MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 JANUARY 2008
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 Graham Nicholson
Cllr Zoe Palmer

Ms Marion Farrant (Clerk)

In attendance: County Councillor Karen Knight; Borough Councillor Marion Rushbrook; Mr Fred Phillips (Press); Mr R Cannon; Mr A Cooper; Mr M Myers; Mr R Hobbs (Parishioners);

ACTION

1 Parishioner's Question Time
Mr Cannon expressed an interest in Agenda Item 12.1.1.

Mr Cooper expressed an interest in Agenda Item 11.4.

Open Meeting

2 Welcome and apologies:
The Chairman welcomed everyone present.

Apologies for absence were received from Cllr Gloria Double (Health), Cllr Peter Rowsell (Health), Sgt Neil Ireland, Safer Neighbourhood Team, Mr Shaun Jarvis (Wildlife Group).

3 Minutes of last meeting
The minutes of the last meeting held on 18 December 2007 were agreed as a true record. Proposed by Cllr Donoghue and seconded by Cllr Cahill.

4 To accept members' Declaration of Interests on agenda items
None.

Close meeting

5 Visitor's Reports
Borough Councillor Marion Rushbrook reported:

Complaints had been received by her from Parishioners concerned about lorries and the visiting Fish & Chip Van causing hazards in Silver Street. The Chairman replied that the Parish Council was investigating the possibility of re-siting of the Fish & Chip Van to another area in the village and Traffic Management Problems in Silver Street were an agenda item for the meeting.

County Councillor Karen Knight reported:

Traffic Problems:
Councillor Knight said she has been updated by Kevin Shipp from Suffolk County Council about traffic problems that had arisen in Silver Street.

School Organisation Review
Councillor Knight reported that the Public Meetings had now been completed and feedback from these consultation meetings would be analysed before presentation to Cabinet.

CCTV Grant for Kedington Primary School

Councillor Knight reported that she would be granting an amount of at least £1000 for this project from her Locality Budget.

In the absence of Sgt Neil Ireland from the Safer Neighbourhood Team, the Chairman read from an e-mail sent to the Clerk:

Sgt Neil Ireland:

"Crimes in Kedington – there have been only two from 1st December 2007 to date, namely damage to a hedge on 1/12/07 and the theft of number plates from a car on 21/12/07. Both offences were committed in Westward Deals. As you will be aware this is a significant drop in crime in the village, which we are delighted with. It is always difficult to quantify why this might be but I hope that the extra attention the village has been paid, together with the fantastic co-operation from residents, has resulted in this fall.

Speeding – this was an issue from previous PCMs – we are concentrating on the top road as this was indicated as a problem area. We have issued 2 fixed penalty notices and 3 cautions in the three hours forty minutes that has been spent on speed detection in the last 2 months at this location.

My compliments to the meeting and once again I apologise that no-one is available to attend."

Cllr Cahill reported that he did not attend the January SNT meeting; feedback he received from the SNT was that the response to the questionnaires and Community Engagement forms sent out with the December 2007 Chairman's Letter was very poor.

The Chairman read out a message from Mr Shaun Jarvis (Wildlife Group).

Risbridge Meadow:

Next stage of tree planting on Risbridge Meadow is planned for Sunday 20th January 2008 commencing at 10 a.m. All volunteers welcome.

Open meeting

6 Clerk's Report

- Telephone Box in Haverhill Road, just off junction with Mill Road; fault reported to British Telecom. Operator advised that this box, now takes cards only, not coins.

- Chairman's Letter and questionnaires from Safer Neighbourhood Team delivered around village. Thanks extended to Mary Upton, Post Mistress who organised this during such a busy period.

- E-mail received just before Christmas from Darren Woodward, Head Teacher at Kedington Primary School highlighting confirmation he had received that the cost of installing a CCTV security system at the school would cost £5163. Clerk has forwarded comments made by Councillors when this matter was discussed at a previous meeting and suggested he contact the Parish Council again at the end of March 2008. Further report under Agenda Item 6.1

- Replies sent to Consultations received from St Edmundsbury Borough Council about Annual Parking Charge Review 2008/09 and Gypsy and Travellers Sites. Consultation on Countryside Access Community Scheme will be given to Councillors who were absent during consultation period, for their comments to be recorded.

- E-mail received that is being forwarded around the Country by the Force Intelligence Bureau, Strathclyde Police, warning of a car-jacking scheme. A leaflet is put on the back screen of cars in multi-storey car parks. When spotting this, after starting up the car, motorists get out to see what notice is. Car-jackers appear out of nowhere, jump into car and speed off (with valuables left in cars as well, i.e. wallets, handbags, house keys). Police advice is to leave leaflet on rear screen until you get home, or find a safe place to remove it.

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

CCTV – Kedington Primary School. Head Teacher has reported that he has been informed that the school cannot get a grant from Education Department for installation of CCTV, even on the grounds of Health & Safety. Head Teacher reports he has been liaising with Kirsty Pitwood from St Edmundsbury Borough Council and informed that the Borough would consider a grant from The Rural Areas Community Initiatives Fund 2007/2008, provided the request comes from the Parish Council. It was proposed by Cllr Cahill; seconded by Cllr Garner and agreed by all present that the Parish Council should do this. MF

It was further proposed by the Chairman; seconded by Cllr Cahill and agreed by all that the Parish Council would grant £300 in the current financial year to the School to help with costs of installing CCTV, and another £500 would be granted in April 2008.

Close meeting

The Chairman, with Councillor's permission, closed the meeting to allow County Councillor Karen Knight to speak. Councillor Knight reported that this was the third school she was aware of, applying for funding for security. Councillor Knight added that she and fellow Councillors felt funding for security to schools/school grounds should come from the Education Department as part of the Direct Capital Fund, which is currently given to schools to use for new buildings, extra classrooms, etc.

Open meeting

7 Finance Committee

7.1 Consider any matters arising from minutes of 11 December 2007:

None.

7.2 Receive draft minutes of 08 January 2008:

The Chairman went through highlights of the meeting, explaining that the meeting was only just quarate.

- Financial position satisfactory with 61.15% of the budget spent leaving £14,163 in hand. £31,286 held in Reserves.

- Village Handyman – payment for outstanding annual leave in current financial year. Proposed by the Chairman; seconded by Cllr Garner and agreed by all.

- Printing of new updated Contact Magazine by Printwise in Haverhill will cost £515 for 1000 copies. Proposed by the Chairman; seconded by Cllr Cahill and agreed by all.

- Annual Return – Year Ended 31 March 2007. The Chairman read through minimal comments made by Lubbock Fine. Fidelity guarantee has been increased. Ratification of Annual Return proposed by Cllr Garner; seconded by the Chairman and agreed by all present. Annex 1

MF

- Parish Council to provide High Visibility Jacket for Village Cleaner. Proposed by Cllr Garner; seconded by Cllr Donoghue and agreed by all.

- Grants were awarded (for being of benefit to local people) to St Nicholas Hospice (£75) and Suffolk Accident Rescue Service (£100).

- Payments ratified to Mr Chapman for mowing Calford Green; Ordnance Survey for copying licence and Kedington Stores for supplying goods for Christmas Social Gathering were all ratified.

8 Parish Council Complaints Procedure – Adopt Wording

The Chairman passed around suggested wording for the Complaints Procedure. After discussion it was agreed that the following wording would be adopted and put into Standing Orders.

COMPLAINTS PROCEDURE

An extra **"closed"** meeting of all Councillors will be convened if:

1. A complaint is received from a Parishioner / Member of the Public / Other Outside Body, against any member of the Parish Council.

2. Any problems, disagreements or quarrels arise; either of a personal or professional nature between, Chairman, Councillors and/or Clerk, which could impact on the working and cohesion of the Parish Council, or even produce a bad atmosphere.

The "closed" meeting will aim to resolve the problems and the decision of the Parish Council will be final and binding to all concerned. In the event it is deemed that a breach of the Code of Conduct is discovered, then the Parish Council will agree on a course of action.

The Chairman will call for a meeting to be convened if necessary. If the complaint is concerning the Chairman, then the Vice-Chairman will take the Chair at the convened meeting. If the complaint is concerning the Chairman and Vice-Chairman, then a duly elected Chairperson will preside over the meeting. In the event of a vote taking place, the Chairman/(person) will always have the casting vote in the event of a tie.

All Councillors will be advised of the meeting date, together with an agenda for the meeting. The period of Notice will be the same as for Parish Council meetings, i.e. at least three clears days (not including the days of issue and meeting).

The Complaints Procedure will act in addition to the present Staffing Committee and Appeal Committee.

Proposed by Cllr Nicholson; seconded by Cllr Donoghue and agreed unanimously by all present.

9 Office Accommodation (update)

Clerk reported that she had corresponded with Kirsty Pitwood at St Edmundsbury Borough Council and now had a comprehensive list of where to source grants for building a Parish Office. It was decided that subject to funding, the building of a new Parish Office could be feasible. However, it was noted that drawing up plans and submitting to the Local Authority would be a costly exercise.

Close meeting

County Councillor Karen Knight reported that she could probably help with these costs from a "seed money fund" that helped towards start up costs, i.e. plans, for new projects. Councillor Knight requested the Clerk write to her with a request for funding to draw up and submit plans. MF

Open meeting

The Chairman suggested the Clerk write to Cllr Donoghue and Mr M Sale (Architects), asking for a quotation to draw up and submit plans to the Local Authority Planning Department; this was unanimously agreed by all present. MF

10 Environmental / Grounds Maintenance Matters

10.1 Risbridge Meadow (update):
No updates received from John Smithson. Cllr Palmer said she would ask the Head Teacher at Kedington Primary School to report at the School Assembly about the tree planting scheduled for Sunday 20th January 2008 and ask for any volunteers to go to the meadow at 10.00 a.m. ZP

10.2 Countryside Forum:
In the absence of Mr Jarvis, his report on the Countryside Forum meeting was deferred to the next meeting.

The Chairman read from a letter received from John Smithson, which included publications from the Big Lottery and an application form to seek grant aid for any local initiatives. This will be sent to Councillors in a reading pack. MF

10.3 Insurance Cover for Handyman when performing Parish Duties:
The Chairman read out an e-mail received from Jim Nunn in the Environment & Transport Department at Suffolk County Council. Clerk will contact St Edmundsbury Borough Council and Parish Council Insurers for advice regarding cover for employees whilst performing duties on behalf of Parish Council. Annex 2 MF

10.4 Any other environmental / grounds maintenance matters:
None.

11 Highway/Footpath/Street Furniture Matters

11.1 Traffic Calming / Speeding in Kedington
The Chairman read out correspondence received from three Parishioners, all of who had concerns about speeding traffic in the village. The Parishioners all stated that they wished to see the introduction of "speed humps", strategically placed around the village to help alleviate the problem.

The Chairman reported that Councillor's comments from a recent Consultation about a Community Speedwatch Proposal for the village, were that this would not be beneficial. He continued by reading an e-mail sent to the Clerk by Peter Ingram from Suffolk County Council, in reply to her request about appropriate speed management measures for the village.

Peter Ingram reported:

- Mean speeds recorded during SID visits in the village are:

  B1061 – Haverhill Road opposite British Legion Hall (northbound)
  31 mph

  As above, but southbound – 23mph

B1061 – Verge before Mill Road (southbound) 23 mph

B1061 – Near Dane Close (northbound) 32 mph

The above speeds indicate that not all motorists comply with the speed limit, but conclusions are these speeds show fairly good compliance and slightly above the average that would be expected for Suffolk. An example of traffic calming used in Culford were given. MF

- Suffolk County Council has a very limited budget for speed management.

- Cost of installing "white oak gateways" on entry to the speed limit for Kedington would be approximately £1000 County Council would not fund these and costs would have to be met by Parish Council. Mr Ingram felt they would be of little benefit and difficult for the Parish Council to justify the expenditure. An example of a similar gateway for Culford was given. Annex 3

- Flashing speed signs not recommended because of cost and difficulty with installation.

The Chairman reported that, historically, the Highways Department have been reluctant to provide speed humps. Councillor's views were given and it was decided that the Clerk should write to Kevin Shipp to ask for an evaluation on the provision of speed humps in the village.

Close meeting

County Councillor Knight reported that she had received many complaints from residents of the Chalkstone Estate in Haverhill about speed humps and had asked for them to be removed as they caused problems for the elderly and ambulances.

It was proposed by Cllr Cahill and seconded by Cllr Donoghue that expert advice should be sort on the matter of speed humps and a feasibility study be carried out.

Mr Hobbs spoke about chicanes and said in his opinion these do not work. He added the installation of speed humps would be more effective and these were now manufactured to be environmentally friendly and noise sensitive. Mr Hobbs also stated he felt that flashing signs do not slow down traffic and wooden gates blended in with the surroundings.

Mr Myers asked if speed cameras could be installed in the village.

Open meeting

11.2 Gazebo in Silver Street Park:

Cllr Donoghue reported that the cost of replacing panels in the gazebo with plywood, covered with stainless steel facings would be £4163.00. To replace the panels with glass, he estimated the cost to be in the region of £7,500. Cllr Donoghue said the panels made from stainless steel would probably last for up to eighty years.

Cllr Palmer said the gazebo was a well-used facility and proposed this work should be undertaken. Seconded by Cllr Donoghue and agreed by all.

The Chairman requested Cllr Donoghue obtain a quotation to replace the panels in glass, in order that a comparison could be made and sent to the Insurance Company. PD

11.3 Suffolk County Council Traffic Management Proposals for Silver Street:
Cllrs Donoghue and Garner reported on their meeting with Kevin Shipp, Traffic Management Engineer with Suffolk County Council. Cllr Donoghue reported he asked about mounting a sign for "no unauthorised vehicles" in Silver Street Park, but there was no pole to mount a sign on. All Councillors present, agreed that the Parish Council should monitor the situation about unauthorised vehicles in Silver Street Park and review again if deemed necessary.

The Chairman read from a letter received from Mr Shipp following the meeting with Cllrs Donoghue and Garner and plans for the crossing point in West End Lane and new footpath in Silver Street were passed around for Councillors to view and comment on. Annexes 4, 5 & 6

All Councillors were in favour of the proposed work at the crossing point in West End Lane, and a majority were in favour of the new footpath in Silver Street and proposed hatching markings outside Dingle Dell Cottage.

11.4 Parking on Haverhill Road:
The Chairman read out a letter sent to Mr Andrew Cooper and copied to the Parish Council from Kevin Shipp, Traffic Management Engineer, about parking problems on Haverhill Road. This matter was discussed at a site meeting on 20th December 2007, where Mr Cooper, Cllrs Donoghue and Garner were also in attendance. Mr Cooper was experiencing problems getting out of his driveway at Dane House because of vehicles parked on the pavement outside the new development of houses and flats in Haverhill Road. The Chairman reported that the Parish Council had raised objections to the development at the planning stage, because of concerns about lack of parking space, but the Local Authority ignored these concerns and planning permission for the development was given.

Close meeting

The Chairman asked Mr Cooper if he had any solutions. Mr Cooper said that there was a "dead" piece of land, behind the new development that he believed was owned by the N.H.S. He added that if this was purchased by all interested parties, it could provide more parking and turning space for the residents living in the new development. Mr Cooper said some of the residents had paved outside the front of their houses to park vehicles on.

The Chairman also reported that the Parish Council had received copies of e-mails sent by Mr Cooper, to and from Kevin Ship, relating to issues with the highway boundary and reinstallation of Mr Cooper's fence, which the Chairman felt was an issue that should be resolved between themselves.

Open meeting

The Chairman requested the Clerk to write to the Health Authority about the piece of "dead" land and ask if they could help in any way because of the lack of facilities for parking.

11.5 Any other highway/footpath/street furniture matters:
Cllr Garner reported that the footpath leading up to the stables at the bottom of Arms Lane, had all but been destroyed. Clerk to write to Dedham Vale to see who is responsible for this. MF

12 Housing / Planning

12.1 Applications for discussion at meeting:

12.1.1 21 Dane Close, Kedington:
The Chairman read out a letter received from James Phillips at St Edmundsbury Borough Council Planning Department.

Close meeting

The Chairman asked Mr Cannon to address the meeting.

Mr Cannon explained to the meeting that his original plans for a two-storey rear extension, granted planning permission last year, would not be going ahead and instead of this he was applying for planning permission to add a single storey extension to the side elevation of his property. Problems had arisen with this application as Parish Council observations were that this was acceptable provided it was an alternative to the proposed rear extension and not as well as. Mr Cannon said he had returned the original letter to the Borough Council granting permission for the rear extension, together with an assurance that he would not be building this, as he just wanted to go ahead with the side extension.

Open meeting

Councillors raised no objections given Mr Cannon's assurances and it was proposed by Cllr Cahill and seconded by Cllr Palmer that the Parish Council found the single story extension to the side elevation of 21 Dane Close, acceptable. Clerk to inform James Phillips at the Planning Department. MF

12.2 Planning Applications – Observations conveyed by Parish Council:

3 Haverhill Road **Acceptable**	Erection of 2 storey extension to side elevation (following demolition of garage)
Suffolk House, Rectory Road **Acceptable**	Alterations associated with the conversion of outhouse for use as cart lodge
Suffolk House, Rectory Road **Acceptable**	Listed Building Application for above
56 Kings Meadow **Acceptable**	Erection of: (i) Conservatory to rear elevation (ii) Single storey extension to side elevation following demolition of existing conservatory

12.3 Planning Applications – Decisions received from Borough Council:

Appleacre, Mill Road **Granted**	TPO – Remove two lower branches over-hanging footpath on one Horse Chestnut Tree

12.4 Any other housing/planning matters:
None

13 Consultations

13.1 Report from Suffolk Preservation Society
Will be circulated to all Councillors. MF

13.2 Outcome of Polling District Review 2007
Will be circulated to all Councillors. MF

14 Any other reports (on-going matters)
The Chairman read from a letter, hand delivered to his home, from the Practice Manager at Christmas Maltings Surgery in Haverhill. The letter stated that the Suffolk Primary Care Trust would be reducing funding to the Practice with effect from 1st April 2008. The Head of Performance at Suffolk PCT questioned the need for branch surgeries and asked that the Practice review these services. After serious consideration and deliberation, the Partners decided that it would be impracticable and non-viable to continue the delivery of a branch surgery in Kedington, with effect from 31st March 2008.

Councillors expressed their views that the surgery was well used by residents in the village, particularly the elderly and infirm, with many residents relying on the prescription pick-up service and Health Care appointments.

It was agreed that the Parish Council would write back to the Practice Manager, requesting costings for the surgery and asking how much the proposed savings would be. It was further agreed that the Parish Council would write to the Primary Care Trust, reporting that the Parish Council totally objected to the proposed closure and pointing out the impact/knock-on effect it would have on residents in the village. A further letter would be send to Richard Spring. MF

14.1 KCA AGM Report

In the absence of Cllr Double, the Chairman read her report.

- KCA expect to show a net loss in their finances next year.
- Work currently being undertaken to tidy up around front of building.
- KCA intends to improve security on site. Chains and padlocks put on bottle banks.
- 2008 will be 40th Anniversary of Meadowlark and KCA hope to hold a dance in the Community Centre on Meadowlark day.
- All Clubs in attendance at the meeting reported a successful year.

Elected members: Alan Barney (President), Steve Brown (Chairman).

Steve Brown announced that a new Chairman would be needed next year, as it would be his intention to stand down.

15 Events

15.1 Nominations:

None.

Guillotine

The time being 9.45 p.m. it was agreed to raise the guillotine by 5 minutes.
Proposed by Cllr Cahill and seconded by Cllr Nicholson.

15.2 Councillor absences (update):

The Clerk noted these.

16 Any other business (new matters)

At the request of the Librarian, Jane Helliwell, cards were distributed to Councillors about Kedington Library opening hours.

The date of the next meeting will be Tuesday 19 February 2008 in the Library, Arms Lane, Kedington, commencing at 7.40 p.m.

The meeting closed at 9.50 p.m.

Signed: …….. Date: ……