

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 19 FEBRUARY 2013
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 Peter Rowsell

In attendance:

Ms Marion Farrant (Parish Clerk)

Also in attendance: Mr S Jarvis (St Edmundsbury Countryside Forum Representative);
Mrs B Surridge, Mr T Hammond and Mr N Bolton (Parishioners); Dr A Pugh (Observer).

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

Mr Jarvis expressed an interest in agenda item 9.2. Mr Hammond and Mr Bolton expressed an interest in agenda item 12.1.1. Both were concerned about the planning application to build a new dwelling adjacent to 8 Dash End, Kedington. Mr Hammond and Mr Bolton aired their concerns about loss of amenity space; parking in what would be a garden and overdevelopment not in keeping with the surrounding area. Mr Hammond stated there were errors on the plans as established trees that were part of the "street scene" were not shown and the land shown on the planning application had been designated as "scrub land" when it is a garden.

The Chairman assured Mr Bolton and Mr Hammond that the Parish Council would put the issues they had raised to the Planning Department at the Borough Council.

Open Meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Suffolk County Councillor Anne Gower; Borough Councillor Marion Rushbrook; PCSO Claire Fuller (Bury Rural South Safer Neighbourhood Team).

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

Councillor McGuire declared an interest in agenda item 7.4. Councillor Rowsell declared an interest in agenda item 7.4

4 To agree and sign as a correct record the minutes of the meeting held on 15 January 2013

A resolution to agree the minutes of the meeting held on 15 January 2013 was put forward by Cllr Rowsell and seconded by Cllr Donoghue. There were no other resolutions. Resolution carried. The Chairman duly signed the minutes.

Close meeting

ACTION

- 5 **Visitor's Reports.**
On behalf of County Councillor Anne Gower, the Chairman reported that the Leader of Suffolk County Council, Mark Bee has declared that if the Conservatives win the next election in May 2013 they will freeze Council Tax for the next four years.

Open meeting

6 **Clerks' Report**

Clerk's report is attached to these minutes as Annex 1.

Annex 1

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 08 January 2013 minutes:**

None.

7.2 **Receive draft minutes of 12 February 2013 meeting:**

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

- Minutes of 08 January 2013 signed as a true record.
- Financial position at 31 January 2013 satisfactory with £34,477.89 (71.85%) of the budget had been spent, leaving a balance of £13,507.11. Additionally £21,005.35 is held in Reserves.
- Letter received from St Edmundsbury Borough Council explaining changes associated with the introduction of the Local Council Tax Support scheme.
- Bank transfer of £5,000 from deposit account to current account agreed.
- Cost of £350 to fit new windows in office building ratified.
- KCA have given permission for new hoop barriers to be installed at front of new building.
- War Memorial – Annual Inspection agreed; consideration to be given to have memorial professionally cleaned in 2014.
- Grants – Applications: Suffolk Red Cross awarded £50; St Nicholas Hospice Care awarded £150; Suffolk Age UK awarded £75. All awards made under Sn 137, LGA 1972 as being of benefit to local people.
- Fifteen payments and one Direct Debit totalling £3,903.14 for supplier payments as at 31 January 2013 approved on 12 February 2013 and cheques signed by Cllr Palmer and Cllr McGuire.

Annex 2

7.3 **Ratify Finance Committee recommendation to award contract for electrical work on new office:**

Specifications and drawings (341/19F & 20B) sent to three contractors. Two quotations had been received:

- Point to Point Electrical £2948
- C F Electrical £2832

A resolution was put forward by Cllr Palmer, seconded by Cllr Donoghue to ratify Finance Committee recommendation to award the contract to C F Electrical. There were no other resolutions; unanimously agreed.

7.4 **Discuss and agree payment for fitting new steel roof (LGA 1972, s111 and s133):**

At this point Councillor McGuire and Councillor Rowsell declared an interest and left the room at 8.30 p.m. while the matter was discussed.

The Chairman reported that the steel roof on the new office had been installed by Cllr McGuire, assisted by Cllr Rowsell. Both the Chair and Clerk felt this specialist work was outside the remit of duties normally carried out by Parish Councillors and some recompense for the time it took to install (9½ hours) should be paid, even though Councillors McGuire and Rowsell did the work voluntarily. Had the roof been installed by the contractors who supplied it, the installation cost would have been in the region of £1,500 plus vat. After discussion, a resolution was put forward by Cllr Palmer, seconded by Cllr Donoghue that a payment of £300 should be made to Cllr McGuire for his specialist expertise and £125 to Cllr Rowsell for assisting. There were no other resolutions; motion carried by four votes with one against.

Councillor McGuire and Councillor Rowsell rejoined the meeting at 8.45 p.m.

7.5 Receive notification of precept award from St Edmundsbury Borough Council for 2013/2014:

Confirmation of precept award for £48,195 received and attached to these minutes as Annex 3.

Annex 3

8. New Office Accommodation (update):

- Notes of meeting with the KCA regarding lease have been e-mailed to all Councillors. SALC have advised that the new building will be the property of the Parish Council as they (PC) have paid for the building and will maintain it. Template lease is awaited from Solicitors.
- Roof signed off by Building Regulations Officer.
- Internal walls built and loft space constructed with loft hatch in place.
- Windows installed; door and side panel to be installed after plastering and floor screeding have been completed.
- Two skips have been used to remove debris and rubbish from site. Herras fencing removed; one herras panel remains across entrance.
- Steel beams; vote to leave exposed - 4 for; 3 against, carried.
- Electrician to be asked to provide central fitting on steel beam for potential light fitting.
- Under floor heating; vote to exclude this from building because of costs, 6 for; 1 abstention, carried.
- Cllr Wheeler requested to source and fit window boards, architrave, skirting boards and doors. Unanimous agreed to have these items stained in antique pine. Office door to have slam and mortise locks; meeting room to have handle and latch lock.
- Specification for plastering to be drawn up. Loft area to have blocks painted.
- Agreed that professional decorator will be used for internal painting.
- Cllr McGuire to source loft ladder.
- Flooring covering; unanimous agreement to use carpet tiles.

9 Environment / Grounds Maintenance Matters

9.1 Discuss and draft specification for maintenance of plant beds in Silver Street Park:

Clerk requested to contact Borough Council's Parks and Landscapes Department for advice on planting and maintenance of plant beds before invitations to tender are sent out to local businesses. Agreed raised bed should follow a specification to provide "sensory" plants. Maintenance to be carried out between March and October (allowing for growing season). Local contractors to be asked to tender for the work.

MF

9.2 Any other environmental/grounds maintenance matters:
None.

- 10 Highway/Footpath/Street Furniture matters**
- 10.1 Any other Highway/Footpath/Street Furniture matters:**
Clerk has continued to liaise with Suffolk County Council regarding faulty street lights in the village and the time taken to repair. Potholes on Westward Deals and junction with Hundon Road reported to Highways.
- Close meeting**
- Mrs Surridge reported that diversion signs in the village for two contractors working at different locations had caused a great deal of confusion for motorists. The Chairman requested the Clerk write to Highways to try and alleviate this type of problem happening again.
- Open meeting**
- 11 Any other reports (on-going matters)**
None.
- 12 Housing/Planning**
- 12.1 Applications for discussion at meeting:**
- 12.1.1 Land adjacent to 8 Dash End, Kedington:**
Discussed during Parishioner's Question Time.
- 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:**
- 12.4.1 Receive letter sent to Environment & Transport regarding parking provision for new developments:**
A letter regarding parking provision for new developments, composed by Cllr Donoghue has been sent to John Noble at Environment & Transport. A copy of the letter will be e-mailed to all Councillors.
- 13 Consultations**
None.
- 14 Events**
- 14.1 Nominations:**
- 14.1.1 Community Resilience Exercise – Wednesday 20 March 2013, 5.30 p.m., West Suffolk House, Bury St Edmunds.**
The Clerk, Cllrs Palmer and McGuire were nominated to attend this event.
- 14.2 Councillor absences (update):**
The Chairman requested Councillors update the Clerk with any planned absences.
- 15 Any other business (new matters for discussion only)**
None.
- The meeting closed at 9.40 p.m. The date of the next meeting will be **Tuesday 19 February 2013** commencing at 7.40 p.m.in The Library, Arms Lane, Kedington.

Signed..... Dated