

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 28 JUNE 2011
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present: Cllr Terry Wheeler (Chairman)
Cllr Zoe Palmer (Vice-Chairman)
Cllr Jennifer Bradnam
Cllr Peter Donoghue
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Richard Pound

Ms Marion Farrant (Parish Clerk)

In attendance: Mrs S Berridge (Parishioner)

		ACTION
1	Parishioners' Question Time and to acknowledge agenda items of interest to members of the Public present Mrs Berridge expressed an interest in agenda items 12 and 13.3.	
2	Welcome and apologies The Chairman welcomed everyone present. Apologies for absence were received from Cllr Peter Byron (Holiday); Cllr Peter Garner (other commitment); County Councillor Anne Gower (Borough Council Meeting); Borough Councillor Marion Rushbrook (Borough Council Meeting); Mr Shaun Jarvis (Wildlife Group).	
3	To agree and sign as a correct record the minutes of the meeting held on 17 May 2011 A proposal to accept the minutes of 17 May 2011 as a true record was put forward by Cllr McGuire, seconded by Cllr Palmer and unanimously agreed. The Chairman duly signed the minutes.	
4	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) Cllr Pound declared an interest in agenda item 12.1.	
5	Visitor's Reports Bury Rural South Safer Neighbourhood Team: The Chairman read out a report from the Bury Rural South Safer Neighbourhood Team, which is attached to these minutes as Annex 1.	Annex 1
6	Clerks' Report The Clerk read out her report which is attached to these minutes as Annex 2.	Annex 2
6.1	Consider further action (on action taken or reports received since last meeting: None.	

7 Finance Committee

7.1 Consider any matters arising from 12 April 2011:

None.

7.2 Receive draft minutes of 14 June 2011 meeting:

Cllr Palmer (Chair of Finance Committee) went through highlights of the meeting:

- Minutes of meeting on 12 April 2011 not agreed and signed. Chair was the only one in attendance at meeting on 14 June 2011 who was at April meeting,
- Financial position at 31 May 2011 is that £5,507.93 (12.51%) of the budget had been spent, leaving a balance of £38,512.07. Additionally £27,766.78 is held in Reserves.
- Asset Register for year ending 31 March 2011 agreed.
- Play Equipment Inspection Report from St Edmundsbury Borough Council was read out and remedial action agreed.
- Adaptations to front of grit storage area agreed. Two more new grit bins will be ordered and locations agreed as corner of Westward Deals and junction of Hundon Road with Westward Deals.
- Grant application from Kedington Community Association was reviewed and clarification to be sought from KCA before an award is made. A grant of £200 was awarded to St Peter & St Paul Church (Kedington) Restoration Committee.
- Fifteen payments totalling £2,288.26 for Supplier Payments as 31 May 2011 was approved and cheques signed by Cllr Palmer and Cllr Wheeler.

The Chairman (Cllr Wheeler) put forward a resolution to remove the gate and fencing around the Wooden Fort on Old School Field; remove weeds and get a quotation for safety surfacing to replace the bark. The resolution was seconded by Cllr Bradnam. There were no other resolutions. Unanimously agreed.

MF

Cllr McGuire put forward a resolution to replace all cross-links on the Cross Scales on Old School Field with ones made of stainless steel, which would be more durable and also to replace all the bumps stops with ones made of harder rubber. The resolution was seconded by the Chairman (Cllr Wheeler). There were no other resolutions. Unanimously agreed.

Cllr McGuire reported that the entrance to the fenced play area for younger children on Old School Field was in need of attention. It was unanimously agreed that the Clerk should contact The Green Room (who did the enhancement work to the entrance of Old School Field) to see if they could offer some suggestions to remedy the problem.

MF

Cllr Pound declared an interest and signed the Interests Book before stating that adaptations to the grit storage area could impede grit delivery and loading the gritting machine. The Chairman stated that Suffolk County Council had been contacted and raising the front of the grit storage area would not impede delivery and that grit would need to be raked forward where necessary when loading the gritting machine.

At this point the Clerk left the meeting so Cllr Palmer (Chair of Finance Committee) could report on Clerk's Broadband at home. The Chairman (Cllr Wheeler) took over taking notes. Cllr Palmer reported when the Clerk was working from home, she was using her own Broadband facility at no cost to the Parish Council (80% work, 20% personal use). Cllr Palmer reported the Clerk can now access Parish Council e-mails when working from home. A resolution that the Parish Council should pay £16 per month to the Clerk for payment of her Broadband at home was put forward by Cllr Palmer, seconded by the Chairman. There were no other resolutions. Unanimously agreed.

	The Clerk rejoined the meeting.	
7.3	Receive report from Heelis & Lodge (Internal Auditors) on 2010/2011 Accounts: Cllr Palmer read the report from Heelis & Lodge which is attached to these minutes as Annex 3.	Annex 3
7.4	Accept and Sign Annual Return for 2010/2011: The Chairman went through the Annual Return for 2010/2011; read out and completed the Annual Governance Statement. A resolution was put forward by Cllr Bradnam, seconded by Cllr McGuire to accept the Annual Return for 2010/2011. There were no other resolutions. Unanimously agreed. The Chairman and Clerk duly signed the Annual Return Due to family commitments, Cllr Palmer left the meeting at this point.	Annex 4
8	Review of Standing Orders The Chairman reported he had read through NALC's guide to Standing Orders for Local Councils and was currently assessing the Parish Council's Standing Orders in relation to this. The Chairman requested the Clerk circulate NALC's guide to all Councillors for consideration.	MF
9	Sustainable Communities Act – Proposal from Leiston-cum-Sizewell Councillors had previously been e-mailed about the proposal from Leiston-cum-Sizewell Town Council that under the Sustainable Communities Act, applicants of major developments be required to attend Town or Parish Council meetings to answer questions on their application for development and fund the Council to commission an independent report on the application and critique of any reports that the applicant has submitted in support of the application. Councillors felt this could give Councils more control on local levels of Planning. A resolution was put forward by Cllr Loader, seconded by the Chairman, to support the proposal. There were no other resolutions. Unanimously agreed.	MF
10	Proposed development of North West Haverhill Cllr Loader reported his concerns about the proposed development of North West Haverhill and the impact on Calford Green and Kedington if the development goes ahead. It was agreed that the Clerk should contact Bidwells to request clarification on the master plan for North West Haverhill. It was further agreed that the Clerk and Cllr Loader should compose a letter to seek assurances from the Borough Council that the boundary for Kedington would not be altered/moved to facilitate any development.	MF/NL
11	Parish Plan Deferred to another meeting.	
12	Environmental / Grounds Maintenance Matters	
12.1	Review of Strimming Contract 2011: At this point, Cllr Pound declared an interest, signed the Interest's Book and left the meeting while the matter was discussed. The Chairman reported he and the Vice-Chair had a meeting with Cllr Pound after the first cut had been carried out on the strimming contract. Some of the areas had wild flowers cut down, which was not as per the specification. The Chairman stated he informed Cllr Pound that strimming behind flower beds and under trees in Silver Street Park should be done to a height of 100mm. The Chairman reported that strimming along pathways and "windows" along The Cut was good. A resolution was put forward by the Chairman, seconded by Cllr Bradnam that the "windows" on the specification should be extended by 1 metre each. There were no other resolutions. Unanimously agreed.	
	Close meeting	

Mrs Berridge reported that the Old Watermill property goes down to the river and nettles on the Watermill side were close to the hedge and should be monitored. Mrs Berridge also suggested, as a general rule, the wildflowers, which are prevalent in April, May and June, once flowered and seeded should be trimmed down when they were looking "sad". Mrs Berridge said she thought the riverside conservation areas were looking good and the new "windows" were better.

Mrs Berridge asked if the Tree Risk Assessments had been carried out. Clerk informed that contractors who were qualified to undertake Risk Assessments were being sourced.

Open meeting

Cllr Donoghue put forward a resolution, seconded by Cllr McGuire, that the top of the river bank all round Silver Street Park should be trimmed down to the river as far as practicable; this to include the dyke running from the entrance of the park from Silver Street into the main river, be included in the specification. There were no other resolutions. Unanimously agreed. Cllr Pound would be asked to do this at an hourly rate.

Addition to contract at hourly rate; strim Cllr McGuire put forward a resolution, seconded by Cllr Bradnam, that the "wild growth" under the Maple and Beech trees planted by the Women's Institute for their 80th and 85th Anniversary, that was agreed at the last meeting could be trimmed to no less than 100mm, as per the request from the W.I. be added to the contract as this would make the trees stand out more. There were no other resolutions. Unanimously agreed.

The Chairman confirmed the amendments to the Strimming Contract 2011 and said he would arrange another meeting with Cllr Pound to explain the changes:

- **Silver Street Park:** behind flower beds and under trees to be trimmed to no less than 100mm.
- **Silver Street Park:** top of river bank all round Park to be trimmed down to river as far as practicable to a height of no less than 100mm; to include the dyke running from the entrance of the park from Silver Street to the main river.
- **Silver Street Park and Riverside Conservation Areas:** leave comfrey and all wild flowers, except in river facing "windows".
- **Riverside Conservation Area:** Maple and Beech trees planted by Kedington W.I. near Memorial Seat to have "wild growth" underneath branches trimmed to no less than 100mm..
- **Riverside Conservation Area:** nettles near the Old Watermill hedge to be trimmed back.
- **Riverside Conservation Area:** nettles on the left hand side by evergreen hedge from the bridge in Silver Street Park as you enter from School Road to be cut back to hedge.

12.2 Accident on Old School Field:

In the absence of Cllr Palmer the Chairman gave her report. Cllr Palmer had been told by a Parishioner that a car parked opposite the gates of Old School Field nearly caused an accident to a child who was exiting the Field. The child looked right, not expecting a car coming from his left on the right hand side of the road overtaking the parked car. The car did not hit the child but was very close. Agreed that a warning should be given in the next Chairman's Letter about the necessity to look both left and right when exiting the Field.

MF

12.3 Any other environmental/grounds maintenance matters:

Chairman reported there were four more dead Elm trees in Silver Street Park that needed removing. Agreed that M.D. Landscapes should be asked to remove these trees as part of their Winter Work.

MF

	<p>Cllr McGuire reported the gradient to The Cut from the left hand side of the bridge in Silver Street Park was getting steeper. The Chairman asked the Clerk to get The Green Room to inspect this when they looked at the work on Old School Field and also to speak to Thurlow Estate about this.</p> <p>Cllr Loader reported there was no safety fencing on the footbridge where it splayed out. Agreed that the Chairman, Cllrs McGuire and Loader should inspect before contacting Suffolk County Council.</p>	TW/SM/NL
13	Highway/Footpath/Street Furniture matters	
13.1	<p>Safety Issue: Entrance/Exit to The Cut from Mill Road:</p> <p>The Chairman read out an e-mail from a Parishioner concerned about safety at the entrance/exit to The Cut (Riverside Walk/Old School Playing Field) in Mill Road. The e-mail stated it was impossible to see traffic passing in the road until you have stepped into its path. A resolution was put forward by the Chairman, seconded by Cllr McGuire, that a Risk Assessment is completed for this area and the results of this assessment be put as an agenda item for the September meeting.</p>	MF
13.2	<p>Traffic Proposals from Suffolk County Council (update):</p> <p>Clerk reported she had received an e-mail from Suffolk County Council stating the proposals for Waiting Restrictions in Kedington had now gone out for public consultation.</p>	
13.3	<p>Any other Highway/Footpath/Street Furniture matters:</p> <p>Cllr Loader reported the street sign for Arms Lane had been installed in the wrong location and should also denote that Arms Lane was a public footpath. Clerk reported she had already notified the Borough Council about location of sign.</p> <p>Cllr McGuire put forward a resolution, seconded by Cllr Bradnam, to move the litter bin sited at the end of Riverside Walk near the exit of Old School Field in Mill Road to the perimeter of the Field near the hedge. There were no other resolutions. Unanimously agreed. Village Handyman to be asked to carry out this work. Clerk reported she would be ordering a new litter bin to be sited near the picnic benches on Old School Field with the remainder of the money from County Councillor Anne Gower's grant from her Locality Budget.</p>	MF
14	<p>Any other reports (on-going matters)</p> <p>The Chairman reported he had signed the form for Kedington to become a Connected Village (KPC 117-01, agenda item10.4).</p>	
15	Housing/Planning	
15.1	<p>Applications for discussion at meeting:</p> <p>TPO 275 (1999)2 Application – Fell one Wellingtonia tree (T1 on Order) at Dane House, Haverhill Road, Kedington. Cllr Donoghue will liaise with Borough Council.</p> <p>Guillotine</p> <p>With the time being 9.45 p.m. it was agreed under a proposal by the Chairman, seconded by Cllr Bradnam and unanimously agreed to raise the guillotine by 15 minutes.</p>	PD
15.2	<p>Planning Applications – Observations conveyed by Parish Council:</p> <p>2 Silver Street Erection of single storey rear extension ACCEPTABLE</p> <p>The Cottage, Hall Road Erection of (i) 2 no single storey rear extensions and ACCEPTABLE (ii) porch to front elevation (following demolition of existing).</p>	

- 15.3 Planning Applications – Decisions received from Borough Council:**
The Cottage, Hall Road Erection of (i) 2 no single storey rear extensions and
GRANTED (ii) porch to front elevation (following demolition of
existing).
- 15.4 Any other housing / planning matters:**
The Chairman declared an interest and signed the Interests Book. The
Chairman read out a letter from Planning Enforcement at St Edmundsbury
Borough Council regarding works to the front garden at 105 Westward Deals
and whether the works may require planning permission.
- 16 Consultations**
None.
- 17 Events**
- 17.1 Nominations:**
17.1.1 Planning for Low-Carbon Living – Ipswich – 7th July 2011 – 9.30 a.m. to
4.00 p.m. Cllr Donoghue expressed an interest in this event.
- 17.2 Councillor absences (update):**
The Chairman requested Councillors update the Clerk with any planned
absences.
- 18 Any other business (new matters)**
None.

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday 19 July 2011** commencing at
7.40 p.m.in The Library, Arms Lane, Kedington.

Signed

Dated