

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 SEPTEMBER 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
Cllr Zoe Palmer

Vacancies (3)

In attendance: Ms Marion Farrant (Parish Clerk)

Also in attendance: Suffolk County Councillor Tony Brown; Mrs Barbara Surridge (Parishioner).

ACTION

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

Mrs Surridge reported she had made four submissions to the latest consultation on Rural Vision 2031, with each submission being less than the 100 words required by the Borough Council. Mrs Surridge stated she was told by the Borough Council that they had altered the wording she had submitted to maintain commonality of responses received.

Mrs Surridge reported St Edmundsbury Borough Offices in Lower Downs Slade, Haverhill no longer appears to have a direct line for telephone contact, with calls now being dealt with at West Suffolk House in Bury St Edmunds. The Chairman told Mrs Surridge the Parish Council would raise this matter with Borough Councillor, Marion Rushbrook.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Cllr Wheeler (personal) and PCSO Sophie Mitchell, Bury Rural South Safer Neighbourhood Team. Councillors unanimously agreed to accept apologies from 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 16 July 2013

Councillor Donoghue identified an error in item 6, Clerk's Report, third bullet point, which should read "as to why there was no drop-in session in Kedington for the consultation on Rural Vision 2031"; Clerk will amend. A resolution to agree the minutes of the meeting held on 16 July 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 a meeting had been scheduled for 25 September 2013 to update the School Travel Plan.
- **Highways issues in Kedington** – Agenda item.
- **Transport Policy Development Panel** – Councillor Brown reported he was a member of this panel at County and was scheduled to attend a meeting on 20 September 2013 where the introduction of 20 mph speed limits in certain areas would be discussed.

Bury Rural South Safer Neighbourhood Team

On behalf of PCSO Sophie Mitchell, the Chairman read out a report emailed to the Parish Council. The crime report for Kedington covered the period from 16 July to 17 September 2013 and there were four crimes of note:

- Theft of two toolboxes containing various tools and a chainsaw from a motor vehicle parked on Westward Deals. The theft occurred overnight on 18th July 2013.
- Burglary other building – an empty property in Mill Road was entered and offenders attempted to steal a copper water tank; however, the tank was still full of water and the offenders left empty handed.
- Theft of a caravan from the driveway of a property on Westward Deals between 15th and 29th July 2013.
- Theft of a large wooden cartwheel from the front of a property on Dash End Lane between 30th July and 1st August 2013.

Priorities set at the Bury Rural South Tasking Meeting for the next three months are:

- Speeding in Chevington, Hargrave and Hawstead.
- Reduction of burglaries throughout the Rural South area.

Bury Rural South SNT are urging people to make regular checks on the level of oil in their oil tanks and to fit an alarm to alert owners of anyone tampering with their tanks. The SNT are working closely with Trading Standards after increasing reports from across the county in relation to salesmen working on behalf of home improvement companies operating from Norfolk. The majority of reports to the Police are surrounding aggressive sales techniques used targeting the elderly and vulnerable. Any concerns should be reported to the Police on 101.

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:

- Action to replace shingle with a lean mix of cement outside Parish Council Office was agreed. Clerk requested to write to the gentleman concerned on behalf of the Parish Council
- Clerk requested to email Parishioner in School Road to advise that they should contact the Environmental Health Department at St Edmundsbury Borough Council if the problem with bonfire smoke persists.

7 Finance Committee

7.1 Consider any matters arising from 09 July 2013 minutes:

None.

7.2 Receive draft minutes of 10 September 2013 meeting:

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

- Financial position at 31 July 2013 satisfactory with £15,047.27 (31.22%) of the budget spent, leaving a balance of £33,147.73. Additionally, £6,277.33 is held in reserves.
- Financial position at 31 August 2013 satisfactory with £19,179.96 (39.80%) of the budget spent, leaving a balance of £29,015.04. Additionally, £6,277.33 is held in reserves.
- St Edmundsbury Borough Council have informed Parish Council that they qualified for Small Business Rate Relief (SBRR), which means there is nothing payable for non domestic business rates for the current year on the new office and meeting room.
- Bank transfer of £5,000.00 from Bank of Ireland account to Nat West plc current account agreed.
- Parish Clerk awarded a 1% pay increase (back dated to 1st April 2013) in line with recommendations from the National Joint Council for Local Government Services.
- Grant of £450.00 awarded to Kedington Cubs under Sn 137, LGA 1972, as being of benefit to local people. The Chairman left the meeting while members discussed this application
- Grant of £250.00 awarded to 1st Kedington Brownies under Sn 137, LGA 1972, as being of benefit to local people.
- Eleven payments and one credit totalling £4,569.23 for supplier payments as at 31 August 2013 approved on 10 September 2013 and cheques signed by the Chair (Cllr Rowsell) and Cllr McGuire.

7.3 Audited Annual Return and Internal Auditor's Report

Audited Annual Return for the year ended 21 March 2013 was received and is attached to these minutes as Annex 2. External Auditors BDO LLP concluded "on the basis of our review, in our opinion the information in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met". Notices of Conclusion of Audit have been posted on all notice boards.

Annex 2

Internal Auditor's, Report from Heelis & Lodge had previously been circulated to all Councillors and is attached to these minutes as Annex 3. The report had no issues arising and the Additional Comments from the Internal Auditor thanked the Clerk for providing a very high standard of paperwork for the Internal Audit.

Annex 3

8 Play Equipment: receive defect report(s) (if any); agree action

Councillor Rowsell reported the Annual Play Inspection Report had been received from St Edmundsbury Borough Council and there were no items that were deemed "High Risk", with most items being listed as "Low Risk" (needs attention within twelve months). Items needing attention are:

- Junior goal posts are becoming loose.
- Trip hazards around: basketball area; junior goals safety surfacing; baby swings safety surfacing; all these areas need soil reinstated and then returfing.
- Basketball area needs signage to comply with BS EN 15312; bolt cap covers are missing and need replacing; finger entrapments in frame.

Councillor Loader reported a hazard where the ground dips away under the gate to the entrance of the children's play equipment.

	<p>A resolution was put forward by the Chair, seconded by Cllr Palmer that Mr Pound is asked to carry out the work to rectify the trip hazards. There were no other resolutions; unanimously agreed. Clerk was requested to speak to the supplier of the basketball equipment about the bolt cap covers and finger entrapments.</p>	MF
9	<p>Receive notification of training courses available from SALC; agree necessary action</p> <p>No training needs identified from training available in October 2013.</p>	
10	<p>Environmental / Grounds Maintenance Matters</p>	
10.1	<p>Community Barn Owl Boxes (update):</p> <p>Clerk reported Suffolk Wildlife Trust have informed that all Barn Owl boxes will be in place by the end of October 2013, giving local barn owls time to discover them before the next breeding season. Kedington Primary Academy have also been allocated a Barn Owl Box through a request from the Parish Council</p>	
10.2	<p>Any other environmental/grounds maintenance matters:</p> <ul style="list-style-type: none"> ▪ Clerk reported that M D Landscapes had reported they were unable to gain entry through the main gate at the Churchyard on there last visit due to "grass matting" being laid by the Parochial Church Council. ▪ Clerk was given the locations of properties where hedges were encroaching on footpaths and was requested to write to the property owners asking for the hedges to be cut back. 	MF
11	<p>Highway/Footpath/Street Furniture matters</p>	
11.1	<p>Notice Board on Haverhill Road:</p> <p>Brochures for a new Notice Board were shown to Councillors. Agreement was reached that the new Notice Board should be metal and not made of wood. Councillor Loader agreed to look for a suitable design; one side lockable to take six sides of A4 paper (two blocks of three) for Parish Council use, with the same on other side, but not lockable. Councillor Loader will also seek prices and report back to next meeting.</p>	NL
11.2	<p>Receive report from Highways:</p> <p>Clerk distributed drawings received from Highways on the proposed upgrade to the school crossing point in West End Lane. Councillors reviewed the drawing and a resolution was put forward by Cllr Rowsell, seconded by Cllr Loader that: <i>School Keep Clear zigzag lines are put on the carriageway from the railings in West End Lane up towards the junction of Westward Deals; provision of "20's plenty" signs as the crossing point is approached from both directions or two sets of warning lights that could be activated by the Crossing Supervisor; path reinstated (resurfaced) from Westward Deals to the crossing point.</i> There were no other resolutions; unanimously agreed. Clerk to write to Simon Curl (Assistant Area Manager, Highways) to outline changes required and also to request that a more detailed drawing be provided showing the changes.</p> <p>Clerk further reported Simon Curl had confirmed the "Give Way lining changes" to the junction of School Road with Mill Road will be drawn up and contractor will be instructed. Maintenance issues regarding poor condition of roads (Hundon Road/Westward Deals and Kings Hill/School Road will be assessed.</p>	MF
11.3	<p>Any other Highway/Footpath/Street Furniture matters:</p> <p>Clerk reported a reply had been received from Chris Silverwood, Operations Manager of Waste Management at St Edmundsbury Borough Council in response to Parish Council's complaint about the emptying of dog and litter bins. The response stated their tracking system had been compared to the schedule of work and this was in order. The response also said extra collections had been made on a Friday for which the Parish Council was not charged, so the Parish were receiving over and above the service being paid for.</p>	

Non-agenda item – Guillotine

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

12 Any other reports (on-going matters)

12.1 CQ-Kedington:

Cllr Palmer reported it had been rumoured that CQ-Kedington would be closing down due to lack of numbers attending the sessions. A decision was taken that the Parish Council should write to CQ-Kedington to ascertain what would happen to the equipment purchased with a grant from the Parish Council if the group were to cease operating permanently.

MF

13 Housing/Planning

13.1 Applications for discussion at meeting:

None.

13.2 Planning Applications – Observations conveyed by Parish Council:

SE/13/0436/FUL

Suffolk House, Rectory Rd

Unacceptable

Planning Application: Change of use from ancillary annexe to dwelling.

13.3 Planning Applications – Decisions received from Borough Council:

SE/13/0436/HH

11 Cordwainer Close

Granted

Planning Application: Erection of single storey rear extension.

SE/13/0530/HH

1 Fern Cottages, Kings Hill

Granted

Planning Application: Erection of side and rear extension (following demolition of existing out-building).

13.4 Any other housing / planning matters:

None.

14 Consultations

None.

15 Events

15.1 Nominations:

15.1.1 West Suffolk Partnership – Network Autumn Event. Tuesday 1st October 2013, 9.30 am – 12.30 pm, Great Whelnetham Community Centre.
No nominations.

15.1.2 St Edmundsbury Parish Conference. Tuesday 22 October 2013, 6.00 – 9.00 pm
The Apex, Bury St Edmunds.
Chairman and Cllr Palmer nominated to attend.

15.2 Councillor absences (update)

Chairman requested Councillors update the Clerk with any planned absences.

16 Any other business (new matters)

None.

The meeting closed at 10.05 p.m.

The date of the next meeting will be **Tuesday 15 October 2013** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated

