

MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16 MAY 2006
LIBRARY, ARMS LANE, KEDINGTON

Present:

Mr Alan Barney
Mrs Susan Berridge
Mr Peter Byron
Mr John Cahill
Mr Peter Donoghue
Mrs Gloria Double
Mr Peter Maxey (item 1 only)
Mr John Pelling
Mr Terry Wheeler (Chairman)

Mrs Susan Rouse (Clerk)

In attendance: Ms M Farrant; Mr D Ford; Mr F Phillips (Press); Mr R Pound; Mrs M Rushbrook; Mr M Simpkin; Mr M Smith; Mrs B Surridge.

		ACTION
1	<p>Welcome and Election of Chairman: Mr Maxey welcomed those present. He advised that he would be resigning from the Council with immediate effect as he will be moving from the village shortly.</p> <p>Mr Maxey invited nominations for the Chair. Mr Wheeler was proposed by Mrs Double and seconded by Mr Barney. There were no other nominations. Mr Wheeler indicated his willingness to serve but advised that he will need strong support from the Vice Chairman. Mr Wheeler was unanimously elected as Chairman and signed the acceptance of office form. (Annex 1)</p> <p>A formal vote of thanks to Mr Maxey was made by Mr Donoghue for all his hard work on the Council and as Chairman for the last four years. The job was not always as easy one and it is possible to be misunderstood or misrepresented. He felt sure that Mr Maxey had always had the good of the village at heart and he was owed a debt of gratitude.</p> <p><i>Mr Maxey left the meeting and Mr Wheeler assumed the chair.</i></p> <p>Mr Wheeler advised that he would run the Council on a democratic basis but he wished Councillors to make their points succinctly and through the chair. He acknowledged that there have been some problems on the Council recently. If Councillors have a problem with one another, they should discuss it. If they are unable to resolve it, then they should let him know. Any unresolved problems should be brought to the full Council. If the new Clerk has any problems, she should come to him.</p>	Annex 1
2	<p>Appointment of Vice-Chairman: Mr Cahill was proposed by Mrs Berridge and seconded by Mrs Double. There were no other nominations and Mr Cahill was unanimously elected.</p>	
3	<p>Apologies: Apologies were accepted from County Councillor K Knight (health).</p>	
4	<p>To accept members' Declaration of Interests on agenda items: Mr Barney declared a personal interest in agenda items relating to the KCA and signed the interests book.</p>	
5	<p>To acknowledge agenda items of interest to members of the public present: Mrs Surridge commented that her views on the youth shelter had previously been made known to the Council.</p> <p>The Chairman proposed that, in future, Councillors be available at the Library at 7.40pm to enable members of the public to ask any questions they might have of Members before Council meetings commence. This was agreed.</p>	SR/All

6	Appointments for the year:	
6.1	Finance Committee: Chairman, Vice Chairman, Mrs Double, Mr Byron.	
6.2	SALC Representative: Mr Cahill (Reserve: Mrs Berridge).	
6.3	Kedington Community Association: Mr Barney.	
6.4	Police Forum/Crime Prevention Panel: Mrs Double.	
6.5	Parish Transport Representative: Mr Pelling.	
6.6	Working Groups:	
6.6.1	Old School Field: Mr Barney, Mr Byron, Mr Donoghue, Mrs Double, Mr Wheeler.	
6.6.2	Risbridge Meadow: Mr Byron to lead with support from Mrs Berridge and Mr Wheeler, if required.	
6.6.3	Church Walk trees: Mr Byron and Mr Pelling.	
6.6.4	Emergencies: Mr Cahill and Mr Donoghue.	
6.7	Councillors' Responsibilities: These were reviewed and amended. A revised contact list is attached to the minutes as Annex 2.	Annex 2
7	Minutes of previous meeting: The minutes of the Council meeting on 18 April 2006 were accepted as a true record. (Proposer: Mr Pelling; Seconder: Mrs Berridge).	
8	Visitors' Reports: None.	
9	Clerk's Report: <ul style="list-style-type: none"> ▪ Play equipment: Our preferred supplier has agreed to hold its quoted prices until the end of the year. ▪ Risbridge Meadow: The site has now been adopted by St Edmundsbury; tree work will start in August/September. ▪ SALC: Ms Shona Bendix has been appointed as the new Chief Executive Officer. ▪ Footway from Risbridge Estate over Watermill Bridge: Suffolk County Council expect to advise Parish Councils of their proposed construction programme for the County by the end of May 2006. 	
10	Appointment of new Clerk: The Chairman thanked Mrs Berridge for leading the recruitment exercise and Messrs Byron and Pelling for their input to the interview panel. It was agreed to: <ul style="list-style-type: none"> ▪ Adopt the recommendation of the Interview Panel and appoint Ms Marion Farrant with effect from 1 June 2006. (First working day: Monday 5 June). ▪ Adopt the draft offer letter presented and issue on 17 May 2006. ▪ Adopt the draft contract presented, subject to revision of clauses 5.1 and 5.3 to reflect new salary scale, and to issue after satisfactory references had been obtained. <p>The Chairman commented that 13 candidates had applied; 5 of whom had been interviewed. Four were of a high standard with differing strengths. Ms Farrant will be working with the present Clerk during June but it was noted that she will be on holiday from 14-21 June.</p>	SR SR
11	Discipline and Grievance Procedures for Employees: The draft procedures, based on model documents written by NALC, were adopted. The following Committee representation was agreed: <p style="margin-left: 40px;">Staffing Committee: Mr Wheeler, Mrs Berridge, Mr Byron Appeal Committee: Mr Cahill, Mrs Double, Mr Pelling</p> <p>The procedures will be issued to all employees.</p>	SR

12	Youth Shelter: It was agreed to send representatives to a meeting proposed by the KCA at 7.30pm on 8 June 2006 at the Library.	PB/GD
13	Consultations	
13.1	Suffolk Constabulary Neighbourhood Policing: An (undated) letter from Suffolk Constabulary was discussed. It was agreed to seek more information on the subject, including feedback from the meeting held on 18 April (the date the letter was received by the Parish Council).	SR
13.2	A case for a unitary Ipswich: A unitary Council is one which takes all the powers currently held by the relevant Borough and County Councils and does all its own administration. Peterborough is such a council. Ipswich has taken the step of setting out its desire for unitary status and a consultation document in this respect has been received from SALC. After discussion, it was agreed to register the Council's concerns that, if this happens, small parishes might be financially disadvantaged as Ipswich represents a significant part of the population (and therefore council tax payers) in the County.	SR
13.3	Any other consultations: Healthy Homes leaflet, regarding crime reduction, prepared by St Edmundsbury was brought to the Council's attention. It was agreed to place copies of this in the Library and on notice boards. It is also a possible subject for inclusion in the next Chairman's letter.	SR
14	Housing/Planning	
14.1	Affordable Housing Survey: Report by Suffolk ACRE had been received suggesting the need for a small development. Members were concerned that the 27% response rate might not represent a mandate for action. It was agreed to invite Louise Wilby, Rural Housing Enabler for Suffolk ACRE and Nikki Hollingsworth from St Edmundsbury to the June Council meeting when this item will be first on the agenda.	SR
14.2	Observations conveyed to Borough Council	
14.2.1	Clay Too Garage <i>Unacceptable. Concrete garage out of keeping with surroundings.</i>	
14.2.2	Eagles Farmhouse Barn conversion <i>Acceptable.</i>	
14.3	Decisions received from Borough Council	
14.3.1	26 Kings Meadow 1 st floor side extension Granted	
15	Street furniture: seats	
15.1	Gift seat: A proposal to site the promised gift seat on the Riverside Walk (school side) under new WI trees was presented and agreed. The donor has offered to pay the full price for the seat, including VAT. The Council will then use the refund of VAT towards the cost of installation. The final cost to the Council will therefore be around £50. The order will be placed once permission to locate the seat on the land, which is owned by Vestey Estates, has been obtained.	PD/SR
15.2	Replacement seat opposite Royal British Legion: The wooden slats from this seat have been retained for re-use. It was agreed to purchase new stainless steel ends at a cost of approximately £300.	PD/SR
16	Risk Assessment: Kedington has been selected as part of a random 5% of Councils for an intermediate audit this year and has to provide a lot of extra information, including a risk assessment policy. A safety policy in respect of contractors was drawn up in February 2005. It was agreed that a policy document should cover employees, the Parish office, clean-up days, and areas owned by the Council, e.g. Old School Field. A few suggestions were made and work will be started on a draft policy.	SR
17	Finance Committee	
17.1	Draft minutes of 9 May meeting: Received.	

17.2	<p>Mr Wheeler reported on the highlights of the 9 May meeting, not covered elsewhere on the agenda.</p> <ul style="list-style-type: none"> ▪ Budget: Precept of £36,275 for the new financial year had been received. Expenditure this month was £3,836. Reserves of £38,397 were held. ▪ Audit: Arrangements for this year's audit are in hand. ▪ Dog Bins: After receipt of a full quotation for the accessories required for three new dog bins, the cost had increased to £989. It had therefore been decided to proceed with the purchase of the dog bins only at a cost of £411. Alternative mounting methods will be used. ▪ Suffolk Family Carers: A grant of £50 had been agreed. ▪ Payments: 12 payments totalling £3,709.68 had been approved. <p>Further to the above meeting,</p> <ul style="list-style-type: none"> ▪ It was noted that the holes in Old School Field (see item 8.1) have been filled in. ▪ Re item 7.1, following contact with Building Control and the developer, it appears that the drain causing the flooding is in the road not on the development site. Highways will be contacted accordingly. 	PD
17.3	Matters arising from 11 April 2006 Finance Committee minutes: None.	
18	Environmental/Grounds Maintenance Matters:	
18.1	Woodland Group: A group of volunteers to work on the Risbridge Meadow is being established. Notices inviting parishioners to join will be displayed around the village and on the website. Possible topic for next Chairman's letter.	PB
18.2	KCA: removal of trees behind garages: The Council's views on removal of trees behind the garages at the Community Centre were being sought. After discussion, it was agreed to ask the KCA for its overall plans for the area and whether local residents had been consulted about the proposals before responding.	SR
18.3	<p>Dog fouling: Dash End Lane/Hundon Road:</p> <p>It was agreed that one of the new dog bins ordered will be located in this area. It was also agreed to contact St Edmundsbury to seek clarification on the Council's powers in respect of dog fouling and the current position regarding dog wardens.</p>	SR SB
18.4	Any other environmental matters:	
18.4.1	Herald contract: Further to the problems with Herald's work identified at the May Finance Committee meeting, it had also come to light that significant damage to the gravestones in the churchyard had occurred. This ranged from scratches to one being broken completely. A strong letter of complaint will be sent to Herald with a request that they attend a site meeting with a Council representative. The Parochial Church Council will also be contacted as, it was appreciated, the damage could cause distress to family members.	SR/PB
18.4.2	The Cut: The Environment Agency had visited and repaired the deep ruts along The Cut.	
19	Any other reports (on-going matters): None.	
20	Events	
20.1	Feedback: None.	
20.1.1	Annual Parish Meeting feedback: None.	
20.2	Nominations:	
20.2.1	St Edmundsbury Workshop on Local Development Framework: Mr Cahill will attend the workshop regarding the Borough's draft Statement of Community Involvement on 25 May 2006 in Haverhill.	JC
20.2.2	SALC Spring Conference, Thurston: Mr Cahill will attend.	SR/JC
20.2.3	CPRE Workshop on Local Development Frameworks, Huntingdon: There were no nominations to attend the workshop on 5 October 2006.	
20.3	Councillors' absences: Additional holiday dates were noted.	SR

21	New business:	
21.1	Meadowlark: The forthcoming quiz night was noted, together with a request for the Council to nominate a hymn for the Meadowlark Praise.	
21.2	New Play Equipment: The Chairman asked for this subject to be placed on the agenda for the next Council meeting as correct procedures had not been followed. (See Finance Committee minutes 14 February 2006, paragraph 8). Sealed tenders should have been obtained from three suppliers. A specification will need to be prepared and a formal tendering exercise take place.	SR/TW
21.3	Website: Members gave their agreement to inclusion of their names and contact details, with photographs to follow, on the Parish Council website.	JC
	Next Council meeting: Tuesday, 20 June at 7.40pm.	

Signed:

Date: