

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21 MAY 2013
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

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

Vacancies (3)

In attendance: Ms Marion Farrant (Parish Clerk)

Also in attendance: Suffolk County Councillor Tony Brown; Borough Councillor Marion Rushbrook.

		ACTION
1	Election of Chairman for 2013 / 2014 The outgoing Chairman, Cllr Wheeler proposed Cllr McGuire, seconded by Cllr Donoghue. There were no other nominations. Unanimous vote in favour of Cllr McGuire who accepted the position of Chairman. Cllr McGuire signed the Declaration of Acceptance of Office form for the position of Chairman and took the Chair.	Annex 1
2	Election of Vice-Chairman for 2013 / 2014 Cllr Wheeler proposed Cllr Rowsell, seconded by Cllr Loader. There were no other nominations. Unanimous vote in favour of Cllr Rowsell who accepted the position of Vice-Chairman. Close meeting	
3	Parishioners Question Time and to acknowledge agenda items of interest to members of the public present There were no parishioners present at the meeting. Open meeting	
4	Welcome and apologies The Chairman welcomed all present to the Annual Meeting of the Parish Council in its 119 th year. The Chairman thanked all Councillors for their hard work during the past year and reminded them they should follow the Suffolk Code of Conduct at all times, even when they were not carrying out duties as a Parish Councillor. Apologies for absence were received from Cllr Palmer (personal); PC Rob Sippitt, Bury Rural South SNT. Councillors unanimously accepted apologies from Cllr Palmer.	
5	To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct None.	

6 To agree and sign as a correct record the minutes of the meeting held on 16 April 2013

A resolution to agree the minutes of the meeting held on 16 April 2013 was put forward by Cllr Wheeler and seconded by Cllr Donoghue. There were no other resolutions; resolution carried. The Chairman duly signed the minutes.

7 Discuss and agree “Appointments/Councillor Responsibilities” for the year 2013/2014

The list of Appointments and Councillor Responsibilities is attached to these minutes as Annex 2. Councillor Responsibilities were proposed by Cllr Wheeler, seconded by Cllr Rowsell and unanimously agreed.

Annex 2

Finance Committee

Cllr Donoghue : Proposed by Cllr Loader, seconded Cllr Rowsell, unanimous.

Cllr Rowsell : Proposed Cllr McGuire, seconded Cllr Wheeler, unanimous.

Cllr McGuire : Proposed Cllr Rowsell seconded Cllr Loader, unanimous.

Cllr Palmer : Proposed Cllr Rowsell, seconded Cllr Wheeler, unanimous.

Cllr Wheeler : Proposed Cllr Donoghue, seconded Cllr McGuire, unanimous.

Employment, Grievance & Policy Committee

A resolution was put forward by Cllr Wheeler, seconded by Cllr Donoghue that the whole Parish Council should be responsible and serve on this Committee. This would mean that if any Parish Councillor(s) or the Clerk are cited in a complaint/grievance from internal or external sources, there would be enough members available to serve on this committee without their attendance. There were no other resolutions, unanimously agreed.

Close meeting

8 Visitor’s Reports

Borough Councillor Marion Rushbrook:

Borough Councillor Rushbrook gave a personal welcome to County Councillor Tony Brown and to the new Chairman. Councillor Rushbrook thanked the outgoing chair, Cllr Wheeler for all his hard work and dedication over the last four years. Councillor Rushbrook reported St Edmundsbury Borough Council have a new Operations Manager, Chris Silverwood, whom any incidents/complaints regarding dog fouling could be reported to. She further reported the Borough Council have purchased a machine which removes chewing gum and this can be loaned out to parishes. Councillor Rushbrook said the Vision 2031 consultation would be commencing in June, showing the “bigger picture”. Councillor Rushbrook said she attended the meeting initiated by Brian Watts regarding parking near to the school.

Suffolk County Councillor Tony Brown:

County Councillor Brown thanked the Chairman for his warm welcome and stated this was the first Parish Council meeting he had ever attended. Since his election, Councillor Brown said he had been on a steep learning curve but was pleased to serve as County Councillor for Haverhill East and Kedington. Councillor Brown reported he was going on a course for Locality Budget training and added if he could help the village in any way with his Locality Budget he would be pleased to do so.

Bury Rural South Safer Neighbourhood Team:

The Chairman read out a report sent by e-mail. Since the last Parish Council meeting there had been five crimes; 1 burglary and 4 thefts of catalytic converters from cars.

Open meeting

9	Clerks' Report The Clerk read out her report which is attached to these minutes as Annex 3.	Annex 3
9.1	Consider further action (on action taken or reports received since last meeting: Cllr Wheeler expressed an interest in becoming History Recorded but not until September 2013. Members were in unanimous agreement that the Tithe Map should be framed and hung in the meeting room of the new building. Councillors were in unanimous agreement to continue membership with Community Action Suffolk. Cllr Rowsell reported he has been asked by the school to register their interest in having a bat box.	MF MF
10	Finance Committee	
10.1	Consider any matters arising from 09 April 2013 minutes: None.	
10.2	Receive draft minutes of 14 May 2013 meeting: In the absence of Cllr Palmer, Cllr Wheeler went through highlights of the meeting: <ul style="list-style-type: none"> Financial position at 30 April 2013 satisfactory with £4,406.85 (9.14%) of the budget spent, leaving a balance of £43,788.16. Additionally £6,277.33 is held in Reserves. VAT reclaim of £8,821.69 received. Reserve headings changed: Road Safety, Grant and Legal Cost reserves headings removed. Bank transfer of £5,000 agreed. Precept payment of £48,195.00 for the financial year 2013/2014 has been paid into Bank of Ireland UK account. Second reading of the Precept Referendums Bill due to take place on 26 April 2013, but this has been delayed. Clerk reported she had completed twelve out of the twenty four modules required for her CiLCA. New printer for Parish Council office to be purchased. Fourteen payments totalling £5,885.40 for supplier payments as at 30 April 2013 and one bank transfer of £5,000 approved on 14 May 2013 and cheques signed by Cllr Palmer and Cllr Rowsell. 	
11	New Office Accommodation	
11.1	Receive update: Chairman reported the flooring had been laid in the meeting room; he further reported problems with the roof moving resulting in the mortar crumbling and falling out. Cllr Donoghue said he would speak to the manufacturers about the problem.	
11.2	Discuss second phase of project for new frontage to Community Centre: Plans for the second phase of the project were laid out for all to see. Work identified for contractors: <ul style="list-style-type: none"> Independent roof over the porch Over site – raising level of lobby; drain cover; move vent from disabled toilet in Community Centre. Ground works – agreement that Clerkin Civils (contractors for new office build) should be approached to quote for the work. Cllr Donoghue will arrange a meeting with Dean Clerkin. Aluminium frames and doors to be used as opposed to uPVC and the glazing and roof to be done by one company if possible. New doors to be on the left of the frontage; panel to the right and the door which will be used the most for entry to be in the middle. 	PD

12	Receive and discuss Flood Risk Management Partnership document The Chairman read out a letter from Suffolk Flood Risk Management Partnership which sought help from local councils to deal with all types of flooding. Whole document to be circulated to Councillors in a Reading Pack.	MF
13	Environmental / Grounds Maintenance Matters	
13.1	Discuss and agree change to specification for cutting under trees in Silver Street Park: Cllr Wheeler reported he had received a complaint from a Parishioner about the grass under the trees in Silver Street Park looking unsightly. To make the grass more manageable Cllr Wheeler put forward a resolution, seconded by Cllr Donoghue, to amend the Strimming Specification to read: "Strim areas, around all trees, etc, to a height no less than 100mm in Silver Street Park (where not done by contractor who carries out mowing)" There were no other resolutions, unanimously agreed.	
13.2	Any other environmental/grounds maintenance matters: <ul style="list-style-type: none"> ▪ Clerk reported that Scotsdales Nurseries were drawing up a plan of plants that could be used in the raised bed in Silver Street Park. ▪ Cllr Donoghue will source information on steel edging for the plant bed in Silver Street Park. ▪ Clerk requested to follow up report to Highways regarding the tree root protruding through the footpath in Silver Street Park. ▪ Grass cutting in School Road – Clerk requested to contact who is responsible for cutting as the grass is overgrown. 	PD MF
14	Highway/Footpath/Street Furniture matters	
14.1	Receive Rights of Way Annual Surface Clearance Programme from Suffolk County Council: Clerk reported that twelve paths in the Parish of Kedington had been identified for inclusion in the programme for 2013. All Category 1 paths will be cut twice during the season with the first cut commencing on 6 th May and the second during the middle of August 2013.	
14.2	Any other Highway/Footpath/Street Furniture matters: Cllr Loader reported a Public Rights of Way sign was propped up in some tyres near to Anglian Water Works in Arms Lane. Clerk requested to report cables protruding from the verge on the field side past Ketton Thatch in Arms Lane.	MF MF
	Guillotine With the time at 9.45 pm it was agreed under a proposal by Cllr Wheeler, seconded by Cllr Donoghue to raise the guillotine for fifteen minutes. Unanimously agreed.	
15	Any other reports (on-going matters) Cllr Loader reported that at the recent KCA Committee Meeting, the Chairman, Steve Brown had requested a meeting with the new Chairman of the Parish Council (once elected). Cllr Wheeler reported that a second meeting had been held with the President of the KCA, Alan Barney, to discuss an agreement regarding the new building. In principal, an agreement has been drafted and this will be presented to the Parish Council at the July meeting. Parish Council have also requested a copy of the Deeds for the Community Centre and KCA constitution.	

- 16 Housing/Planning**
- 16.1 Applications for discussion at meeting:**
None.
- 16.2 Planning Applications – Observations conveyed by Parish Council:**
None.
- 16.3 Planning Applications – Decisions received from Borough Council:**
SE/13/0073/FUL Planning Application for erection of dwelling
Land adjacent to 8 Dash End and construction of vehicular access.
Granted (with condition about removal of trees)
- 16.4 Any other housing / planning matters:**
Section 106 – Unanimously agreed that the Parish Council should write to the Planning Department requesting that Section 106 money should be spent on local needs identified by the Parish Council.
- 17 Consultations**
None.
- 18 Events**
- 18.1 Nominations:**
- 18.1.1 Briefing session for Rural Vision 2031 – West Suffolk House, Bury St Edmunds, Thursday 23 May 2013, 5.00 pm – 7.00 pm. No uptake.
 - 18.1.2 St Edmundsbury Parish Conference – Stour Valley Community School, Clare, Monday 10th June 2013 6.00 pm – 8.30 pm. No uptake.
 - 18.1.3 St Edmundsbury Borough Council – Community Leadership Training Course, West Suffolk House, Bury St Edmunds Monday 15th July or Thursday 18th July 2013, 10 am – 12.30 pm. No uptake.
- 18.2 Councillor absences (update)**
The Chairman requested Councillors update the Clerk with any planned absences.
- 19 Any other business (new matters)**
None.

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday 18 June 2013** commencing at 7.40 p.m.in The Library, Arms Lane, Kedington.

Signed

Dated