

Kingston Parish Council (KPC)

Minutes of Meeting Held at 7.30pm on 14th November 2023

Present

Sue Dagleish (SD) (Chair)
Julie Conder (JC)
Mark Nicholls (MN)
Paul Wheeler (PW)
Rachel Marsh (RM)
Charlie Richmond (CR)

Meeting commenced at 7.30pm

1. Apologies

Tumi Hawkins (TH), Michael Atkins (MA) and Miki Ellar

2. Approval of Previous Minutes of Parish Council Meetings

2.1 Meeting on 12th September 2023 – approved

2.2 Extraordinary Meeting on 31st October 2023 – approved

3. County Councillor's Report

SD covered the main points of the report. See Appendix A

4. District Councillor's Report

SD covered the main points of the report. See Appendix B

5. Planning Application – Reference 23/1164/TTCA

Old Mead House, Rectory Lane, Kingston, Cambridgeshire

MN shares a common ditch with the applicant and therefore left the room while a vote was taken. The council agreed to support the application.

Action: SD will register approval on line.

Matters Ongoing

6. Flooding in Kingston

The council have received a letter from CR.

CR was invited to discuss the flooding issue and expressed concerns regarding, blocked pipes, ditches and icy roads causing accidents. Action: MN/PW

6.1 Produce a map of ditches and underground pipes, to accompany the map of the Kingston sewer pipes already held.

6.2 Find out who is responsible for ditches and underground pipes.

6.3 Ask South Cambs District Council (SCDC) to clear blocked drains.

6.4 Ask SCDC to top up salt box in Cranes Lane.

6.5 Request another salt box near the cross roads.

SD thanked CR for raising the issue.

7. Village grass cutting and weed maintenance

7.1 SD has emailed Caldecote Parish Council regarding the overhanging trees at the Kingston/Caldecote junction but not had a response to date.

7.2 The footpath parallel to the Kingston/Toft bridge is overgrown with brambles making it unusable. Buchans cut this twice a year at present.

Action: SD will request a quote for a single cut to the footpath.

8. Village Hall car park ownership

According to a map of the area the Village Hall owns most of the car park. It was noted that the Parish Council doesn't have the budget for weed maintenance of the car park. MN would like to view archived documents.

Action: SD will speak to the Village Hall Committee regarding archives and ownership of the car park.

9. Kingston play park – repairs and grant funding (PW)

PW is applying for a grant towards funding repairs to the play park, quoted by Playdale at £6,008.02 (including VAT).

Action: SD to provide a copy of the Public Liability Insurance required.

PW to forward draft application to council members for contributions prior to submitting the application by 15th December 2023.

10. KPC Child Safe Guarding Policy (SD)

The council agreed to adopt the policy. See Appendix C

11. KPC Equality and Diversity Policy (SD)

The council agreed to adopt the policy. See Appendix D

12. The Swards and broken style – Toft Road (MN)

MN reported that Buchans have made a good job of cutting the grass and the willow trees are growing well.

The broken style is now overgrown and inaccessible.

It was agreed that this item will not be on the next agenda.

13. Phone box (PW)

Action: PW has the signs and will replace existing signs on a dry day.

PW will ask Katherine Stalham where to place the information poster.

SD will look into the contract regarding the electric supply.

14. East West Rail (EWR)

SD advised that the Zoom meeting on 27.09.23 was mainly regarding communication between councils and EWR.

15. No 18 bus service (JC)

JC hasn't received any complaints recently so presume the service has improved.

Action: PW will place the information poster in the bus shelter.

Matters Arising

16. Defibrillator (SD)

SD monitors the defibrillator and pads monthly but questioned whether it needed servicing.

Action: PW will check the machine.

17. 20mph speed limit/speeding on B1046/Toft junction (SD/PW)

Kingston's application for a 20mph speed limit was unsuccessful. Speeding on the B1046 was discussed.

Action: PW will resubmit the 20mph application for 2025.

18. Overgrown cycle path

See item 7.2

19. Open spaces report (MN)

19.1 MN Reported that the Wimpole Way sign is damaged and SCDC will be dealing with it within the next 2 months.

19.2 A map of the walkways around Kingston is on the notice board.

Action: JC will add the map to the Kingston village website.

The Parish Online service was discussed and it was agreed that this is a useful resource and the subscription should continue for next year.

20. Correspondence

RM had received a letter from MAGPAS requesting a donation. KPC agreed that the council would only consider supporting charities directly affecting Kingston residents.

20.1 The Unity Bank has given access to RM for setting up payments.

20.2 ACRE the Rural Committee charity is due for renewal at £60. As they supply advise to local councils all agreed to renew the membership.

20.3 SD to obtain invoice from ACRE.

21. Kingston Poor Land Charity document wording

All agreed to the rewording of the document. See Appendix E

SD has sent Mr O'Donnell an email thanking him for his work on the project.

22. Opus Energy bill (SD/JC)

SD advised that the account was £300.00 in credit but there wasn't any paperwork to support the credit. The present contract ends on 7/12/23.

Action: SD will contact Opus.

23. Invoices Paid and for Approval

Company	Service	Date Paid	Amount	Paid By:
Buchans Landscapes	August 2023 Grass Cutting	14 September 23	560.93	B/P
P Stokes	Clerk Salary	29 September 23	18.46	B/P
HMRC	Clerk Income Tax Payment PJ Stokes	29 September 23	4.80	B/P
Unity Bank	Service Charge	30 September 23	18.00	B/P
Buchans Landscapes	September 2023 Grass Cutting	19 October 23	560.93	B/P
Public Works Loan	Public Work Loan – village hall	30 October 23	643.79	D/D
R Marsh	Clerk Salary	31 October 23	199.08	B/P
HMRC	Clerk Income Tax Payment	31 October 23	49.60	B/P

All agreed for payment.

24. Bi-monthly Report (JC). See appendix F

- 24.1 JC reported that figures to the end of October were on budget but with little surplus. There were no questions regarding the figures.
- 24.2 JC advised that the budget for 2024-25 is being worked on, based on 6.7% inflation. She was waiting to hear from SCDC regarding the precept for this period but at present there was a shortfall of around £300.00. SD thanked JC.

25. Items for next meeting to be Held on 09.01.24

Continuation of items covered in this meeting.
Review of 2024-25 budget.

26. A.O.B

A school bus has been parking at the bottom of Cranes Lane on the blind corner, risking danger to pedestrians.

Action: SD will call Comberton schools and request that buses collect and drop pupils off at a safer place.

The meeting finished at 9.39 pm.

Report: County Councillor (Hardwick div.) District Councillor (Harston & Comberton) Cllr Michael Atkins November 2023

Highlights

- Quality of life survey
- LHI applications open
- 4DW update
- Battery disposal
- Contact information

News from the County

Quality of life survey results

Most Cambridgeshire residents feel happy and safe in the county, well connected to their local communities, and believe it's a great place to raise children.

That's the headline finding of the County Council's first annual Quality of Life survey involving more than 5,500 residents. But the news is less good for some specific groups, with a stark finding that loneliness in Cambridgeshire is far higher than the national average. Loneliness was most likely to be reported by those aged 18 to 25, who also reported more struggles with their mental health.

The survey found the council itself plays a relatively trusted role in residents' lives, with just over half of residents trusting it to make decisions. Residents' views about whether the council acts on their concerns and delivers value for money were in line with Local Government Association averages for England. Satisfaction with council services was mixed—highest across library, waste management, street lighting, and registration services, and lowest in road and pavement maintenance. Residents reported high concerns about the cost of living and many said they were changing their behaviour because of it. 48 per cent have cut back on heating use, 27 per cent have cut back on nutritious food, eight per cent have used a foodbank and nine per cent have stopped using prescription medicines. The council intends to run the survey again next year.

LHI applications open

The next round of LHI applications is now open until 12th January 5pm. More information can be found on

- Application form and associated guidance – [Applying for a Local Highway Improvement \(LHI\) - Cambridgeshire County Council](#)
- Measures and indicative costs – [Local Highway Improvement funding - Cambridgeshire County Council](#)

There are also drop in sessions on the 9th Nov and 5th January if you require guidance – please contact me for the details.

20mph schemes—the next round

The council plans to reopen the window for new applications for 20mph funding from Monday 15 January 2024, and close it on Friday 15 March 2024 at 5:00PM. There was intense interest from parish councils in this opportunity, showing how much popular support there is for road safety and speed reduction initiatives. In the meantime, the council plans to review and update its 20MPH website pages to provide additional information and assistance to applicants.

Budget planning

The Council is currently preparing a full budget for the next financial year, alongside forecasts for the subsequent four years. The estimated budget gap for 2024/25 currently stands at £23m due to high demand for statutory services (adult and children's social care, plus home to school transport) and other inflationary pressures. This pattern is being repeated right across local government, particularly for County Councils and other upper-tier authorities.

We continue to scrutinise the Council's spend to reduce inefficient or unneeded spending, though after the last few years we are already pretty much at the 'bone' of what the Council has to provide.

Next stage approval for Children's hospital

Cambridge Children's Hospital, which will be the first specialist children's hospital for the East of England, has been given the green light to proceed to the final stage of its business case development. The hospital, which was awarded planning permission in March 2022, is being built on the Biomedical Campus, and will care for children and young people across the whole of Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire and Cambridgeshire. It will be the first hospital designed to truly provide mental and physical health care together, delivered by staff who are trained in both. While the hospital will be built in Cambridge it will act as a central hub, working with services all over the East of England to provide care and support for children who may never visit the hospital itself.

News from GCP & Combined Authority

C2C busway update

Delivery of the C2C busway is currently on hold. C2C is bound-up with delivery of the Bourne Airfield housing development (they both depend on each other), and the Environment Agency have objected to further major housing developments until water availability can be improved across the region, thus temporarily pausing both schemes.

News from the District

4-day-week trial latest

Government minister Lee Rowley has now served a 'Best Value Notice' on the council following our refusal to cancel the 4DW trial. The data so far suggests the trial has saved the council money; improved recruitment and retention; reduced levels of sick leave; and improved staff motivation, mental and physical health. I therefore continue to believe that the trial should run its course before a full, comprehensive and public review.

Battery disposal

The Council is supporting the national Take Charge campaign, which aims to tackle the serious problem of recycling and waste fires caused by carelessly discarded “zombie batteries”. The campaign urges people across the UK to Recycle Batteries Responsibly by using specialist battery and electrical device recycling services, which will help reduce the growing number of serious fires started by carelessly discarded batteries.

Although safe to use normally, lithium-ion batteries are particularly prone to causing fires or explosions if they are not recycled properly. These batteries are most commonly found in products like laptops, tablets, mobile phones, radio-controlled toys, Bluetooth devices, shavers, electric toothbrushes, power tools, scooters and even e-cigarettes.

To recycle dead batteries in South Cambridgeshire place them in a small plastic bag, tie it closed and place it on top of your wheelie bin lid for our recycling or waste crews to collect. You can leave batteries on top of black, green or blue bins.

Asset of Community Value – The Orchard Tea Garden, Grantchester

The land and buildings of the Orchard Tea Garden have been added to the list of Assets of Community Value.

Draft Homeless Strategy out to consultation

The Council will be consulting on its new draft Homeless Strategy (2023-2028) between now and the 5th of January. A review of homelessness within the district has been completed, which looks at the numbers and trends relating to homelessness within the district as well as the factors affecting this. This helps to inform the Homeless Strategy, which sets out how the Council plans to respond to and tackle homelessness within the district over the next five year period, with the priorities coming under two main headings: homeless prevention, early intervention and support; and to provide suitable housing options.

The Homeless Review and Homeless Strategy consultation documents can be found on our website <https://www.scams.gov.uk/homeless-strategy>.

Contact Details

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

Cllr Michael I. Atkins
matkinslibdem@gmail.com
<https://www.facebook.com/cllrmichaelatkins>
07968 264637

South Cambridgeshire District Council – Caldecote Ward

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

Councillor's Monthly Report – November 2023

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.

Weather Issues - Flooding advice and sandbags

Following the heavy rain in October, the Council is reminding residents about the importance of being prepared for possible flooding in advance, before further significant rainfall occurs as we go into the winter months. This is especially the case for residents whose properties have flooded before. **The most effective time to act is in advance of rainfall – rather than during or after it.**

- The flooding page of SCDC website at <https://www.scambs.gov.uk/flooding> has a useful list of things residents can do in advance of rainfall under the 'Be prepared for flooding' section. This includes signing-up for Flood Warnings, using the Government's Flood Information Service to check if a property is at risk of flooding and preparing a flood plan.
- It also has a list to ascertain what would need to be reported where in the event of a flood.

As a reminder, **the Council does not provide a sandbag service to residents.** Generally, it is the responsibility of residents to protect their own properties from flooding. **This is why it is important that any residents who think they may need sandbags source them in advance of bad weather.** However, we do have a limited supply of sandbags that can be delivered to domestic properties that are at imminent risk of flooding only, aimed at our most vulnerable residents and only intended for people who have no friends, family or neighbours who can assist them fast enough or in advance. Those residents can call on 01954 713 000 or email streets@scambs.gov.uk during normal work hours. Outside of normal office hours and an emergency they can contact the SCDC out of hours number for Environmental Health Emergencies on 01253 501 055. In this type of case, the council can only provide a maximum of 5 per household to ensure fairness of provision.

Planning Updates

Reminder: Statement of Community Involvement – Consultation 18October – 29 November 2023

As I stated last month, South Cambs wants everyone in our communities to understand and get involved in how our area is developed. The Statement of Community Involvement (SCI) of 2019 <https://www.greatercambridgeplanning.org/about-us/statement-of-community-involvement/> sets out the process. The SCI has been reviewed and updated and the Planning service is keen to find out from communities if all the types of engagements reasonably possible have been captured, and is

carrying out a consultation on the updated SCI from 18 October to 29 November <https://www.greatercambridgeplanning.org/about-us/news/tell-us-how-you-want-to-be-involved-in-the-planning-process-across-greater-cambridge/>. Two public events have already taken place. Anyone who wants printed copies of the consultation can call 01954 713000 or 01223 457000 to request one. I encourage everyone to read the updated SCI and give your feedback. Feel free to contact me and ask questions or clarifications.

Cambridge 2040

This is the Michael Gove grand plan to build 200,000 houses in the Cambridge area between now and 2040. Mr Peter Freeman (Homes England Chief Exec) whom he has selected to head the Cambridge Delivery (super)Group has started to have meetings with the main stakeholders in Greater Cambridge to understand the area better and the work that is already being done here.

A Water Group has also been set up to look at the solution to the water challenge that the area faces. The Cambridge 2040 plan is going nowhere if the water issue is not resolved.

Governance/HR

4-Day Week (4DW) Trial Updates

The Minister Lee Rowley continues to make decisions without hearing the real facts of the 4DW trial. He has refused to accept the invitation of the Council Leader for a face-to-face meeting with the Council to hear himself directly just how things are being run and the benefits that have accrued since the original trial. He has also written to the Leader of Cambridge City council to stop the trial (through the Waste Service) and he has responded to say no, that the City supports the ongoing trial.

So Mr Rowley MP has forced Whitehall to issue “Government guidance” instructing councils not to take up 4DW because he “thinks” it will not be value for money. No evidence, just the misrepresentations by the Conservative donor funded campaign group that calls itself the taxpayers alliance. Go figure.

I remind residents that this is a **trial project** that has not involved change of terms & conditions or required budget change, so no consultation required. As has already been made public, the results will be collated at the end, and presented to councillors at full council to debate before a decision is made on the future step to take.

Ironically, the HM Revenue & Customs service, a Government Department is introducing 3-day week for its staff for part of the year, with a 1% pay increase, in order to improve its customer service levels. Go figure.

The South Cambs offices remains open 5 days a week, and the Contact centre is open longer hours than before the trial. The out of hours emergency response officers are available 24/7 for issues such as homelessness and dangerous structures. Our target of answering calls is within 100 seconds, it is a stretch but the call centre performs well compared to industry standards. A new webchat service has also just been launched which residents will find useful. You can find more information on the trial on the webpage <https://www.scambs.gov.uk/your-council-and-democracy/four-day-working-week-trial>

The performance across the council continues to be good, some are maintained and others improving. The Q1 2023-24 period (April – June) was presented and discussed at the Cabinet in October. Check them out yourself:

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- Main paper is at <https://scams.moderngov.co.uk/documents/s132787/2023-24%20Quarter%20One%20Performance%20Report.pdf>
 - Appendix A-Key Performance report is at <https://scams.moderngov.co.uk/documents/s132788/Appendix%20A%20-%20Key%20Performance%20Indicator%20Report.pdf>
 - Appendix B Business Plan progress report is at <https://scams.moderngov.co.uk/documents/s132788/Appendix%20A%20-%20Key%20Performance%20Indicator%20Report.pdf>

Feel free to contact me if you have any questions or would like further clarification.

Infrastructure – Cheaper Reliable Broadband

Earlier this month, the Department for Science, Innovation and Technology (DSIT) published information on what it calls social tariffs. <https://www.gov.uk/government/news/low-cost-broadband-and-mobile-phone-tariffs> . These are cheaper discounted broadband and mobile deals for people claiming Universal Credit, Pension Credit and some other benefits. Ofcom has more details on its website at <https://www.ofcom.org.uk/phones-telecoms-and-internet/advice-for-consumers/costs-and-billing/social-tariffs> of those eligible for the social tariffs. DSIT are supporting the latest Help for Households campaign starting 16 October 2023, and the next cost-of-living payment window of 31 October to 19 November 2023. The Help for Households campaign homepage at <https://helpforhouseholds.campaign.gov.uk/> brings together over 40 support schemes that the public may be able to access depending on their eligibility. Please check out these sites to see what help you can access to support you through this difficult cost of living crisis time.

Housing

Draft Homeless Strategy out to consultation

The Council will be consulting on its new draft Homeless Strategy (2023-2028) between now and the 5th of January. A review of homelessness within the district has been completed, which looks at the numbers and trends relating to homelessness within the district as well as the factors affecting this. This helps to inform the Homeless Strategy, which sets out how the Council plans to respond to and tackle homelessness within the district over the next five year period, with the priorities coming under two main headings:

- Homeless prevention, early intervention and support and,
- To provide suitable housing options.

The Homeless Review and Homeless Strategy consultation documents can be found on our website <https://www.scams.gov.uk/homeless-strategy>. Feedback can be provided through the website or alternatively please feel free to send any comments to Sue Carter at susan.carter@scams.gov.uk

Environmental Services

Bin Collection on New Routes

The new bin collection rota started on 18 September 2023 and continues to go well. The Waste Service continues to consistently collect over 99% of the bins due. Nothing new there then! I remind you that if your bin is missed for any reason, please report at 3.30pm on the website at <https://www.scams.gov.uk/recycling-and-bins/report-a-missed-household-collection/> and leave it out as arrangements will be made to return to collect as soon as possible.

Community and Wellbeing

Action for Happiness

The Action for Happiness theme for November at <https://www.actionforhappiness.org/calendar> is **New Ways November**. This month's focus is "Try Something New". It uses the Ten Keys to Happier Living at <https://actionforhappiness.org/10-keys>. Have a look at the daily calendar which has some really good ideas for action – so far so good.

SCDC Help for residents through the cost-of-living crisis

Last month, I reported on the SCDC initiative to help with the cost-of-living crisis by offering a free electric blanket / electric throw, which cost a fraction to run than central heating. Four other areas of support are Benefits, Household Support Fund, Food support and Saving energy and money. Please go to the website at to www.scams.gov.uk/cost-of-living to see what is on offer and how to claim. If you have questions or need help applying then email duty.communities@scams.gov.uk .

Community Chest Grant funding

There is still funding available for community projects through the [Community Chest Grant](#). As we approach winter, there is available funding for cost-of-living related projects, of which over £17,000 remains! The fund can be used for start-up and capital costs and if any community group would like assistance in completing an application, they can email community.chest@scams.gov.uk

Community Hubs – Village Agents job advert

SCDC has renewed our contract with Cambridgeshire ACRE to continue the delivery of Community Hubs (previously called Warm Hubs) until October 2025, with funding from the Integrated Care Board.

Cambridgeshire ACRE is now advertising for three 'Village Agent' job roles as part of this project. The Village Agents team will provide help, support and solutions for the health and social care needs of members of the community, by engaging with local neighbourhood volunteers, health and care sector, statutory and voluntary organisations.

It is hoped that the successful applicants will already be members of the community that they serve as part of the role, so if you know anyone that you think would be suitable to apply, pass this on and encourage them to apply. Call Cambridgeshire Acre on 01353 860850 or email enquiries@cambsacre.org.uk

Local Climate Action Conference

Reminder that South Cambridgeshire District Council is holding its first **Local Climate Action Conference** on **Tuesday November 28** to tie in with COP28. It is taking place at Cottenham Village Hall, is free to attend and everyone is welcome. We have speakers from parish, district and county councils as well as from local nature action groups. We hope as many local people as possible are able to attend to see how we can work together to help the district become net zero by 2050.

- Find out more by reading our news article at <https://www.scams.gov.uk/cottenham-conference-celebrates-local-climate-action/>
- Or visit the Eventbrite link to book your free place <https://www.eventbrite.com/e/south-cambridgeshire-district-council-local-climate-action-conference-tickets-731064271917>

Tax-Free Childcare account

HM Revenue and Customs (HMRC) is reminding families today to open a Tax-Free Childcare account to save on their yearly childcare bills. Families can use their Tax-Free Childcare account to

pay for any approved childcare including holiday clubs, breakfast and after school clubs, child minders and nurseries.

The scheme provides working families, with children up to the age of 11, or 16 if their child has a disability, up to £2,000 a year per child or £4,000 a year if their child is disabled. For every £8 paid into a Tax-Free Childcare account, families automatically receive the government top up of £2. Families can save up to £500 every three months for each child or £1,000 if their child is disabled. You can find more details at <https://www.gov.uk/government/news/save-up-to-2000-a-year-on-childcare-costs-for-your-little-pumpkins>

Parents are encouraged to go to <https://www.gov.uk/tax-free-childcare> to register and start saving today. Very helpfully, HMRC has produced a Tax-Free Childcare guide for parents at <https://www.childcarechoices.gov.uk/providers/guidance-and-resources/guidance-zone/parent-guide-to-tax-free-childcare/> which explains the reasons and benefits for signing up to the scheme. I encourage parents to check it out and take advantage of this scheme especially in these tough times.

Diary Dates

Sunday 10th December 2023: SCDC Christmas Market at Cambourne Village College.

Casework

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 on my blog at <https://tumihawkins.org.uk/caldecote-ward/reports/monthly-reports/2022-23-monthly-reports/>. Feel free to read, share and/or download.

Tumi

Tumi Hawkins
1 November 2023

Email me @:	tumi@tumihawkins.org.uk
Read my blog at:	http://www.TumiHawkins.org.uk
Twitter:	@CouncillorTumi
Facebook	@itsCouncillorTumi
LinkedIn	TumiHawkins
Call me on:	07802 323269

Kingston Parish Council

Safeguarding Children, Young people and Vulnerable Adults (“Safeguarding”) Policy

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Parish Council facilities.

The Parish Council will review it annually.

Definitions

Children and young people: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties

MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties.

- Display on Parish Council website the relevant safeguarding contacts for advice and help.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the policy and procedures at all times. For example they should

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

SECTION 4

Allegations against staff and volunteers

The Parish Council should follow the procedures for managing allegations against staff/volunteers on the SBC Safeguarding website. No attempt should be made to investigate or take action before consultation with Cambridgeshire County Council Local Authority Designated Officer (LADO). See contact details below.

LADO Office 01223 727967 or email LADO@cambridgeshire.gov.uk

Whistleblowing

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations. **The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.**

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and Cambridgeshire County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

KINGSTON PARISH COUNCIL

EQUALITY & DIVERSITY POLICY

1. Aims

The aim of this policy is to communicate the commitment of Kingston Parish Council, its Members and Officers to meeting the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services, which are efficient and effective; accessible to all; and which meet different people's needs.

2. Policy Statement

It is Kingston Parish Council's policy to provide representation, information, facilities, services and employment to all irrespective of:

- • Gender, including gender reassignment
- • Marital or civil partnership status
- • Religious belief or political opinion
- • Race (including colour, nationality, ethnic or national origins)
- • Disability
- • Sexual orientation
- • Age

Kingston Parish Council is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made objectively and without unlawful discrimination.

Kingston Parish Council recognises that supporting Equality is of primary importance. This policy will help Councillors and Employees of the Council to develop sound and effective policies that impact on the village, community and surrounding areas.

Kingston Parish Council aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevent individuals or groups from realizing their potential and contributing fully to the community to develop a culture that positively values diversity.

Kingston Parish Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

3. Equality Commitments

Kingston Parish Council is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate

4. How we will implement this policy:

- Communicate the policy to all Councillors, Officers and members of the public
- Incorporate equal opportunities into general practices
- Ensure that other persons or organisations will comply with the policy in their dealings with the council

5. Monitoring and Review

The effectiveness of our equal opportunities policy will be reviewed annually, and action taken as necessary.

In addition to the Council's internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

Date Adopted – 14th November 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Kingston Parish Charity

formerly known as

The Kingston Pooors' Land Charity

Governing Document

1 Name

The charity's name is:

The Kingston Parish Charity *formerly known as* The Kingston Pooors' Land Charity

2 The history and purposes of the charity are:-

The precise origins of the charity are unknown but according to the Victoria County History (1973, Vol. 5, p. 120) the charity has been in existence since at least 1697. The charity owned land in the parish of Bourn which was replaced by a nine-acre plot in the 1820 Bourn Enclosure Act. The charity was registered with the Charity Commission in 1965 (number 241398).

The income from the rental of the charity's land is used to provide grants to individuals and organisations in the civil parish of Kingston, Cambridgeshire for the relief of poverty and for education and training. The charity provides help especially for children and young people, elderly people and people with disabilities.

No recipient is entitled to receive any benefit from the charity until they have resided in the parish of Kingston for the period of one year. Persons who leave the parish are entitled to receive benefit from the charity for a period of one year afterwards.

3 Trustees

- (1) The charity is managed by two trustees who are appointed by Kingston Parish Council for terms of four years which can be extended.
- (2) The trustees are of equal status but one may be designated as the charity contact for official purposes.
- (3) All decisions regarding the management of the charity, its funds and assets are made by the trustees alone.
- (4) Trustees cannot be recipients of the charity.

4 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) buy and sell land
- (4) co-operate with and support other charities with similar purposes
- (5) do anything which is lawful and necessary to achieve the purposes
- (6) the trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law

5 The Annual Parish Meeting

- (1) The Annual Parish Meeting is convened each year by Kingston Parish Council.

- (2) The trustees shall present the annual report and accounts to the Annual Parish Meeting.
- (3) The trustees shall also make annual returns to the Charity Commission.

6 Money and property

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. Either Trustee may withdraw money from the bank account in agreement with the other trustee.

7 Changes to Constitution

- (1) If the trustees consider it necessary to change the constitution, or wind up the charity, they must inform the Charity Commission and Kingston Parish Council, and report such changes to the Annual Parish Meeting. No change can be made that would make the organisation no longer a charity.
- (2) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

This revised constitution was agreed and adopted on 20 by the people whose signatures appear below.

Signed

Print name and address

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This constitution has been developed and promoted with the following organisations:



Kingston Parish Council

Financial report 31 October 2023

N.B. All figures exclude VAT

Item	Budget 2023/24 £	Expenditure YTD £	Budget minus expenditure YTD £	Additional Information
Grass and Hedge cutting - Expenditure	2,876	2,805	71	No further payments expected; (increase was less than budgeted)
Grass and Hedge cutting - Income	(306)	(276)	(30)	To come: receipt from Fasnacloich Estates (£35 recd Nov)
Insurance	463	449	14	No further payments expected; (increase was less than budgeted)
Clerk's salary	2,419	1,223	1,196	Includes KV to 8 Aug, 4 mths PS, 1 mth RM (to come: 5mths RM £1,245)
Grants (section 137)	941		941	Churchyard maintenance; will pay £850 (Stuart D paying excess)
Village Hall upgrade	1,288	1,288	0	PWLB 2 of 2 tranches paid
Audit fees	72	75	(3)	No further payments expected; (increase was slightly more than budgeted)
Village asset maintenance	600	394	206	Paid for playground: annual inspection; extra bark; spraying (to come: bus shelter cleaning)
Subscriptions	456	374	82	Paid for ICO, CAPALC, One.com (to come: ACRE, SLCC, Parish Online)
Parish Magazine	830		830	
Footpath lighting	194	62	132	5 months paid; Opus Energy have revised prior yrs charges, we are now in credit
Miscellaneous and expenses	1,000	72	928	Clerk exps; allotments rent paid to SCDC; bank charges (to come: village hall hire; training)
Income other than precept	(248)	(223)	(25)	Deposit account interest recd £193; allotments £30
Total	10,585	6,243	4,342	

Bank balances	Current account:	7,705	
	Deposit account:	16,134	
At 31 October 2023		23,839	<i>see below</i>

Reconciliation of bank balances

Balances brought forward	Current account:	3,919	
	Deposit account:	14,711	
At 01 April 2023		18,630	
Net expenditure as above		(6,243)	
Other items:	Precept income	10,892	
	VAT refund received	729	For financial year 2021-22
	VAT refund received	501	For financial year 2022-23
	VAT incurred on net expenditure 2023-24	(670)	To be recovered
At 31 October 2023		23,839	<i>As above</i>