

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 MAY 2014
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Simon McGuire (Chairman)
Cllr Zoe Palmer (Vice Chair)
Cllr Peter Donoghue
Cllr Debbie Plummer
Cllr Peter Rowsell

Vacancies (2)

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Suffolk County Councillor Tony Brown; St Edmundsbury Borough Councillor Marion Rushbrook; Mr Damien Parker and Mr Simon Collin, St Edmundsbury Borough Council.

		ACTION
1	Election of Chairman for 2014 / 2015 The current Chairman, Cllr McGuire was proposed for a second term of office by Cllr Rowsell, seconded by Cllr Palmer. There were no other nominations. Unanimous vote in favour of Cllr McGuire who accepted the position of Chairman for the year 2014/2015. Councillor McGuire signed the Declaration of Acceptance of Office form (Chairman) and took the Chair.	Annex 1
2	Election of Vice-Chairman for 2014 / 2015 Councillor Rowsell proposed Cllr Palmer for Vice-Chair, seconded by Cllr Donoghue. There were no other nominations. Unanimous vote in favour of Cllr Palmer who accepted the position of Vice-Chair.	
	Close meeting	
3	Parishioners Question Time and to acknowledge agenda items of interest to members of the public present There were no parishioners present at the meeting.	
	Open meeting	
4	Welcome and apologies The Chairman welcomed all present to the Annual Meeting of the Parish Council in its 120 th year. Apologies for absence were received from Cllr Loader (work) and Cllr Wheeler (work). Councillors unanimously accepted apologies from Cllr Loader and Cllr Wheeler.	
5	To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct None.	

6 To agree and sign as a correct record the minutes of the meeting held on 15 April 2014

A resolution to agree the minutes of the meeting held on 15 April 2014 as a true record was put forward by Cllr Rowsell and seconded by Cllr Donoghue. There were no other resolutions; resolution carried. The Chairman duly signed the minutes.

7 Discuss and agree “Appointments/Councillor Responsibilities” for the year 2014/2015

The list of Appointments and Councillor Responsibilities is attached to these minutes as Annex 2. Councillor Wheeler had written to the Clerk to state he was prepared to carry on with all the duties he was currently assigned to.

Annex 2

Finance Committee

Cllr Donoghue : Proposed by Cllr Palmer, seconded Cllr Rowsell, unanimous.

Cllr Rowsell : Proposed Cllr Palmer, seconded Cllr Donoghue, unanimous.

Cllr McGuire : Proposed Cllr Rowsell seconded Cllr Palmer, unanimous.

Cllr Palmer : Proposed Cllr Rowsell, seconded Cllr McGuire, unanimous.

Cllr Wheeler : Proposed Cllr Donoghue, seconded Cllr McGuire, unanimous.

Employment, Grievance & Policy Committee

A resolution was put forward by the Chairman, seconded by Cllr Donoghue that the whole Parish Council should be responsible and serve on this Committee. This would mean that if any Parish Councillor(s) or the Clerk are cited in a complaint/grievance from internal or external sources, there would be enough members available to serve on this committee without their attendance. There were no other resolutions, unanimously agreed.

Councillor Responsibilities, once delegated, were proposed by Cllr Palmer, seconded by Cllr Rowsell and unanimously agreed.

Close meeting

8 Visitor’s Reports

Damien Parker and Simon Collin from St Edmundsbury Borough Council:

Mr Parker outlined the s106 agreement, which had been agreed in principle between St Edmundsbury Borough Council and Bloor Homes (developers) in respect of the 63 new houses being built on the former Stourmead Close site in Kedington. Mr Parker stated the developers have agreed in principle to pay £166,000.00 in s106 money and this amount could be used to improve Leisure Facilities and Open Spaces in the village. Mr Parker said the Parish Council could ask for s106 money for “site specific mitigation measures”, which included Education, Early Years, Library, Roads, footpaths, cycle-ways, Public Transport, Public Realm (e.g. bus stops, litter bins, benches, environmental improvements), Open Space, sports and play facilities and community facilities.

Mr Collin reported that St Edmundsbury Borough Council were hoping to put in a link/access path from the new estate through to Risbridge Meadow on the northern corner of the development. The access path will be constructed of Braedon gravel, loosely rolled to give a more natural surface and edging in keeping with the environment. The path would be 600 linear metres in length and cost approximately £50,000.00. The Borough Council would also improve signage; the trail; footpath access and provide a circular walk on Risbridge Meadow at a cost of approximately £5,000.00. Mr Collin stated the Borough Council would liaise with the Parish Council before any work commenced and confirmed maintenance of the path and improvements to Risbridge Meadow would be the responsibility of St Edmundsbury Borough Council.

Mr Parker explained to the meeting that money from the s106 agreement could be available to the Parish Council to enhance the play area on Old School Field and buy new equipment. However, it was anticipated that s106 money from the development would not be available until the latter end of the current financial

year, as the developer must meet all the conditions of the planning application before money is released and then, it is released at key stages in the development. Mr Parker also stated that some of the money from the s106 agreement must be put aside for maintenance to cover a ten year period.

Mr Collin and Mr Parker suggested the Parish Council starts to identify the play equipment items that would be needed. They suggested good information is available on the API website and also that the park in Stanton, near Bury St Edmunds was worth viewing for ideas. Mr Parker said both he and Mr Collin would do all they could to help the Parish Council access s106 money and that Mr Collin could also advise on procurement of equipment.

The Chairman thanked Mr Parker and Mr Collin for attending the meeting, for the information provided and offer of support.

Borough Councillor Marion Rushbrook:

- Borough Councillor Rushbrook reported about the Locality Budget that was now in place for Borough Councillors. Councillor Rushbrook stated there was an eligibility criteria to apply for funding and Parish Councils could not apply as the funding had to go to a community group. The payment must be at least £100 and the activity being funded must not have already taken place. The funding for any project must be beneficial to the community. Once the ward member recommended the application, an application form is completed and sent to the Community Services Officer for authorisation.

Suffolk County Councillor Tony Brown:

- County Councillor Brown reported on the 20mph scheme and said the criteria for applying for this is now available. Parish Councils can identify a road they wish to adopt the scheme on and apply to Suffolk County Council.
- County Councillor Brown said he was working closely with Mike Mottram from Suffolk County Council regarding parking problems at Kedington Academy Primary School.

Bury Rural South Safer Neighbourhood Team:

- The Chairman read out an email from PCSO Claire Fuller which reported they were no crimes in Kedington since the last meeting.

Open meeting

9

Clerks' Report

- New Employment Allowance announced by Government in April 2014, which could take off £2,000 from employers National Insurance Contributions, will not be available to Parish Councils because they are included in H M Revenue & Customs list of excluded employers.
- Clerk handed the Chairman and Councillors a copy of a testimonial she had written for M D Landscapes (Anglia) Ltd, which they had requested for inclusion on their website. Clerk confirmed she had sent the proposed wording to SALC for verification and they could find nothing wrong with this from a legal viewpoint.
- Clerk requested permission to attend a "Clerk's Information and Networking Event" being held at Suffolk Association of Local Councils on 4th June 2014 at a cost of £15.00 plus vat.
- Clerk reported an email had been received from Suffolk Sport on behalf of Sport England, which was offering free "Smash Up" Badminton kits which included adidas rackets and shuttles worth over £400. Clerk ask Councillors if this was something the Parish Council may wish to register for.

MF

- Clerk reported poppy seeds had been sown on Risbridge Meadow with permission from St Edmundsbury Borough Council.

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

- A resolution was put forward by Cllr Palmer, seconded by Cllr Plummer to accept the testimonial for M D Landscapes (Anglia) Ltd; there were no other resolutions; unanimously agreed.
- A resolution was put forward by the Chair, seconded by Cllr Rowsell that the Clerk should be allowed to attend the "Clerk's Information and Networking Event at SALC on 4th June 2014. There were no other resolutions; unanimously agreed.
- A resolution was put forward by Cllr Palmer, seconded by the Chair that the Clerk should register the Parish Council's interest in obtaining a "Smash Up" Badminton kit from Sport England. There were no other resolutions; unanimously agreed.

10 Finance Committee

10.1 Consider any matters arising from 08 April 2014 minutes:

None.

10.2 Receive draft minutes of 13 May 2014 meeting:

Councillor Rowsell, Chair of Finance Committee went through the minutes of the meeting.

- Financial position at 30 April 2014 (beginning of new financial year) satisfactory with £2,570.69, (4.93%) of the budget spent, leaving a balance of £49,644.31. Additionally £2,674.33 is held in Reserves.
- Precept/budget payment of £52,215.00 for the financial year 2014/2015 has been received from St Edmundsbury Borough Council.
- School Crossing Supervisor's salary reviewed for 2014/2015 and a 2% pay rise awarded backdated to 01 April 2014.
- Village Cleaner's salary reviewed for 2014/2015 and a 2% pay rise awarded backdated to 01 April 2014. No increase was given on the Village Handyman's salary for 2014/2015.
- All paperwork has been completed in readiness for Internal and External Audit for the financial year 2013/2014.
- Poppy seeds purchased.
- Improvements (new eco grid system) to the entrance of the children's (fenced) play area were agreed at a cost of £385.00.
- A grant of £300 was awarded to St Peter & St Paul Church Restoration Committee, under Sn 137, LGA 1972, as being of benefit to local people. Grants to Each Anglia's Children's Hospices and Bury and West Suffolk Samaritans were declined as not being of benefit to enough local people.
- Ten payments totalling £4,644.42 for supplier payments as at 30 April 2014 and one petty cash cheque for £50.00 approved on 13 May 2014 and cheques signed by Cllr McGuire and Cllr Wheeler.

10.3 Ratify recommendation from Finance Committee to approve and sign Annual Return for 2013/2014:

All Councillors had received a copy of Section 1 and Section 2 of the Annual Return for 2013/2014. A resolution was put forward by Cllr Palmer, seconded by Cllr Plummer that the Annual Return for 2013/2014 was in order and should be approved. There were no other resolutions; unanimously agreed. The Chairman and Clerk duly signed the Annual Return.

10.4 Ratify recommendation from Finance Committee to approve purchase of new computer:

A resolution was put forward by Cllr Rowsell, seconded by Cllr Palmer that the

Parish Council should purchase a new computer at a cost of £800.40. There were no other resolutions; unanimously agreed. It was noted that the cost of the new computer would be funded from Suffolk County Councillor, Tony Brown's Locality Budget.

10.5 Ratify recommendation from Finance Committee to approve appointment of contractor for Strimming Contract 2014:

Clerk confirmed she had spoken to Mr Morris and he had said to trim the path along from the back of the Watermill by the stream would be £15.00 per cut and this was not included in his original quotation. A resolution was put forward by Cllr Donoghue, seconded by Cllr Palmer to approve the quotation of £1048.00 (no vat) with an extra £15 per cut as detailed above from Ian Morris Contractors and to award Mr Morris the contract for 2014. There were no other resolutions; unanimously agreed.

11 Play Equipment

11.1 Receive defect report(s) if any; agree action.

No defects had been reported. Clerk requested to obtain a cost for the provision of a sign at the entrance to Old School Field giving details about the play area and contact details.

MF

12 Environmental / Grounds Maintenance Matters

12.1 Any other environmental/grounds maintenance matters:

- Public footpath from Sturmer Road to White Horse Road – branches from trees of neighbouring properties obscuring footpath. Clerk to contact Public Rights of Way Department at Suffolk County Council.
- Plants in lower plant bed in Silver Street Park are overgrown and weed growth is rife. Chairman and Clerk met with RMS Tree Services and the advice given was that the plants needed pruning back and the weeds killed off by spraying. The quotation for spraying from RMS Tree Services was £170.00 (no vat). A resolution was put forward by Cllr Donoghue, seconded by the Chair that RMS Tree Services should be asked to carry out spraying the weeds. There were no other resolutions; unanimously agreed.

MF

Non agenda item - Guillotine

With the time at 9.45 pm it was agreed under a proposal by Cllr Palmer, seconded by Cllr Donoghue to raise the guillotine for fifteen minutes to allow other business on the agenda to be conducted. Unanimously agreed.

13 Highway/Footpath/Street Furniture matters

13.1 School Crossing Improvements (update);

Clerk reported that Suffolk County Council had confirmed work would be commencing on the school crossing improvements on Monday 28 May 2014 and would last approximately 3 days.

13.2 Any other Highway/Footpath/Street Furniture matters:

Clerk reported that St Edmundsbury Borough Council have put a dog fouling stencil at both ends of Church Walk and also one at the front end of the alley between Westward Deals and West End Lane. Mr Harvey from the Borough Council reported the footpaths were "crumbly" so the stencils do not get as good a clarity as a smooth surface.

14 Any other reports (on-going matters)

14.1 Draft agreement with Kedington Community Association (update):

Clerk reported the draft agreement amendments had been sent to Mr Barney and Mr Brown with an accompanying letter explaining the changes.

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:

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

Planning Application: Erection of single storey rear extension.

GRANTED

15.4 Any other housing / planning matters:

Clerk reported the planning application to build a three bedroom dwelling on land adjacent to 37 Barton Grove, Kedington has been referred to the Delegation Panel at St Edmundsbury Borough Council.

16 Consultations

None.

17 Events

17.1 Nominations:

17.1.1 St Edmundsbury Borough Council – Budget Focus Group,
11th June 2014, 6.00 pm – 7.30 pm., West Suffolk House, Bury.
Chairman and Clerk nominated to attend.

17.1.2 Dedham Vale AONB and Stour Valley Forum Conference, Shrubs
Farm, Lamarsh, CO8 5EA, Thursday 26th June 2014, 9.45 – 15.00.
No uptake.

17.2 Councillor absences (update)

The Chairman requested Councillors update the Clerk with any planned absences.

18 Any new matters (for discussion only)

Councillor Rowsell reported there appeared to be an increase in heavy articulated vehicles using the B1061 through Kedington as a “cut through”.

The meeting closed at 10.03 p.m.

The date of the next meeting will be **Tuesday 17 June 2014** commencing at 7.40 p.m.in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated