

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 APRIL 2014
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Simon McGuire (Chairman)
Cllr Peter Rowsell (Vice Chair)
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; Mrs D Plummer, Mr S Jarvis (Parishioners).

ACTION

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

Mr Jarvis addressed the Parish Council about the maintenance of the riverside conservation areas, stating he understood why both banks of the river were cut back last October but hoped the work carried out would not happen again on a regular basis. Mr Jarvis said it was important to get the balance right when strimming and leave some vegetation on the banks for insects, dragonflies and wildlife, together with nettles for Red Admiral butterflies to lay their eggs on. Mr Jarvis stated it was wrong to cut the riverbanks at this time of year and requested the Parish Council leave them and monitor how they grow and if in September they have grown too high they could then be cut back.

Councillor Wheeler stated that the referendum taken in the village some years ago showed that people wanted The Cut to be a riverside conservation area and although the Parish Council have adhered to this, the area still has to be managed within a maintenance programme. Councillor Wheeler said that during the growing season in 2014 the specification for the strimming contract has been changed and “windows” would not be cut in the bank, but the top of the banks would be cut 500mm down from the mown paths. Mr Jarvis thanked the Chairman and Councillors for listening to his comments and asked that he is kept informed about any plans / alterations to contracts for the riverside conservation areas.

Mrs Plummer registered an interest in agenda item 3.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Borough Councillor Marion Rushbrook; PCSO 3031 Claire Fuller, Bury Rural South Safer Neighbourhood Team and Cllr Zoe Palmer (holiday). Councillors unanimously agreed to accept Cllr Palmer's apologies.

Close meeting

- 3 Co-option of Parish Councillor**
The Chairman invited Mrs Plummer to address the meeting stating why she wanted to become a Parish Councillor. Mrs Plummer stated she had lived in the Parish for the past three years and she has some family living in Kedington. Mrs Plummer said she liked being involved in local matters and now settled within the Parish, becoming a Parish Councillor seemed a natural progression. Mrs Plummer said she was willing to undertake any training involved in being a Parish Councillor. The Chairman thanked Mrs Plummer and asked her to leave the meeting room while Councillors discussed her co-option.

The Chairman and all Councillors present were in favour of co-opting Mrs Plummer to the Parish Council. Mrs Plummer was asked to re-join the meeting where she duly signed the Declaration of Acceptance of Office in accordance with Statutory Instruments 2012 No 1465 Local Government, England *The Local Elections (Declaration of Acceptance of Office)* Order 2012, in the presence of the Proper Officer of the Parish Council (Annex 1).

Annex 1

Open meeting

- 4 To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct**
None.

- 5 To agree and sign as a correct record the minutes of the meeting held on 25 March 2014**

A resolution to agree as a true record the minutes of the meeting held on 25 March 2014 was put forward by Cllr Donoghue and seconded by Cllr Loader. There were no other resolutions; unanimous agreement. The Chairman duly signed the minutes.

Close meeting

- 6 Receive Visitor's Reports**

Bury Rural South Safer Neighbourhood Team:

On behalf of PCSO 3031 Sophie Mitchell, the Chairman read out a report emailed to the Parish Council, which had subsequently been forwarded to all Councillors.

For the period 25/03/14 – 15/04/14 there had been no crimes of note in Kedington. PCSO Fuller's reported carried a warning that brighter, lighter days were having no effect on burglaries in the county and urged householders to ensure that properties are secured as well as possible; even if out in the garden, front doors/windows/gates, etc. need to be locked.

Suffolk County Councillor Tony Brown:

- County Councillor Brown reported he had visited the village while the mobile Fish and Chip Van was present in Silver Street, asking staff on the van if they had witnessed any Police presence, i.e. monitoring parking. No Police presence had been witnessed so Councillor Brown said he would be following this up with.
- Vision 2031 – Councillor Brown reported that the Inspector has confirmed that the Vion site at Little Wratting will remain as designated employment land.
- Councillor Brown said he had been passed some information about the sewage system in Kedington and suggested the Parish Council write to Anglian Water to ask whether they have used CCTV to inspect pipes and to what they have based their decision on when they state the sewage system can cope with extra capacity in light of the 63 new homes being built.
- Councillor Brown reported he would be having a "village walkabout" every three months to highlight any problems/work doing.
- School Travel Plan – Councillor Brown reported he was still liaising with David Daw and Mike Mottram from Suffolk County Council regarding the best way forward for the School Travel Plan.
- Councillor Brown reported he had written a letter to the East Anglian Daily Times regarding the performance of Suffolk County Council's Highways Department.

MF

Open meeting

7 Clerks' Report

- Reply has been sent to BTS Group stating Parish Council has no objection to planned road closure on 29 July 2014 in Mill Road to enable essential maintenance of the overhead power lines and poles on behalf of UK Power Networks. BTS will put out advanced closure notices prior to 29 July 2014.
- Parish Council has put forward suggestions for three new road names on the Stourmead development:

Saints Walk
St Peter's Close
St Paul's Drive

The names were put forward in place of the ones suggested by the developers as being more familiar to local people as they are taken from the name of the Parish Church in Kedington (St Peter & St Paul). The developer's suggestions (Tillotson Way, Baynard Walk and Clare Close) although linking in with Kedington, their origins were not thought to be very widely heard of in the local community.

7.1 Consider further action (on action taken or reports received since last meeting: None.

8 Finance Committee

8.1 Consider any matters arising from 11 March 2014 minutes: None.

8.2 Receive draft minutes of 08 April 2014 meeting:

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

- Financial position as at 31 March 2014 (end of financial year) satisfactory with £44,511.97 (92.44%) of the budget spent, leaving a balance of £3,683.03. Reserves being carried forward to the new financial year are £4,086.88.
- St Edmundsbury Borough Council have sent a spreadsheet confirming that Kedington Parish Council's budget/precept request for £52,215.00 for the financial year 2014/2015 had been agreed. The amount is made up of £43,413.00 Parish Precept and £8,802.00 in Parish Revenue and Local Council Tax support grants.
- Finance Committee agreed that the Parish Council should support the Flower Festival on 16/17 August 2014 at St Peter & St Paul Church, Kedington to commemorate the start of World War I. The Clerk will make a floral arrangement for the Parish Council and a budget of £20.00 will be available to purchase flowers.
- New notice board for Haverhill Road has been delivered.
- Kedington Branch of the Royal British Legion have asked the Parish Council for help in maintaining the grassed areas around the Legion Hall. It was agreed that the Clerk should seek a quotation from M D Landscapes to carry out this work and if the cost is acceptable the Parish Council could grant aid the British Legion towards some or all of the cost.
- Payment of Nat West cheque number NW 346 for £1,200.00 payable to RMS Tree Services was ratified.
- Eight payments and one direct debit totalling £2,373.45 for Supplier Payments as at 31 March 2014 approved on 08 April 2014 and cheques signed by the Chair (Cllr Rowsell) and Cllr McGuire.

8.3 Ratify recommendation from Finance Committee to approve Reserves for the financial year 2014/2015:

A resolution was put forward by Cllr Donoghue, seconded by Cllr Rowsell to accept the Finance Committee recommendation to approve two Reserve headings: Recreation Equipment and General Reserves and that an amount of £2,000.00 be listed under Recreation Equipment Reserve and £2,086.88 under General Reserves. There were no other resolutions, unanimously agreed.

9	Standing Orders and Risk Assessments Clerk reported she was still reviewing Standing Orders. Councillor Wheeler said he was happy to help the Clerk carry out the review. Clerk further reported all Risk Assessments had been updated as necessary but a full Risk Assessment for the new office was yet to be undertaken; Cllr Rowsell said he would be happy to do this.	PR
10	Play Equipment	
10.1	Receive defect report(s) (if any); agree action Councillor Rowsell reported he was still assessing the best way to remove the mini goal posts on Old School Field that have come loose from the ground. Councillor Wheeler said he would repaint the cross scales when the weather improved.	
11	Training available from Suffolk Association of Local Councils Clerk reported a flyer had been received from SALC regarding training "tailored" to the needs of Parish Councils and undertaken locally. Clerk recommended that Councillors should undertake refresher training and this would be a good opportunity to combine training for the new Councillor and refresher training for other Councillors. Clerk was requested to send round flyer and each Councillor could pick what subjects they felt would be beneficial for training of Parish Councillors.	MF
12	Environmental / Grounds Maintenance Matters	
12.1	Receive letter from Parishioner re dog fouling on Old School Field: The Chairman read out an anonymous letter received from a Parishioner. The Parishioner requested the Parish Council make Old School Field a dog free area because of the amount of dog fouling. Councillor Wheeler suggested the Clerk should contact the Borough Council for advice to see if there is a By-Law that could be taken out to restrict dogs in open spaces or insist dogs are kept on leads. Councillor Plummer spoke about a "glowing eyes" campaign whereby posters are put up and a pair of eyes that glow in the dark make it appear someone is watching. The caption on the poster reads "Thoughtless dog owners" "We're watching you".	MF
12.2	Any other environmental/grounds maintenance matters: None.	
13	Highway/Footpath/Street Furniture matters	
13.1	School Crossing Improvements (update): No update received from Highways.	
13.2	Vehicle Activated Signs – receive email regarding possible purchase: The Chairman read out an email received from Graham Newman, Cabinet Member for Road and Transport at Suffolk County Council. The email stated that it was now possible for Parish, Town, Borough and District Councils to purchase their own vehicle activated signs directly and deploy them. A request form would need to be submitted to Highways, which would be assessed by a local area Highways Engineer. If the Engineer was satisfied that the site met the necessary criteria then the Parish Council would be invited to purchase from the manufacturer. A further stipulation read that if signs are purchased, they must be moved between locations regularly by volunteers. Highways Engineers would give advice on how the VAS could be used and to ensure that signs are correctly and safely installed. Organisations would be asked to sign a Memorandum of Understanding that explains where signs can be installed and how they can be operated. Signs would normally only be approved for sites within 20 mph or 30 mph speed limits. The Chairman asked Councillors if they wished the Clerk to seek more information and to explore the possibility of having one unit (VAS) and four posts. All were in favour.	MF
	Close meeting County Councillor Tony Brown said that he could possibly help with the cost of VAS and training on how to use them from his Highways Budget.	

Open meeting

13.3 Any other Highway/Footpath/Street Furniture matters:

Clerk was requested to contact Suffolk County Council Public Rights of Way about the footpath running from Sturmer Road to White Horse Road, which is very overgrown and muddy.

MF

14 Any other reports (on-going matters)

14.1 Receive report from KCA Committee Meeting:

Councillor Loader had no report to submit.

14.2 Discuss draft agreement for new office compiled by Kedington Community Association:

Councillors had all received a copy of a new draft agreement compiled by the Parish Council in conjunction with the draft agreement put forward by the KCA. Some further minor amendments were made and it was agreed that the new draft should be sent to the KCA for consideration.

Non agenda item - Guillotine

With the time at 9.45 p.m. it was agreed under a proposal by Cllr Wheeler, seconded by Cllr Rowsell that the guillotine should be raised by 15 minutes to allow other items on the agenda to be transacted. Unanimously agreed.

15 Housing/Planning

15.1 Applications for discussion at meeting:

None.

15.2 Planning Applications – Observations conveyed by Parish Council:

DC/14/0384/FUL – Land adjacent to 37 Barton Grove, Kedington

Planning Application: Erection of three bedroom dwelling.

UNACCEPTABLE

DC/14/0497/HH – 6 Kings Hill, Kedington

Planning Application: Erection of single storey rear extension.

ACCEPTABLE

15.3 Planning Applications – Decisions received from Borough Council:

None.

15.4 Any other housing / planning matters:

None.

16 Consultations

None.

17 Events

17.1 Nominations:

None.

17.2 Councillor absences (update):

Chairman requested Councillors update Clerk with any planned absences.

18 Any new matters (for discussion only)

Councillor Rowsell requested the office computer be discussed at next Finance meeting.

The meeting closed at 10.00 p.m.

Signed

Dated

Signed