

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 APRIL 2010
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present: Cllr Terry Wheeler (Chairman)
Cllr Peter Donoghue (Vice-Chairman)
Cllr Jennifer Bradnam
Cllr Peter Byron
Cllr Peter Garner
Cllr Richard Hobbs
Cllr Simon McGuire
Cllr Zoe Palmer

Ms Marion Farrant (Parish Clerk)

In attendance: Mrs M Rushbrook (Borough Councillor); Mrs B Surridge (Parishioner); Mrs P Parker (Parishioner); Mr R Parker (Parishioner); Mr S Jarvis (Wildlife Group); PCSO Kayla Packman (Safer Neighbourhood Team) joined the meeting to report only.

		ACTION
1	<p>Parishioners' Question Time and to acknowledge agenda items of interest to members of the Public present (5 mins)</p> <p>Mr & Mrs Parker stated they were in attendance to report there were still ongoing issues with parking when the mobile Fish and Chip van was in Silver Street on a Friday evening. Clerk reported she would be contacting Kevin Shipp from Highways Department about this matter. Mr Jarvis stated an interest in agenda item 9. Mrs Surridge stated an interest in agenda item 8 and reported she would be attending two Hearings on the Local Development Framework, one on 27 April 2010 re Core Strategy and another on 05 May 2010 re Haverhill (North East option).</p>	
5	<p>Visitor's Reports</p> <p>With Councillor's permission the Chairman invited PCSO Kayla Packman from the Safer Neighbourhood Team to present her report, which is attached to these minutes as Annex 1. PCSO Packman also advised the meeting that a speed check was carried out in Kedington on 20 April 2010, resulting in two fixed penalty tickets being issued and four warnings given; all six motorists lived in Kedington. PCSO Packman confirmed she would advise members taking part in Kedington Open Gardens about the spate of thefts of garden ornaments/planters. Cllr Hobbs asked PCSO Packman if there was anything she could report about the incident of assault on 21 February 2010. PCSO Packman replied as far as she was aware, samples were currently being tested and the investigation was ongoing; she confirmed that CCTV did not specifically identify offenders.</p> <p>The Chairman asked Borough Councillor Marion Rushbrook if she had anything to report. Councillor Rushbrook replied that she had only just returned from holiday, her travel having been delayed by the volcanic ash cloud, so had no report to give.</p> <p>Open meeting</p>	Annex 1
2	<p>Welcome and apologies</p> <p>The Chairman welcomed all present. Apologies for absence were received from Cllr Gloria Double (Health); County Councillor Anne Gower (Haverhill Town Council Meeting).</p>	

3	<p>To agree and sign as a correct record the minutes of the meeting held on 16 March 2010</p> <p>Cllr Mcguire stated that on page 5, item 13.1, first line should read Dane Close and not Dance Close.</p> <p>The minutes of the meeting held on 16 March 2010 were then agreed as a true record. Proposed by Cllr Palmer, seconded by Cllr Garner and unanimously agreed by all present.</p>	
4	<p>To receive members' Declarations of Interest on agenda items in accordance with the Council's Code of Conduct (and section 106 of the LGFA 1992)</p> <p>Cllr Garner declared an interest in agenda item 7.3.</p> <p>Close meeting</p>	
5	<p>Visitor's Reports</p> <p>The Bury Rural South SNT Newsletter for April 2010 and a briefing sheet from Policing Suffolk for local councillors will be circulated in a reading pack.</p> <p>The Chairman reported on behalf of County Councillor Anne Gower that she had now received her Locality Budget for 2010 and her Quality of Life funding bid for Kedington had been successful.</p>	MF
6	<p>Clerk's Report</p> <p>The Clerk read out her report which is attached to these minutes as Annex 2.</p>	Annex 2
6.1	<p>Consider further action (on action taken or reports received since last meeting):</p> <p>None.</p>	
7	<p>Finance Committee</p>	
7.1	<p>Consider any matters arising from 09 March 2010 minutes:</p> <p>None.</p>	
7.2	<p>Receive draft minutes of 13 April 2010 meeting:</p> <p>The Chairman went through highlights of the meeting.</p> <ul style="list-style-type: none"> Financial position at 31 March 2010 was that £34,932 (87.2%) of the budget had been spent, leaving a balance of £5,143 to be transferred into reserves. Additionally £43,411 is held in Reserves at the end of the financial year. Confirmation of Precept Payment for 2010/2011 of £40,025 received from St Edmundsbury Borough Council. Village Cleaner's salary was reviewed; wage rise of 1% given and monthly hours raised to 16 hours. School Crossing Supervisor's salary was reviewed; wage rise of 2% awarded with no increase in hours. Hours would be monitored from September when school would be staggering starting times. Planned Reserves for 2010/2011. New heading created for Grant Reserves with any money left in Grants budget at end of financial year to be transferred into new reserve. £290 currently in Heritage Reserve to be transferred to Grant Reserve. Any further money left from 2009/2010 budget to be transferred into Recreation Equipment Reserve. New reserve heading for Legal Costs to be created and £1000 to be transferred into this heading from General Reserves. Parish Council Accountant has agreed to fix her fee for two years at £610 per year. Chairman and Clerk attended meeting at SALC Offices with Prettys Solicitors. Prettys can advise on paperwork presented and send out necessary correspondence at a cost of £750. 	

- RMS Tree Services will carry out some maintenance work on the plant beds in Silver Street Park at a cost of £90.
- Dead elm trees have been reported in Silver Street Park. Clerk to seek quotations for removal.
- Grants – St Peter and St Paul Church Kedington, Restoration Appeal awarded £200 under Sn 137 LGA 1972 as being of benefit to local people.
- Grants – 1st Kedington Cub Scouts awarded £200 under Sn 137 LGA 1972 as being of benefit to local people.
- Grants – Rosalind Shirm – Trip to Cuba to carry out conservation work for Operation Wallacea, declined as Sn 137 LGA 1972 did not permit grants being made to individuals unless it could be proved to be of benefit to local people.
- Ten payments and one credit totalling £2,712.39 for supplier payments as at 31 March 2010 approved and cheques signed by Cllr Wheeler and Cllr Garner.

Cllr Donoghue asked for draft minutes to be amended as follows:

Item 4.1 fourth line should read £43,411.

MF

7.3 **Ratify Finance Committee recommendation on award of Strimming Contract 2010:**

At this point Cllr Garner declared an interest, signed the Interest's Book and left the meeting while the quotations were discussed.

RMS Tree Services - £2110 plus vat. Hourly rate of £22.85 per hour.

Peter Garner - £880 no vat. Hourly rate of £15.00 per hour.

A resolution was put forward by Cllr Byron, seconded by Cllr Mcguire that the contract should be offered to Mr Garner. There were no other resolutions. Unanimous agreement to offer the contract to Mr Garner, subject to review at any time the Parish Council deemed necessary during duration of contract.

Mr Garner rejoined the meeting.

7.4 **Ratify Finance Committee recommendation on legal matters:**

A resolution was put forward by Cllr Byron, seconded by Cllr Donoghue and agreed by a unanimous show of hands in favour to engage Prettys Solicitors on behalf of Kedington Parish Council in legal matters appertaining to the complaint by a Parish Councillor against the Parish Council; Councillors and Clerk.

7.5 **Ratify Finance Committee recommendation on award of contract for new safety surfacing on Wooden Fort and three Springers on Old School Field and repair to surfacing of Cross Scales:**

The Chairman reported the Clerk had been discussing this matter with Simon Collin, Park Development Officer from St Edmundsbury Borough Council as it had become apparent to her that the vast differential in quotations received was because of the use of differing materials. Simon Collin had agreed to meet with the Clerk at Old School Field to advise and discuss what was required. Clerk had requested that the award of contracts be deferred and new specifications drawn up after meeting with Simon Collin. A new tendering exercise could then be carried out with all contractors using one specification. Unanimously agreed by all present.

8 **Local Development Framework (update):**

Clerk presented an update which is attached to these minutes as Annex 3.

Annex 3

Close meeting

Mrs Surridge stated that at the presentation given by Mr Ian Poole, Planning and Specialist Service Manager with St Edmundsbury Borough Council, in Kedington Community Centre on 12 April 2010, which was discussing the Borough Council's preferred option for Kedington, Mr Poole noted he realised his presentation was being recorded by Matthew Upton from Kedington On-line News. Mrs Surridge said no request was made at the start of Mr Poole's presentation for permission to record. This was confirmed by other Councillors who attended the meeting, although some stated they were in attendance in a personal capacity.

It was agreed that the Parish Council should write to Mr Upton, clarifying the need to obtain permission at any meeting, before conversations are taped. The Chairman asked the Clerk to seek clarification on using taping devices at meetings and the legality of such.

Open meeting

9 Environmental / Grounds Maintenance Matters

9.1 Receive draft agreement from Thurlow Estate regarding Riverside Walks (The Cut) and report from Chairman on meeting with Mr John Frank from Thurlow Estate:

The Chairman reported that a meeting had been held with John Frank from Thurlow Estate on 13 April 2010. The purpose of the meeting was to agree liabilities for the land (known as The Cut and Watermill Field), which the Parish Council currently rents from Thurlow Estate at a peppercorn rent of £1 per annum. Mr Frank said Thurlow Estate would provide a document map and produce a Draft Licence for which the Parish Council would have to pay. Mr Frank said the Parish Council would need to get a Tree Risk Assessment done by a competent contractor and this would need to be reviewed annually.

The Chairman read out the Draft Licence, noting that Thurlow Estate was currently seeking professional advice on the wording for Clause 7 (definition of use).

Following discussion, a resolution was put forward by the Chairman, seconded by Cllr Hobbs and agreed by all present to ask Thurlow Estate to carry out the Tree Risk Assessment, with a view to any defects being rectified before the Parish Council made a decision on whether to proceed with the Licence. It was noted that the Parish Council would not wish to see the land closed off to Parishioners if an agreement could not be reached.

Close meeting

The Chairman asked Mr Jarvis if he had any comments to make. Mr Jarvis replied he was in agreement with what had been discussed and thought it worthwhile for the Parish Council to ask Thurlow Estate to carry out the Tree Risk Assessment.

Open meeting

9.2 Any other environmental/grounds maintenance matters:

Clerk reported that Guy Ackers from The Suffolk Hedgerow Survey had been named "Green Community Hero" at the "Creating The Greenest County" Awards Ceremony sponsored by Suffolk County Council on 18 March 2010.

Cllr Byron asked for any volunteers to contact him if they wished to help with the Hedgerow Survey for Kedington.

- 10 Highway/Footpath/Street Furniture matters**
- 10.1 Any other highway/footpath/street furniture matters:**
Cllr Palmer requested the Borough Council be asked to erect a street name sign depicting Arms Lane; a resident has requested this to help assist emergency vehicles when looking for this location. Clerk to liaise with Borough Council.
- 11 Any other reports (on-going matters)**
None.
- 12 Housing/Planning**
- 12.1 Applications for discussion at meeting:**
None.
- 12.2 Planning Applications – Observations conveyed by Parish Council:**
None.
- 12.3 Planning Applications – Decisions received from Borough Council:**
None.
- 12.4 Any other housing / planning matters:**
None.
- 13 Consultations**
- 13.1 BT Payphone Consultation (receive letter):**
The contents of the letter were explained by the Chairman as they were not relevant to Kedington. It was noted Kedington had only one kiosk in the village and this was maintained by BT.
- 14 Events**
- 14.1 Nominations:**
None.
- 14.2 Councillor absences (update)**
The Chairman requested Councillors update the Clerk with any planned absences.
- 15 Any other business (new matters)**
The Chairman reminded Councillors that the Annual Parish Meeting would be taking place on 27 April 2010.
- The Chairman asked if at least two Councillors would consider training in Leadership Skills run by SALC; this would help the Parish Council prepare for the future as many of its current members were relatively new.
- The Chairman informed Councillors that the May meeting was the Annual Meeting of the Parish Council whereby a new Chair and Vice-Chair would be elected. He extended his thanks to the Clerk for her professionalism and dedication over the past year and to Councillors for their support and attending extra meetings. The Chairman also thanked the Village Cleaner/Handyman; Crossing Supervisor; Grounds Maintenance Contractors, Winter Gritting Contractor and Wildlife Group for their hard work in maintaining the village to a high standard and making it an enjoyable place in which to live.
- Cllr Hobbs, on behalf of all Councillors present, thanked the Chairman for taking over from Cllr John Cahill after his resignation. He also thanked the Clerk for the efficiency she showed when carrying out her duties.

MF

Close meeting

Mr Jarvis also thanked the Parish Council and the Chairman for his hard work and service to the Parish. Mr Jarvis also conveyed thanks to the Clerk for her hard work and always ensuring the Chairman is fully briefed in matters to be conducted at Council Meetings.

The meeting closed at 9.15 p.m.

The date of the next meeting will be Tuesday 18 May 2010, commencing at 7.40 p.m.in The Library, Arms Lane, Kedington. This will be the Annual Meeting of the Parish Council.

Signed **Date.....**