MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 JULY 2008
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON

***Present**:*

Cllr Terry Wheeler – Vice-Chairman of Parish Council
Cllr Peter Donoghue
Cllr Peter Garner
Cllr Graham Nicholson
Cllr Peter Rowsell

Ms Marion Farrant (Clerk)

In attendance: Borough Councillor Mrs Marion Rushbrook; Mr Fred Phillips (Press); Mr Shaun Jarvis (Wildlife Group).

ACTION

1 Parishioners' Question Time

Mr Jarvis expressed an interest in agenda item 10. Mr Jarvis stated, as a point of interest, that he had heard nothing from his question to PCSO Foster from the Safer Neighbourhood Team as to how many of the 76 crimes committed in the village during the spate of vandalism were solved (KPC 114-01).

Jane Helliwell, Library Manager addressed the Parish Council, saying she was due to retire on 7th August 2008. Jane expressed her thanks to Parish Councillors (past and present) for their support over the 11½ years she had been in post in Kedington, and especially over the last five years where she has had to deal with the anti-social behaviour from youths congregating at the Community Centre. Jane added that she had enjoyed her time in Kedington, where she had made many friends in what she thought was a lovely village.

Cllr Wheeler acknowledged Jane's kind words and on behalf of the Parish Council, wished her every happiness in her retirement.

Open meeting

2 Welcome and apologies

In the absence of the Chairman, Cllr Wheeler took the Chair.

The Chairman welcomed all present. Apologies for absence were received from Cllr (Chairman) John Cahill (Health), Cllr Gloria Double (Health), Cllr Zoe Palmer (Maternity Leave); County Councillor Karen Knight (prior engagement).

3 Minutes of last meeting held on 17 June 2008

The minutes of the last meeting were agreed as a true record. Proposed by Cllr Rowsell and seconded by Cllr Garner.

4 To accept members' Declarations of Interest on agenda items

Cllr Donoghue declared an interest in agenda item 9 as he was reporting to the Parish Council. Cllr Garner declared an interest in agenda item 10.2, as he would be tendering for the contract.

Close meeting

5 Visitor's Reports

Borough Councillor Marion Rushbrook reported:

<u>Planning Application by Ketton Chambers:</u>

Planning Committee Members will attend a site meeting on 21 August 2008 to assess the Planning Application by Ketton Chambers to retain modular buildings. Cllr Rushbrook reported she hoped to attend this meeting.

British Telecom Consultation on the removal of telephone boxes:
Cllr Rushbrook reported that the B T Consultation on telephone boxes had been completed; noting that this item appeared on the agenda as item 13.1.

Mobile Skate Park:
Cllr Rushbrook reported that St Edmundsbury Borough Council was planning to sell off their mobile "skate park" because of issues around Health & Safety and risks. She said skate parks did not seem to be as popular as they used to be, so the Borough had decided to sell the one they owned and put the money raised back into other youth projects.

Boundary Committee:
Cllr Rushbrook reported that the Boundary Committee recommendations had been announced and they were proposing a "One Suffolk" initiative. She added that she had downloaded a 60 page draft policy document published by the Boundary Committee and would forward a copy of this to the Clerk. Cllr Rushbrook went on to say that the Borough Council had only been given a few weeks to give their views and they would be seeking feedback from Parish Councils on the options given. MR

Open meeting

6 Clerk's Report

Correspondence:
Letter has been sent to Portfolio Holder at St Edmundsbury Borough Council re Risbridge Meadow. No acknowledgement received as yet.

Letter has been sent to the Primary Care Trust re proposed closure of Kedington Surgery in response to Christmas Maltings & Clements Practice formal notification of their intention to close the surgery.

Suffolk Joint Emergency Planning Unit have sent a questionnaire to the Parish Council about emergency planning and asking questions about burials, etc in the Churchyard.

Crossing Supervision:
School Crossing Supervisor has advised of an incident on Friday 27th June 2008, where a child was nearly knocked down by a car because he cut through the hedge (by the Bus Stop) opposite to the entrance of Westward Deals. On Monday 30th June 2008, the driver of the car shouted from his window to the Crossing Supervisor "glad you are doing your job properly today". The Crossing Supervisor informed the gentleman that it is not her responsibility if children cut through gaps in the hedge and choose not to cross at the designated crossing. Crossing Supervisor also informed the Head Teacher at the Primary School of this incident, who will warn children of the dangers of not using the school crossing.

Crossing Supervisor also informed that Mr Watts will be covering her duties on 18th, 21st and 22nd July 2008. School closes for Summer Holidays on 22nd July and re-opens on 2nd September 2008.

Clerk's Holiday:
Clerk requested permission from the Chairman and Councillors to take annual leave on 18 August 2008 and then from 22 – 29 August 2008 inclusive (a total of six days).

Co-option of new Parish Councillor:
Clerk asked if Parish Councillors would like her to re-advertise that Kedington Parish Council has a vacancy for one Parish Councillor.

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

It was agreed by all Councillors that the questionnaire from Suffolk Joint Emergency Planning Unit should be forwarded to the Parochial Church Council for completion, as the Parish Council was only responsible for the maintenance of the Churchyard. MF

Chairman and Councillors unanimously agreed Clerk's holiday request.

Unanimously agreed that Parish Council would re-advertise to co-opt new Parish Councillor. MF

7 Finance Committee

7.1 Consider any matters arising from 10 June 2008 minutes:

None.

7.2 Receive draft minutes of 08 July 2008:

The Chairman asked Parish Councillors to read through minutes, as ratification of proposals would be needed because the Finance Committee was only just quarate.

7.3 Ratify recommendations made at Finance Committee meeting on 08 July 2008:

Cllr Wheeler (Chairman of Finance Committee) went through highlights of the meeting and sought ratification:

- Annual Return was ratified by all present and signed by Cllr Wheeler.
- Parish Council Risk Assessment needed to be completed (general risks to Parish Council). Cllr Rowsell said the Parish Council did not need to have a Risk Assessment as it had less then five employees. He added a Risk Assessment had been completed for the Office and Crossing Supervisor; the Play Equipment had been Risk Assessed by the Installers and regularly inspected by the Borough Council. The Chairman asked Cllr Rowsell if he would do a general Risk Assessment for the Parish Council on items on the Asset Register. PR
- Financial position satisfactory, 19% of the budget spent leaving £32,432 in hand. Additionally £36,289 was held in Reserves. Invoice from St Edmundsbury Borough Council for emptying litter and dog bins will be queried, as this was over £200 higher than the last quarter. MF
- Verified Reserves c/fwd to 2008/2009 was £4982.16 not £3892 as reported to Accountant. Finance Committee had not taken yearly interest into account when deciding which Reserve Headings to put money in to. Suggested that £2000 should be in Recreation Equipment Reserve; £1000 into new Road Safety Reserve and the balance of £2982.16 into General Reserve. **Proposed by Cllr Garner, seconded by the Chairman; unanimously agreed by all present.**
- Clerk's CiLCA Training completed in one session, not two; this represented a saving to the Parish Council of £45.00 on the overall cost.
- Account and Audit (Amendment) (England) Regulations. (A copy of the Parish Council's Review was handed out to all Councillors.) Cllr Wheeler explained that this document had been reviewed by members of the Finance Committee, and they were proposing Parish Councillors accepted this. **Proposed by the Chairman, seconded by Cllr Garner; unanimously agreed by all present.**
- Insurance claim has been sent off for broken roof panels on the Gazebo in Silver Street Park.

- Jane Helliwell, Manager of Kedington Library retiring on 7th August. Parish Councillors would be asked if they wished to send Jane a bouquet of flowers. **Proposed by Cllr Nicholson, seconded by Cllr Rowsell and unanimously agreed by all present that £25 should be spent on flowers, but this amount should include delivery.** MF

- Street Furniture Report not quite completed, but nothing very evident in need of attention.

- Contract for Autumn Cutting to be discussed under item 10.2 on agenda.

- Village Handyman to be asked to "tidy up" area around new footbridge and lay-by in Mill Road. **Proposed by Cllr Donoghue, seconded by Cllr Garner and unanimously agreed by all present.** MF

- "Round Up" to be sprayed along both sides of path leading into Silver Street Park from Silver Street; consent needed from owners of properties bordering the path. **Proposed by Cllr Garner, seconded by Cllr Rowsell and unanimously agreed by all present.**

- £50 grant to be awarded to West Suffolk Voluntary Association for the Blind. **Proposed by the Chairman, seconded by Cllr Garner; unanimously agreed by all present.**

- Fifteen Payments and one Direct Debit valued at £3496.18 were approved by Cllr Wheeler and Cllr Garner.

- Purchase order for black sacks and office stationery was ratified. **Proposed by Cllr Rowsell, seconded by Cllr Garner; unanimously agreed by all present.**

8 Councillor Training Courses Available – discuss possible attendees

SALC – New Councillor Course
4 evenings 23, 30 September and 7, 14 October 2008.
7.00 – 9.00 p.m.
Councillors Rowsell and Nicholson asked to attend.

SALC – Planning – dealing with applications
Thursday 11 September 2009
6.30 – 9.00 p.m.
The Chairman asked for any interested Councillors to contact the Clerk.

Suffolk Preservation Society – "Your Involvement in the Planning System"
Wednesday 05 November 2008
09.30 a.m. – 15.15 p.m.
The Chairman asked for any interested Councillors to contact the Clerk.

9 Office Accommodation (update)
Cllr Donoghue reported that prices to put a pitched roof on the Community Centre were still awaited. The Chairman asked if Cllr Donoghue had submitted the plans. Cllr Donoghue replied he had been waiting to see whether the new-pitched roof to the Centre would be going ahead before he submitted them. Plans showing the new curved frontage were shown to Councillors who agreed that this was better than the original proposal, previously voted on. The Chairman proposed, in order to save time, that the plans should be submitted to the Borough Council, then amended if the KCA decided not to go ahead with the pitched roof. This was seconded by Cllr Rowsell and unanimously agreed by all present. PD

10 Environmental / Grounds Maintenance Matters

10.1 Risbridge Meadow (update):
No update available.

10.2 Discuss and agree specification for Autumn Cutting before tenders are sought:

The current specification for Autumn Cutting was handed out to all Councillors. The Chairman proposed that numbers 4 and 5 on the specification should be omitted as the hedge around Old School Field was now being done twice a year, (Grounds Contract 'D') and that the rest of the specification remain as is. Seconded by Cllr Garner and agreed by all present.

Cllr Garner queried that the level of public liability insurance cover was £5 million. The Chairman replied that this was normally the cover asked for by Insurance Companies. Cllr Donoghue proposed that the Parish Council Health & Safety Policy should accompany paperwork when tenders are sought. Agreed by all present.

Cllr Rowsell proposed that for the Parish Council to comply with Health & Safety Legislation, contractors should provide their own Risk Assessment (to include strimmers) and Method Statement when tendering for work. Seconded by the Chairman and agreed by all present.

Clerk was requested to seek tenders for Autumn Cutting contract. MF

10.3 Discuss and agree whether to carry out late summer mowing to flat areas on Riverside Walks:

Close meeting

The Chairman invited comments from Mr Jarvis on this issue. Mr Jarvis said that late summer mowing was carried out in the past to encourage the growth of more wild flowers. However, it had been realised that this was not beneficial. Mr Jarvis added that vegetation on the banks of the river is a good mix and needed for wildlife, but he acknowledged that nettles are now rampant and said consideration should be given to cutting them back. The Chairman replied that the contract for Grounds Strimming along The Cut had been altered to try and keep the nettles down.

Cllr Donoghue stated that in the past, one bank was mown one year, and the other bank the next. Following discussion it was evident that Parish Councillors had differing opinions on this subject. The Chairman pointed out that a Village Referendum was held some years ago and this showed the Village wanted the riverside as a designated conservation area for wildlife.

The Chairman proposed in principle that late summer mowing to flat areas should go ahead and the contract put out for tender. It was agreed by all that the Clerk should contact Debden Vale to see if they could recommend anyone to carry out this work. MF

Open meeting

10.4 Dedham Vale & Stour Valley Project:

10.4.1 Managing a Masterpiece: The Stour Valley Landscape Partnership (update):

This will be sent round to Councillors in a reading pack. MF

10.5 Any other environmental / grounds maintenance matters:

None.

11 Highway/Footpath/Street Furniture Matters

11.1 Discuss offer from St Edmundsbury Borough Council to bid for purchase of Mobile Skate Park:

Close meeting

The Chairman read out a letter from St Edmundsbury Borough Council and their decision to sell off their mobile skate park equipment and trailer. The letter sought bids (stating initial cost to them was £23,000) from interested Parish Councils or local groups; it went on to say that the revenue from the sale would be redirected to provide alternative activities for young people in rural areas.

The Chairman asked Borough Councillor Marion Rushbrook if she had any further comments on this; she replied that the Borough had received a negative response to the proposed sale and added the equipment could not be used in wet weather and posed many Health & Safety risks.

It was unanimously agreed that the Parish Council were not interested in bidding for this equipment.

Open meeting

11.2 Any other highway/footpath/street furniture matters:

Cllr Garner reported broken stopcock cover on footpath in Barton Drive (10 metres on right down from Barton Grove). MF

Cllr Rowsell requested Highways be asked to inspect the road in Barton Drive where the drain collapsed last year. MF

Cllr Rowsell also requested the SNT be contacted re parking on Haverhill Road. He reported he nearly had a head-on accident recently with a lorry speeding down from Sturmer Road. Chairman asked Clerk to write a forceful letter to Sgt Neil Ireland. MF

Cllr Garner requested the Borough Council be informed about the broken wire mesh on the railings near the entrance to Silver Street Park. MF

Cllr Donoghue reported the Farmer, Mr Metson, has repaired the footpath in Arms Lane.

Cllr Nicholson reported motor-cross bikes being driven on roads as a method of getting onto fields. He added this has been reported to the SNT.

12 Housing / Planning

12.1 Applications for discussion at meeting:

None.

12.2 Planning Applications – Observations conveyed by Parish Council:

Land at Mill Rd/ Hall Road	(i) Erection of 2 no. two storey dwellings; (ii) Revised double garage for Plot 1 following demolition of existing glass house) (iii) Revision to house types on Plots 1 & 2 of SE/02/1985/P amended by plans of 10/6/08 altering positions of windows on Plot 1
Acceptable	

12.3 Planning Applications – Decisions received from Borough Council:

Land at Mill Rd/ Hall Road	(i) Erection of 2 no. two storey dwellings; (ii) Revised double garage for Plot 1 following demolition of existing glass house) (iii) Revision to house types on Plots 1 & 2 of SE/02/1985/P amended by plans of 10/6/08 altering positions of windows on Plot 1
Granted	
Land between Kirtling Green and Wixoe, Suffolk	New pipeline from Kirtling Green to Wixoe with associated intake and outfall structures and other infrastructure.
Granted	

12.4 Any other housing/planning matters:
Report on Planning Application for retention of modular buildings at Ketton Chambers covered in agenda item 5 by Borough Councillor Marion Rushbrook.

Static caravan in the front garden of 18 Mill Road, Kedington will be reported to the Planning Department to see if Planning Permission has been applied for.

13 Consultations

13.1 B T Public Payphone Removal Consultation (receive letter and draft proposals for approval):
The Chairman read a letter received from St Edmundsbury Borough Council. The letter had an attachment giving the draft decisions made. The Borough Council have agreed that the payphones in Sturmer Road and Dash End should be removed and the one on Kings Hill retained. It was unanimously agreed that the Clerk should write to the Borough Council seeking reassurances that the payphones will be removed and any ground made good, thus alleviating the potential for vandalism. MF

14 Any other reports (on-going matters)
None.

15 Events

15.1 Nominations:

15.1.1 Speciality Strolls around Bury St Edmunds – various dates:
No uptake.

15.1.2 Affordable Housing – Delivering the Elmswell Exemplar Project (22 July 2008):
Cllr Donoghue expressed his interest in attending.

15.1.3 Sustainable Communities – Butterfly Hotel, Bury St Edmunds (26 August 2008):
No uptake.

15.2 Councillor absences (update):
The Clerk noted Councillors absences.

16 Any other business (new matters)

The date of the next meeting will be Tuesday 16 September 2008 in the Library, Arms Lane, Kedington, commencing at 7.40 p.m.

The meeting closed at 9.15 p.m.

Signed: …….. Date: ……