

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 MAY 2008
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present: Cllr John Cahill - Chairman
Cllr Terry Wheeler – Vice-Chairman of Parish Council
Cllr Peter Donoghue
Cllr Gloria Double
Cllr Peter Garner
Cllr Graham Nicholson
Cllr Zoe Palmer
Cllr Peter Rowsell

Ms Marion Farrant (Clerk)

In attendance: Borough Councillor Mrs Marion Rushbrook; Mr Fred Phillips (Press); Mr Shaun Jarvis (Wildlife Group); Mr J Swan (Parishioner). PCSO Alex Foster joined the meeting after Item 4 to give her report.

		ACTION
1	<p>Welcome and apologies</p> <p>Cllr Wheeler welcomed all present to the Annual Meeting of the Parish Council (2nd year of 4-year term). There were no apologies for absence. Cllr Wheeler reiterated he would not be standing again for the role of Chairman, but would remain on the Parish Council as an elected member. He added he would be willing to serve on any committee he was asked to be on and give assistance if required to the new Chairperson. Cllr Wheeler offered his thanks to the Clerk and all Parish Councillors for working with him over the past year.</p>	
2	<p>Election of Chairman</p> <p>Cllr Wheeler explained that Section 15 of the Local Government Act had been amended to read: "The Chairman of a Parish Council shall be elected annually by the Council from among the ELECTED councillors". This meant that there were only three elected members able to stand if they so wished (Cllr Cahill, Cllr Double and Cllr Rowsell).</p> <p>Cllr Wheeler proposed Cllr Cahill and this was seconded by Cllr Donoghue. Cllr Wheeler asked for any other nominations, none were proposed so Cllr Wheeler asked for Councillors to vote. Cllr Palmer proposed a secret ballot; this was seconded by Cllr Double and agreed by all present.</p> <p>A secret ballot was held with voting as follows: six votes for; one vote against and one abstention. Cllr Cahill took the Chair.</p>	Annex 1
3	<p>Election of Vice-Chairman</p> <p>The Chairman explained that the same rule applied as for election of Chairman; elected members would only be able to stand.</p> <p>The Chairman proposed Cllr Wheeler and this was seconded by Cllr Garner. There were no other nominations. An open vote unanimously voted for Cllr Wheeler to be Vice-Chairman</p>	
4	<p>Appointments / Councillors Responsibilities for the year 2008/2009</p> <p>This is added to the minutes as Annex 1.</p> <p>At this point PCSO Alex Foster from the Safer Neighbourhood Team joined the meeting. The Chairman asked Councillor's permission to close the meeting so PCSO Foster could give her report.</p> <p>Close meeting</p>	Annex 2

PCSO Foster addressed the meeting, explaining she worked out of Clare Police Station (PCSO Debbie Carroll-Beer who normally attended KPC meeting was at present working in Horringer). PCSO Foster stated Kedington had 76 crimes in the last year, 35 of these being criminal damage mainly due to the spate of vandalism that was experienced in the village. PCSO Foster warned that thefts of lead was a particular issue at the present time and urged people to look out for suspicious "unsigned" vans. She also warned that thefts of heating oil are rife in rural villages. She urged householders to check their tanks are secure and for people to report anything suspicious to the SNT. PCSO Foster reported that Farm Watch had been re-introduced to help cut down criminal damage and theft from farms. She said the SNT liaise closely with local farmers and this helps keep crime reduced. PCSO Foster added that the SNT also work closely and share information with other agencies, i.e. Schools; Social Services; Councils, etc, which can help the Police to solve crimes.

Questions were put to PCSO Foster about the parking in Mill Road at school drop off and pick-up times. Cllr Rowsell informed her that parents had now moved down to West End Lane after being warned about parking near the school in Mill Road. It was suggested that the Parish Council should write to the school asking parents to think very carefully about where they park their cars. It was also suggested that signs could be introduced, similar to those being trailed in Norfolk saying, "Don't park here – it could kill your child". PCSO Foster said that she would ask for patrols to have one day where motorists were warned and if they were caught again the next day, issue fixed penalty tickets.

MF

Other items raised to PCSO Foster were parking on pavement near to the top of Mill Road, speeding and careless driving in the village. Mr Jarvis asked how many of the 76 crimes last year were solved. PCSO Foster said she did not have the statistics with her but would report direct to Mr Jarvis when she found out this information.

The Chairman thanked PCSO Foster for attending and she then left the meeting.

Open meeting

5 Ratification of procedural matters from March 2008 meeting (KPC 113-11)

Cllr Wheeler addressed the meeting and stated he had received a telephone call from Mr Jarvis concerning procedural matters raised by him at the April meeting of the Parish Council. Cllr Wheeler apologised that, as Chairman during the March 2008 meeting he was negligent in that, he allowed Cllr Donoghue to take part in discussions about the proposed building of a new Parish Office when he rejoined the meeting, after declaring an interest. He added that he should have asked Cllr Donoghue to leave the meeting again while discussions took place. Cllr Wheeler also apologised that, at the March meeting, he allowed quotations for drawing up plans for a new Parish Office to be discussed before the Clerk reminded him it had been minuted at KPC meeting 113-10 that it would be finalised at the next KPC meeting (113-11) on whether to go ahead with the new office building.

Close meeting

Mr Jarvis asked why the cost of Cllr Donoghue's quotation had not been included in the minutes and what the cost of the quotation was. The Clerk replied that the cost of the quotation was £500. She apologised that this was not recorded in the minutes, stating it was an error on her part, which she would ensure did not happen again.

Open meeting

6	To accept members' Declaration of Interests on agenda items	Cllr Donoghue declared an interest in agenda item 12.	Annex 3
6.1	Clarification on Declaration of Interests:	The Chairman spoke about the importance of following the procedure for declaring interests. It was discussed that it was sometimes difficult when a Councillor had to declare an interest and was the only person with expertise in the item to be discussed. The Chairman handed out new flowcharts to all members present about Declaring Interests at Meetings.	
	Close meeting		
7	Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present	Cllr Double said she had an item that she would speak about under agenda item 17.4, as the Parishioner's the matter concerned, could not attend the meeting.	MF
		Mr Jarvis said he was interested in agenda item 15.1. He also stated that the minutes from KPC meetings, which were kept in the Library, were not up to date. Clerk said she would rectify this. Mr Wheeler asked for it to be noted that any Parishioner can ask the Clerk to send copies of minutes to them. Mr Jarvis also thanked Cllr Wheeler for his leadership as Chairman of the Parish Council during 2007/2008.	
		Mr Swan said he had an interest in agenda item 17.1.1. Cllr Double asked if this item could be moved up the agenda. Cllr Wheeler suggested Mr Swann be allowed to speak during Visitor's Reports. Unanimously agreed.	
	Open meeting		
8	Minutes of last meeting	The minutes of the last meeting (KPC 113-12) were agreed as a true record. Proposed by Cllr Rowsell and seconded by Cllr Donoghue.	
	Close meeting		
9	Visitor's Reports	Borough Councillor Marion Rushbrook reported:	
	<u>Proposed closure of Kedington Surgery:</u>	Practice Manager at Christmas Maltings Surgery has informed, that following a meeting with the Partners, a formal application has gone to the Primary Care Trust to allow them to close the branch surgery in Kedington. The Practice Manager said the surgery would be kept open for another 3 months in order for them to get a delivery service up and running. Cllr Rushbrook said she would liaise closely with the Practice Manager about this, if the closure goes ahead. She added she had also been speaking to the Manager at Three Counties Transport who has informed her that their service is not used very much by people from Kedington. There is now a consultation period where the PCT will review all letters/correspondence received from those against the closure, before making a decision to allow the Partners to close the surgery.	
	<u>Boundary Committee:</u>	Cllr Rushbrook reported that St Edmundsbury Borough Council were in favour of a West Suffolk Unitary which would mean local Council Tax payers would see their money invested in local services, not spent on priorities elsewhere, such as coastal erosion, if it was a Suffolk Unitary Council. A unitary is an organisation responsible for all services currently provided by either Borough, District or County Councils. The Boundary Committee is due to publish their ideas in July 2008.	

Personal thanks:

Cllr Rushbrook thanked the outgoing Chairman, Cllr Terry Wheeler for all the support he has given her over the past year.

Agenda item 17.1.1 - Ketton Chambers, Limes Passage, Mill Road

The Chairman informed Mr Swan that the Parish Council had sent back comments on this planning application to the Borough Council, stating unanimously that it was unacceptable. Mr Swann commented he was delighted with this and said he had also sent a personal letter to the Borough Council opposing the application. He added that extra heavy traffic generated when the portacabins were put in place, necessitated repairs to his driveway had to be carried out at a cost of £1,700. Mr Swan said the applicant of the planning application also seemed indecisive about the length of time he wanted to keep the buildings in place.

The Chairman pointed out to Mr Swan that although the Parish Council have deemed the application unacceptable, there is no guarantee that the Planning Department will agree with the comments made. Cllr Wheeler said it was possible that the application will go before the Planning Committee and the Parish Council would be able to send a representative to this. Cllr Donoghue asked if the Parish Council could seek a copy of the Planning Officer's Report.

MF

Mr Swan thanked Councillors for their support and left the meeting.

Open meeting

10

Clerk's Report**Road Signs:**

No reply received from Borough Council about the missing sign in Dash End.

Highways:

Erosion of bank outside St Peter and St Paul Church reported to Highways, who will inspect this when they are next in area. However, they say this is a very common problem and are only able to fund works in the very worst cases.

Planned work for the reconstruction of retaining wall that passes between No 48 & 49 Kings Meadow has commenced. The footway connecting Kings Meadow and Kings Hill will be closed for approximately 2 months.

Risbridge Meadow:

Part of the picket fence that was obstructing Right of Way onto Risbridge Meadow from Risbridge Drive has been removed. No reply received to Clerk's query about Right of Way from Parks and Landscapes Department.

Play Equipment:

Faulty bump stops on Cross Scales on Old School Playing Field have been reported to Playworld, whose reply was, that "rubber buffers are items that do indeed need replacement if they are showing signs of decline, it is a good indication that the wing is being well used". They concluded the damage is due to normal wear and tear and could replace the buffers at a cost of £21.89 each.

It was agreed by Councillors that a photograph should be taken of the faulty buffers and sent to Playworld for inspection.

Churchyard:

Handyman has reported an improvement in the molehills in the Cemetery; he will now be spending only one hour per week, flattening and raking down.

Suffolk PCSO Pilot.

Flyer received from SALC re an innovative pilot scheme to increase the number of Police Community Support Officers working within communities. This will be passed round to all Councillors.

MF

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

None.

11 Finance Committee

11.1 Consider any matters arising from minutes of 08 April 2008:

None.

11.2 Receive draft minutes of 13 May 2008:

- Financial position satisfactory with 8% of the budget spent leaving £36,844 in hand.
- Transfer of £5000 from Bank of Ireland to Alliance & Leicester Commercial Bank was ratified.
- Cheque received for £500 from County Councillor Karen Knight's Locality Fund to cover costs of drawing up and submitting plans for new Parish Office. Clerk confirmed thank you letters have been sent.
- Accountant has completed VAT return. Claim submitted for £100 for completing PAYE returns on line.
- New mileage rates have been received from NALC
- Kedington Primary School was unsuccessful in obtaining grant funding from the Rural Initiatives Grant Fund (put in on their behalf by the Parish Council), as the CCTV equipment has already been installed.
- Sign for children's play area in Old School Field (stating age limit for children playing in fenced area and prohibiting dogs in this area) to be costed.
- Nettles in Fort on Old School Field have been treated.
- Letter received from Greenacre Tree Care Services; introducing the services they offer. Clerk to reply to this.
- Plants donated for The Baulk. Cllr Rowsell reported some of the stems on these plants had been broken.
- Payments sheet should read sixteen payments not thirteen. Clerk will rectify this.

12. Office Accommodation

At this point Cllr Donoghue declared an interest and signed the book. The Chairman asked Cllr Donoghue to give his report, but reiterated he would not be able to take part in any discussions.

Cllr Donoghue reported he had a meeting with Steve Brown and Mike Elwood from Libraries & Heritage (Suffolk County Council). Mr Elwood stated a book deposit box would need to be incorporated somewhere in the design, but he was happy with the proposed access. He queried about access to the Library while the work was in progress, as he did not want people put off from using the Library. Cllr Donoghue suggested to him that a temporary door and path could be put in, where the current windows are. The design of the building was also discussed and Mr Brown preferred the one with the curve. Cllr Donoghue said the KCA were looking at costings to have the roof on the Community Centre replaced at the same time as the building work was taking place.

Cllr Donoghue then left the meeting.

Councillors discussed Health & Safety issues while the building work was taking place. Cllr Wheeler queried whether the KCA realised that if the contractor fenced off the front of the Community Centre building, this would impede their access. Cllr Rowsell said it was important that Risk Assessments were carried

out before work commenced. Cllr Wheeler asked for it to be noted that he totally disagreed with the decision taken not to have the curved shape to the front of the building. He added that from a practical point of view the curve would probably take out no more than 1 – 1½ metres of space from the office and from a design point of view made the front of the building look more attractive.

Cllr Wheeler suggested Steve Brown should be contacted when the plans are ready, so a meeting could take place to finalise them before they were submitted to the Borough Council. It was agreed that a working committee for the project should be formed and Cllrs Wheeler, Rowsell, Nicholson and Double put their names forward. It was noted that the costs for temporary access to the Library and Centre should be included in the tender and that the successful contractor should have a project manager who would report to the working committee.

At this point, Cllr Donoghue rejoined the meeting.

Cllr Garner handed a written report from R.M.S. Tree Services to the Clerk about the sweet chestnut tree. Cllr Double pointed out that the tree had a Protection Order and Councillors agreed that the tree should be fenced off before building work commenced.

Annex 4

13 NATS proposed new flight stack for Stansted Airport

The Chairman reported on a meeting he attended at Kirtling, which was attended by local Councillors and M.P's. The meeting heard that the consultation was flawed and the Newmarket race fraternity had engaged the services of a Q.C. to find the case against the proposals, because of the effect it would have on race horses and the racing industry if this moved to Ireland or France. As many people as possible were urged to write against the proposals. Parish Council will send a letter and a copy of the Notice will be given to the local shop and Post Office.

MF

14 Proposed closure of Kedington Surgery (update)

This under was covered in Borough Councillor's Report.

15 Environmental / Grounds Maintenance Matters

15.1 Risbridge Meadow (update):

No report received from John Smithson.

Close meeting

Mr Jarvis reported that two nest boxes had been smashed down and destroyed; his wife had reported this to the Park Rangers. Mr Jarvis said, in his opinion, the nest boxes were too exposed and should have been placed in a less obvious location, perhaps in ivy to give more cover. The Chairman said he would inform the SNT about this incident.

Open meeting

15.2 Church Walk:

Chairman read from an e-mail sent to the Clerk from Mr Mike Shearer stating that he was considering putting a post and rail fencing along the boundary of his field/Church Walk as he was rather irritated at the number of people exercising their dogs on his land. Mr Shearer had said that because the land is open and grassed, people see it as public land and are allowed to use it.

Cllr Wheeler also reported that Mr Andrew Kiddy had informed him that he was responsible to the white post that had been erected at the bottom of Church Walk in West End Lane. He added this was done to stop vehicle driving along Church Walk.

15.3	<p>Any other environmental / grounds maintenance matters: Overgrown hedge near The Baulk: Clerk requested to write to owners to request this be cut back.</p>	MF
	<p>Common Land at Calford Green: Cllr Garner reported that he had received details from a Parishioner about encroachment onto the common land at Calford Green. Parish Council to write advisory letter to those concerned about the common land.</p>	MF
	<p>Riverside Walks: Cllr Donoghue reported the limb of a Willow Tree was blocking one of the paths .</p>	
	<p>New footbridge in Mill Road: Cllr Donoghue reported the strip of ground behind the fence was overgrown with nettles. Cllr Garner will review this.</p>	PG
	<p>Guillotine The time being 9.45 p.m. it was proposed by Cllr Wheeler, seconded by Cllr Donoghue and agreed by all to raise the guillotine for 15 minutes.</p>	
16	Highway/Footpath/Street Furniture Matters	
16.1	<p>Waiting Restrictions – Mill Road (School Parking): The Chairman read from an e-mail sent to the Clerk by Kevin Shipp from Suffolk County Council. The e-mail stated Mr Shipp had been researching the waiting restrictions in the Mill Road area. He said Police should issue some fixed penalty tickets to offenders. He said he would be happy to change the existing waiting restrictions in the area and requested a meeting with Councillors to decide what is needed. Cllrs Donoghue and Garner agreed to meet with Kevin Shipp and Clerk will arrange this.</p>	MF
16.2	<p>Silver Street / West End Lane: The Chairman read from an e-mail sent to the Clerk by John Goodyear from Suffolk County Council. The e-mail stated Mr Goodyear had another site meeting with residents and the layouts previously suggested were agreed. It was suggested that SCC consider extending the new pavement all the way to the school crossing. Mr Goodyear said he was aware of the situation of street parking in this area (including lay-by issues) and was concerned that although the suggestion was sensible, it may cause more problems than it solves. It was suggested to Mr Goodyear that the scrubland between “Ancroft” and the garage might be usable for a residents parking area and he will contact Mr Kiddy about this. The construction works have been postponed until the school summer holidays to give breathing space for further investigation and to allow a safety audit to be commissioned. The plan was passed around between Councillors.</p>	Annex 5
16.3	<p>Any other highway/footpath/street furniture matters: Haverhill Road: Cllr Rowsell requested that the Clerk be allowed to find out why cats eyes have been installed along the Haverhill Road as no notification to the Parish Council had been received.</p> <p>Gazebo in Silver Street Park: Cllr Donoghue enquired whether the Clerk had completed the insurance claim for the gazebo roof. Clerk replied this had not been done as yet.</p>	MF
		MF

17 Housing / Planning

17.1 Applications for discussion at meeting:

17.1.1 Ketton Chambers, Limes Passage, Mill Road:

Discussed under Visitor's Reports.

17.2 Planning Applications – Observations conveyed by Parish Council:

Land at Mill Rd/Hall Rd

Acceptable

Erection of 2 no. two storey dwellings and erection of revised double garage for Plot 1. Revision to house types on Plots 1 and 2 of SE / 02 / 1985.

Ketton Chambers

Unacceptable

Retention of siting of modular office (for a two years).

17.3 Planning Applications – Decisions received from Borough Council:

154a Westward Deals

Granted

Erection of single storey side extension.

17.4 Any other housing/planning matters:

17.4.1 Parish Council to check adjoining properties are occupied before comments are sent to Borough Council:

Cllr Double requested that at least one Parish Councillor view adjoining properties to ensure they are occupied before comments are sent to the Borough Council. She said she had been contacted by the owners of a property in Kings Hill, who were purchasing an unoccupied house at the same time as owners of an adjoining property were submitting plans for a side and rear extension to the Planning Department. Planning permission to build the extension was granted and Cllr Double reported this has caused problems for the owners who contacted her and they were now seeking legal advice. After discussion, the majority of Councillors felt it was not a legal responsibility for the Parish Council to check adjoining properties are occupied. Cllr Donoghue pointed out that in the past, the Borough Council would put a board outside the property that had applied for planning permission for people to view, but they now wrote to adjoining properties to seek views. Cllr Double requested this agenda item be raised again at the next KPC meeting, but the Chairman and other Councillors rejected this.

Cllr Wheeler reported on a letter he had received from Tim Harbord Associates on behalf of Milton Investments, who were proposing to build on 1.9 hectares of land behind Limes Cottage (re-erecting one of the omission sites). Cllr Wheeler said the letter requested a meeting with the Parish Council to seek their views. It was recommended by Cllr Wheeler that the Parish Council should not facilitate a meeting with Tim Harbord Associates and if plans were submitted a Public Meeting should be called. Clerk requested to write to Tim Harbord Associates to turn down the offer of a meeting.

MF

18 Consultations

18.1 Boundary Committee:

To be circulated to Councillors

18.2 BT Payphones:

To be circulated to Councillors

19 Any other reports (on-going matters)

19.1. Kedington Community Association Report:

Cllr Double gave a brief report on last KCA meeting.

- Numbers to be restricted to 175 for functions.
- All Caterers must have a Food Hygiene Certificate.
- A handrail is to be erected by the steps at side of stage.

20 Events

20.1 Nominations:

20.1.1 Meeting with Architect and Landscape Architect at Kedington Primary School on 5th June 2008 at 1.00 p.m. to progress the feasibility work for School Organisation Review:

Cllr Donoghue and Cllr Rowsell will attend.

20.2 Councillor absences (update):

The Clerk received these.

20 Any other business (new matters)

Thanks were conveyed to Cllr Wheeler for serving the Parish Council as Chairman during the year 2007/2008. Echoed by all present.

The date of the next meeting will be Tuesday 17 June 2008 in the Library, Arms Lane, Kedington, commencing at 7.40 p.m.

The meeting closed at 10.10 p.m.

Signed:

Date: