MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16 OCTOBER 2012
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON

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

In attendance: Ms Marion Farrant (Parish Clerk)

Also in attendance: Borough Councillor Marion Rushbrook; Mr Brian Tyrrell (Vice-Chairman, Royal British Legion – Kedington Branch); Mrs Barbara Surridge (Parishioner).

ACTION

1 Parishioners' Question Time and to acknowledge agenda items of interest to members of the Public present

Mr Tyrrell addressed the meeting with his concerns about the condition of the War Memorial in the Churchyard. He said the British Legion were not in agreement that the War Memorial should only be professionally cleaned every ten years. Mr Tyrrell requested the War Memorial be cleaned before the Remembrance Sunday parade and service this year, stating the memorial stone and surrounding concrete was heavily discoloured and needed the decomposing moss / bird droppings cleaned off. The Chairman told Mr Tyrrell the War Memorial's Trust recommendation was that memorials should only be professionally cleaned once every ten years, as over cleaning could cause damage to the stone. The Chairman assured Mr Tyrrell that members of the Parish Council would clean the War Memorial before the Remembrance Sunday service.

Mr Tyrrell also raised concerns about future Remembrance Sunday parades as regulations with road closures and traffic management are constantly under review. He added the British Legion would not be able to accept responsibility for any financial costs that may be incurred in the future; they believed the local authority should be responsible for any financial liability. The Chairman assured Mr Tyrrell, the Parish Council would support future Remembrance Sunday parades and liaise with the local M.P. and County Councillor if necessary to ensure there continuation.

Mrs Surridge brought the "Open Spaces" document from the Local Development Framework to the attention of the Parish Council, stating the template for this document seems to be driven by national guidance and does not include the issues people raised in the consultation document.

Open Meeting

2 Welcome and apologies

The Chairman welcomed all present and informed the meeting that Cllr Peter Byron had tendered his resignation as a Parish Councillor. There were no apologies for absence.

3 **To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct**

The Chairman and Cllr Donoghue declared an interest in agenda item 14.2 (report only).

4 **To agree and sign as a correct record the minutes of the meeting held on 18 September 2012**

A resolution to agree the minutes of the meeting held on 18 September 2012 was put forward by Cllr Donoghue and seconded by Cllr Loader. There were no other resolutions. Resolution carried. The Chairman duly signed the minutes.

Close meeting

5 **Visitor's Reports**

Borough Councillor Marion Rushbrook reported:

- Two Directors had now been appointed for the shared services between St Edmundsbury Borough Council and Forest Heath District Council.
- Recycling textiles via "blue" waste bins had been introduced.
- Car Park Review underway with Borough Council planning to trial barriers at some car parks in Haverhill.

Bury Rural South, Safer Neighbourhood Team

- A report from the Bury Rural South, Safer Neighbourhood Team is attached to these minutes as Annex1. Annex 1

Open meeting

6 **Clerks' Report**

Clerk's report is attached to these minutes as Annex 2. Annex 2

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

Clerk to ascertain ownership of tree in Church Walk and request remedial work be done. Cllr Donoghue will do an enhanced image poster and attach to fencing around new office building to show people using the Community Centre what the project is about. PD

7 **Finance Committee**

7.1 **Consider any matters arising from 11 September 2012 minutes:**

None.

7.2 **Receive draft minutes of 09 October 2012 meeting:**

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

- Financial position at 30 September 2012 satisfactory with £22,476.65 (46.84%) of the budget spent, leaving a balance of £25,508.35. Additionally £21,508.35 is held in Reserves.
- A resolution was agreed to transfer £5,000 from Bank of Ireland deposit account to Nat West plc current account.
- Internal Auditor's Report received for year ending 31 March 2012. There were no issues arising. Report e-mailed to all Councillors. Annex 3
- External Auditor's Report covering Annual Return for year ending 31 March 2012 received. Two minor issues were raised: 1) Annual Return not being approved before 30 June 2012 and 2) comparative figures disclosed in Section 1 did not agree with the figures for previous year end; figures were verified by External Auditors. Annex 4
- Budget/Precept meeting date set for 6th November 2012.
- Grant of £250 received from Suffolk County Councillor's Locality Fund towards rent on portacabin.

- Rural Initiatives Grant of £7,500 received from St Edmundsbury Borough Council towards new office building costs.
- Advertisement will be going out for Winter Gritting contract. Two more grit bins will be ordered as part of on-going programme.
- Eighteen payments totalling £7,578.80 for supplier payments as at 30 September 2012 and one bank transfer of £5,000 approved on 09 October 2012 and cheques signed by Cllr McGuire and Cllr Rowsell; Cllr Palmer and Cllr Wheeler signed Bank of Ireland cheques.

8 Receive report on meeting with Ian Poole, St Edmundsbury Borough Council's Planning Department

Chairman reported the meeting with Ian Poole regarding the Draft Planning Guide for Kedington had been very positive and highlighted the way forward for Kedington to produce a Parish Plan. Mr Poole said more research and consultation with villagers was necessary as the Draft Planning Guide had only consulted with a few people and needed to show more community involvement. It was established that a Steering Group would need to be formed consisting of at least eight parishioners and 2 Parish Councillors to form a Parish Plan. Mr Poole advised a village questionnaire could be downloaded from the internet and adapted for the Parish of Kedington. It was agreed that a Public Meeting would be called for 24th January 2013 at the British Legion Hall in Kedington. MF
Annette Gray from Suffolk ACRE would be invited to explain the process involved of producing a Parish Plan and its merit to Parishioners.

9 New office accommodation – receive quotations for roof and further bricklaying quotation

Specifications for the roof had been sent to two contractors. Quotations had been received from:

Balsham (Buildings) Ltd
£5,908 plus vat

Peter Wragg Supplies Ltd
£4,300 plus vat with an option to increase insulation of £170.

A resolution was put forward by Cllr Donoghue to accept the quotation from Peter Wragg Supplies Ltd with option to increase insulation, seconded by Cllr Loader. There were no other resolutions; motion carried.

Clerk reported the bricklayer who had been awarded the contract to do the bricklaying work had withdrawn. Two further contractors had been asked to tender for the work, Paul Trinder Building Services and Mark Pickess. A resolution was put forward by the Chairman, seconded by Cllr McGuire that the Working Party should be allowed to review the new quotations and award the contract in order to save further delays. There were no other resolutions, unanimously agreed.

Close meeting

At this point PC 18 Trish Sinclair from Bury Rural South, Safer Neighbourhood Team joined the meeting. PC Sinclair reported in addition to crimes already advised, access had been attempted at Stourmead House; CCTV had captured an image of a person and this was being followed up.

Open meeting

10 Health & Safety and Revision of contracts for Parish Council employees

Cllr Rowsell reported that he would be carrying out a Risk Assessment for Village Handyman tasks. Clerk requested to seek information from SALC regarding "model" contracts and employment issues. Once received, Cllr Rowsell will review with the Clerk and report back at a future meeting. MF

11 Environment / Grounds Maintenance Matters

11.1 Agree areas in village for planting spring bulbs:
Areas agreed were

- around traffic signs at entrance to village
- bank near Church
- triangle around village sign in Silver Street
- entrance to Dane Close

Cllr Garner volunteered to go with the Clerk to purchase bulbs from Sturmer Nurseries. Clerk to seek permission from land owners before any planting takes place.

11.2 Watermill Bridge area:
Cllr Donoghue stated as the new fence had been completed, some further work may be necessary to the side fences and also to the exit from Old School Field, as the removal of the hedge had left a wider open space, from which children could run out into the road. An oak post in the middle of the opening between the new fence and Old School Field hedge was suggested to prevent vehicle access and also provision of a warning sign on the post to alert children/people using the area that the exit led out onto a main road. Cllr Donoghue requested to contact M D Landscapes about this to ensure access for grass cutting would not be compromised. PD

11.3 Any other environmental/grounds maintenance matters:
None.

12 Highway/Footpath/Street Furniture matters

12.1 Discuss and agree Suffolk County Council's response to Village Highways Strategy meeting
Clerk handed out notes from the meeting and response from Simon Curl, Suffolk County Council. The Chairman requested Councillors compare meeting notes and responses from SCC and e-mail Clerk with their views, which could be collated and revisited at a future meeting. It was unanimously agreed that the Clerk should speak to SCC about provision for improvements to the school crossing area as further incidents on 8th & 9th October involving vans blocking access to the road at the crossing point had been reported. MF

12.2 Steps to make the village safer and more sustainable:
Councillor Loader put forward a suggestion on ways to make the village more sustainable by introducing cycle routes through Silver Street Park and along Church Walk and to also work towards the introduction of a 20 mph speed limit throughout the village. The Chairman requested Cllr Loader obtain more information about his proposal and circulate to councillors before the next meeting, where the matter could be reviewed. NL

Guillotine
With the time at 9.45 p.m. a resolution was put forward by Cllr Rowsell, seconded by Cllr Donoghue to raise the guillotine for 15 minutes. There were no other resolutions, unanimously agreed.

12.3 Any other Highway/Footpath/Street Furniture matters:
It was unanimously agreed to remove the knotted chains on the cross-scales on Old School Field and replace with rods and chains.

Speed of school buses in the village was reported; Clerk requested to write to the contractors to report this and ask for drivers to slow down.

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

14 Housing/Planning

14.1 Applications for discussion at meeting:
None.

14.2 Planning Applications – Observations conveyed by Parish Council:

Dane House, Haverhill Road, Kedington
Construction of vehicular access - **UNACCEPTABLE**

126 Westward Deals, Kedington
Erection of single storey side extension - **ACCEPTABLE**

11 Dane Common, Kedington
Erection of (i) single storey front extension and (ii) single storey rear extension (following demolition of existing conservatory) - **ACCEPTABLE**

23 Mill Road, Kedington
TPO 280(1999)10 Tree Preservation Order application: (i) Horse Chestnut (T5) on plan, reduce crown away from property by up to 2 metres to clear building and (ii) Lime (T4) on plan, crown lift to 5 metres to remove overhanging lower lateral branches – **ACCEPTABLE for T5; T4 crown lift to 3 – 4 metres**

24 Mill Road, Kedington
TPO 319(2001)3 Tree Preservation Order application: Walnut tree 30% crown reduction, prune to clear house by 2 metres, crown lift to 6 metres and remove deadwood - **ACCEPTABLE**

Tripletyme, Mill Road, Kedington
Erection of single storey extension to provide annexe accommodation - **ACCEPTABLE**

3 Dash End Lane, Kedington
Erection of two storey side extension - **ACCEPTABLE**

14.3 Planning Applications – Decisions received from Borough Council:

Dane House, Haverhill Road, Kedington
Construction of vehicular access – **REFUSED**

126 Westward Deals, Kedington
Erection of single storey side extension - **GRANTED**

11 Dane Common, Kedington
Erection of (i) single storey front extension and (ii) single storey rear extension (following demolition of existing conservatory) - **GRANTED**

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14.4 Any other housing / planning matters:
None.

15 Consultations
None.

16 Events

16.1 Nominations:

16.1.1 Emergency Management for Councillors, Monday 22 October 2012, 5.00 p.m., West Suffolk House, Bury St Edmunds

16.1.2 Suffolk Libraries, IPS Community Governance – Potential Members Workshop Monday 22 October 2012, 10.00 a.m. – 1.00 p.m., Elmswell

16.1.3 Suffolk Preservation Society – Annual Conference, Saturday 10 November 2012 Haughley Park Barn

16.2 Councillor absences (update):
The Chairman requested Councillors update the Clerk with any planned absences.

17 Any other business (new matters for discussion only)
None.

The meeting closed at 10.00 p.m. The date of the next meeting will be **Tuesday 20 November 2012** commencing at 7.40 p.m.in The Library, Arms Lane, Kedington.

Signed …… Dated ……...