Kingston Parish Council (KPC)
Minutes of Meeting held at 19:30
on the 8th of September 2026 in Kingston Village Hall

Parish Councillors (PC's) present:

Miki Ellar (ME), Mark Nicholls (MN), Keith Tan (KT) and Paul Wheeler (PW)

Meeting commenced at 19:30. Opened by PW.

1. Apologies received from **:** Julie Conder (JC).

2. Minutes of the KPC Meeting on the 14th of July 2026 were Approved by ME, MN and KT and Signed by PW. Hard copy of Minutes to be filed in the KPC Minutes Folder. Soft copy to be put onto the KPC Dropbox.

3. County Councillor's Report. No Report received.

4. District Councillor's Report. No Report received.

   Mr John Jefferies joined the Meeting at 20:00. He was introduced to the Meeting and provided a brief background history of himself and his District Councillor's activities. Information was provided on :
   a. High Bourn development by Cavendish Consulting.
   b. Cambourne to Cambridge Busway Tender from the Greater Cambridge Partnership.
   c. The Queen Elizabeth II Digital Memorial.

5. Bimonthly Financial Report.

Kingston Parish Council

Financial report 31 August 2026

N.B. All figures exclude VAT

Item	Budget 2026/27 £	Expenditure YTD £	Budget minus expenditure YTD £	Additional Information
Grass and Hedge cutting - Expenditure	4,400	943	3,458	Wakeling
Grass and Hedge cutting - Income	(319)	(319)	0	Heyman and CCC contributions
Insurance	310	300	10	Zurich Insurance annual premium
Clerk's salary	6,150	0	6,150	
Grants (section 137)	1,166		1,166	
Village Hall upgrade	1,288	644	644	PWLB 1 of 2 tranches paid
Audit fees	108	120	(12)	
Village asset maintenance	1,255	589	666	tree surgery, RoSPA playground, bus stop cleaning 2025
Subscriptions	589	249	340	ICO, One.com
Parish Magazine	850		850	
Footpath lighting	344	208	136	8mths
Miscellaneous and expenses	1,030	374	656	allotments rent paid to SCDC, bank charges, village hall rental 2025, defib pads, Gift Day teas, election
Income other than precept	(716)	(152)	(564)	interest
Total	**16,455**	**2,956**	**13,500**	

Bank balances	Current account	859	
	Deposit account	34,529	
At 31 August 2026		**35,388**	see below

Reconciliation of bank balances

Balances brought forward	Current account	438	
	Deposit account	20,400	
At 01 April 2026		**20,838**	
Net expenditure as above		(2,956)	
Other items	Precept income	16,455	
	VAT refund received	1,238	
	VAT incurred on net expenditure 2026-27	(188)	To be recovered
At 31 August 2026		**35,388**	As above

Expenditure approved not yet spent

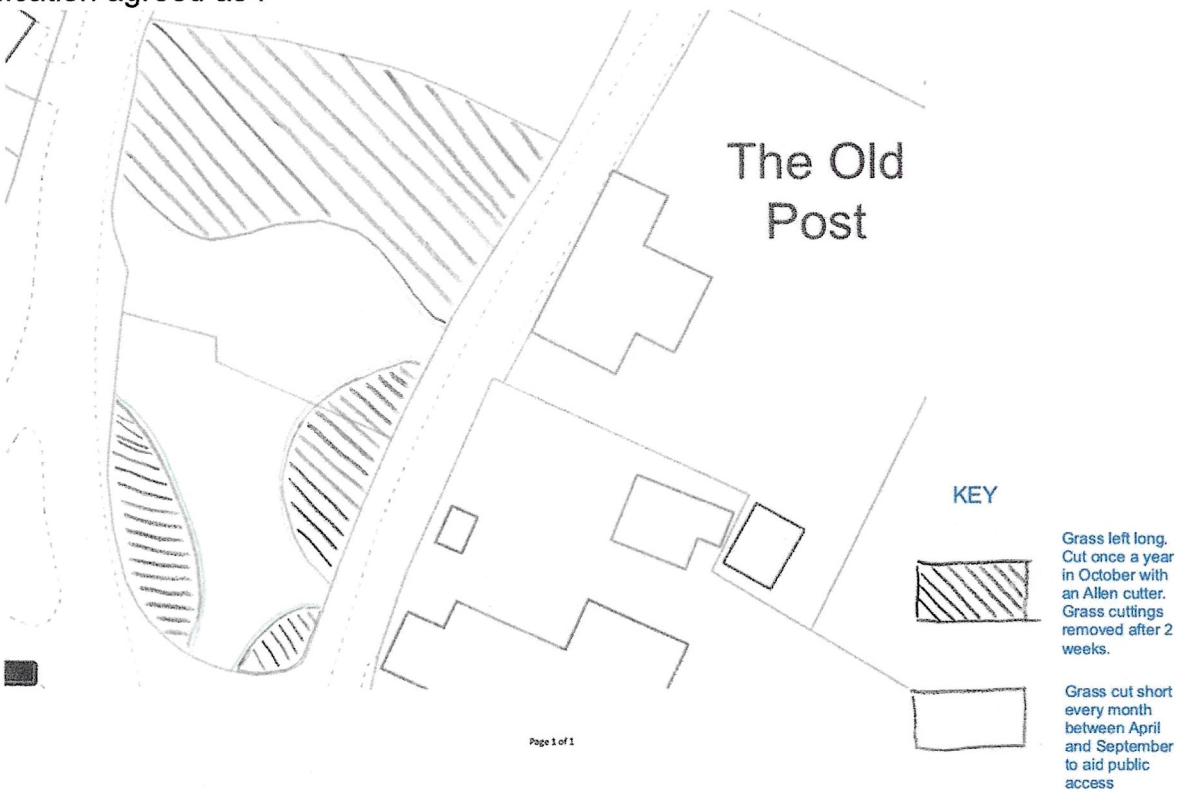
6. Invoices Approved and Paid since previous KPC Meeting.

Receipt Date for Invoice	Invoice from	For Services of	Amount	VAT Value	Date of Request for Approval to Pay	Date of Approval to Pay	Paid on	Paid by
10/06/2026	Totalenergies	Street Lights	£28.00	£1.33	04/08/2026	05/08/2026	13/08/2026	BACS
08/07/2026	South Cambridgeshire DC	Election Fee	£75.00	£0.00	04/08/2026	05/08/2026	13/08/2026	BACS
09/07/2026	Totalenergies	Street Lights	£27.10	£1.29	04/08/2026	05/08/2026	13/08/2026	BACS
11/07/2026	One.Com	IT	£242.10	£40.35	04/08/2026	05/08/2026	06/08/2026	BACS
14/07/2026	J Clear	KPPC Gift Day Costs	£16.30	£0.00	04/08/2026	05/08/2026	13/08/2026	BACS
17/07/2026	PW Expenditure	Land Register Seach Fee	£7.00	£0.00	04/08/2026	05/08/2026	13/08/2026	BACS
20/07/2026	PW Expenditure	Postage for letter reference Footpath K6	£1.80	£0.00	04/08/2026	05/08/2026	13/08/2026	BACS

7. Matters ongoing.

7.1 Cranes Lane/The Green – Rainwater Drain issues (PW).
County Council (CC) work undertaken on the 19th and 20th of August 2026. Now awaiting a site visit from the Depot Supervisor to complete a follow up assessment. Matter ongoing.

7.2 Tree Works - The Orchard (PW).
An Activity was carried out on the 7th of September 2026 to identify the grass cutting requirement.
Specification agreed as :



The next Activity for September 2026 is to specify the hedge cutting requirement. Further information on activities has been issued by Rachel Hooper and is available in the Village Hall. Matter ongoing.

7.3 Update Land Registry - The Orchard (MN).
No update from the Land Registry. Matter ongoing.

7.4 Open Spaces Report (MN).
Path and cycleway, by kind permission of the landowner, on the B1046 towards Toft, now cut back and trimmed. No further issues notified. Matter ongoing.

7.5 East West Rail (EWR) (JC).
No further relevant information on EWR. Matter ongoing.

7.6 Bus Update (JC).
The 18 Service continues to be variable, and residents are again reminded to notify JC at julie@kingstonvillage.org.uk, where there are issues. Matter ongoing.

7.7 Six Free Trees from South Cambridgeshire District Council (SCDC). (PW).
Planting to be carried out in November 2026, all replacing dead trees. Two along the Eversden Road. Two on Field Road Drift. Two in The Orchard. Matter ongoing.

7.8 Kingston Play Area (KPA) Inspection Rota Records (PW).
The current Insurance Policy does not mandate an Inspection Rota, therefore the Annual RoSPA conducted by Playsafety Ltd is considered sufficient. The contact details on the KPA Sign have been changed to clerk@kingstonvillage.org.uk for ease of notification of any issue. Matter closed.

7.9 Letter received from Toft Parish Council (TPC) reference Footpath K6 being overgrown.
As the land that the section of the Footpath falls on is within Kingston Parish, they have requested that the KPC arrange the obligatory clearance. PW to contact TPC to enquire if, with their local knowledge, they know who the said land is registered too. PW Email sent on the 15th of July 2026. TPC advised that they had no knowledge of the land registry. PW obtained the required information via The Land Registry website and wrote to the Title Holder of Number CB155774 on the 18th of July 2026. Letter available on the KPC Dropbox. No reply has been received to-date. PW requested by ME, MN and KT, to draft a second letter, requesting an update. Matter ongoing.

8. Matters arising.

8.1 Updating Cambridgeshire's Rights of Way Improvement Plan.
MN to evaluate and respond accordingly. Matter ongoing.

8.2 KPC Councillors Areas of Responsibility.
Deferred until all PC's in attendance. Matter ongoing.

8.3 Declaration of Acceptance of Office Forms.
All PC's Forms now available. Hard copies to be retained in the KPC records. Soft copies to be filed on the KPC Dropbox. Matter closed.

8.4 Register of Parish Members Financial and other Interests.
Hard and soft copies of Registers for JC and PW available to the KPC. PW to contact the Electoral Services Support Officer at the South Cambridgeshire District Council to request soft copies of the Register for ME, MN and KT. Hard copies will then be produced. All Hard copies to be retained in the KPC records. Soft copies to be filed on the KPC Dropbox. Matter ongoing.

8.5 Rospa KPC Play Area Safety Inspection Report.
No observations were identified as high-risk. PW took action to rectify a low-risk observation on the Rotator-Pole. All other observations deemed as low risk and therefore acceptable. Matter closed.

9. Items for next meeting to be held on 10/11/2026.

No matters raised.

10. Correspondence.

10.1 Email received on the 27th of August 2026 from the Cambridgeshire Archives about records which a previous Clerk, Mimi Wheeler, had arranged to withdraw back in 2021 for the Village Hall Committee. They requested an update on a possible date for their return. PW located the said records and will arrange for them to be returned before the end of October 2026. Matter ongoing.

10.2 Letter received from Roger Russell on the 5th of August 2026 reference :

a. Allocation of parking spaces when the Village Hall is booked. PW to pass the correspondence onto the Village Hall Committee for comment.
b. Village resident's cars being parked on The Green when spaces available in the Village Hall Carpark (VHC). PW to draft an article requesting that use is made of the VHC, by residents and visitors, when spaces available.

Matter ongoing.

11. A.O.B.

11.1 PW requested that an All Garden Centre Voucher should be considered as a Gift from the Parish Council to Susan Dalgleish. This was agreed with a sum set at £250.00.

Meeting closed by PW at : 20:50 Minutes reference: 20260908

Signed: [redacted]

Date: 10/11/26