

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 FEBRUARY 2014
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
Cllr Terry Wheeler

Vacancies (3)

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Suffolk County Councillor Tony Brown (joined meeting at 8.10 p.m.)
and St Edmundsbury Borough Councillor Marion Rushbrook.

ACTION

- 1 **Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**
There were no parishioners present.

Open meeting
- 2 **Welcome and apologies**
The Chairman welcomed all present to the first meeting of 2014 (note no meeting held in January). There were no apologies for absence.
- 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 17 December 2013**
A resolution to agree as a true record the minutes of the meeting held on 17 December 2013 was put forward by Cllr Palmer and seconded by Cllr Wheeler. There were no other resolutions; unanimous agreement. The Chairman duly signed the minutes.

Close meeting
- 5 **Receive Visitor's Reports**

St Edmundsbury Borough Councillor Marion Rushbrook:
 - Councillor Rushbrook reported that as part of the new shared services for planning, the Development Control Committee have a new decision making protocol and a copy of this would be available to the Parish Council.

- Vision 2031 – Planning Inspector currently conducting local hearings.
- Warm Homes & Healthy People initiative being carried out again by St Edmundsbury Borough Council; 215 applications have been received and out of this number 128 homes received insulation.
- Families and Communities Strategy – Councillor Rushbrook reported on the draft of a new strategy developed in conjunction with Forest Heath District Council. Both councils recognised the traditional model of delivering services to communities could not be sustained in the form that previously existed and their aim was to make the Borough Council's role become one of enabler and facilitator, rather than direct provider and long term funder. The Strategy provides the framework for reshaping the relationship between the Borough Council, its communities and their families. The aim is to foster resilience in local communities and seek to address the "dependency culture" which can build up where Councils are seen as the first port of call for any issue. It is proposed to have eight locality officers who will support Borough Councillors in their wards across West Suffolk and encourage "connectors" in the communities to talk to each other and see what communities can do for themselves.

Councillor Palmer asked Councillor Rushbrook if she could look into the possibility of "speed restriction stickers", i.e. "30 mph" (or local speed limit) becoming available to stick on wheelie bins in areas where speeding vehicles are problematic. This scheme has been "rolled out" in Abington, Cambs and appears to be effective in making vehicles adhere to speed limits.

MR

Bury Rural South Safer Neighbourhood Team

On behalf of PCSO Sophie Mitchell, the Chairman read out a report emailed to the Parish Council, which had subsequently been forwarded to all Councillors. There had been no crimes of note for Kedington from 17 December 2013 to 18 February 2014.

Update on priorities set at the Priority Tasking Meeting in December 2013 are:

- A letter from the SNT to all residents on Westward Deals was delivered to all properties at the beginning of December 2013 with regard to the manner of parking on pavements. Forty five patrols had been conducted and 17 written warning notices given to motorists with a further four motorists being given words of advice.
- Forty three patrols had monitored the parking close to the junction at the top of King's Hill but there had been no reasons to issue warning or fixed penalty notices as all vehicles witnessed were not parked within ten metres of the junction.
- Six speed checks had been conducted on the B1061 in Kedington; two fixed penalty tickets were issued and one motorist given a verbal warning.

Open meeting

6

Clerks' Report

- Clerk reported she had received notification from St Edmundsbury Borough Council that the figure entered on the precept application form for No of Band D Equivalent Dwellings (£630.04) was incorrect; due to the Parish Council not being given the correct figures from St Edmundsbury prior to the application going in. The correct figure for No of Band D Equivalent Dwellings is £624.50 therefore the precept application needed amendment.
- Clerk reported she and the Chairman attended the West Suffolk Councils Peer Challenge at West Suffolk House in Bury St Edmunds on 12 February 2014. Chairpersons and Clerks were invited to represent Town and Parish Councils as the Representatives' Focus Group. The

peer challenge is part of the Local Government Association's approach to self-regulation across the sector and is an effective way of identifying key issues for councils. The peer challenge team consisted of six people, including a Chief Executive, two members and three senior officers from other local authorities. The team wanted to gain an understanding of how St Edmundsbury Borough Council/Forest Heath District Council worked with Town and Parish Councils and how this relationship could be developed to support the residents of West Suffolk. Areas focussed on were:

Leadership and governance

Growth and economic development

Partnerships, commissioning and alternative delivery models

A report of the findings from the Peer Challenge Team should be available to local Councils within 3 – 6 months.

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

A resolution was put forward by Cllr Palmer, seconded by Cllr Wheeler that the Parish Council should agree the revised Band D Equivalent Dwellings and Parish/Town Council Tax 2014/2015 figures on the precept application form agreed on 17 December 2013 and submit a new form showing the amendments to St Edmundsbury Borough Council. There were no other resolutions; unanimously agreed.

Annex 1

Close meeting

At this point Suffolk County Councillor Tony Brown joined the meeting and gave his report.

- Councillor Brown reported he had attended a Speed Limit Development Panel meeting and a matrix had been agreed which will be passed to Suffolk County Council's Cabinet for consideration. If agreed, new speed limit signs would have to be paid for from County Councillor's Highways budget (formerly Quality of Life budget).
- Highways problems had been highlighted to Councillor Brown by the Clerk and the lack of feedback / no response to queries from Western Area Highways Managers. Councillor Brown said he would arrange a meeting at West Suffolk House with Portfolio Holder Graham Newman which both he and the Clerk could attend to highlight the problems being experienced.
- Councillor Brown agreed to attend the next SNT Priority Setting Meeting on 11 March 2014 on behalf of the Parish Council.
- Councillor Brown reported he had spoken to Mike Motteram about the school travel plan to see if there had been any progress since the meeting in September 2013. Mr Motteram told Mr Brown he had not had any response from the Head Teacher at the school and had asked David Daw to approach the school with a list of questions. Councillor Brown suggested the Parish Council could also contact the Head Teacher to move the matter on.

TB

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It was agreed by all present that there had been broken promises to the village about the school (now academy) when the school re-organisation took place. Councillor Wheeler suggested a table should be put together to highlight the problems and this should then be sent to the Local Education Authority. Councillors with children at the academy were asked to email the Clerk with their concerns.

Councillors

7 Finance Committee

7.1 Consider any matters arising from 10 December 2013 and 14 January 2014 minutes:

None.

- 7.2 Receive draft minutes of 11 February 2014 meeting:**
Councillor Rowsell (Chair of Finance Committee) went through highlights of the meeting:
- Financial position as at 31 January 2014 satisfactory with £37,990.04 (78.83%) of the budget spent, leaving a balance of £10,204.96.
 - Bank transfer of £5,000 from Bank of Ireland to Nat West current account agreed.
 - Health & Safety issue with broken slab outside Parish Council office has now been rectified
 - War Memorial to be cleaned in October 2014.
 - Grant of £50 awarded to Suffolk Red Cross under Sn 137, LGA 1972, as being of benefit to local people.
 - Grant of £100 awarded to Suffolk Accident Rescue Service under Sn 137, LGA 1972, as being of benefit to local people.
 - Ten payments and one direct debit totalling £2,569.68 for Supplier Payments as at 31 January 2014 and one bank transfer of £5,000 approved and cheques signed by Cllr Palmer and Cllr Wheeler.
- 7.3 Ratify Finance Committee recommendation to approve Review of effectiveness of Internal Control/Management of Risk and Internal Audit:**
A resolution was put forward by Cllr Palmer, seconded by Cllr Wheeler that the document reviewing effectiveness of Internal Control/Management of Risk and Internal Audit (in line with The Accounts and Audit (England) Regulations 2011) is approved under recommendation from the Finance Committee; there were no other resolutions, unanimously agreed.
- 7.4 Ratify Finance Committee recommendation to approve insurance fidelity guarantee for financial year 2014/2015:**
A resolution was put forward by Cllr Palmer, seconded by Cllr Donoghue to approve the Finance Committee recommendation that the Fidelity Guarantee of £150,000 is sufficient for the financial year 2014/2015; there were no other resolutions, unanimously agreed.
- 8 Emergency Planning:**
The Chairman addressed the meeting with regard to the Parish Council compiling an Emergency Plan for the Parish. A formulated plan could draw on local people who have either the skills or equipment (or both) to assist in the case of emergency. It was agreed that the Parish Council could write to village organisations and local farmers/businesses to see if they would like to be involved. A plea for volunteers who would like to be involved could be put in the next Chairman's Letter. The Clerk was also asked to contact the Community Association and British Legion to see if they would be prepared to allow the use of their halls in the case of emergency.
- 9 Play Equipment: receive defect report(s) (if any); agree action**
Clerk reported the bushes/castings for the junior swings should be delivered within the next week. Councillor Rowsell reported the junior goal posts on Old School Field were loose and needed resetting.
- 10 Environmental / Grounds Maintenance Matters**
- 10.1 Discuss, revise and agree Strimming Contract for 2014:**
A copy of the Grounds Strimming Contract for 2013 was distributed to all Councillors. It was agreed that the riverside conservation areas were looking much better since both banks were cut back and no "windows" were left. Agreement was reached to have no "windows" on the river banks and cutting of both river banks would be added to Grounds "A" contract (currently carried out by M D Landscapes); the banks will be cut every six weeks, leaving bull rushes in place and also any large areas of natural wild plants. The area where the nettles were cut down in October 2013 (near memorial bench) was also agreed to be mown, with the area from the middle path to the old river left for conservation. The changes made would need to be regularly reviewed as the growing season progressed and modifications put in place. Clerk reported

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M D Landscapes had put forward a quotation of £100 - £150 to cut the banks, but would be able to clarify a price after the work had been undertaken once. A resolution was put forward by Cllr Rowsell, seconded by Cllr Donoghue that all the changes agreed for the Riverside Conservation Areas should be adopted with meetings between the Parish Council and Contractor held regularly; there were no other resolutions; unanimously agreed. The remainder of the Strimming Contract remained unchanged and tenders will be sought to carry out the revised contract for 2014.

- 10.2 Request from Kedington Women's Institute to plant a tree along The Cut:**
Councillors Palmer and Wheeler agreed to have a meeting with representatives from the Women's Institute to discuss a suitable tree for planting to commemorate the 90th Anniversary of the W.I. Mr Dellar would also be invited to attend to give advice on what trees would be suitable for planting.

ZP/TW

- 10.3 Any other environmental/grounds maintenance matters:**
Fallen tree: Clerk reported that RMS Tree Services quotation of £1000 to remove the fallen crack willow tree in Silver Street Park was acceptable to all Councillors when contacted by email so work was now going ahead. Councillor Rowsell reported a large broken branch (from a tree about 15 feet from the crack willow tree) was hanging 30 feet above the ground and potentially dangerous if not removed. A resolution was put forward by Cllr Loader and seconded by Cllr Donoghue that RMS Tree Services should be asked to remove the dangerous branch and charge the work as extra to that already quoted. There were no other resolutions, unanimously agreed.

Environment Agency: Clerk reported the Environment Agency would be removing the tree fallen across the River Stour in Silver Street Park within the next few days. The Environmental Agency would be unable to take away the wood but said they would leave parts of the tree in manageable pieces, which could then be cut up for logs; brush wood would be chipped and left in a neat pile which the Parish Council could use at its discretion.

Tree work: The Chairman stated maintenance work was needed to remove some of the dead trees adjacent to the path running through Silver Street Park. It was agreed that advice would be sought from Mr Dellar as to which trees needed removing and also advice regarding the trees in the small copse area.

Dog Fouling: Andrew Harvey, Enforcement Officer at St Edmundsbury Borough Council has agreed that dog stencilling can be put down in areas of the Parish that are prone to dog fouling. The work can be done when the weather has improved and dryer conditions prevail; Mr Harvey will work with the Parish Council as to which areas will be suitable.

Non agenda item - Guillotine

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

11 Highway/Footpath/Street Furniture matters

- 11.1 School Crossing Improvements (update)**
Clerk reported she had spoken to Simon Curl from Western Area Highways regarding the school crossing. Mr Curl told the Clerk that the consultant who did the drawings for the improvement to the school crossing had now left the County Council and he (Mr Curl) was not certain if the order had been placed. Mr Curl had promised to report back to the Clerk, in order for her to report to this meeting, but no update has been received.

- 11.2 Any other Highway/Footpath/Street Furniture matters:**
Clerk reported she has contacted Western Area Highways to find out why so many pot holes in the village that have been reported had not been repaired. Clerk was told that repairs to pot holes are now allocated from a Central Point and not done (as in previous years) by Suffolk County Councils two man gang. The Highways team reported they were experiencing problems with the new

system and contractors Kier May Gurney are well behind schedule with repairs. Clerk reported faulty street lights in Mill Road, Hundon Road and Silver Street had been notified to Suffolk County Council. The light in Silver Street is classed as a "G39" (fault with the supply) and will take some time to repair.

A street light in Barton Grove which is constantly "on" was reported to the Clerk.

Councillors requested Clerk to find out what is happening about the proposal by Messrs Baker and Nunn from Western Area Highways to move the bus stop to the other side of the road at the junction of School Road with Mill Road.

MF

12 Any other reports (on-going matters)

12.1 Receive report from KCA Committee Meeting held on 10 February 2014:
Councillor Loader gave a summary of his report from the KCA Committee Meeting; the report is attached to these minutes as Annex 2.

Annex 2

With expiry of the guillotine the meeting closed at 10.00 p.m. Items on the agenda not discussed will be deferred to other meetings.

The date of the next meeting will be **Tuesday 18 February 2014** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated