vickers (present at the meeting) will be undertaking the role of Parish Clerk starting 1st May with a month handover whereby both Mimi and Katie will be working together. Contracted hours will be increased by 33% and include the provision to charge for additional hours where needed and agreed. (MW)

3.6. 3.6 Jubilee Celebrations as follows: 'Bring your own' picnic in The Orchard on Saturday 4th June. A committee will be overseeing the organising of the event. Mugs for all children in the parish under 16 years old will be presented from the Parish Council. (SD and ME)

3.7. 3.7 Village Design Guide. Ask Tumi to see if it's possible to gain an understanding if this is suitable or necessary for Kingston. To date 8 parishes in scamb have undertaken such a piece of work, how does this differ or feed into the Cambridgeshire local plan. (MW)

3.8. 3.8 Community Chest Grant. The Community Chest is grant funding available to various groups including public sector bodies wishing to further improve quality of life in South Cambridgeshire. The aim is deliver a project that leaves a lasting legacy, which can be

improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc), this may enable to funding to restore the village phone box. Other such projects include biodiversity projects: the purchase and planting of native trees, hedgerows, wildflower meadows or other vegetation in appropriate and suitable locations and their ongoing maintenance. Further investigation required (KR)

4. Correspondence

4.1. County Broadband have sent through some very limited information which does not specifically detail the plans for Kingston.

4.1.1. Following on from the onsite and zoom meeting there has been no follow up with what was discussed and plans that would be shared with the Parish Council. Infrastructure has been noted in the surrounding area and encroaching into the village but no details or dates for agreement as to the next steps for the cabinet positioning and any excavation that might disrupt the bus route and ability for residents to freely move around the village. Urgent follow up required (MW and JCo)

4.2. Email: 4th March. Orchard Cottage in Crane's Lane was sold on the understanding that it would not be demolished but extended, which it gained planning through the correct channels approximately 1 year ago. About a week ago the builders working on the cottage demolished the northern half - that is the C18 timber-framed section. That was the most interesting part of the house with a very good quality ceiling of chamfered oak beams [...]. This building, with the adjacent dovecot, represented the last remains of a large farm which disappeared by the end of the C19. The property is not listed and there were no covenants attached to the property when sold regarding retention of any specific part of the dwelling. Request for the Parish Council to find out what has happened.

4.2.1. Although it is unlikely there is anything that can be done either in terms of preserving something which has since been demolished or whether there would have been any protection if there were neither covenant or listing on the building. Mimi to follow up with Tumi Hawkins (MW)

4.3. Email: 4th March. The two active building sites in Crane's Lane - Orchard Cottage and number 6, with enormous vehicles going up and down every day, blocking access and egress at times and causing damage to the road verges. In addition concern that an extension will soon begin construction at number 9. Opposite to numbers 8, 9 and 10 Crane's Lane about a metre of the verge has been lost and every time the drainage channels are dug out from the road into the ditch, they are blocked within days. There is a traffic management plan as a condition of the planning permission for Orchard Cottage, but there is concern that this is adversely affecting the residents of Cranes Lane.

4.3.1. It seems as though the builders working on Orchard Cottage are fulfilling the brief of the traffic management plan, vehicles being parked in other locations are deemed not to be from the Orchard Cottage development but Council Contractors and there are no stipulations on the other work being undertaken with regards to the roadway. See if Tumi can offer some guidance. (MW)

5. County Councillor's report – See Appendix A

6. District Councillor's report – See Appendix B

7. Open Spaces Report

7.1. 7.1 [Free Trees for Schools and Communities - Woodland Trust](#)

Update: Plant a tree for the Jubilee. The hedging in the recreation area is complete, the play area would be encroached upon should large numbers of trees be planted. (KR)

8. Clerk's report

8.1. Bi-monthly report

8.2. Invoices:

- 8.2.1. Opus Energy footway lighting energy Jan 2022 £13.93 (already paid, direct debit) AGREED
- 8.2.2. Opus Energy footway lighting energy Feb 2022 £14.73 (already paid, direct debit) AGREED
- 8.2.3. Membership subs to SLCC annual £70.00 (already paid) AGREED
- 8.2.4. Parish Clerk's salary February 2022 £135.58 AGREED
- 8.2.5. PCC Grant Churchyard Maintenance £1080 - NOT AGREED see 3.4.
- 8.2.6. Parish Clerk's salary March 2022 £135.58 AGREED

8.3. Pensions Regulator re-declaration to be completed between 01/03/22 – 31/08/22. Submission and change of details to be completed (MW)

8.4. Electoral process May 2022

8.4.1. Dates to adhere to:

- 28/03/22: Publication of notice of election
- 05/04/22: All nomination papers must be hand delivered in hard copy form to SCambs office Cambourne.
- 02/06/22: Declaration as to Election Expenses – each candidate must submit this form even if expenses are nil.

9. Planning :

[22/00635/HFUL | Extension and conversion of existing outbuilding to annex, ancillary to main dwelling. | Paynes Farm Field Road Kingston CB23 2NQ \(greatercambridgeplanning.org\)](#)

Kingston Parish Council support this application. Update of same to be added to the Planning Portal (MW)

10. Items for next meeting

- 10.1. To co-opt another member of the Parish Council if no other person stands in the election on 5th May.
- 10.2. Audit

11. Date of next meeting

10th May 2022

Meeting ended at 22:05

Minutes reference: 20220308KPC

Signed.....

Date.....

County Councillor Report

Cllr Michael Atkins, Hardwick Division

January 2022

Summary

- Covid-19: Plan A restrictions; case rates very high, particularly in children
- County Council Budget: increase in council tax, household support fund, just transition fund
- Active travel proposals: modified after resident feedback
- Traffic order: proposed change in speed limit on St Neots Rd
- 400 homes to benefit from improved energy efficiency
- Additional needs employment event
- Farm tenancies available
- Contact details

Covid-19

As you will be aware, we have now left 'Plan B' restrictions and returned to 'Plan A'. Residents are encouraged to: get vaccinated, including a booster; wear face coverings in crowded and enclosed spaces; let fresh air in if meeting indoors; and continue testing and self-isolating if required.

Data suggests that there are over 300 cases per day in South Cambridgeshire, with particularly high rates for 5-14 year olds (about 1 in 25 have covid). These figures are likely to be underestimates given recent changes to the testing regime. These remain some of the highest rates we have seen since the pandemic began.

From an education perspective, in the last week of January, there were approximately 3,500 cases in schools across the County, with 15% of pupils and 10% of staff absent for covid or other reasons. Some pupils are being moved to online learning where staff availability cannot be maintained. Secondary school pupils are being encouraged to wear face masks in communal areas and on home-school transport.

Budget highlights

The Council's budget is due to be debated on the 8th February, and the papers have recently been published. The key challenge we are facing is to stabilise finances over the short and medium term, so that services and support can be sustainably funded and not face sudden withdrawal in the future.

The Joint Administration has therefore proposed to increase 'Basic Council Tax' by 2%, in addition to a 3% 'Adult Social Care' precept increase, for a total 5% increase, or approximately £1/week increase for Band B & C households. In conjunction with an improved grant settlement from the UK government, this results in a balanced budget for 22/23; and a budget gap of £17m for 23/24, which will be the focus of budgeting work over the next twelve months.

I know that many residents will be concerned about the cost-of-living crisis, and the impact of a rise in Council Tax on top of the large increases in the cost of energy, national insurance, and other bills. The Administration is therefore also proposing to extend the Household Support Fund until at least March 2023, which will provide financial support to people in receipt of Universal Credit, and provide 'free school meal' vouchers for eligible families throughout the school holidays.

I am helping residents on a regular basis to access the support that is available, so please share my contact details with anyone who needs them.

The Administration is also creating a £14m 'Just Transition Fund', to be spent over the next five years on projects to tackle inequality, improve lives and care for the environment. Some of the projects planned for the coming year are improvements in flood prevention, new investment in Independent Living services, and supporting care services in local communities. I anticipate that parish councils will be able to apply for funding in the future for smaller schemes that meet the aims of the fund, and will share details when this is ready.

Finally, the Administration is proposing that young people leaving the care system will receive full council tax relief until the age of 21, with discretionary targeted support available until 25, so as to give them the best chance while starting their independent adult lives, and to help them manage their financial situation. We know that many parents continue to support their children beyond 18, and so it seems only right that the Council should do the same for children leaving its care.

Active travel proposals

The Active travel proposals in our area have been subject to much debate and discussion, and have now been refined. The current situation is:

- Madingley village scheme: has been changed in response to resident concerns: inverted (traffic now prohibited in EB direction), with changes to the Madingley Road/Cambridge Road junction instead of all down Cambridge Road.
- Dry Drayton village scheme: in response to resident concerns, this has been scrapped.
- M11 Bridge, Barton: will now be carried out by the Greater Cambridge Partnership, I expect alongside the Barton Greenway, but I should know more soon.
- St Neots Road, Hardwick: will now be carried out the GCP, as a forerunner to the C2C busway taking an on-road route along this section of road.

I expect that consultations on the final schemes will take place later this year. Thank you very much to everyone who participated in the consultation last year, or who contacted me directly, and as you can see, your feedback has been listened to!

Traffic order: St Neots Road, Hardwick

As part of ongoing improvements to road safety, the Council is proposing to reduce the speed limit on St Neots Road (between the Madingley Road/A428 roundabout and Hardwick Village) from 60mph to 50mph. There are more details at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/traffic-regulation-orders/permanent-traffic-regulation-orders> and any comments should be sent to policyandregulation@cambridgeshire.gov.uk using reference PR0781, or to me to pass on.

400 homes to benefit from improved energy efficiency

'Action on Energy Cambridgeshire', a collaboration between all the councils of Cambridgeshire, has received £6.5m in government funding to tackle high energy bills for households on low income. By investing in insulation, heat pumps and solar panels, residents will see reductions in their bills, as well as a positive environmental impact. To be considered, residents should contact South Cambridgeshire District Council.

Additional needs employment event

The Council is running a virtual seminar on 25th March for the benefit of local employers, to explore the benefits of hiring people with disabilities, and how small adjustments in the workplace can enable potential staff with learning disabilities or neurodiverse conditions to access opportunities. If you have considered hiring people with additional needs in the past, or might do so in the future, I would urge you to sign up at

<https://www.eventbrite.co.uk/e/cambridgeshire-and-peterborough-additional-needs-employment-event-tickets-223221330007>

Applications open for farm holdings on County estate

Applications are due to open for tenancy of seven holdings on the Council's estate. A total of 1,800 acres are available to potential tenants, who should be entrepreneurs looking to start a rural business, either as new or existing farmers. For more details on the available holdings, please visit: www.cambridgeshire.gov.uk/rural-business-opportunities.

Contact Details

Councillors and residents are welcome to contact me on any issue which is concerning them:

<p>Cllr Michael I. Atkins matkinslibdem@gmail.com https://www.facebook.com/cllrmichaelatkins 07968264637</p>
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Appendix B See Tumi's report

South Cambridgeshire District Council – Caldecote Ward

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

Councillor's Monthly Report – March 2022

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

General

Please contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. These are housing need, 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.

Check out articles on my facebook page <https://www.facebook.com/itsCouncillorTumi> and 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.

Planning Training for Parish Councils

SCDC has arranged a number of planning training sessions for Parish Councils. I want to thank all those that attended the trainings, first on Drainage and the second on How Planning Works. The two sessions have been recorded and those recordings will be made available in due course. We are working on putting together a webpage for information aimed at Parish Councils.

The quarterly session on Area Parish Planning Meetings is also currently taking place, and the one for Area 3 for villages in Caldecote Ward is on Thursday 10th March 2022. Please send representatives as there will be presentations from all parts of the planning service. There is a specific session on the newly adopted Biodiversity SPD too!

Authority Monitoring Report (AMR)

The Government requires councils to publish the Authority Monitoring Report every year to state how well we are doing in terms of number of homes delivered compared with the target in our adopted local plans.

For those that don't know, the adopted Local Plans 2018 for both councils set a housing requirement of 33,500 homes to be built between 2011 and 2031 for Greater Cambridge. This results in an average housing delivery rate of 1,675 dwellings a year for Greater Cambridge. I am happy to report that for 2020-21 we have not just met that target, we have exceeded it with 1752 net additional houses built of which 1,335 are in South Cambridgeshire, and 417 in Cambridge. Moreover, 362 of these homes were 'Affordable Homes' of which 311 are in South Cambridgeshire, and 51 in Cambridge.

One thing to note is that five year land supply sites have contributed 1332 to the total sites being built out in South Cambridgeshire-these were permissions granted prior to Sept 2018 as departure to the development plan when the previous Conservative administration did not have an adopted local plan in place and the district did not have five year housing land supply. For Caldecote, the Linden and Balfour Beatty developments are part of this figure.

Water Resources East (WRE) – Informal Consultation

As I reported last month, WRE launched an informal consultation on its Water Resources Management Plan (WRMP). That consultation closed on February 28. I am pleased to report that the Greater Cambridge Shared Planning Service submitted a response to this consultation on behalf

of both South Cambs and Cambridge City. You will find that response on the south cambs website at <https://www.scambs.gov.uk/councils-respond-to-water-resources-east-s-new-plan-for-water-management-over-50-years/>. In principle, we support the principle of building a Fens Reservoir to provide water, but emphasised that as this is not likely to happen until about 2035, interim measures must be brought forward before that. We also suggested that water use should be reduced to 80 litres/person/day, which is better than current building regs. I was interviewed by That's TV on Friday about this on Friday 25th February.

Zero Carbon Events

The Zero Carbon two weeks event is going well. This is the second week, and I was privileged to give the welcome speech to the attendees of Planning for Climate Change webinar on Tuesday 1st March afternoon. There is a lot of great work going on by our Planning Service on this issue. The recording of the webinar will be available shortly, so check out the website at <https://www.scambs.gov.uk/climate-emergency-and-nature/zero-carbon-communities/zero-carbon-communities-events/> for more information and recordings.

Community Engagement Forums for 2022

Please remember that the forums for the A428 corridor is as shown below. Be there.

- Wednesday 9 March, 6pm onwards - A428 Cluster: Bourn Airfield
 - <https://www.scambs.gov.uk/community-safety-and-health/community-forums/a428-development-cluster-bourn-airfield/>
 - <https://www.facebook.com/events/226636826346319/>
- Wednesday 9 March, 6pm onwards - A428 Cluster: Cambourne
 - <https://www.scambs.gov.uk/community-safety-and-health/community-forums/a428-development-cluster-cambourne/>
 - <https://www.facebook.com/events/7798290350196695/>

For information on forums, email the Communities Team duties.communities@scambs.gov.uk or call 01954 713 070. The Forums webpage is at <https://www.scambs.gov.uk/community-safety-and-health/community-forums/>

Business Support

South Cambs is offering a series of free-to-attend webinars for local businesses. The following are scheduled for this month:

- **Making your business greener** *Thursday 24 February, 1pm to 2pm*
Climate change is one of the greatest challenges facing the planet. Come and hear how your business can reduce its carbon use and operate more sustainably. This case-study based webinar will feature a panel including speakers from Green Blue You, PECT and Greater Cambridge Shared Waste.

To find out more and to register, go to the business webpage at <https://www.scambs.gov.uk/business/business-networking-and-events/>

Covid Business Support Grants

South Cambridgeshire businesses can now apply for the latest COVID Government support grants via the District Council. Applications opened Monday 17 January for the Omicron Hospitality and Leisure Grant (OHLG) for up to £6,000 and the Additional Restrictions Grant (ARG). These grants are primarily aimed at those businesses in the hospitality, leisure and accommodation sectors. Applications should be made by 18 February. Final payments will be made by 31 March 2022. Full eligibility criteria, and online application forms, can be found on South Cambridgeshire District Council's website <https://www.scambs.gov.uk/business/grants-and-funding>

Don't delay, send in your applications as allocation is on first come first served basis.

Civil Parking Enforcement

I have previously reported that South Cambs District Council and the County Council were working together to introducing civil parking enforcement. This will see responsibilities for dealing with illegal parking shift from Cambridgeshire Police to Cambridgeshire County Council. This will mean drivers parking illegally, such as on double yellow lines, could be issued a ticket by Civil Enforcement Officers and ordered to pay a penalty charge.

The County Council will prepare an application to the Secretary of State for a Special Enforcement Area, via the Department for Transport, to introduce the scheme. Subject to the approval of this application, it is expected that civil parking enforcement could begin in South Cambridgeshire in the autumn of next year.

In South Cambridgeshire, the upfront costs of introducing civil parking enforcement will be funded by the Greater Cambridge Partnership, including a full review of road lines and signs. They will also cover any financial deficit of the scheme for the first five years and all income that is generated by fines will be used to help pay for the costs of running the scheme.

Planning Update – Biodiversity SPD -Focussing on Nature

SCDC has just published its newly adopted Biodiversity Supplementary Planning Document (SPD) which you can see at <https://www.greatercambridgeplanning.org/media/2476/gcsp-biodiversity-spd-feb-2022.pdf>. I was pleased to present this to the Full Cabinet meeting so it could be agreed. You will recall that Biodiversity and Green Spaces is one of the four key themes of the emerging Local Plan, and it is important that we start to encourage developers to focus on increasing biodiversity in new developments. The SPD supports the Doubling Nature Strategy that we published last year. It details how all new development must protect, preserve and enhance nature and encourages parish councils to develop their own nature recovery plans.

Budgeting for Climate Change

Further to the above, I am pleased to tell you that South Cambridgeshire District Council is allocating £6.83m of its £70m total spend to its Zero Carbon Strategy and Action Plan. The measures range from a solar farm to power bin lorries - to the completion of a massive programme to install energy-efficient LEDs in street lights all of which contributes to the ambition to halve carbon emissions locally by 2030 - and reduce them to zero by 2050. Money will also go towards maintaining the 275km (171 miles) network of watercourses in the district, and financial support of parish councils and community groups to reduce their carbon footprint. More electric vehicle charging points would also be installed.

South Cambs DC Budget for 2022/23

SCDC has approved its budget for next year and set its Council Tax charge from April 2022. Continuing to have one of the lowest Council Tax charges in the country, councillors agreed to raise it by 10 pence a week or £5 a year for a Band D property to enable the Council to continue to transform council services and deliver £230,000 of savings every year.

This coming year it will cost over £80 million to run South Cambridgeshire District and Council Tax will bring in just £10.7 million. Business Rates is expected to bring in £11.6 million. Only £2million is expected in government grants. Investments account for over £5 million in income. Our investments include Ermine Street (our wholly owned housing company providing private rented accommodation, such as houses in multiple occupation for single people), the Cambridge Ice Rink and even Cambourne Youth Centre. The council is also supporting business start-ups and the

development of tech industries by investing in the Cambridge Science Park which is in South Cambridgeshire.

We also receive income from our fees and charges and contributions from fellow councils for the cost of running the shared planning and waste services. But unlike many other Councils we do not have income from car parks or civic amenities such as a sports centre.

Council housing stock, is now growing again and with 189 new council homes having been built over the past three years it now stands at over 5,500. However, we have to fund this mainly from council rents. £7 million will be spent on refurbishing council houses to reduce tenants' heating bills.

We appreciate that in these difficult times those on lower incomes are struggling which is why we have more officers advising those finding themselves in financial difficult and we also pay Citizens Advice £85,000 a year to help our residents. Apart from Housing Benefit we also have a Local Council Tax Support Scheme and discretionary support for Council Tax. As a result of this support, last year we were the best in the country for collecting Council Tax and in the top ten for the collection of Business Rates.

We are one of a few councils in the country to have set a balanced budget for the coming financial year with a small surplus going into reserves to off-set possibly deficits in the future.

Council Tenancy - Fixed Term Tenancies

The Government has revoked the legislation that limits council to issuing 10-year fixed term tenancies to council house tenants because it meant that council house residents faced uncertainty about their futures once their lease expired. The fixed term tenancies that South Cambs had to issue previously are now up for renewal and will be replaced with secure tenancies.

Street Trading Policy

Are you a street trader or interested in doing some street trading? Then you might find this information useful. SCDC has approved a new street trading policy to ensure local businesses are supported whilst providing residents with a varied choice of goods and services. All streets in the District will now come under its remit, with the exception of the A11 and A14 and any area of land which is in direct ownership and control of the County, District or Parish Councils. Read the details at <https://www.scambs.gov.uk/new-street-trading-policy-approved-for-all-south-cambridgeshire-streets/>

Health and Wellbeing

The Action for Happiness theme for this month is **Friendly February**. The calendar is at <https://www.actionforhappiness.org/march>. This month's focus is "Let's pause, breathe and notice, so we can respond more mindfully".

Local Issues

Caldecote – Linden Homes [21/02265/FUL](#) – The application to build 74 homes on Phase 2 of the Angel's Park was refused by Planning Committee in the February meeting. The site is outside the village framework, so contrary to current adopted planning policies. The reason it got planning permission in the first place does not exist anymore. There were other reasons for the refusal including the character and design. You can watch the recording of the meeting at <https://scambs.moderngov.co.uk/ieListDocuments.aspx?Mid=9183&x=1>

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.

You will find the current and past reports at <https://tumihawkins.org.uk/2021-22-monthly-reports/>. Feel free to read, share and/or download.

Please stay safe. The maxim **Hands – Face – Space - Fresh Air** is still very much the rule.

Tumi

Tumi Hawkins
02 March 2022

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