

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 JUNE 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; PCSO Sophie Mitchell (Bury Rural South SNT) item 5 only; Mrs P Parker (Parishioner).

		ACTION
1	<p>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present Mrs Parker expressed an interest in agenda item 5.</p> <p>Open meeting</p>	
2	<p>Welcome and apologies The Chairman welcomed all present to the meeting. Apologies for absence were received from Cllr Palmer (bereavement); Borough Councillor Marion Rushbrook (Borough Council meeting). Councillors unanimously accepted apologies from Cllr Palmer.</p>	
3	<p>To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct None.</p>	
4	<p>To agree and sign as a correct record the minutes of the meeting held on 21 May 2013 Cllr Donoghue noted in agenda item 11.2 the word "oversight" should be "over site". A resolution to agree the minutes of the meeting held on 21 May 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.</p> <p>Close meeting</p>	
5	<p>Visitor's Reports</p> <p>Bury Rural South Safer Neighbourhood Team: PCSO Sophie Mitchell reported since the last Parish Council meeting on 21 May 2013, there had been five crimes of note. These were:</p> <ul style="list-style-type: none"> ▪ Burglary other building; shed forced open, nothing taken. ▪ Burglary other building; garage located in Calford Green was attempted to be forced open but unsuccessful. ▪ Theft of an exercise bike from a driveway in School Road ▪ Attempted theft of heating oil from a farm in Calford Green ▪ Burglary other building; storage shed forced open, nothing taken. 	

PCSO Mitchell also reported the SNT priorities set following the quarterly meeting on 11 June 2013 are:

- Speeding – the four priority villages for the next three months will be Cavendish, Depden, Whepstead, Little and Great Thurlow.
- Reduce the number of burglaries throughout the Rural South area.
- Reduce the amount of car crime in the Rural South area.

PCSO Mitchell warned that heating oil thefts are still rife in rural areas; she urged anyone seeing suspicious tankers or vans lurking shortly after deliveries of oil in villages to make a note of the registration number(s) and report to the Police. The Police are recommending people with oil tanks should consider extra security on their tanks by installing an alarm.

The Police have received a number of reported offences linked to thefts of used cooking oil from fast food outlets and public houses in Forest Heath, Babergh and St Edmundsbury. A team of males are visiting these places claiming to be working for the Environment Agency, then taking containers of used oil and potentially using them to fuel vehicles. Companies are being warned to confirm callers are legitimate before allowing any oil to be taken.

PCSO Mitchell requested any break-ins should be reported to the Police, even if nothing is taken. She also asked for any suspicious behaviour (vehicles or persons) to be reported to the Police. The Chairman asked if the Police were aware of sticky labels being put on fences, buildings, etc as a method of targeting buildings for theft. PCSO Mitchell said she had heard of this as Police in other areas had been dealing with a spate of pets being stolen to order, but none as yet in Bury Rural South. Cllr Rowsell requested this information be included in the Parish Council's monthly report from the SNT so the Parish Council is aware of what is happening in other areas.

Suffolk County Councillor Tony Brown:

Councillor Brown reported he had visited Highways Department in Bury regarding parking at Kedington Academy (formerly Kedington Primary School). Councillor Brown had been given a copy of the school's 2008 Travel Plan; this was now out of date and the Academy will need to get the plan updated. Councillor Brown said he would forward a copy of the Travel Plan to the Clerk for distribution to Councillors.

Councillor Rowsell ask Councillor Brown if he could enquire as to why Suffolk County Council were not allowing signs to advertise events on the grass verges adjacent to the A143 at Little Wratting crossroads.

Councillor Brown reported he had attended training on Locality Budgets adding he would try and support the Parish Council with grant aid as much as he could.

Open meeting

6 Clerks' Report

- Clerk reported the premium for insurance on the new building would be £183 for £80,000 cover. Came & Company Parish Council Insurance (brokers) have stated they would need to have sight of the deeds for the Community Centre before insurance could be put in place, as the new office building is joined to the Community Centre and not stand alone.
- E-mail received from Kedington Garden Society asking permission to use the overhead projector returned to the Parish Council following completion of the Heritage Project. The Garden Society required use on a Tuesday evening, once per month.

- Clerk reported the new Disclosure and Barring Service (previously known as Criminal Record Bureau) launched on 17th June 2013. Once the new system is operational, an individual will be able to obtain a DBS certificate, which they can then use with more than one organisation without a time limit. Employees will have to pay an annual fee to keep their certificate “live”, but the service is free for volunteers. Further information on the new service can be obtained from <http://www.communityactionsuffolk.org.uk/services/dbs/dbs-news/>
- Clerk read out a letter from “The Stour Valley Heritage at Risk Project”. The letter stated Essex County Council have been commissioned by English Heritage to co-ordinate a volunteer survey identifying buildings at risk in the Stour Valley (Essex and Suffolk). The area has an outstanding legacy of historic buildings, mostly timber-framed, many of which are medieval or early post-medieval in origin. The risk to the area is the gradual decay and erosion of these buildings so volunteer recorders from the local community will be recruited and trained to undertake visual surveys of the historic buildings of the Stour Valley.

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

Councillors were in agreement that the overhead projector could be loaned to the Garden Society once per month, providing they understood that any damages would need to be paid for. Councillors also suggested that in return, the Garden Society could be asked for volunteers if any maintenance work needed doing on the plant beds in Silver Street Park.

7 Finance Committee

7.1 Consider any matters arising from 14 May 2013 minutes:

None.

7.2 Receive draft minutes of 11 June 2013 meeting:

Councillor Rowsell, Chair of Finance Committee went through highlights of the meeting:

- Councillor Peter Rowsell elected as new Chairman of Finance Committee for 2013/2014.
- Financial position at 31 May 2013 satisfactory with £7,073.26 of the budget (14.68%) spent, leaving a balance of £41,121.74. Additionally, £6,277.33 is held in reserves.
- Annual Return for financial year 2012/2013 recommended for acceptance to full Parish Council.
- Parish Council Accountant to attend next Finance Committee meeting to show Councillors how to fully understand finance statements.
- Clerk to be paid for 25 extra accrued hours following office move.
- Village sign to be refurbished in next two months; original quotation from 2012 still stands.
- New edging on plant bed in Silver Street Park, agenda item this meeting.
- Village Handyman to be asked to remove weeds on either side of entrance to Silver Street Park.
- Mr Pound to remove weeds from the triangle near to the steps on Dane Common as part of his Strimming Contract, at hourly rate.
- Nine payments totalling £4,530.09 for supplier payments as at 31 May 2013 approved on 11 June 2013 and cheques signed by Cllr McGuire and Cllr Wheeler.

7.3 Agree and sign Annual Return for 2012/2013:

Cllr Rowsell reported the Finance Committee had examined the Annual Return for 2012/2013 and as everything was in order recommended acceptance of the Annual Return to full Parish Council. A resolution was put forward by Cllr Wheeler, seconded by Cllr Rowsell to agree the Annual Return for 2012/2013. There were no other resolutions; unanimously agreed.

7.4	<p>Receive costings for new tables and chairs for meeting room and agree order:</p> <p>The Chairman read out costings for 3 new tables and 16 chairs:</p> <ul style="list-style-type: none"> Office Furniture Online (economy tables and H frames chairs) £584.00 plus delivery and vat. STP Stationery (high quality tables and chairs) £1419.00 plus vat, free delivery. <p>A resolution was put forward by Cllr Donoghue, seconded by Cllr Rowsell to accept the quotation from Office Furniture Online. There were no other resolutions; unanimously agreed.</p>	
8	<p>Discuss and agree proposals from Finance Committee for second phase of building project:</p> <p>Cllr Donoghue had suggested that once preparation work for the second phase of the building project had been completed, management of the project should then be handed over to the KCA. Cllr Donoghue added, the second phase of the project would be more disruptive because it involved the main entrance to the Community Centre and Library. The Chairman stated that because of the ill feeling caused between the Parish Council and the KCA during the first phase of the project it was important that early dialogue between the two parties was formed. Cllr Loader suggested the work should be fully costed; a programme put together for the different stages of work and then the KCA asked to participate in the management of the project. It was agreed that costs for the ground work, doors and roof would be sought for presentation at the July Parish Council meeting.</p>	PD
9	<p>Play Equipment: receive defect report(s) (if any); agree action</p> <p>No defects to report. New chains and seats for cross-scales will be fitted on 19th June 2013. Cllr Rowsell asked if the Parish Council could provide nets for the junior goals on Old School Field. Clerk to investigate.</p>	MF
10	<p>Receive notification of training courses available from SALC; agree necessary action</p> <p>No training needs identified from training courses available in June.</p>	
11	<p>Environmental / Grounds Maintenance Matters</p>	
11.1	<p>Discuss new edging for lower plant bed in Silver Street Park and maintenance/pruning where necessary of shrubs; agree orders as necessary:</p> <p>Ever Edge 75 mm steel edging available in 1 metre lengths at a cost of £29 per 5 metres. It was agreed the cost to edge around the plant bed would be a considerable amount and would need to be budgeted for in the next financial year. Parish Council to try and maintain the bed until the next financial year and Clerk to contact Colin Jakes at East Town Park to see if he knew of any volunteer groups who could help with the work.</p>	
11.2	<p>Any other environmental/grounds maintenance matters:</p> <p>The Chairman and Cllr Wheeler had surveyed the trees in the copse near the footbridge in Silver Street Park. Councillors agreed that two small ash trees and two silver birch trees needed removing and if possible the silver birch trees could be moved to the corner of the river near the raised plant bed. It was agreed this work should be done in November 2013. Councillors further agreed that Mr Pound should be asked to dig up the "comfrey" in the copse and this should be done at his hourly rate as part of the strimming contract.</p>	MF

12 Highway/Footpath/Street Furniture matters

12.1 Any other Highway/Footpath/Street Furniture matters:

- The Chairman reported the bridge across the weir on the Great Meadow had been repaired.
- Memorial bench on The Cut needs refurbishing. A resolution was put forward by Cllr Wheeler, seconded by the Chairman that the Village Handyman should be asked to completely sand down the bench and treat with two coats of exterior sadolin in light oak. There were no other resolutions; unanimously agreed.
- Cllr Rowsell asked if the Parish Council could look into a national campaign "The Big Scoop", launched by the Dogs Trust and Keep Britain Tidy where bright red "clean it up" stencils are sprayed to try and deter dog owners who do not clean up after their animal.

MF

MF

13 Any other reports (on-going matters)

The Chairman reported on a meeting between him and the Chairman of Kedington Community Association, Steve Brown. The Chairman said he had pointed out to Mr Brown that the Parish Council had to abide by different rules of decision making to that of the KCA and that no single Parish Councillor could make decisions. Other matters were discussed and the Chairman said he hoped the meeting had "cleared the air" and would mean better communication between the KCA and Parish Council.

Non-agenda item – Guillotine

With the time at 9.45 pm it was agreed under a proposal by the Chairman, seconded by Cllr Donoghue, to raise the guillotine for fifteen minutes. Unanimously agreed.

14 Housing/Planning

14.1 Applications for discussion at meeting:

None.

14.2 Planning Applications – Observations conveyed by Parish Council:

TPO35(1961)7 Brendons View, Mill Road Acceptable	Tree Preservation Order Application. Pollard one Chestnut tree to 5 metres to match others in row overhanging Church Walk.
---	---

SE/13/0436/HH 11 Cordwainer Close Acceptable	Planning Application: Erection of single storey rear extension.
---	---

SE/13/0530/HH 1 Fern Cottages, Kings Hill Acceptable	Planning Application: Erection of side and rear extension (following demolition of existing outbuilding).
---	---

SE/13/0611/HH 51A Kings Meadow Acceptable	Planning Application: Erection of first floor side extension.
--	---

14.3 Planning Applications – Decisions received from Borough Council:

SE/13/0041/HHLB SE/13/0042/LB Cotton Hall, Rectory Road Granted	Planning Application; Listed Building Application Erection of two storey side extension with single storey link; (ii) erection of detached outbuilding.
--	--

SE/13/0249/HH
18 Kings Meadow
Granted

Planning Application: Erection of porch.

SE/12/1208/FUL
Wind Turbine Site
Chilton Street, Clare
Granted

Planning Application: Erection of (i) 50m high wind monitoring mast for a temporary period of 6 months (ii) 78m high (to tip) wind turbine; (iii) electrical sub-station; (iv) hard standing and (v) associated trade access.

14.4 Any other housing / planning matters:
None.

15 Consultations
None.

16 Events

16.1 Nominations:
None.

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

17 Any other business (new matters)
The "traffic light system" to monitor projects was discussed.

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday 16 July 2013** commencing at 7.40 p.m.in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated