

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16 JULY 2013
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE
ARMS LANE, KEDINGTON**

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

Vacancies (3)

In attendance: Ms Marion Farrant (Parish Clerk)

Also in attendance: Suffolk County Councillor Tony Brown; Mr Shaun Jarvis, (St Edmundsbury Countryside Forum Representative); Mr L Benninghoff (Observer) and Mr M Chilvers (Parishioner).

ACTION

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 12.

Mr Chilvers and Mr Benninghoff addressed the meeting requesting whether it would be possible to have a small skate park on Old School Field. Mr Chilvers said he had spoken to other young people in the village who were in favour of the idea. After discussion it was agreed that the Parish Council would try and seek funding and prices for the equipment. The Chairman told Mr Benninghoff and Mr Chilvers that the process would take several months to complete.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present to the first meeting in the new Meeting Room. Apologies for absence were received from Cllr Palmer (bereavement); Cllr Wheeler (holiday) and Borough Councillor Marion Rushbrook (work commitment). Councillors unanimously accepted apologies from Cllr Palmer and Cllr Wheeler.

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 18 June 2013

Agenda item 11.2, plant name should be "comfrey" not "campanula". A resolution to agree the minutes of the meeting held on 18 June 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

5 Visitor's Reports

Suffolk County Councillor Tony Brown:

School Travel Plan – Councillor Brown reported that he had been looking into parking issues relating to Kedington Primary Academy and the congestion caused at drop-off and pick up times. Councillor Brown has been told that the School Travel Plan for Kedington School is out of date and needs updating as the last plan was done in March 2008. The onus is on the school to produce an updated document and Mike Motram and David Daw from Suffolk County Council have offered assistance to help with this.

Highways issues in Kedington – Councillor Brown reported he had a meeting scheduled on 19 July 2013 with Graham Newman (Cabinet Member for Roads and Transport at Suffolk County Council), to discuss highways issues/problems in Haverhill East and Kedington. During this meeting, Councillor Brown said he would be asking questions about the school crossing area in West End Lane and the use of flashing speed detectors on the B1061 to slow down traffic.

The Chairman thanked County Councillor Brown for cutting back the overgrown vegetation near the narrow bridge in Coupals Road.

Open meeting

6 Clerks' Report

The Clerk read out her report which is attached to these minutes as Annex 1.

Annex 1

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

Councillors were in agreement that Steve Henthorn, Emergency Planning Officer for West Suffolk should be asked to attend the October 2013 meeting of the Parish Council to talk and explain the concept of emergency planning.

MF

7 Finance Committee

7.1 Consider any matters arising from 11 June 2013 minutes:

None.

7.2 Receive draft minutes of 09 July 2013 meeting:

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

- Financial position at 30 June 2013 satisfactory with £11,225.54 of the budget (23.29%) spent, leaving a balance of £36,969.46. Additionally, £6,277.33 is held in reserves.
- Valuation Office has given a rateable value of £2475 for the new Parish Council office and meeting room. A rate demand for £1143.45 to cover the period from 1st August 2013 to 31 March 2014 has been received from St Edmundsbury Borough Council. Parish Council to apply for Small Business Rate Relief.
- Parish Council Accountant attended meeting to explain to Councillors how to read finance statements properly.
- Heelis & Lodge carried out Internal Audit for Kedington Parish Council for year ending 31 March 2013 and could find no issues arising. However, they recommended that on the Asset Register, location of assets is shown. Clerk has emailed a copy of the Internal Auditors Report to all Councillors.
- Bank signatories list for Bank of Ireland and Nat West plc to be updated.
- Agreed to purchase a vacuum cleaner for cleaning new office and meeting room.
- Official Opening for new building agreed for 3rd September 2013 at 7.30 p.m. Agreed that Parish Council Chairman and Lady Berridge will officiate.

	<ul style="list-style-type: none"> ▪ Hedge around Old School Field – interim cut of 25 metres downwards towards the Watermill in Mill Road from junction of School Road agreed. ▪ Plants list from Scotsdales for raised bed in Silver Street Park agreed. ▪ A grant of £350 awarded to Kedington Beaver Scouts under Sn 137, LGA 1972 as being of benefit to local people. ▪ Fourteen payments and one direct debit totalling £5,384.79 for supplier payments as at 30 June 2013 approved on 09 July 2013 and cheques signed by Cllr McGuire and Cllr Wheeler. 	
8	<p>Receive quotations for second phase of building project</p> <p>Councillor Donoghue circulated a copy of the updated plans for the new frontage at the Community Centre, together with a revised summary of estimated costs (£17,000). Agreed that the Parish Clerk should source grants for the project.</p>	MF
9	<p>Play Equipment: receive defect report(s) (if any); agree action</p> <p>Councillor Rowsell reported the bushes and castings on both junior swings were showing signs of wear and needed replacing. A resolution was put forward by Councillor Donoghue, seconded by Councillor Rowsell that new bushes and castings should be ordered immediately; there were no other resolutions, unanimously agreed.</p> <p>The Chairman reported St Edmundsbury Borough Council's Defect Report for the play equipment for July 2013 stated the soil levels needed reinstating around the edges of the basketball area to remove trip hazard. A resolution was put forward by the Chairman, seconded by Cllr Rowsell that some "loam soil" be purchased to rectify this matter; there were no other resolutions, unanimously agreed. The Chairman agreed to purchase some "loam soil" and carry out the work needed.</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 July.</p>	
11	<p>Community Infrastructure Levy Guidance / Neighbourhood Priorities</p> <p>Councillor Loader addressed the meeting saying that the Government has issued new Guidance on the Community Infrastructure Levy (CIL) setting out the main procedures that the charging authorities need to follow when introducing and operating the CIL. The Government remains committed to ensuring that the CIL is adopted by local planning authorities as swiftly as possible, as it remains its preferred vehicle for collecting contributions to mitigate the impact of developments. Local councils and communities are being incentivised to embrace development through a financial reward, which take the form of 15% of the CIL receipts being pass to local councils (capped) rising to 25% (uncapped) where those councils have encouraged development through a neighbourhood plan. The power for charging authorities to charge the CIL was conferred by section 206 of the Planning Act 2008 with secondary detail being provided by the Community Infrastructure Levy Regulations 2010. Councillor Loader said the Parish Council should be looking at the infrastructure of the village to identify what is needed and thinking about what the infrastructure should be. Councillor Loader suggested the Parish Council looks back through previous minutes to see what the village needs and also to find out if Clare Town Council did a document on their infrastructure. Councillor Donoghue suggested a letter should be sent to St Edmundsbury Borough Council to see what plans they have on spending the levy if the Stourmead development goes ahead.</p>	MF

12 Environmental / Grounds Maintenance Matters

12.1 Receive e-mail from Parishioner regarding “Ash dieback” disease:

The Chairman read out an e-mail sent to the Parish Clerk asking about what plans the Parish Council has regarding the threat of Ash dieback disease (*Chalara fraxinea*) to ash trees in the village.

Close meeting

Mr Jarvis reported that this disease, like the one associated with Horse Chestnut trees a few years ago, has to run its course and it may be a case for replanting any trees that have to be felled because of the disease in the future.

Open meeting

The Chairman reported there were some Ash trees around Silver Street Park and a couple near the Watermill on Riverside Walks but once the leaves have fallen, the fungus is harder to detect. The most obvious symptoms are blackened leaves and necrotic lesions on twigs, branches and main stem. It was agreed that members of the Parish Council would report any trees with the disease to the Parish Clerk who could then supply this information to the Forestry Commission and receive feedback on a course of action. Clerk requested to reply to Parishioner.

MF

12.2 Community Barn Owl Boxes (update):

Clerk reported Suffolk Wildlife Trust has confirmed that Kedington Parish Council has reached the final round of selection for a free community barn owl nest box to be installed on Risbridge Meadow. The site has been assessed and is suitable; Suffolk Wild Life Trust will now contact a tree surgeon to organise a date and time for installation. The aim is to install 1 to 3 barn owl nest boxes and the tree surgeon will contact the Parish Council direct to arrange installation.

12.3 Any other environmental/grounds maintenance matters:

- Hedge on B1061 Sturmer Road near Markham's Cottage needs cutting back; Clerk to report this to Highways.
- Reported that dog fouling on Dash End Lane and the Great Meadow seems to have increased within the past two weeks.

MF

13 Highway/Footpath/Street Furniture matters

13.1 Any other Highway/Footpath/Street Furniture matters:

- Public Rights of Way; overgrown footpaths reported FP 7; FP 9; FP 12 and FP 18. Clerk stated these footpaths were the subject of the Rights of Way Annual Surface Clearance Programme 2013 and work should be completed by the end of August.
- Light number 61 in Dane Close not working.
- Blocked drains in Mill Road between St Peter & St Paul Church and The Watermill.
- Manhole cover outside Bell Cottage in Silver Street broken.

Non-agenda item – Guillotine

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

- 14 Any other reports (on-going matters)**
- 14.1 Receive draft agreement with Kedington Community Association for new building – agree and amend document:**
Item deferred.
- 15 Housing/Planning**
- 15.1 Applications for discussion at meeting:**
None.
- 15.2 Planning Applications – Observations conveyed by Parish Council:**
None.
- 15.3 Planning Applications – Decisions received from Borough Council:**
SE/13/0611/HH Planning Application: Erection of first floor side extension.
51A Kings Meadow
Granted
- 15.4 Any other housing / planning matters:**
None.
- 16 Consultations**
None.
- 17 Events**
- 17.1 Nominations:**
None.
- 17.2 Councillor absences (update)**
The Chairman requested Councillors update the Clerk with any planned absences.
- 18 Any other business (new matters)**
None.

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday 17 September 2013** commencing at 7.40 p.m.in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated