

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 26 MARCH 2013
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present: Cllr Terry Wheeler (Chairman)
Cllr Peter Donoghue
Cllr Nathan Loader
Cllr Simon McGuire

In attendance: Ms Marion Farrant (Parish Clerk)

Also in attendance: Mr S Jarvis (St Edmundsbury Countryside Forum Representative);
Suffolk County Councillor Anne Gower; Dr A Pugh (Observer).

PC 18 Trish Sinclair and PCSO 3265 Sophie Mitchell (Bury Rural South SNT) were in attendance for item 5 only.

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| 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 10.

Open Meeting | |
| 2 | Welcome and apologies
The Chairman welcomed all present. Apologies for absence were received from Councillor Zoe Palmer (personal); Cllr Peter Garner (personal); Cllr Peter Rowsell (health) and Borough Councillor Marion Rushbrook (work commitment). | |
| 3 | To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct
None. | |
| 4 | To agree and sign as a correct record the minutes of the meeting held on 19 February 2013
A resolution to agree the minutes of the meeting held on 19 February 2013 was put forward by Cllr McGuire and seconded by Cllr Loader. There were no other resolutions. Resolution carried. The Chairman duly signed the minutes.

Close meeting | |
| 5 | Visitor's Reports.

Bury Rural South SNT:
PC Sinclair introduced PCSO 3265, Sophie Mitchell. There have been 2 crimes in Kedington since the last meeting on 19 th February 2013; 1) Burglary other building where 3 sheds were broken into by the locks being cut, nothing taken; 2) Burglary other building where a shed was broken into by the wooden panels being torn off, nothing taken. PC Sinclair told the meeting the continued spate of burglaries is till very much on going throughout all 32 villages in the Rural South Team. The SNT have "Rural Red Route" patrols that were regularly patrolling day and night in search for any suspicious vehicles and activity. PC Sinclair urged members of the public to report any suspicious vehicles or activity to the Police. The Safer Neighbourhood Team's priorities from the last Priority Setting meeting are 1) Speeding in Wickhambrook, Whepstead, Little & Great Thurlow and Hargrave; 2) Reduction of burglaries throughout the rural south area. | |

County Councillor Anne Gower:

Councillor Anne Gower gave a resume of Suffolk County Council's achievements in the last twelve months. Councillor Gower reported she would be attending a meeting in April along with members of other agencies, at the request of Kedington Primary School's Governing Body. The purpose of the meeting would be to discuss issues around parking at the school. Councillor Gower informed the meeting she would not be standing to represent Haverhill North East and Kedington at the forthcoming County Council elections in May 2013. Councillor Gower said she had enjoyed her association with Kedington but felt that Haverhill North East took the majority of her attention. Councillor Gower said Alaric Pugh would be standing to represent Haverhill NE & Kedington at the elections, adding he had a good understanding of village life and this would prove beneficial if he was elected. Councillor Gower said she was grateful to the Parish Clerk for all her help, support and professionalism during her time as County Councillor for Kedington.

The Chairman thanked Councillor Gower for all the support she has given the community over the past four years.

Open meeting**Clerks' Report**

- 6 There was no Clerk's Report.

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

- 6.1 None.

Finance Committee

- 7

Consider any matters arising from 12 February 2013 minutes:

- 7.1 None.

Receive draft minutes of 12 March 2013 meeting:

- 7.2 In the absence of Cllr Palmer (Chair of Finance Committee), the Chairman went through highlights of the meeting:

- Financial position at 28 February 2013 satisfactory with £38,148.28 (79.5%) of the budget had been spent, leaving a balance of £9,836.72. Additionally £21,005.35 is held in Reserves. The deficit balance on the office building costs budget heading is to be adjusted by moving money from Reserves.
- Routine payments for the financial year 2013/2014 were approved.
- Statement for expenditure of Grants and Donations for 2012/2013 was received.
- Heelis & Lodge were appointed Internal Auditors for 2013/2014.
- Mrs Turner was appointed as Accountant for 2013/2014.
- Three quotations had been received for carpeting the new office building. The contract was awarded to Tyson's Flooring.
- Two quotations were received for plastering and screeding the new office building. The contract was awarded to Mr L Barker.
- Nineteen payments totalling £8,990.52 for supplier payments as at 28 February 2013 approved on 12 March 2013 and cheques signed by Cllr Palmer and Cllr Garner.

- 7.3 **Ratify Finance Committee decision to approve "Review and agree effectiveness of Internal Control/Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2011 (Regulation 4 and 6) :**

A resolution was put forward by Cllr Loader, seconded by Cllr Donoghue to accept the Finance Committee's decision. There were no other resolutions. Unanimously agreed.

- 7.4 Ratify Finance Committee decision to agree Asset Register for the financial year 2013/2014:**
All members had received a copy of the Asset Register. A resolution was put forward by Cllr Loader, seconded by Cllr Donoghue to accept the Finance Committee's decision and agree the Asset Register. There were no other resolutions. Unanimously agreed.
- 8. Review Risk Assessments for Kedington Parish Council**
The Chairman reported that Cllr Rowsell and the Clerk had been reviewing Risk Assessments. Councillor Rowsell will be requested to carry out a new Risk Assessment for the War Memorial in the Churchyard and also one for the Village Cleaner/Handyman.
- 9 New Office Accommodation (update):**
Two quotations had been received for internal decorating:
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|--------------------------------|---------------|
| Quality Decorating, Kedington | £550 plus vat |
| Harvey's Decorators, Haverhill | £450 no vat |
- The Chairman put forward a resolution, seconded by Cllr Loader that as the Parish Council wanted to use local contractors where possible, the contract be awarded to Quality Decorating. A further resolution, not seconded, was put forward by Cllr Donoghue to award the contract to Harvey's Decorators. Councillor Loader put forward a third resolution, seconded by Cllr McGuire that the contract be awarded to Quality Decorating, but if they could not offer a starting date within the next week, the contract be given to Harvey's. A vote was taken with 3 votes in favour of Cllr Loader's resolution and one abstention. Motion carried.
- Councillors agreed to hire another skip to take away the remainder of the dirt/rubbish and order pea shingle for the perimeter of the building. It was further agreed to rake the area which housed the site compound in readiness for seeding/turfing.
- 10 Environment / Grounds Maintenance Matters**
- 10.1 Consider invitation from Suffolk Wildlife Trust for free barn owl nest boxes:**
The Chairman read from an e-mail sent by the Suffolk Wildlife Trust as part of a campaign to bring back barn owls to part of Suffolk. Councillors were in agreement that Kedington should take up the offer of free nest boxes.
- Close meeting**
- The Chairman asked Mr Jarvis for his comments. Mr Jarvis said Kedington currently had two barn owl boxes in the south of the village and these had been used with success; in one year producing eight chicks from two boxes. Mr Jarvis recommended that the new boxes should be at least twelve feet off the ground and that it would be good to have them sited in the large trees that border the river on Risbridge Meadow. This location would mean the boxes would not have much human disturbance. Clerk requested to contact Suffolk Wildlife Trust and also to inform Mr Jarvis when the boxes will be installed.
- Open meeting**
- 10.2 Any other environmental/grounds maintenance matters:**
St Edmundsbury Borough Council has carried out work to raise the canopies on trees in West End Lane and Hundon Road. Branches overhanging the footpath between 85 and 105 Westward Deals have also been removed.
- Cllr McGuire requested St Edmundsbury Borough Council be asked to raise the canopies on trees near to the steps at the bottom of Dane Common. Cllr McGuire further requested the Parish Council contact Highways Department to ask if the hedge near "Markhams Cottage" can be trimmed back.

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11	Highway/Footpath/Street Furniture matters	
11.1	<p>Receive letter from Kedington School Governing Body re parking near school in Mill Road:</p> <p>The Chairman read out a letter from Mr Brian Watts on behalf of the Governing Body at Kedington Primary School requesting an urgent dialogue with the Highways Authority to examine the traffic hazards caused by parking in the vicinity of the school in Mill Road. Clerk was requested to inform Mr Watts that a representative(s) from the Parish Council would attend the meeting. Clerk was further requested to contact Inspector Peter Ferrie from Suffolk Police to see if he would be able to attend the meeting or send along one of his officers.</p>	MF
11.2	<p>Any other Highway/Footpath/Street Furniture matters:</p> <p>The Chairman reported the steel rods and chains had been put back on the cross-scales on Old School Field; he said he was concerned that the rubber pads may now be too high and asked Councillors to look and feedback to him.</p> <p>Clerk reported she had received an e-mail from Mr Steve Boor at West Area Highways following Parish Council's request for new road surfacing at the junction of Hundon Road with Westward Deals/West End Lane and School Road. Mr Boor stated there were no plans in the current programme for significant additional surfacing works in the Kedington area. Mr Boor said Highways are aware that the roads highlighted to them are not great and were targeting other roads elsewhere in worse condition.</p>	Councillors
12	<p>Any other reports (on-going matters)</p> <p>None.</p>	
13	Housing/Planning	
13.1	<p>Applications for discussion at meeting:</p> <p>None.</p>	
13.2	<p>Planning Applications – Observations conveyed by Parish Council:</p> <p>None.</p>	
13.3	<p>Planning Applications – Decisions received from Borough Council:</p> <p>None.</p>	
13.4	<p>Any other housing / planning matters:</p> <p>None.</p>	
14	<p>Consultations</p> <p>None.</p>	
15	Events	
15.1	<p>Nominations:</p> <p>15.1.1 RoSPA “Playground Inspection and Management” course. Monday 22 April 2013, 9.30 a.m. – 1.00 p.m., Exning, near Newmarket. Clerk was nominated to attend this event.</p> <p>15.1.2 Dedham Vale AONB and Stour Valley Forum Conference 2013 Tuesday 04 June 2012 from 10.00 a.m., Assington Village Hall. No uptake.</p>	
15.2	<p>Councillor absences (update):</p> <p>The Chairman requested Councillors update the Clerk with any planned absences.</p>	

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Any other business (new matters for discussion only)

The Chairman brought to the attention of Councillors that the printer in the Parish Council office was in need of replacement and also the laptop provided to the Parish Council by SALC to enable clerks to be able to work from home was not fit for purpose. The Chairman requested the purchase of new I.T. equipment be put as an agenda item for the next Finance Committee meeting.

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The meeting closed at 9.15 p.m. The date of the next meeting will be **Tuesday 16 April 2013** commencing at 7.40 p.m.in The Library, Arms Lane, Kedington.

Signed..... Dated