

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21 NOVEMBER 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: Borough Councillor Mrs M Rushbrook; Mr F Phillips (Press); Mr S Jarvis (Wildlife Group); Mr John Smithson, Parks Manager, St Edmundsbury Borough Council; Mr D Bax, Park Ranger, East Town Park, Haverhill.

		ACTION
1	<p>Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present: None.</p> <p>Open Meeting</p>	
2	<p>Welcome and apologies: Apologies were accepted from Cllr Susan Berridge (Holiday); Cllr Peter Byron (Holiday) and County Councillor Karen Knight (prior engagement).</p>	
3	<p>Minutes of last meeting The minutes of the last meeting (KPC 112-06) held on 17 October 2006 were agreed as a true record. Proposed: Cllr Pelling, Seconded: Cllr Cahill.</p>	
4	<p>To accept members' Declaration of Interests on agenda items: The Chairman declared an interest on Agenda items 7.4.1 and 7.4.2 and signed the Interests Book.</p> <p>Close meeting</p>	
5	<p>Visitor's Reports:</p> <p>County Councillor Karen Knight had forwarded a report, which was read out by the Chairman on her behalf:</p> <p>Outstanding Highway works: Councillor Knight stated she had a meeting with Kevin Shipp from Suffolk County Council to discuss the list of outstanding Highway improvements (including pavement works) needed in the village. The Chairman requested the Clerk circulate the list and report from Councillor Knight to all Councillors.</p> <p>The Chairman reported that after Councillor Knight's report had been received, a letter had been sent by John Goodyear, Project Engineer for Rural Footways for Suffolk County Council, confirming that Thurlow Estate had given permission for their land to be used for the proposed pavement in Mill Road. Work would commence on this project in January 2007.</p> <p>Borough Councillor, Marion Rushbrook reported to the meeting:</p> <p>St Edmundsbury Borough Council had given a grant to the Royal British Legion in Kedington towards the new heating system being installed in the Hall.</p>	MF

Marion said she had received a complaint about the behaviour of children waiting for the school bus in Mill Road (up from the junction with Risbridge Drive). Marion said she would be speaking to the Head Teacher of the school in question and also to Suffolk County Council's School Transport Department.

Risbridge Meadow:

The Chairman welcomed Mr John Smithson and Mr Dave Bax to the meeting. Mr Smithson said he was well aware of the problems that had arisen over the last few months about the work on Risbridge Meadow. He said he was also aware of the problems with communication between the Borough and Parish Council. Mr Smithson said he could only apologise for this and hoped that the two parties could now move on and look to the future for the site.

Mr Smithson noted the controversy caused when the poplar trees were removed from the site, but re-iterated that this was for Health & Safety reasons, with some trees being left for wildlife value. He said the site was in an attractive position in the village and valuable for wildlife, which is why the Borough hoped to plant native woodland trees to replace those removed. Mr Smithson said that some of the chip-wood from the felled trees was being used to mark out a pathway for an access/circular route around the site. Maps of the site layout were passed around and studied by those present at the meeting.

Mr Smithson was asked about the types of trees that would be used when planting. He replied that a combination of Ash, Oak would be used along with Hazel and Hawthorn. Mr Smithson said the trees would be about two years old when planted, but they should establish themselves quickly to provide young woodland in approximately 10 – 15 years. He added that it was hoped to start planting before Christmas, with 50% of what is needed for the site being put in. Mr Smithson also pointed out that there were restrictions from the Forestry Commission as to where they could plant, however he added that extra plants would turn up next year because of increased light (now the trees have been felled). He said that the site had potential to become a nature reserve, with access routes around it. Mr Smithson added that the slope from the Risbridge Estate, which was at present just mud, could be made into steps to provide another access onto the meadow.

The Chairman asked Mr Jarvis (Wildlife Group) if he would like to make any comments to Mr Smithson.

Mr Jarvis stated that the work done on the meadow with the felling of the trees was deplorable and an act of environmental vandalism. He said that assurances had been given about the site at earlier meetings with Nigel Turnbull, but these had not been upheld. He said he had personally contacted the RSPB when the work was going on because of concerns about nesting birds. Mr Jarvis also commented on the flippant remarks made by contractors working on the site, in reply to some questions he asked them.

The Chairman commented that most of the Parish had been upset by the work on Risbridge Meadow, but it was now time to move forward and get the community involved in the work going on.

Mr Smithson agreed with the Chairman's comments and said that he was attending the meeting in good faith to pursue a proper management scheme for Risbridge Meadow. He said it was important that this happened and that the Borough Council would be committed to involving the Parish Council (who would be consulted about proposed works at every stage), and that these works would not go ahead until everyone was happy with what was being proposed. Mr Smithson said he was willing to communicate with the Clerk on a monthly basis, in order that she could report to Parish Council meetings and then feedback comments to him. He said he would also be happy to copy other Councillors into e-mails sent to the Clerk and suggested that a list of e-mail addresses be sent to him.

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Questions were put to Mr Smithson from Councillors with as to whether a path along the edge of the river could be considered and could a site be provided for a picnic area.

Mr Smithson said these could be possibilities, depending on funding available. He said that current funding was provided from a contribution to the Borough Council from the Developers of Risbridge Estate, after handing over the land to the Borough; however, in the next financial year it would be down to Parks and Landscape funding. Mr Smithson said that if there is community involvement, with the forming of a group perhaps called the "Friends of Risbridge Meadow", then the Borough Council could bid for money from various resources. He said that the Park Ranger, Colin Jakes from East Town Park in Haverhill would be able to give advice on setting up such a group, as he would be working on the meadow with a volunteer group from East Town Park on Wednesdays.

Mr Jarvis said he would be quite prepared to get the Wildlife Group involved with planting and groundwork, but did not want any further responsibility other than this. It was suggested by Cllr Peter Byron could liaise with Mr Jarvis and the East Town Park Rangers to get a group of volunteers together. Mr Smithson said that any volunteer work that is organised with the East Town Park Rangers would be covered by the Borough Council insurance.

Mr Smithson suggested that Mr Bax reports back to Colin Jakes, who in turn could liaise with Mr Jarvis and the Wildlife Group. He said he would e-mail a planting list to the Clerk to circulate and would work on a Mission Statement that would give an overview of the site and when approved, be placed on the gate. He said that he would also get a draft map down with suggested walking routes. Mr Smithson said he would also draft a sign for the entrance to the meadow.

After being thanked by the Chairman for their attendance, Mr Smithson and Mr Bax left the meeting.

The meeting was joined by P C Carl Brandwood, who proceeded to give his report.

- Recent reported Anti-Social behaviour has resulted in one youth being fined £80, with another two youths being dealt with by the Prosecution Service who have allowed the Police to prosecute on two counts of threatening behaviour.
- Car Badges – Thirteen vehicle name badges were found dumped on the Great Meadow. No suspects as yet, but if found it was hoped to "name and shame" them. Cllr Barney reported to P C Brandwood that there had been damage reported to cars parked in KCA car park when events were being held at the Community Centre. He requested more Police presence when events were being held.
- Several cautions and some tickets have been issued to drivers breaking the 30 mph speed limit in the village. Most of these have been on Haverhill Road, but Police are also targeting Mill Road and Hundon Road.
- Warning given about recent spate of draining car fuel tanks. Several cars in the village had been targeted. Police have suspects in mind, but need proof.
- Reports of youths throwing apples and drinks cans at windows, etc in the village had been reported to the Police.
- P C Brandwood reported that he had spoken to a resident who lived in Haverhill Road about parking and the danger from oncoming cars when getting her children out of the car. He said it was difficult to police, as there are no double yellow lines on the road. It was suggested that the Clerk contact Highways Department to ask about the possibility of a lay by being put in on opposite side of road to White Horse Lane junction.
- Cllr Double informed P C Brandwood about a complaint she had received from a resident about cars being dumped opposite School Crescent. P C Brandwood said he would visit the area.

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Open meeting

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Clerk's Report:

- Gift seat has been delivered. Handyman will be requested to do installation after he has completed other works that he has been requested to do.
- Hydrant marker situated on the grass verge, just past the junction of Dane Close going towards Sturmer Road, has now been re-erected.
- Road sign in Sturmer Road has been repaired. Borough Council are looking into providing a further road sign in School Road. The road sign for Rectory Road will be inspected with view to repair.
- Thurlow Estate has given permission for Mr Jarvis to plant memorial tree and plaque on Watermill Field. However, confirmation in writing is still awaited.
- CRB Check for Crossing Supervisor is now being progressed. HAVO had not replied to any of her requests for an appointment to check the necessary documents she had to produce before the CRB form could be sent away. Crossing Supervisor has voiced her concerns about not being seen before she steps out into road – requested a “lollypop”. SCC informed not eligible for this, as she is only an escort to cross children across road. Said they could survey traffic again but that it could be parking that is the problem. *Chairman requested that the Clerk write to Suffolk County Council to see if “flashing” school patrol lights could be provided.*
- Mr Eric Chapman has asked me to convey his thanks for the “gift cheque” for mowing in Calford Green. Mr Chapman said that he will be happy to do this work again next year.
- There seems to be some confusion on the numbering of the new houses in School Road. The new addresses are: 1 – 4 Old School House Cottages, School Road and The Headmaster's Cottage, School Road. Postcode is CB7 7NG. Although this is not a Parish Council matter, I have looked into this because of complaints received. I think mistakes may be occurring when senders fail to write the full address of Old School House Cottages.
- Environment Agency have been in village today and cleared tree in river at Watermill. They have also checked out the watercourse that runs around Dash End Lane and cleared some dead wood. They were also going to check other watercourses in village for blockages.
- County Council will not pay for purchase of grit bins, but would provide grit free of charge providing it was for highway use. This is agenda item at meeting.

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6.1

Broadband

Cllr Cahill reported that he had made enquires about Broadband services through Suffolk Acre, but the service they offered incurred costs for modem and line filter, etc. After speaking to other Councillors about their Broadband providers, it was decided to go with Tiscali at a cost of £14.99 per month (payable by Direct Debit) with modem and line filter at no extra cost. This was agreed unanimously by all present. Cllr Cahill and Clerk will set this up and sort out new e-mail address for Clerk.

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Finance Committee

7.1

Receive draft minutes and Financial Statements of 14 November 2006:

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

- Financial position satisfactory.
- Brackets on financial statements. Clerk will speak to Accountant so that all income will be recorded on sheet 2 of the financial statement and not transferred on to the Budget Comparison sheet, as this sheet should only show expenditure.
- Precept figures have been finalised.
- Clerk to write thank you letter to Karen Knight to thank for £750 grant towards the costs of building the Youth Shelter.

7.2 Consider any matters arising from 10 October 2006 minutes:
None.

7.3 Budget for 2007/2008: *budget sheet for 2007/2008 distributed*

- The level for Training / Travel expenses had been raised.
- Neighbourhood Watch removed as a budget heading.
- Estimated balances reduced drastically because of money being spent on play equipment.

Precept was ratified by all present. Clerk to fill in forms and return to Borough Council. Proposed: Cllr Double; Seconded: Cllr Barney.

7.4 Ratify quotations received:

At this point the Chairman declared an interest and left the meeting. Cllr Cahill took the chair.

7.4.1 Refurbishment of “springers” for Old School Field play equipment:

Cllr Cahill put forward Finance Committee recommendation that the quotation given by Mr Wheeler be ratified by the Parish Council. Proposed: Cllr Barney; Seconded: Cllr Pelling.

7.4.2 New gate for Fort on Old School Field:

Cllr Cahill put forward Finance Committee recommendation that the quotation given by Mr Wheeler be ratified by the Parish Council. Proposed: Cllr Barney; Seconded: Cllr Pelling.

7.5 Ratify social period after December KPC meeting and set budget:

It was unanimously agreed by all present that the December KPC meeting be closed at 9.00 p.m. to make way for a Christmas Social Gathering. Clerk to invite all persons who do work for the Parish Council and partners of Parish Councillors. Budget limit set at £50. Proposed: Cllr Wheeler; Seconded: Cllr Cahill.

8 Office Accommodation

Cllr Rowsell reported that he had completed a Risk Assessment on the Parish Council Office. He informed the meeting that the office did not comply with Health & Safety recommendations, in that there were no toilet facilities or running water available to the Clerk. The office had no adequate ventilation or heating system.

Cllr Rowsell added that none of the equipment had been PAT tested (portable appliance testing) and that some of the office equipment, i.e. filing cabinets, was in a poor state and needed replacing. He also recommended that the Clerk's chair be replaced.

The Chairman said that the current office could perhaps be refurbished (with permission from the Landlord) and it was agreed that the Clerk could purchase new filing cabinets.

	<p>Cllr Rowsell suggested asking the Doctor's Practice about renting a room at the surgery, as he thought they had a room in the building that was not used. This was considered to be a good idea and the Chairman requested that the Clerk speak to the Doctor's Practice to sound out the idea.</p>	MF
	<p>The Chairman also requested that Cllr Rowsell write a report on his assessment of the office facilities, together with any recommendations for improvement.</p>	PR
9	Standing Orders	
9.1	<p>Adopt new Standing Order: <i>copy given out at meeting</i> The new Standing Order was adopted. Proposed: Cllr Double; Seconded: Cllr Barney.</p>	Annex 1
10	Affordable Housing Scheme	
10.1	<p>Update: Invoice for printing Housing Survey had not been paid; awaiting reply from Suffolk Acre as Chairman said that Parish Council were under the impression when the survey was done, that the cost would not be borne by Parish Council.</p> <p>Meeting to be set up between Housing Association, Louise Wilby, Housing Enabler – Suffolk Acre and working party.</p>	MF
11	New Play Equipment	
11.1	<p>Chairman reported that the gully had been laid across Old School Field. Cllr Donoghue questioned whether the drain should be extended by about 10 metres further down the field, to alleviate the problem of the ground being saturated where the opening went through to The Cut. Clerk to write to Guy Smith at Highways to suggest this.</p> <p>Chairman reported that quotes were being obtained to landscape areas where the new equipment had been installed.</p> <p>Handyman has been asked to prioritise spraying the Fort in order that new safety bark can be ordered.</p> <p>The Chairman asked Councillors to ratify verbal permission given for new "wet pour" surface where the junior swings were placed. New surfacing was needed because the old surface was in a poor state of repair and did not meet safety standards. Ratified. Proposed: Cllr Wheeler; Seconded: Cllr Cahill.</p>	MF
12	Environmental / Grounds Maintenance Matters	
12.1	<p>Herald Contract – ongoing issues: Chairman reported that a meeting would be arranged with Herald to discuss issues of poor quality of cutting in Churchyard and damage to memorial stones. Reports from three stone masons conclude that damage to one particular stone was probably caused by grounds machinery. Chairman requested Clerk to seek advice from SALC as to correct procedure if contractor still denies liability.</p>	MF
12.2	Dog Bins:	
12.2.1	<p>Site for third new bin: It was agreed that the third bin would be used as a replacement for the first bin that needed refurbishing off site; it will be installed on corner of Barton Grove (down towards junction) to enable old bin to be refurbished. This would then form a rolling programme for refurbishment.</p>	MF

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| 12.3 | <p>Dogs: Places where they should be kept on leads:
Deferred to January agenda.</p> <p>Non agenda item – guillotine:
With the time at 9.45 p.m. it was agreed to raise the guillotine for a further fifteen minutes. Proposed: Cllr Cahill; Seconded: Cllr Double.</p> | MF | | | | | | | | | | | | |
| 12.4 | <p>Any other environmental/grounds maintenance matters
Cllr Double reported a hedge in School Crescent that was blocking the footpath. Clerk to find out who has responsibility for cutting and action.</p> <p>Cllr Double also reported that Dane House in Haverhill Road was subject to flooding from water pouring off field opposite when there is heavy rain and the owner has to put sandbags across the front of his drive to alleviate this happening. Clerk to contact Land Owner and Highways.</p> | MF | | | | | | | | | | | | |
| 12.4.1 | <p>Tree Warden Vacancy:
Chairman conveyed thanks to the retiring Tree Warden, Dr Steel who was leaving the village. It was decided that the Parish Council would advertise for a replacement, but to note that this is not a paid position.</p> | MF | | | | | | | | | | | | |
| 12.4.2 | <p>Permission to plant bulbs in village in memory of Cllr Geoff Rushbrook:
Unanimous. Marion Rushbrook will provide bulbs and the Garden Society will do the planting.</p> | | | | | | | | | | | | | |
| 12.4.3 | <p>Church Walk Trees:
Deferred to next meeting.</p> | MF | | | | | | | | | | | | |
| 13 | <p>Housing/Planning</p> | | | | | | | | | | | | | |
| 13.1 | <p>Applications for discussion at meeting:</p> <p>5 Mill Road
Chairman read out a letter received from the Enforcement Officer concerning parking layout as the present layout did not satisfy Suffolk Advisory Parking Standards for satisfactory for manoeuvring of vehicles.</p> | | | | | | | | | | | | | |
| 13.2 | <p>Planning Applications - Observations conveyed by Parish Council</p> <table border="0"> <tr> <td>18 Haverhill Road:</td> <td>Erection of two storey extension and single storey infill extension to rear and internal alterations plus 2.8 m high brick wall to replace 1.8m fence.</td> </tr> <tr> <td><i>Acceptable</i></td> <td></td> </tr> <tr> <td>9 Dane Common:</td> <td>Erection of single storey side and second storey rear extensions</td> </tr> <tr> <td><i>Acceptable</i></td> <td></td> </tr> </table> | 18 Haverhill Road: | Erection of two storey extension and single storey infill extension to rear and internal alterations plus 2.8 m high brick wall to replace 1.8m fence. | <i>Acceptable</i> | | 9 Dane Common: | Erection of single storey side and second storey rear extensions | <i>Acceptable</i> | | | | | | |
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| <i>Application Withdrawn</i> | (iii) Replacement of fireplace | | | | | | | | | | | | | |
| 13.4 | <p>Any other housing/planning matters</p> | | | | | | | | | | | | | |
| 13.4.1 | <p>Tree Preservation Order – Dash End:
Chairman read Notice of Confirmation of TPO.</p> | | | | | | | | | | | | | |
| 14 | <p>Highway/Footpath/Street furniture matters</p> | | | | | | | | | | | | | |
| 14.1 | <p>Highway Improvements – update on outstanding work:</p> | | | | | | | | | | | | | |

Non agenda item – guillotine:

With the time at 9.45 p.m. it was agreed to raise the guillotine for a further fifteen minutes. Proposed: Cllr Cahill; Seconded: Cllr Double.

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| 12.4 | Any other environmental/grounds maintenance matters | |
| | Cllr Double reported a hedge in School Crescent that was blocking the footpath.
Clerk to find out who has responsibility for cutting and action. | MF |

Cllr Double also reported that Dane House in Haverhill Road was subject to flooding from water pouring off field opposite when there is heavy rain and the owner has to put sandbags across the front of his drive to alleviate this happening. Clerk to contact Land Owner and Highways.

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| 12.4.1 | Tree Warden Vacancy: | Chairman conveyed thanks to the retiring Tree Warden, Dr Steel who was leaving the village. It was decided that the Parish Council would advertise for a replacement, but to note that this is not a paid position. | MF |
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- 12.4.2 Permission to plant bulbs in village in memory of Cllr Geoff Rushbrook:**
Unanimous. Marion Rushbrook will provide bulbs and the Garden Society will do the planting.

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| 12.4.3 Church Walk Trees:
Deferred to next meeting. | MF |
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- ## 13 Housing/Planning

- ### 13.1 Applications for discussion at meeting:

5 Mill Road

Chairman read out a letter received from the Enforcement Officer concerning parking layout as the present layout did not satisfy Suffolk Advisory Parking Standards for satisfactory for manoeuvring of vehicles.

- ### 13.2 Planning Applications - Observations conveyed by Parish Council

18 Haverhill Road:	Erection of two storey extension and single storey infill extension to rear and internal alterations plus 2.8 m high brick wall to replace 1.8m fence.
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Acceptable

9 Dane Common: Erection of single storey side and second
Acceptable storey rear extensions

- ### 13.3 Planning Applications – Decisions received from Borough Council

The Old Stores, Silver Street Installation of external flue

Application Withdrawn

The Old Stores, Silver Street

Listed Building Application

(i) Removal of chimney & back boiler and
Replace with Rayburn

(ii) Installation of external flue

Application Withdrawn

(iii) Replacement of fireplace

- ### 13.4 Any other housing/planning matters

- 13.4.1 Tree Preservation Order – Dash End:**
Chairman read Notice of Confirmation of TPO.

- 14 Highway/Footpath/Street furniture matters**

- #### 14.1 Highway Improvements – update on outstanding work:

Covered under agenda item 5.

14.2 Winter Gritting –update on new grit bins:

County Council would not pay for new grit bins, but would supply first delivery of salt/grit free of charge. Five Councillors in favour of purchasing grit bins providing sites could be agreed. Time restraints to discuss this matter due to guillotine, so item deferred to January meeting.

14.3 Haverhill Road – speeding cars:

This item was dealt with under Visitors Reports.

14.4 Any other highway/footpath/street furniture matters

Street light for car park in School Crescent. Clerk to look back on previous minutes and chase up.

MF

Guillotine expired:

Agenda items 15 / 16 / 17 /18 and 19 deferred.

**The date of the next meeting will be Tuesday 19 December 2006 at 7.40 p.m.
This meeting will finish at 9.00 p.m. sharp.**

Signed:

Date: