

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 OCTOBER 2006
LIBRARY, ARMS LANE, KEDINGTON**

Present:

Cllr Gloria Double
Cllr Alan Barney
Cllr John Cahill – Vice Chair
Cllr Peter Donoghue
Cllr John Pelling
Cllr Peter Rowsell
Cllr Terry Wheeler – Chairman

Ms Marion Farrant (Clerk)

In attendance: County Councillor Karen Knight; Borough Councillor Marion Rushbrook; Mr F Phillips (Press); Mr S Jarvis (Wildlife Group).

		ACTION
1	<p>Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present:</p> <p>Mr Jarvis asked the Parish Council for permission to plant a tree on Risbridge Meadow in memory of his late son, Mark. There were no objections from the Parish Council and the Chairman asked the Clerk to write to Vesty Estates seeking their approval.</p> <p>Mr Jarvis enquired whether the Parish Council would be writing to Dr E Steel, Tree Warden (before he moved from the village) to thank him for his work over the past few years. The Chairman asked the Clerk to write to Dr Steel.</p> <p>Cllr Pelling re-iterated the need for more volunteers to help in the Library when it is open during the winter evenings. It was agreed that the Clerk would draft a notice appealing for volunteers.</p> <p>Cllr Double requested that if Parishioners attend Parish Council meetings because they have an interest in an Agenda item, that the item is dealt with early in the meeting. Cllr Double pointed out that at the September meeting, some Parishioners had to wait until nearly the end of the meeting before the item was discussed. The Chairman said this would be noted for future meetings, but any items raised that changed the agenda sequence would be at the Chairman's discretion.</p> <p>Open Meeting</p>	<p>MF</p> <p>MF</p> <p>MF</p>
2	<p>Welcome and apologies:</p> <p>Apologies were accepted from Cllr Susan Berridge.</p>	
3	<p>Minutes of last meeting</p> <p>The Chairman read through the minutes of the meeting KPC 112-05 held on 19 September 2006. The following amendments were agreed:</p> <p>Item 9.1, paragraph 1, line 1, should read, "submitted written suggestions". . Third line of this paragraph should also read "submitted"</p> <p>Item 10 heading should read Youth Shelter and New Play Equipment. Item 10.1 related to Youth Shelter and 10.2 to Play Equipment. Item 10.1 Update. First sentence needs to be omitted.</p> <p>Item 12.4 should read Risbridge Meadow (not Great Meadow).</p> <p>The minutes were then agreed as a true record. Proposed: Cllr Cahill; Seconded: Cllr Pelling.</p>	
4	<p>To accept members' Declaration of Interests on agenda items:</p>	

None

Close meeting

5

Visitor's Reports:

County Councillor Karen Knight reported on:

School Organisation Review: Overview is that the whole county preferred two-tier system. Final analysis should be ready for presentation to cabinet on 16 January 2007.

Consultation on Older People's Local Authority Day Services in Suffolk: Consultation has taken place between providers and users of day services for the elderly. People are statistically living longer, this means that a growing number of people, particularly over the age of 85 years, need support. The County Council needs to meet the needs of this growing number of people with a restricted budget. It is not about closing down services without providing alternatives, but about finding the most cost effective ways to support more people near to their homes. In future this could mean that people will receive services from different places or organisations than is the case currently. The County Council will make key decisions on 16 January 2007.

Borough Councillor Marion Rushbrook reported on:

Outstanding Highway works: Marion said she had given Councillor Knight a list of outstanding works in the village and also problems at White Horse Lane junction. Councillor Knight will be meeting with Kevin Shipp from Suffolk County Council next week to discuss these issues.

Microchips on Blue Bins: Marion reported that the blue bins purchased in 2003 had the RFID tags "chip" in them when the Borough Council purchased the bins. The "chip" enables the weight of the bin to be measured when emptied into the refuse vehicle. This information helps the Borough Council to target areas where there is lower recycling participation rates.

The Chairman thanked Councillor's Knight and Rushbrook for their reports. Councillor's Knight and Rushbrook then left the meeting.

Open meeting

6

Clerk's Report:

- Following distribution of dog fouling letter around Parish, Clerk had been informed that Sharon Poole had moved to another Department at St Edmundsbury Borough Council. Louise Davey is now the Animal Warden who covers Kedington. The telephone number for Louise is the same as the one stated in the letter. A message of thanks to the Clerk had been received following distribution of the letter. Parishioner reported that since delivery of the letter, a problem she had previously encountered with a dog fouling outside her property every day had now diminished.
- Memorial gift seat due for delivery by end of week. Clerk thanked Cllr Donoghue for his assistance with this. Village Handyman will be asked to install the seat.
- Overhanging branch (dangerous to buses and high sided vehicles) opposite turning in to Westward Deals reported to Highways this a.m. Matter resolved by mid-afternoon. Highways praised for their efficiency.
- Hydrant marker on Haverhill Road still not put back in ground. Highways have reported that this has been passed to Fire Service in Ipswich to rectify. Road

signs have been repaired in Sturmer Road. A request for a further sign in School Road to be located nearer the junction with Kings Hill is being considered by the Borough Council.

- Working Party for Budget Precept meeting will be held on 7th November 2006. Any Councillor who would like to be involved should give their name to Clerk.
- Clerk has fridge magnets (available for distribution to the elderly) from Age Concern, allocated to the Parish Council from Suffolk County Council's Adult Services. The magnets give telephone contact numbers that offers help and advice.

7 Finance Committee

7.1 Receive draft minutes and Financial Statements of 10 October 2006.

Cllr Cahill recorded his thanks to the Chairman for the time he took the Chair at Finance Committee meetings in the current year and for his knowledge and support.

Cllr Cahill went through highlights of the meeting not covered elsewhere on the agenda.

- Clerk was seeking advice from Accountant as to whether the amounts of £300 shown on May and September Amenity Cleansing budget heading included Village Cleaner's wage.
- Audit of Bank Accounts. It was clarified that as the Parish Council has separate Accountant and Internal Auditors, there was not a need for the Clerk to reconcile the Bank Statements with a Councillor at the end of financial year.
- Village Cleaner's wage was increased from 1st October to fall in line with the minimum wage legislation. The rate paid for the Village Handyman is set at a different level.
- Clerk's Report – Parish Office has been affected by water leaking in.
- Grant Applications:
Royal British Legion – Remembrance Day Parade. £50 for wreath and Balance to Poppy Appeal.

Ketton Early Birds – No grant to help with building costs, but when building work completed, they would be invited to ask the Parish Council for a grant towards new equipment.

Stourhead Benefice – No grant to help with costs for putting on concert. Invited to apply to Parish Council in next financial year to help with costs for new toilet facilities at Church.

Consider any matters arising from 12 September 2006 minutes:

- 7.2** The amount of £789 under Village Amenities budget heading was for material purchased from PBM Buildbase for Youth Shelter.

Grant-aid for British Legion Hall (new heating system)

- 7.3** The Chairman read out a letter to the Parish Council from Mr Wyatt, Royal British Legion, requesting financial assistance towards the costs of remedial work needed before the new heating/ventilation system was installed. The Chairman said that £200 had previously been granted towards the cost of this

work and that it was an "unwritten rule" that any organisation would not be looked at favourably if they asked for more than one grant in any financial year. The Chairman invited all Councillors to give their views and after discussion it was proposed by Cllr Double and seconded by Cllr Barney to grant a further £685 to the Royal British Legion towards the remedial works. This proposal was carried with a unanimous decision.

8 Standing Orders

8.1 Resolution for new Standing Order:

The Chairman put forward a variation for a new Standing Order, based on Cllr Pelling's wording. The Chairman said his reasons for the suggested variation were for:

- Keeping a narrow aspect; open only to contentious issues
- Ensuring Parish Council as a whole accept responsibility, not the Clerk

8.2 Agree and vote on Councillor Pelling's suggested wording for new Standing Order:

There was discussion about the wording on the Chairman's suggestion. There was agreement that Councillor's definitions of wording could differ. It was agreed that "exemplified" should be used instead of "specified" on the first line and also that the word "will" on the fourth line would be changed to "may". It was further agreed that the fifth line should read "consulted all available members".

This wording was proposed by the Chairman and seconded by Cllr Double. Voting took place with six in favour and two abstentions.

9 Affordable Housing Scheme

9.1. Identify Housing Association for Parish Council to work with:

The survey carried out by Suffolk Acre on behalf of the Parish Council identified that 59% of those who returned their surveys felt there was a need for Affordable Housing in the village. The Chairman referred to written feedback from Councillors when reports were circulated about Orwell Housing Association and Hastoe Housing Association between June and August 2006. It was proposed by Cllr Donoghue and seconded by Cllr Pelling to use Orwell Housing Association as one for the Parish Council to work with. The Chairman requested the Clerk to contact Orwell Housing and report back at the next meeting.

9.2 Select Working Party to work with chosen Housing Association:

Cllr's Double, Donoghue and Rowsell volunteered to be on Working Party. The Chairman said he was happy with this.

10 Risk Assessments

10.1 Feedback on Risk Assessment Training Course

Cllr Double reported on "learning" from the course run by SALC and from a site visit to a local play area near the venue. She said that there were some points that she felt the Parish Council should address.

- Putting up Notices requesting dogs should be kept on leads whilst on Old School Field.
- Slippery bank on The Cut (up to Silver Street)

Cllr Barney questioned why putting up Notices requesting dogs to be kept on leads would not apply to Silver Street park as well. Cllr Double replied because Old School Field was designated play area. She added that by putting up a Notice on Old School Field this would "cover the Parish Council's back for insurance purposes" and also protect small children from being knocked over by dogs running loose on the field. It would also stop dogs fouling on the field.

Cllr Rowsell stated the "short-cut" that was taken by people from The Cut to Silver Street, was not a designated footpath and was not on land owned by the Parish Council. The Parish Council only maintained this, so were not responsible for any accidents occurring.

After discussion it was proposed by the Chairman that the Clerk should contact the

Annex 1

	Parish Council's insurance company for further clarification and the item put back on next KPC agenda for a decision to be made. The Chairman also requested the Clerk should ascertain prices to see how much Notices would cost.	MF
	Cllr Double also requested that the Clerk find out prices of "hooks" for dog owners to attach leads on if they wish to leave their dog while any children they may have use the play equipment.	MF
10.2	Report on Risk Assessments needed for KPC: Cllr Rowsell addressed the meeting. He stated he had read the information supplied to him by the Clerk on Risk Assessments. Cllr Rowsell said the five points to be taken into consideration when completing a Risk Assessment were: <ul style="list-style-type: none"> Identify the hazard Who is at risk of harm (old/young) Evaluate the risk Record findings Review regularly <p>Cllr Rowsell stated that he would be conducting Risk Assessments on the Parish Council Office and work undertaken by the Village Cleaner/Handyman to begin with. He stated that the Parish Council should ask Herald for a copy of their Risk Assessment for grass cutting in the village and that they should also have a Method Statement to accompany this.</p> <p>The Chairman thanked Cllr Rowsell for his report and for agreeing to carry out Risk Assessments for the Parish Council.</p>	
11	New Play Equipment	
11.1	Update: The Chairman reported that he had a meeting on site with Guy Smith, Assistant Area Highways Manager re the laying of a new gully and drain across Old School Field. It transpired that this would not interfere with the installation of the new play equipment, or with the new location of the Fort. <p>A revised plan had been received from Playworld Systems. However, the revised plan was still not correct, which meant that extra new "wet pour" surfacing would be needed at a cost to the Council of £1025 if this plan was used.</p> <p>Councillors studied the plan and in order to save paying out extra money, it was decided that the central unit should be turned around by 180 degrees, which would alleviate the problem. Proposed: Cllr Byron; Seconded: Cllr Barney.</p> <p>Chairman requested that the Clerk telephone Playworld at 9 a.m. Wednesday morning to inform of change.</p>	MF
12	Environmental / Grounds Maintenance Matters	
12.1	Dog Bins: Two new bins have been installed. One in Hundon Road opposite junction with Dash End Lane and the other in Mill Road on the verge of passageway leading to School Crescent. The Chairman read from an e-mail sent to the Clerk by Mr Alan England.	
12.1.1	Refurbishment Programme (update): Village Handyman to be given a list with location of bins. It was agreed that the Handyman should refurbish any bin in need of painting only. First bin to be refurbished will be at Barton Grove (on junction).	MF
12.1.2	Site for third new dog bin: The third new bin was due to be used as part of the refurbishment programme. However, the fixings on the new bins are not the same as the old ones, so it will not be possible to use the third new bin as a replacement while the old ones are refurbished.	

MF

This matter was discussed under item 10.1.

Cllr Cahill reported that Herald have started using "round up" around the grave-stones in the Cemetery. Herald have asked for works to be done over the winter months. It was anticipated that Herald have missed three to four cuts over the summer months. It was agreed that they should do an additional cut in the village as the grass was still growing. Cllr Byron said that the basal shoots on the trees in Church Walk needed attention. It was agreed that Richard Pound should be invited to do this work.

Cllr Donoghue requested that Herald be asked to trim the bottom of Church Walk into Silver Street. The Chairman said that the grass around the War Memorial would also need cutting before 11 November 2006.

The Chairman reported that the issue with the damaged headstone was still being investigated. Two independent stonemasons had been consulted to give reports on the damage. The matter would be discussed further at the next KPC meeting.

The Chairman read a letter from the Wildlife Group informing that they would be unable to carry out the Autumn Cut of the conservation area. It was agreed that Debden Vale would be approached for a price to do the work. If this was not possible it was agreed that the work would not be carried out this year.

Annex 2

13.1 Applications for discussion at meeting

A letter received from the Planning Department concerning changes to the style of windows was circulated.

The Old Stores, Silver Street	Installation of external flue
Acceptable	

The Old Stores, Silver Street	Listed Building Application
	(i) Removal of chimney & back boiler and
	Replace with Rayburn
	(ii) Installation of external flue
	(iii) Replacement of fireplace
Acceptable	

Calford Green Cottage	Listed Building Application for replacement of:
	(i) Cement render and coating with lime wash
	(ii) Brickwork
	(iii) Window frames where required

Granted

Eastcotts Nursing Home	Erection of new wing to provide additional bedrooms and day space.
Refused	

None

14 Highway/Footpath/Street furniture matters

14.1 New drain and gully in School Road:

This will go ahead after play equipment installed. Field will be reinstated to its normal condition after work completed.

14.2 Winter Gritting – consider purchase of new grit bins

Cost was considered to the Parish Council. Clerk to find out whether County or Borough Council would pay for bins on Mill Road and Westward Deals.

MF

14.3 Any other highway/footpath/street furniture matters

This item was dealt with under Visitors Reports.

15 Youth Shelter (update)

Nothing had been heard from the Police about funding. It was decided that lighting for the shelter was not within the financial remit of the Parish Council as the cost involved to dig down 18" to lay a cable across the meadow would be too expensive. Solar lighting was considered unsuitable.

16 Consultations

16.1 Charter 88 - Clerk to respond on behalf of Parish Council.

MF

16.2 School Organisation Review – dealt with under Visitor's Reports.

16.3 Replacement St Edmundsbury Borough Local Plan 2016 – All Councillors have seen items relevant to Kedington.

16.4 Public Rights of Way Network – The Chairman explained the contents of a letter received from Environment and Transport requesting help in guiding the way that the County Council prioritises limited resource on managing the Public Rights of Way Network. He said that the County Council were asking for the Parish Council to categorise public footpaths, bridleways, and restricted byways so they can allocate resources for these. It was agreed that most of the footpaths in the village were used regularly so it would be difficult to prioritise them into categories.

16.5 East of England Plan – Flyers from Ruth Kelly (House of Commons) were given to Councillors.

Non-agenda item – guillotine

The time being 9.45 p.m. it was agreed to raise the guillotine for fifteen minutes. Proposed by the Chairman; seconded by Cllr Barney.

17 Other matters

17.1 Emergency Planning/Community preparedness

Cllr Cahill said there was nothing new to report. It appears that the Neighbourhood Watch scheme is in disarray. It was suggested that Emergency Telephone numbers could be collated into a leaflet. Cllr's Cahill and Donoghue to investigate and bring to next meeting.

It was discussed that the Parish "Contact" magazine is now very out of date. The Chairman requested that the Clerk go through the magazine and update as much as possible.

MF

17.2 Heritage Project

Cllr Pelling reported that the project was about half way through. A publicity evening was held last Friday, which was successful. Pictures still coming in.

17.3 Suffolk Preservation Society

A note to all members was read out (belatedly from last month's agenda). The Society's Conference this year was on "Climate Change – What Can You Do?" on 12 October.

18 Any other reports (on-going matters)

Cllr Donoghue reported on boarding The Baulk. He said the middle sections were 60m long (both sides) and to use 6" concrete boards would cost approximately £350 with a similar amount for labour. Cllr Donoghue said he had spoken to the County Paths Partnership but there was no money available this year and it was a vague possibility that some would be available next year.

It was agreed that there had been a problem with the soil falling onto the paths in The Baulk for a long time. The Chairman said that the Parish Council should try and facilitate the work. This was proposed by Cllr Pelling and seconded by Cllr Donoghue. Cllr Donoghue to liaise with Cllr Byron about materials.

PD/PB

19 Events

19.1 Feedback:

19.1.1 SALC AGM:

Cllr Cahill had attended the SALC AGM, which he said was very interesting. Lord Phillips was the guest speaker and he spoke of the importance of keeping Parish Councils. Cllr Cahill also reported that SALC's document for change reflected the views of the old C E O, so a new document was being prepared in readiness for the AGM next year. Cllr Cahill reported that most of the committee were voted back in.

19.2 Nominations:

Parish Council Conference – Cllr Cahill to attend

19.3 Councillor absences (update)

None

20 Any other business (new matters)

None

The date of the next meeting will be Tuesday 21 November 2006 at 7.40 p.m.

Signed:

Date: