

MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 JUNE 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 John Pelling
Mr Terry Wheeler (Chairman)

Mrs Susan Rouse (Clerk)

In attendance: Mr S Brown (item 7); Mrs N J Hollingworth, Housing Strategy & Development Manager, St Edmundsbury (items 1-3); Mr F Phillips (Press); Mrs B Surridge (part-time); Miss L E Wilby, Rural Housing Enabler, Suffolk ACRE (items 1-3).

		ACTION
1	Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present: There were no parishioners present for this item.	
2	Welcome and apologies: Apologies were accepted from County Councillor K Knight (health).	
3	Affordable Housing Survey: The Chairman welcomed Louise Wilby, Rural Housing Enabler, Suffolk ACRE and Niki Hollingworth, Housing Strategy & Development Manager, St Edmundsbury and invited them to present the results of the recent Affordable Housing Survey which Members had had an opportunity to read previously. Mrs Hollingworth explained that the Borough Council has a responsibility for assessing housing needs and for building affordable housing, in partnership with other organisations, especially in rural areas. The Rural Action Plan includes housing policy and affordable housing provision is a top issue in many villages. A handout describing the role of the Strategic Housing Team was distributed to members. Miss Wilby presented a summary of the findings of the survey: <ul style="list-style-type: none">▪ 20% return – lower than usual but not bad for a postal survey.▪ Most common household size is 2 people (48%) – this is unusual.▪ Lowest age range is 16-24 group. Common in villages as many move away.▪ 75% of properties have 3-4 bedrooms; smaller properties therefore represent only 25% of the total stock.▪ 59% of respondents felt there was a need for affordable housing (21% = no need and 20% = don't know).▪ Half of respondents had made comments: some positive, some negative. It is important to note residents' concerns re traffic, parking and sewerage.▪ 29 households had shown a need for affordable housing. These fell into three groups: young people aged 16-24; 6 families and 7 elderly.▪ Taking into account households already registered as seeking accommodation who have a connection to Kedington, the figure rises to 61 households.▪ A clear need for a small affordable housing development exists. The following points were raised during questions and general discussion. <ul style="list-style-type: none">▪ Although the number of returns was low, those who did not respond cannot be against such a scheme or they would have completed a form. Response can therefore be considered a mandate for action.▪ Housing would be for local people or those with a local connection and guaranteed in perpetuity. Shared ownership is the most likely option.▪ It was noted that the revised Local Plan is awaited and this could have an	Annex 1

	<p>impact on housing development in the village.</p> <ul style="list-style-type: none"> Next steps: if the Parish Council wish to support such a scheme, the next step would be to identify a Housing Association to work with the Council on a working group of 2-3 councillors. St Edmundsbury would also be represented on the group and Louise Wilby would assist as necessary. Annual Reports for two housing associations with local/rural connections were given to the Clerk for circulation. A meeting with both Associations could then be arranged and the Council could decide with which it wished to work. 	SR/MF
	<p><i>The Chairman thanked Mrs Hollingworth and Miss Wilby for their input and they then left the meeting.</i></p> <p>After discussion, it was agreed that a need had been established and a small housing development for local people should be agreed in principle. Under a proposal by Cllr Berridge, seconded by Cllr Pelling, this was unanimously agreed. It was acknowledged that finding a suitable site could be an emotive issue and a public meeting might be necessary in due course. It was agreed to discuss the matter again at the September Council meeting when the revised Local Plan should be available and when Members had had an opportunity to review the documentation from the housing associations.</p>	MF
4	<p>Minutes of previous meeting: Item 4: This should be amended to read: "Mr Barney declared a <u>personal</u> interest in agenda items relating to the KCA rather than "prejudicial". The minutes of the Council meeting on 16 May 2006 were then accepted as a true record. (Proposer: Cllr Donoghue; Seconder: Cllr Pelling).</p>	
5	<p>To accept members' Declaration of Interests on agenda items:</p> <p>There were no declarations in respect of agenda items. Cllr Double registered a new interest in that she is now an independent member of the performance panel of the Havebury Housing Partnership. It was noted that membership of a political party should also be declared but this did not apply to any Member present.</p>	SR/MF
6	<p>Visitors' Reports: None. It was noted that Mrs Marion Rushbrook had been elected as the new Borough Councillor. A letter of congratulations would be sent.</p>	SR/MF
7	<p>Youth Shelter:</p> <ul style="list-style-type: none"> Two Councillors had attended a meeting with a representative of the KCA and interested local residents on 8 June 2006. PC Brandwood was also present. A resident, Brian Cann, had offered to provide building services (including his own), free of charge, to construct a youth shelter assuming a start date of 3 July. A site had been identified at the bottom end of the Great Meadow near the river. Police support this location. Shelter would be 5m x 3m brick-built on 3 sides, with flat roof, porch and seat. Planning in St Edmundsbury has been contacted. Planning permission/building regulations are not required if treated as a Local Authority Small Auxiliary Building. This can only be done on land maintained by the Parish Council. A letter to this effect, with the necessary drawings, has been submitted by Cllr Donoghue. Young people are in support of the project and would be enrolled to help as labourers, painters, etc. The KCA offered £500 towards the project; balance of funding (estimated at £1,500-£2,000) to be requested from the Parish Council. <p><i>The meeting was closed to take comments from Steve Brown, KCA Chairman.</i></p> <p>Mr Brown reported that a good meeting had been held with residents and the Parish Council representatives. He felt that any prior objections had been ironed out and the proposed site, away from buildings and Arms Lane, was favourable. The KCA are offering £500 towards the project.</p> <p><i>The meeting was re-opened.</i></p>	

	<p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> ▪ The provision of new play equipment on Old School Field must remain the Council's priority. This was agreed. ▪ It was noted that responsibility for the ongoing maintenance of the shelter would be a Council responsibility with limited input from the KCA. ▪ Concern was expressed in respect of the following: (a) it must not become an eyesore; (b) neighbours must not be disturbed; (c) graffiti will not be tolerated; (d) litter (especially broken glass); (e) vandalism. ▪ Input from young people must be controlled. ▪ It was considered that funds could be made available to support this project without detrimental effect on the play equipment project. ▪ Responsibility for monitoring the shelter's condition, litter, etc. needs to be assigned. Cllr Double is willing to do this after the first year but a volunteer for the initial year is required. <p>Under a proposal by Cllr Double, seconded by Cllr Byron, it was agreed to proceed in principle with the project. (There were two abstentions.) It was agreed that if the shelter did not work out for any reason, it would be removed and the land reinstated to meadow.</p> <p>Funding of materials, including a litter bin, of up to £1,500 was proposed by Cllr Double, seconded by Cllr Byron. This was agreed by a majority vote of six; there were two abstentions.</p> <p>It was agreed that the Clerk would write to Mr Cann advising him that he should contact Cllr Byron to obtain the required materials. Mr Byron would manage the costs. A confirmatory letter would also be sent to the KCA. Acknowledgement of the involvement of PBM Buildbase should be made in any publicity about the project.</p>	TW
8	<p>Clerk's Report:</p> <ul style="list-style-type: none"> ▪ Removal of trees by garages at KCA: KCA advised that this project was in its early stages and no action will be taken without full consultation with the Council. ▪ New Clerk: Satisfactory references had been received and a contract of employment issued for signature. ▪ School Crossing Supervisor: Haverhill Association of Voluntary Organisations are able to process Criminal Records Bureau clearance on our behalf. The CRB fee is £36, plus HAVO charge an administrative fee of £10. This was agreed and a cheque signed. 	SR/MF PB SR/MF
9	<p>Finance Committee: The Chairman advised that he had agreed to chair the Finance Committee until the end of September when Cllr Cahill would take over.</p>	
9.1	<p>Approval of documents for external auditors: It was confirmed that no Councillors are clients of Lubbock Fine. Under a proposal by Cllr Pelling, seconded by Cllr Byron, it was agreed to accept the recommendation of the Finance Committee to approve the Annual Return to Lubbock Fine and the accompanying notes. These were signed by the Chairman and the Clerk.</p>	Annex 2-3 SR/MF
9.2	<p>Draft minutes of 13 June 2006: Received.</p>	
9.3	<p>Report of meeting of 13 June 2006: Cllr Cahill reported on the highlights of the meeting not covered elsewhere on the agenda:</p> <ul style="list-style-type: none"> ▪ Banking signing authorities: These are being amended to take account of new composition of the Finance Committee. ▪ Budget: Satisfactory financial position with 83% (£29,928) of budget remaining, together with reserves of £38,397. VAT reimbursement of £2,976.59 had been received. ▪ Computer: Clerk will switch to Broadband to see whether this improves performance. If not, a new computer will be purchased. ▪ Grass cutting: Noted that some areas are responsibility of Havebury. ▪ Tree at Hundon Road/Dash End Lane: reported to Suffolk County Council as some dead branches are in danger of falling. 	

- **War memorial:** Loose slabs will receive attention.
- **Training for new Clerk:** Council will fund attendance at two training courses.
- **Royal British Legion:** £200 grant agreed towards improving heating/air management in the hall.
- **Routine payment of new Clerk's salary:** Agreed.
- **Payments:** 14 payments valued at £3,894.05 were approved. (Herald cheque has been signed but not sent. See item 14 below.)

Further to the above meeting:

- Tree obscuring visibility at Watermill Bridge has been trimmed.
- Owners of Cornerways will trim their trees with assistance from Mr Double.

9.4 **Consider any matters arising from 9 May minutes:** None.

10 New play equipment: At the last meeting, the Chairman suggested that a competitive tendering exercise should be conducted as standing orders had not been observed. It was pointed out that the Working Group had, however, obtained three quotations from different companies over the last couple of years (each without knowledge of the other) and had chosen a preferred contractor which had been endorsed by the Council at its meeting on 21 February 2006. It was therefore been decided to contact SALC for advice.

SALC advised that competitive tendering was ousted by the Local Government Act 2000 which brought in Best Value. As long as a council has consulted, challenged, competed and compared, a competitive tender is not required. It was, however, recommended that competitive tendering should still be used for expenditure above £10,000. Standing orders can also be set aside for a specific purpose if a council so decides.

It was agreed to amend the financial standing orders accordingly at the next meeting. It was also agreed to set aside the competitive tendering standing order in respect of the new play equipment and to proceed with placing an order with the preferred supplier (Proposer: Cllr Double; Seconder: Cllr Donoghue). This was unanimously agreed.

MF
SR/MF

Members agreed to withdraw a previous grant application to Awards for All and to submit a new application reflecting the upper limit of £10,000 which had recently been implemented.

SR/MF

Plans are in hand to contact builders for quotations in respect of moving the fort. Funds for this would come from the 'village amenities' budget.

SR/MF

11 Emergency planning/Community preparedness:

An action is outstanding to notify St Edmundsbury of the names of 6 people whom they could contact in the event of an emergency. It was agreed to contact Neighbourhood Watch co-ordinators to see whether they would take on this additional role. Cllr Double to provide names to Cllr Cahill for contact to be made.

GD/JC

12 Housing/Planning

12.1 Applications for discussion at meeting

12.1.1	Dane House, Haverhill Rd	Retention of 3 port cart lodge/garage
	Acceptable.	

SR

12.2 Observations conveyed to Borough Council

12.2.1	Land adjacent to 34 School Road	New house and vehicular access
	Acceptable.	

12.2.2	Stonebridge Farm/Paddocks	New house
	Not acceptable. Inappropriate infill and could set an unwelcome precedent.	

12.3	Decisions received from Borough Council		
12.3.1	Clay Too	Double detached garage	
	<i>Granted.</i>		
12.3.2	Eagles Farmhouse	Barn conversion	
	<i>Granted.</i>		
12.3.3	Cotton Hall	Change of use from agricultural land to garden, pool, tennis court, etc.	
	<i>Granted.</i>		
12.3.4	4-6 School Crescent	New bungalows to rear of	
	<i>Refused. Insufficient visibility onto White Horse Road.</i>		
12.4	Tree Preservation Order – 30 Dash End: A tree preservation order was made on 7 June in respect of eleven individual trees and a group of three Western Red Cedars in the garden of the above. The order was invoked because of a fear that the trees would be removed and this is considered to be detrimental to the character of Dash End and would result in a loss of public amenity provided by the trees. Noted.		
12.5	Any other housing/planning matters: Rectory Cottage: Following Council's letter to Planning Enforcement expressing concerns that building work was not in accordance with plans, Enforcement has invited the owners to resubmit plans showing the actual work being done to see whether this is acceptable.		
13	Highway/Footpath/Street furniture matters		
13.1	Outstanding works as at 1 April 2006: Members were asked to review the list and to come to the next meeting with additions/deletions.		All/MF
13.2	Footpaths:		
13.2.1	The Baulk: Following complaints, Cllr Donoghue had surveyed the footpath with the Council's handyman who had been requested to trim and clear the footpath. It was agreed that a price for boarding the sides of the footpath to retain top soil would be calculated and brought to the next meeting.		PD/PB MF
13.2.2	Footpath 10 – Dash End Lane going north: This is very overgrown at the southern end and Cllr Donoghue has asked the Council's handyman to strim this. It was agreed that plant material could be dumped in the corner of Silver Street Park near the metal bridge provided that it is spread out over a wide area and is as far out of sight as possible. Cllr Donoghue to brief handyman.		PD
13.3	Dog bins: Delivery had been taken of three new dog bins. It was agreed to place one near the junction of Hundon Road and Dash End Lane and a second on the pathway leading from Mill Road to the rear of School Crescent. The Chairman would purchase 7' oak posts. Cllr Donoghue would liaise with handyman to arrange installation. Brackets had already been purchased.		TW/PD
	It was agreed that a rolling refurbishment programme of dog bins should be implemented, the first requiring attention being one in Barton Grove. Cllr Donoghue would look at this bin with the handyman to see whether the third new bin could be installed here so that the existing bin can be taken away for painting.		PD
13.4	Any other highway/footpath/street furniture matters: It was noted that the notice board in Haverhill Road has been vandalised. The Chairman has action in hand to replace the "glass" with 6.5mm laminate.		TW

14	Environmental/Grounds Maintenance Matters:	
14.1	Herald Contract – Report on meeting of 8 June: A written response from Herald is awaited following their meeting with Cllrs Byron and Cahill on 8 June regarding poor performance in May and damage to gravestones. Finance Committee recommend acceptance of Herald's proposal to treat a 4" border around each grave with "Round Up" to cut down on the need for strimming close to the stones. Confirmation of acceptance of this proposal is awaited from the Parochial Church Council. It was noted that a complaint has been received regarding damage to a gravestone in early June. It was agreed to check out the legality of withholding payment with SALC.	SR/MF
Non-agenda item	Guillotine: The time being 9.45pm, it was agreed under a proposal by Cllr Berridge, seconded by Cllr Cahill, to lift the guillotine and continue the meeting for a further 15 minutes.	
14.2	Any other environmental/grounds maintenance matters:	
14.2.1	Grass-cutting of the Great Meadow: The new contractor had not cut around the edges. It was agreed to ask Richard Pound to add strimming around the KCA building, garages and car park area to this contract using his hourly rate. Cllr Byron would talk to Mr Pound about this and the Clerk would write to confirm.	PB SR/MF
14.2.2	Strimming: The "windows" on The Cut had not been strimmed in May. They had been done this month but the area looks awful as the off-cuts are so long. Cllr Byron would speak to Mr Pound. It was noted that epicormic growth on the trees in Silver Street Park needs attention as does as a vandalised tree. Cllr Byron agreed to look at these.	PB PB
14.2.3	Tree Warden: David Steel is standing down as volunteer Tree Warden with immediate effect. He will return his £5 "tool money". It was agreed that a letter should be written to former handyman, Ted Mayes, accepting that the Council no longer owns "his" tools.	SR/MF
15	Parish Office Accommodation: No alternative accommodation is available at the school or church. To be discussed further at the next meeting.	MF
16	Chairman's letter: Possible topics for inclusion were reviewed. It was agreed to leave drafting of letter to Chairman and Clerk.	TW/MF
17	Consultations:	
17.1	SALC document for change: This had been reviewed by Members who are in general agreement with its content. A response will be sent accordingly.	SR/MF
18	Standing orders: Under standing orders, a Chairman can serve for a maximum of four consecutive years. Cllr Double proposed that this period be extended as, if a Chairman is good, Council might wish to retain him/her. The Chairman felt that the role of Chairman is tiring and it is unlikely that anyone would want to do the job for longer than four years. It would also be possible to get stuck in a rut with the same Chairman forever. Under a majority vote, it was agreed to retain the status quo.	
19	Contacts list: A revised list had been distributed with the agenda.	Annex 4
20	Tracking progress on outstanding actions: Cllr Cahill stated that, if asked by a member of the public for an update on a specific item, he does not necessarily feel he has the most up-to-date information. It was acknowledged that updates are provided at meetings and that, if an interim status report is required, the Clerk should be contacted. Councillors can always ask for items to be put back on the agenda if they feel that action is outstanding. It is the responsibility of the Clerk to monitor and progress actions.	
21	Any other reports (on-going matters): Broadband: Cllr Double asked for this item to go on the agenda for the July meeting.	MF

22	Events:	
22.1	Feedback: Cllr Cahill had attended the SALC area meeting and issued a handout in respect of revised wheelie bin policy.	
22.2	Councillors' absences: Additional holiday dates were noted.	SR
23	Thanks: As this was Sue Rouse's last meeting as Clerk, the Chairman extended his appreciation for her hard work over the last 11 months and his best wishes for the future.	
	Next Council meeting: Tuesday, 18 July at 7.40pm.	

Signed:

Date: