

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 DECEMBER 2007
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present:

Cllr Terry Wheeler – Chairman of Parish Council
Cllr John Cahill – Vice-Chairman of Parish Council
Cllr Peter Donoghue
Cllr Peter Garner
Cllr Zoe Palmer
Cllr Peter Rowsell

Ms Marion Farrant (Clerk)

In attendance: Mr John Pelling (Heritage Project); Mr Shaun Jarvis (Wildlife Group); Mrs Helen Donoghue and Mr J Swan (Parishioners).

PCSO Carroll-Bear from the Safer Neighbourhood Team joined the meeting after Agenda Item 7.2.

	ACTION
<p>1 Parishioner's Question Time</p> <p>Mr Swan expressed an interest in Agenda Item 12.1.1. The Chairman asked Mr Swan if he wished him to seek Councillors permission to bring this item forward on the agenda. Mr Swan replied he was happy to wait until the agenda item.</p> <p>Mr Jarvis expressed an interest in Agenda Item 10.1 and reported he recently attended the Countryside Forum meeting. It was agreed Mr Jarvis would report on this at the KPC Meeting in January 2008. Mr Jarvis also congratulated the Chairman, Cllr Wheeler, on the fair, non-dictating and efficient way he conducted Parish Council meetings; he commented that the Chairman was always well briefed on Parish matters and made Parishioners/Public feel welcome at meetings. The Chairman thanked Mr Jarvis for his comments.</p> <p>Open Meeting</p>	
<p>2 Welcome and apologies:</p> <p>The Chairman welcomed everyone present.</p> <p>Apologies for absence were received from Cllr Gloria Double, Cllr Graham Nicholson (Health), County Councillor Karen Knight, Borough Councillor Marion Rushbrook, Sgt Neil Ireland, Safer Neighbourhood Team, Mr Fred Phillips (Press).</p>	
<p>3 Minutes of last meeting</p> <p>The Chairman reported he had received a telephone call and written letter from Cllr Double requesting that in her absence:</p> <p>Item 4 be amended to record that what she said was, when asked by Cllr Cahill about funding for lighting the Youth Shelter, she stated that some considerable time ago, the Village Police Officer had said help was a possibility and she also pointed out to Cllr Cahill that this was way before the SNT meeting, which they had both attended. She stated that at the SNT meeting a Police Officer had said he thought maybe lighting wasn't a good idea.</p> <p>Item 6 Cllr Double disagreed the Chairman requested at the Parish Council meeting that the Clerk arrange for future e-mails from the Police to be sent to her (Clerk). Cllr Double stated this was something the Chairman decided after the KPC meeting and the first she knew of this was in a conversation with the Clerk.</p> <p>Both proposed amendments were debated.</p>	

Item 4: Both the Chairman and Cllr Cahill stated they did not recall that Cllr Double was speaking of events previous to the SNT meeting. Cllrs Garner and Rowsell also stated this was their recollection. **Item 8 in the minutes of KPC 113-06** (second paragraph) proposed as a true record by Cllr Double, recorded that lighting for the Youth Shelter was discussed in a telephone conversation between Cllr Double and a member of the Safer Neighbourhood Team, and the last sentence read "Cllr Double replied that the Police had indicated they might be able to find some funding for this".

Item 6: Cllr Palmer stated she recalled the Chairman requesting the Clerk to ask the SNT to e-mail her (Clerk) with reports if an SNT member could not be present at Parish Council meetings. The Chairman, Cllrs Cahill, Donoghue, Garner and Rowsell also agreed this.

It should be noted that the Clerk offered up her draft written minutes for inspection, as these are not destroyed until minutes are approved.

It was unanimously agreed by all Councillors that the minutes of the lasting meeting were a true record and would not be amended as requested by Cllr Double. Proposed by Cllr Cahill and seconded by Cllr Palmer.

4 To accept members' Declaration of Interests on agenda items

None. In a question raised by Cllr Palmer re Agenda Item 11.2, the Chairman advised that although she lived in Silver Street, this would not require her to declare an interest.

Close meeting

5 Visitor's Reports

None.

Open meeting

6 Clerk's Report

- Faulty street light in Silver Street Park has been repaired. Raised manhole cover outside Kedington Butchers has also been repaired.
- Reply received from John Goodyear in Highways at Ipswich, to say that the County Council will not be adding more vertical wooden rails beyond what are there now to the footbridge in Mill Road. Mr Goodyear said the County Council only intended to cover the "vertical drop" on the bridge itself. Mr Goodyear also reported that the County Council did consider tarmac around the telegraph pole area, but felt there was enough hard surfacing. He said he had visited the site and did not think it looked untidy, just typical of late autumn/early winter, with fallen leaves and long grass / vegetation. He said it is unreasonable to expect a manicured lawn in such locations, unless the Parish Council wanted to organise it locally.
- Grit delivery for the winter has been received. Village Handyman and Steve Brown from the KCA removed the contaminated grit before the delivery. A letter of thanks has been sent to Steve Brown for his assistance.
- Clearing leaves – SALC recommend we continue to do this as County Council normally protect Parish Councils under their own liability insurance. Highways contacted and clarity of this awaited.
- Winter work required submitted to Herald Contract Services, who will programme this into their schedule.
- Suffolk Hedgerow Survey returned to St Edmundsbury Borough Council.
- Suffolk County Council's application to Bury St Edmunds Magistrates' Court for "stopping up" at Mill Road has been successful.
- Lollipop for School Crossing Supervisor has been received.

6.1 Consider further action (on action taken or reports received since last meeting:

KPC 113-06 Agenda Item 6: School Organisation Review. Cllr Rowsell asked if anything had been heard from Suffolk County Council. Clerk confirmed letter had not yet been written, but she would do this as soon as possible.

Cllr Rowsell asked Cllr Donoghue about whether the new decking outside the Barnadiston Arms would have required Planning Permission. Cllr Donoghue replied that Public Houses would be subject to Planning Rules, but decking would not require Planning Permission.

7 Finance Committee

7.1 Receive draft minutes of 11 December 2007:

Cllr Cahill read through draft minutes, highlights of which were:

- Precept for 2008/2009 – Grounds Extras budget increased.
- Oil filled radiator will be purchased for use in Parish Office.
- Parish Council's account with Travis Perkins will be kept open.
- Subscription to Local Council's UPDATE magazine declined.
- Cllr Garner added to signatory list with Bank of Ireland
- Grit storage area – tenders for work will be sent to local builders (*Cllr Cahill added that the garages on the KCA Car Park have now been removed*).
- Police file on damage to the gazebo roof has been closed; no suspects apprehended.
- Sign for no unauthorised cars in Silver Street Park – further quotation will be sought for sign to be made in mild steel, using longer posts. (*Cllr Donoghue asked if the existing highways post could be used*). Chairman requested Clerk to ask Kevin Shipp from Highways if this could be included in proposals for Silver Street.
- Grant to Optua (formerly Rethink Disability) not given, as it was not felt to benefit local people.
- A gift payment had been made to Mr Eric Chapmen for mowing Calford Green.

7.2 Consider any matters arising from 13 November 2007 minutes:

None.

At this point PCSO Carroll-Beer from the Safer Neighbourhood Team joined the meeting. The Chairman sought permission from Councillors to close the meeting so PCSO Carroll-Beer could give her report.

Close Meeting

PCSO Carroll Beer reported crimes committed from the period 17 October to 18 December 2007, and read from a written report.

Annex 1

PCSO Carroll-Beer reported that at present, Kedington was receiving the majority of her allotted time with the Safer Neighbourhood Team. She said she had been spending around 85% of her working time in the village, either on foot or in a police patrol car; adding that some villages had received no input at all since the introduction of SNT's. Her work had included spending time with an elderly gentleman in the village, who had been the subject of attacks on his home, to support him while vulnerable and make him feel safe.

Mr Jarvis spoke to PCSO Carroll-Beer, stating he had lived in Kedington for forty years and the current outbreak of vandalism was the most prolonged he had known, with no culprits being caught. PCSO Carroll-Beer replied that the Safer Neighbourhood Team could only act on information given by the public, putting

suspects in the right place at the right time; they could not act on hearsay or rumours. However, she confirmed that one of the main suspects was now living in another area, but could not comment on Cllr Cahill's question of three suspects having made court appearances.

Mr Jarvis stated it was his opinion that policing worked better when there was a designated Village Policemen. PCSO Carroll-Beer replied that Government Legislation had changed the way that communities were now policed. The Safer Neighbourhood Team had to cover between 34 – 44 villages, as well as Kedington and it was the government who were responsible for thinning police resources. Mr Jarvis acknowledged that it was the “system” that had let people down. PCSO Carroll-Beer said there were quite a few villages that felt the same and some villages were now “buying in” their own PCSO.

The Chairman thanked PCSO Carroll-Beer for giving her report and she left the meeting.

Open meeting

8 Parish Council Complaints Procedure

The Chairman reported that certain problems had arisen over the past few weeks, which highlighted Kedington Parish Council has no official procedures to deal with problems/ complaints arising from actions of the Chairman, Councillors and Clerk. Advice had been sought from SALC who advised that the Parish Council should have a Complaints Procedure in place; as well as, the Staffing Committee and Appeal Committee, which were primarily for dealing with employees, i.e. treatment of, finances, etc. The Chairman said a Complaints Procedure would be a forum where problems/complaints could be ironed out. Cllr Cahill asked if the whole of the Parish Council would be involved, so cases of victimisation would not arise. The Chairman replied it was his opinion that the whole Parish Council should be involved and he would instigate meetings to deal with complaints as they arose. The Chairman proposed that he and the Clerk draft the wording for the complaints procedure, which, when agreed, would be written in to Standing Orders; this was seconded by Cllr Garner and unanimously agreed by all present.

TW/MF

9 Office Accommodation (update)

The Chairman reported on a meeting with Steve Brown from the KCA, regarding building an extension to side of the Community Centre, which would be used as an office for the Parish Council. He said the office, would be single storey and have a flat roof. Half of the extension would be used as office space, toilet and kitchen facilities for the Parish Clerk; the other half being used jointly by the KCA and Parish Council as a designated meeting room. The Chairman said he estimated the extension to be 35 square metres and would cost in the region of £35,000 to build. The Chairman said the KCA were in favour of this.

It was agreed that the Parish Council would source grants to pay for some of the building work, with some money being put in from Reserves.

10 Environmental / Grounds Maintenance Matters

10.1 Risbridge Meadow (update):

No update received from John Smithson.

Close meeting

Mr Jarvis reported on the next phase for Risbridge Meadow. It is hoped that 200 trees and 250 shrubs will be planted in mid January. A Community Planting Day has been planned; date to be advised. Any interested volunteers need to contact Mr Jarvis. The Chairman suggested Mr Jarvis inform the Clerk of the date, and the Parish Council will facilitate notices for this event.

MF

10.2	<p>Any other environmental / grounds maintenance matters:</p> <p>The Chairman read from an e-mail sent to the Clerk by Susan Berridge, regarding the tree on Watermill Field, asking on what ground Cllr Garner would recommend the tree be felled. Cllr Garner replied that his recommendations were based on branches already fallen; stunted growth and early leaf fall. The Chairman requested the Clerk to contact Vesty Estates again and keep Susan Berridge informed.</p>	MF
	<p>Cllr Donoghue raised the matter of the verges on Watermill Bridge. Cllr Garner suggested these be added to the next Strimming Contract. Agreed that this would be reviewed again in Spring 2008.</p>	MF
11	Highway/Footpath/Street Furniture Matters	
11.1	<p>Gazebo in Silver Street Park:</p> <p>Cllr Donoghue reported he had received no firm prices as yet. Will report again at January KPC meeting.</p>	PD
11.2	<p>Suffolk County Council Traffic Management Proposals for Silver Street:</p> <p>The Chairman read from a letter sent by Kevin Shipp, Traffic Management Engineer with Suffolk County Council about traffic management problems in Silver Street and reporting on a site meeting with a Parishioner who lived in Dingle Dell Cottage. The Chairman passed around a plan sent by Mr Shipp showing some proposed minor works in Silver Street to help the situation. It was agreed that Cllrs Donoghue and Garner would attend a meeting with Kevin Shipp on Thursday 20th December 2007 to discuss this. It was further agreed that they should bring the sign stating “no unauthorised vehicles” to Mr Shipp’s attention.</p>	PD
11.3	<p>Relocation of Fish & Chip Van:</p> <p>The Chairman reported that a complaint had been received about parking in Silver Street when the Fish & Chip Van is located near to the Village Stores. It was suggested that the KCA be approached to see if the Fish & Chip Van could be re-located to use the car park at the Community Centre.</p> <p>Cllr Palmer suggested, that the British Legion Hall could also be considered.</p>	MF
11.4	<p>Suffolk Roadsafe:</p> <p>The Chairman read a proposal from Suffolk Roadsafe aimed at reducing the number of road accidents and promoting road safety across Suffolk. Suffolk Roadsafe are launching an initiative called “Community Speedwatch”, a scheme based on the idea of community volunteers joining together to monitor speed at selected locations with an approved detection device. The Chairman requested the Clerk circulate this to all Councillors, seeking their views.</p>	MF
11.5	<p>Any other highway/footpath/street furniture matters:</p> <p>Parking Problems – Haverhill Road: The Chairman reported a letter had been sent to Highways Department and a reply received inviting Councillors to attend a site meeting on 20th December 2007. Cllr Donoghue will attend.</p> <p>“Alfie’s Parking Bay: Cllr Palmer asked if there were any further developments. Clerk confirmed she had contacted the family recently and awaited a reply.</p>	PD

12 Housing / Planning

12.1 Applications for discussion at meeting:

12.1.1 The Limes, Mill Road, Kedington:

Chairman read from a letter received from Susan Francis, Enforcement with St Edmundsbury Borough Council, updating their position with regard to portacabins being site at The Limes, to operate a business from.

Close meeting

The Chairman asked Mr Swan for his comments. Mr Swan said that the buildings sited at The Limes were clearly for business use and as far as he was aware employed one person. No planning permission for change of use had been applied for and he believed that because of the stance being taken by the Borough Council's Planning Department, the situation could go on for some considerable time. Cllr Donoghue commented that Planning Enforcement was often a slow process. It was proposed by Cllr Garner and seconded by Cllr Cahill that the Parish Council should write to the Enforcement Officer, raising concerns about this matter. Agreed by all present.

MF

12.2 Planning Applications – Observations conveyed by Parish Council:

Lowfields, West End Lane Acceptable	Erection of detached double garage following demolition of existing single garage.
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Long Acre, 28 Dash End Lane Acceptable	Erection of 1½ storey side extension; porch to front elevation; detached garage (following demolition of existing).
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21 Dane Close Acceptable (provided this is an alternative and not in addition to scheme for a two-storey rear extension approved in March 2007.	Erection of single storey extension to side elevation.
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Appleacre, Mill Road Acceptable	TPO – Remove two lower branches overhanging footpath on one Horse Chestnut Tree.
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12.3 Planning Applications – Decisions received from Borough Council:

Dane House Granted	Erection of single storey extension to east elevation (amended application).
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Keepers Cottage Granted	Erection of first floor extension.
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25 Westward Deals Granted	Erection to conservatory to rear elevation following demolition of existing conservatory.
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Lowfields, West End Lane Granted	Erection of detached double garage following demolition of existing single garage.
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12.4 Any other housing/planning matters:

None

13 Consultations

None.

14 Any other reports (on-going matters)

14.1 Heritage Project:

The Chairman asked Councillors if they had any further suggestions, to those already tabled at a previous meeting, about usage for the Heritage Project equipment. Mr Pelling had reported that the current project would finish in March, with another project likely to follow (without funding). The Chairman proposed the Heritage Project continue to make use of the equipment and it was agreed to evaluate the position in six months. This proposal was seconded by Cllr Cahill and agreed by all present.

MF

15 Events

15.1 Nominations:

15.1.1 Kedington Community Association Meetings:

The Chairman reported that Cllr Double had requested to be the Parish Council Representative at KCA meetings. Agreed by all present.

15.1.2 Affordable Housing Day – Wednesday 16 January 2008 (Bury St Edmunds):

No nominations.

15.2 Councillor absences (update):

These were noted by Clerk.

16 Meeting dates 2008

Distributed to Councillors present.

17 Any other business (new matters)

The Chairman reported that Cllr Double had requested to stand down from being Parish Council representative at SNT Meetings. Agreed by all present.

The Chairman also reported that SALC have advised of a new piece of legislation contained in the Local Government and Public Involvement in Health Act 2007. Section 6 of the new act amends Section 15 of the Local Government Act so that Section 15 (1) now reads:

“The Chairman of a Parish Council shall be elected annually by the Council from among the ELECTED members”.

Section 15 (6) now reads:

“The Parish Council may appoint ONE OF THE ELECTED MEMBERS of the Council to be Vice-Chairman of the Council”.

The date of the next meeting will be Tuesday 15 January 2008 in the Library, Arms Lane, Kedington, commencing at 7.40 p.m.

The meeting closed at 9.20 p.m.

Signed:

Date: