

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 MARCH 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 Gloria Double
Cllr Graham Nicholson
Cllr Zoe Palmer
Cllr Peter Rowsell

Ms Marion Farrant (Clerk)

In attendance: Mr Fred Phillips (Press); Mr A W Farr (Parishioner); Mr J Mills (Parishioner).

1

Parishioner's Question Time

Mr Farr expressed an interest in agenda item 11.3. Mr Farr explained he had received an offer from Herald Contract Services, to sub-contract some work in the Churchyard/Cemetery from them, which formed part of their contract with the Parish Council. Mr Farr said he had verbally accepted the offer, which involved keeping areas around graves in the Churchyard/Cemetery neat and tidy after the main areas had been mown by larger cutting machines. The Chairman said he hoped this would help alleviate problems with the contract that had occurred in the last couple of years. He also informed Mr Farr, that Herald were now in their last year of a three year contract, which would go out for tender again early in 2009.

Mr Mills attended the meeting as an observer and had no interest in any particular agenda item.

Open Meeting

2

Welcome and apologies:

The Chairman welcomed everyone present.

Apologies for absence were received from Cllr Peter Garner (Health); County Councillor Karen Knight; Borough Councillor Marion Rushbrook and Sgt Neil Ireland (SNT).

3

Minutes of last meeting

The minutes of the last meeting held on 19 February 2008 were agreed as a true record. Proposed by Cllr Cahill and seconded by Cllr Rowsell.

4

To accept members' Declaration of Interests on agenda items

Cllr Nicholson declared an interest in agenda item 13.3. Agenda item 13.3 is a report only item, given by Clerk on Planning Applications; therefore Cllr Nicholson would not be required to leave the meeting.

Cllr Donoghue declared an interest in agenda item 9 – Office Accommodation.

Close meeting

ACTION

Visitor's Reports

The Chairman read from two e-mails sent by Borough Councillor Marion Rushbrook

Proposed closure of Doctor's Surgery:

Cllr Rushbrook had a meeting on 20 February 2008, with the Practice Manager at Christmas Maltings Surgery about the proposed closure of Kedington Surgery. The Practice Manager at Christmas Maltings stated they were currently in the consultation period about the closure, which was due to finish at the end of March. Once the consultation time had finished, the Practice would talk to the Primary Care Trust, review feedback received and give reasons why the closure needs to happen; this process would probably take until the end of April. It is hoped a decision would be made in May and the details finalised.

Cllr Rushbrook also reported that the Practice Manager had an initial talk with the owners of the Village Stores on the evening of the Public Meeting regarding a prescription drop-off/delivery service should the surgery close. The need for security/data protection issues was also discussed if the service was offered.

Planning Applications – Kedington School

Cllr Rushbrook confirmed she had spoken to County Councillor Karen Knight requesting that the Parish Council are informed of any applications for planning that are submitted by Suffolk County Council on behalf of the School.

Open meeting**Clerk's Report**

- Notification dated 14th March 2008 received from Suffolk County Council. Under Road Traffic Regulation Act 1984: Section 14, they intend to make an order closing the length of footway that runs between the U7247 between properties No 48 and No 49 Kings Meadow and the C674 Kings Hill in order to enable repair of a retaining wall. During the closure the alternative route for pedestrians will be via the Kings Meadow footpath up to property No 35 – left onto Sturmer Road – left turn onto Kings Hill and vice versa. It is intended that the closure will be in operation from 31 March to 30 June 2008.
- A letter has been received from Stop Stansted Expansion, Campaign Director, Carol Barbone, asking if they can have the opportunity to make a presentation to the Parish Council on the forthcoming battle against BAA's second runway plans.

Councillors debated this request and it was proposed by Cllr Palmer that the Parish Council write to the Campaign Director for Stop Stansted Expansion to suggest they hire a hall in the village and give a presentation that all Parishioners can attend. Agreed by all present

MF

- St Edmundsbury Borough Council has notified Kedington Parish Council there will be no changes to the current polling district boundaries at this time. This decision has been taken following consultation with Parish Councils, etc in Autumn 2007.

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

None.

Finance Committee**Consider any matters arising from minutes of 12 February 2008:**

None.

7.2 **Receive draft minutes of 11 March 2008:**

Cllr Cahill went through highlights of the meeting:

- Finance Committee meetings restricted to finance related issues only.
- 89.4% of budget spent.
- Accountant to be requested to show Grants under a separate heading on breakdown of Creditors/Prepayments and Sundry Debtors monthly lists.
- Routine payments for 2008/2009 agreed.
- Gratuity Reserve - £200 to be carried forward to Clerk's Gratuity Reserve.
- Parish Council to continue with same electricity supplier for office.
- Mrs Turner has agreed to continue in her role as Accountant for the Parish Council. Noted Mrs Turner will be on holiday from 29th March – 6th April 2008.
- Clerk to consider undertaking CiLCA training.
- Crossing Supervisor's salary to increase by 6%.
- Suffolk County Council has been award contract for mowing Calford Green.
- Thank you letters received from Suffolk Accident Rescue Service and St Nicholas Hospice for grants awarded. Application for grant aid from the Kernos Centre in Sudbury refused, as not being of particular benefit to local people.

7.3 **Agree Asset Register 2008:**

Clerk reported on recommendations for Asset Register after clarity sought from Lubbock Fine (external auditors).

- Silver Street Park Path to be left under heading of Community Assets at a nominal value of £1.00.
- Old School Field, Wet Pour Safety Surfacing to be moved to heading Vehicles, Plant, Furniture, Equipment as technically this goes with the new play equipment and is not a Community Asset.
- Lubbock Fine recommend there is no general rule for the percentage depreciation of assets; they suggest Parish Council should look at what period of time would need to elapse before items need replacing, i.e. play equipment at a lower figure than 12½%; computer equipment at a higher figure if deemed necessary because of usage.
- Recommendation for depreciation of Gritting Machine is 10%.

After discussion it was proposed by Cllr Cahill and seconded by Cllr Donoghue that the Parish Council should apply the following percentages for depreciation:

- Play equipment and safety wet pour surfacing – 5%
- Gritting machine – 10%
- All other items – 12½%

7.4 **School Crossing Supervision:**

Cllr Palmer declared an interest in that she is Custodian for the Ketton Early Birds Playgroup building. The Chairman advised that Cllr Palmer would not have to leave the meeting, but should not take part in discussion.

The Chairman read from an e-mail sent to the Clerk by Cllr Palmer. The e-mail stated that the Crossing Supervisor had spoken to her about Ketton Early Birds (who were now situated on the school site). The Crossing Supervisor had spoken to the KEB, to see whether they would need support from her with crossing roads at other times than she normally works when they commence their wrap-around-care service; she was enquiring whether the Parish Council would need her to extend her hours to facilitate this.

Annex 1

	<p>The Chairman stated this matter has been briefly discussed at the Finance Committee meeting. He added that extra hours for the Crossing Supervisor had not been budgeted for in the precept.</p>	
	<p>The Chairman sought each Councillor's opinions on this matter and it was proposed by Cllr Cahill and seconded by the Chairman to inform Ketton Early Birds that the Parish Council would be unable to pay for extra hours for the Crossing Supervisor, but if she came to an agreement with them to pay her for any extra hours worked to cover wrap-around-care, the Parish Council would provide the insurance cover for her to do this. A vote was taken with five Councillors in favour and one against. Cllr Palmer was excluded from the vote. Chairman asked Clerk to check insurance cover and write to Ketton Early Birds.</p>	MF
	<p>The Chairman also reported the Crossing Supervisor had requested some grit be stored near the school crossing, as on 5th March 2008 there was a lot of black ice where the children have to cross. It was agreed that the Clerk should contact the Insurance Company to find out whether the Parish Council's insurance would cover the Crossing Supervisor spreading grit. It was further agreed that, with the onset of spring/summer months, this matter would be discussed again in October.</p>	MF
8	<p>New Standing Orders</p> <p>Chairman reported that Standing Order for Complaints Procedure had been revised and Standing Orders updated. A new copy was given out to all Councillors present, who confirmed they were all happy with the new wording of Complaints Procedure Standing Order.</p>	
9	<p>Office Accommodation (update)</p> <p>Cllr Donoghue declared an interest, signed the book and left the meeting while his quotation to draw up plans for a new Parish Office were discussed. The Chairman reported that Mr Sale had informed the Clerk he would not be submitting a quotation. The Chairman read out Cllr Donoghue's quotation and it was proposed by Cllr Rowsell and seconded by Cllr Cahill that this be accepted. Unanimously agreed. Clerk informed the Chairman that help towards the cost for drawing up plans was promised by County Councillor Karen Knight (KPC 113-09 Item 9). Cllr Donoghue rejoined the meeting and the Chairman informed him of acceptance of his quotation.</p> <p>The Chairman stated it was agreed at the last meeting (KPC 113-10 Item 9), that a decision would be taken at this meeting, whether to go ahead with building the new office. It was proposed by Cllr Double, seconded by Cllr Cahill and unanimously agreed that a new Parish Office should be built, on the side of the Community Centre. It was further agreed that a site meeting should be held between the Chairman, Cllr Donoghue and Steve Brown from the KCA to finalise the plans before they were drawn up. Clerk will continue to source grants for the project.</p>	MF
10	<p>SALC Area Meeting Report</p> <p>Cllr Cahill reported on the Suffolk Association of Local Councils, St Edmundsbury Area Meeting held on 5th March 2008. Cllr Cahill's notes are attached as Annex 2 to these minutes.</p> <p>It was noted that public meeting dates for the Consultation about the Local Development Framework would be sent to all Councillors. Agreed that Patsy Dell from St Edmundsbury Borough Council should be invited to attend a future Parish Council meeting to speak about Enforcement/Planning issues.</p>	Annex 2 MF

11	Environmental / Grounds Maintenance Matters	
11.1	<p>Strimming Contract 2008 – consider bids:</p> <p>Chairman reported that the Finance Committee could not reach agreement on awarding the contract. Three sealed bids were submitted for the contract and the Chairman read out each one individually. One was received from Herald Contract Services, one from Mr Richard Pound and the other from Mr Peter Garner. The Chairman advised Councillors that they should look for Best Value and not necessarily accept the lowest bid when considering quotations.</p> <p>There was discussion around the specification of the strimming contract, especially regarding cutting of “windows” along The Cut and how problems had arisen in the past. The Chairman stated that strimming for the 2008 season would have to be completed in line with the specification sent to Contractors. Cllr Donoghue requested a copy of the specification be circulated to all Councillors, in order for them to know what work should be completed under the contract and could report to the Council if it was not being suitably carried out.</p> <p>Chairman sought Councillor’s opinions on bids. It was agreed that Herald Contractor Services were nearly double the cost of the other two bids so would not be accepted. Cllr Double proposed Mr Garner’s bid be accepted and this was seconded by Cllr Nicholson. There was no motion to accept Cllr Double’s proposal so a vote was taken with four Councillors in favour of acceptance and three Councillors abstaining. The Clerk was asked to write to Mr Garner and it was agreed by all Councillors that acceptance letter should specify that contract work would be monitored and if this was not being carried out as per the specification, the Parish Council reserved the right to give notice and cancel the contract.</p>	MF
11.2	<p>Risbridge Meadow (update):</p> <p>There was no report from John Smithson from St Edmundsbury Borough Council. Clerk reported she had been contacted by a Parishioner from the Risbridge Estate about a picket fence that had been erected; blocking what he thought was a Right of Way onto the meadow. Chairman asked Clerk to contact John Smithson about this.</p>	MF
11.3	<p>Herald Contract:</p> <p>Councillors voted in favour of Mr Farr sub-contracting work from Herald Contract Services to do small mowing and trimming around graves in the Cemetery/Churchyard. Clerk will inform Herald and ask them to ensure Mr Farr is covered under their liability insurance.</p> <p>Herald has reported there are large numbers of molehills in the Cemetery/Churchyard, which needed to be levelled before the first cut took made. Chairman reported Village Handyman has been requested to flatten and rake down the molehills on a regular basis.</p>	MF
11.4	<p>Any other environmental / grounds maintenance matters:</p> <p>Church Walk:</p> <p>Clerk reported she had received an e-mail from a Parishioner who owned some of the trees in Church Walk, asking if they should have been informed that Herald would be cutting off basal shoots from some trees as part of their Winter Works. Chairman requested Clerk write and apologise for this.</p> <p>Cllr Palmer reported Mrs Sehirn had cleared debris from Church Walk. Clerk to write thank you letter.</p> <p>Millennium Oak:</p> <p>Clerk reported that Parish Council had agreed to pay for a plaque for the oak tree grown by Mr Brett in the corner of the cemetery (KPC 108-14 Item 10.1). Chairman requested Clerk write to Mr Brett.</p>	MF

	<p>The Baulk: Chairman read an e-mail sent by Mr Pelling on behalf of the Garden Society suggesting suitable plants for retaining the soil along The Baulk. Clerk requested to ask the Garden Society to supply costing for this.</p>	MF
	<p>Dog Fouling: Cllr Donoghue reported about dog fouling in Hundon Road. Clerk reported that Cllr Garner was arranging a meeting with Louise Davey, Dog Warden from St Edmundsbury Borough Council, which would show specific areas in the village where dog fouling was a problem. By knowing the areas, Louise would be aware of what areas to target in a bid to catch offenders.</p>	PG
	<p>Village Clean-up Day: Chairman reported Mr Watts had spoken to him about a clean-up day. Village Cleaner had reported no particular problem areas in the village. Clerk reported that the current issue of Community Spirit Magazine from St Edmundsbury Borough Council had an item about cleaning-up for spring. Chairman will inform Mr Watts about this.</p>	TW
12	Highway/Footpath/Street Furniture Matters	
12.1	<p>Official Launch for new playground equipment: Cllr Double requested that an official launch for the new playground equipment on Old School Field, discussed last year when the installation of the play equipment was finished be implemented. Councillors unanimously agreed that due to time lapse it would not now be appropriate.</p>	
12.2	<p>Play equipment inspection: Recent inspection by St Edmundsbury Borough Council Parks Development Officer has shown that three rubber bump stops need replacing on the Cross Scales. Clerk to check if replacing rubber bump stops was part of contract when Playword refurbished cross-scales, which formed part of order for new play equipment. Chairman reported that Playquip Leisure had sent letter offering free health check for play area. It was agreed that as St Edmundsbury carry out regular inspections this would not be necessary.</p>	MF
	<p>Guillotine With the time being 9.45 p.m. it was proposed by Cllr Cahill and seconded by Cllr Rowsell that the guillotine be raised for 15 minutes. Agreed by all present.</p>	
12.3	Any other highway/footpath/street furniture matters:	
12.3.1	<p>Parking at Mill Road: Chairman read an e-mail received from a Parishioner living in Mill Road, concerned about problems with parking when the "wrap-around-care" offered by Ketton Early Birds starts at the Kedington School site. The Parishioner stated that there has been times when the driveway to his home has been blocked by parked cars and the no parking restriction sign erected opposite the Church seems to be ignored.</p>	
	<p>Councillors agreed that the Safer Neighbourhood Team should be informed again about parking in this area and Highways Department asked for the restricted times to be changed to "No Parking" from 7.30 a.m. – 6.00 p.m. Monday to Friday.</p>	MF
	<p>Cllr Double reported problems with cars parking to near the top of Mill Road at the junction with Haverhill Road. Also problems in this area with cars parking on paths preventing pushchairs, etc getting by. Clerk to report this to SNT.</p>	MF

- 12.3.2 Vehicles/Caravans parked illegally:**
Clerk reported she had been contacted by a Parishioner about caravans parked on garage forecourts. House owners should check Deeds as many have a covenant restricting parking of caravans. Cllr Donoghue said he thought the matter was enforceable by the Borough Council. Clerk to write to St Edmundsbury for clarification on this.

13 Housing / Planning

- 13.1 Applications for discussion at meeting:**
Stour House: Revised plans had been received. Parish Council did not wish to change previous comments that the application was unacceptable.

- 13.2 Planning Applications – Observations conveyed by Parish Council:**
Lowfields, West End Lane Erection of detached double garage (following demolition of existing single garage (revised scheme).
Acceptable

- 13.3 Planning Applications – Decisions received from Borough Council:**
7 Barton Grove Erection of first floor extension to rear & first floor; extension above front porch (revised scheme).
Granted

- 13.4 Any other housing/planning matters:**
None.

14 Consultations

- 14.1 Terminal Control North – Proposed Changes to Airspace:**
Chairman read a letter received from NATS and leaflets were given out to Councillors.

- 14.2 St Edmundsbury Borough Council Local Development Framework Core Strategy:**
Consultation will be circulated to all Councillors.

MF

15 Any other reports (on-going matters)

- 15.1 Kedington Community Association Report:**
Due to time constrictions of guillotine, Cllr Double gave a brief report on last KCA meeting. KCA had imposed new hiring conditions for party bookings. KCA will not allow Fish and Chip Van to use Community Centre Car Park. Improvements to the car park were being discussed which would include spaces for disabled parking.

16 Events

16.1 Nominations:

- 16.1.1 Parish Council Conference: 22 April 2008**
Any Councillor wishing to attend should notify Clerk.

- 16.2 Councillor absences (update):**
None.

17

Any other business (new matters)

The Chairman informed he would be unable to attend the next Parish Council or Annual Parish Meeting; commenting that as he felt the Parish Council was now back to professional status following a period of unrest in previous years, he would not be standing again as Chairman in May. He said he would continue to serve as a Councillor and take on any responsibilities deemed necessary. The Chairman thanked the current Clerk for working with him and praised the professionalism she has shown when carrying out her duties. Cllr Double proposed a vote of thanks to the Chairman for his work over the last year.

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

The meeting closed at 10.00 p.m.

Signed:

Date: