

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16 SEPTEMBER 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 Nathan Loader
Cllr Peter Rowsell
Cllr Debbie Plummer
Cllr Terry Wheeler

Vacancies (2)

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Suffolk County Councillor Tony Brown, St Edmundsbury Borough
Councillor Marion Rushbrook, Ms Gemma O'Shea (Families and Communities Officer,
St Edmundsbury Borough Council)

ACTION

- 1 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
- 2 Welcome and apologies**
The Chairman welcomed all present. There were no apologies for absence.
- 3 To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the revised Suffolk Code of Conduct**
None.
- 4 To agree and sign as a correct record the minutes of the meetings of Kedington Parish Council held on 24 June 2014 and 29 July 2014**
A resolution to agree, as a true record, the minutes of Kedington Parish Council meeting held on 24 June 2014 was put forward by Cllr Donoghue and seconded by Cllr Palmer. There were no other resolutions; resolution carried. The Chairman duly signed the minutes.

A resolution to agree, as a true record, the minutes of Kedington Parish Council meeting held on 29 July 2014 was put forward by Cllr Palmer and seconded by Cllr Donoghue. There were no other resolutions; resolution carried. The Chairman duly signed the minutes.

Close meeting

Receive Visitor's Reports

Gemma O'Shea, Families and Communities Officer, St Edmundsbury Borough Council:

Gemma O'Shea addressed the meeting by saying she had looked around the village with Parish Council Chairman, Simon McGuire and was particularly impressed with St Peter & St Paul Church and how the village in general was well cared for. Gemma told Councillors, that following the re-structure of St Edmundsbury Borough Council during the merge with Forest Heath, a Families and Communities Team was created in order to achieve a more focussed link between the Borough Council and local communities. In West Suffolk there are eight Families and Communities Officers who could assist with anything locality based, with each officer having their own specialism in various fields that others could "tap" in to if needed. Councillors' Locality Budgets could be used to help with "seed funding" for groups that are falling off the radar, as well as helping with existing groups. Gemma stated the Locality Budget form is easy to complete and groups who are awarded a grant have up to a year from when the grant is given to spend it.

Borough Councillor Marion Rushbrook:

- Councillor Rushbrook reported that four Kindles had been purchased by Kedington Library with money awarded from her Locality Budget.

Suffolk County Councillor Tony Brown:

- Councillor Brown reported he was still chasing up a further meeting for the School Travel Plan with David Daw (Road Safety Officer – Education) and Mike Mottram.
- Councillor Brown reported he had attended the Priority Setting Tasking Meeting with the Bury Rural South Safer Neighbourhood Team on 9th September 2014. Priorities for Kedington agreed at the meeting were:
 - Parking around the school
 - Speeding on the B1061
 - Cars parking on the junction of Sturmer Road with White Horse Road

However, Cllr Brown said when he received the notes from the meeting the priorities set out for Kedington were different from those actually agreed, so he asked for amendments to be made.

- Councillor Brown gave information from National Trading Standards about what people can do if they have been borrowing from "loan sharks". Councillor Brown asked if the Clerk could put up some leaflets on the Notice Boards so information could be cascaded to Parishioners.
- Councillor Brown thanked Cllr Loader for the report he produced on the Stourmead Development that was read out to the Development Control Committee at St Edmundsbury Borough Council.

MF

Bury Rural South Safer Neighbourhood Team:

The Chairman read out a report from Bury Rural South SNT.

- For the period 15 July – 16 September 2014 there have been five crimes in Kedington.
 1. Criminal damage to a large newly planted wooded area.
 2. Theft of lead flashing and cables from a property currently undergoing renovation.
 3. Burglary and theft of cable worth £400 from a storage barn.
 4. Burglary other building with intent – a double garage was broken into but nothing taken.
 5. Arson – vehicle parked on the junction of Westward Deals.

- The Safer Neighbourhood Team warned that with the nights' drawing in, people are urged to secure oil tanks and ensure windows and doors are locked, curtain drawn to stop would-be intruders from looking into properties at night.

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:

None.

7 Finance Committee

7.1 Receive draft minutes of 9th September 2014 meeting:

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

- Financial position at 31 July 2014 satisfactory with £10,970.76 (21.01%) of the budget spent, leaving a balance of £41,244.24. Additionally £2,674.33 is held in Reserves.
- Financial position at 31 August 2014 satisfactory with £15,798.47 (30.26%) of the budget spent, leaving a balance of £36,416.53. Additionally £2,674.33 is held in Reserves.
- Bank Signatories: it was agreed that the lists of signatories for Bank of Ireland and Nat west plc will be updated.
- Notice Boards at Calford Green and School Road in need of refurbishment as the back board on both is warped. Agreed that new self-healing pin board will be used. Notice Board on Westward Deals to be re-oiled.
- Picnic benches on Old School Field to be re-stained.
- Councillor Wheeler will do an inspection of the strimming work being carried out by new contractor.
- Annual Play Inspection Report received and repairs to defects identified was agreed to be carried out.
- Thank you letters received from Kedington Royal British Legion and St Peter & St Paul Church Kedington – Restoration Committee for grants awarded under Sn 137, LGA 1972, as being of benefit to local people.
- A grant of £100.00 was awarded to Kedington Art Group, under Sn 137, LGA 1972, as being of benefit to local people.
- A grant of £75.00 was awarded to the Royal British Legion, Kedington Branch to purchase a wreath to be laid by Councillor McGuire on Remembrance Sunday and the balance of any money to be given to the Poppy Appeal 2014, under Sn 137, LGA 1972, as being of benefit to local people.
- A grant of £200.00 was awarded to St Nicholas Hospice, under Sn 137, LGA 1972, as being of benefit to local people.
- A grant for Vitalise, an organisation who provides respite breaks for disabled people and carers was declined under Sn 137, LGA 1972, as not being of benefit to enough local people.
- Ten payments totalling £5,168.12 for supplier payments as at 31 August 2014 approved on 09 September 2014 and cheques signed by Cllr Rowsell and Cllr Wheeler.

7.2 Receive audited Annual Return for financial year ending 31 March 2014:

The audited Annual Return for Kedington Parish Council for financial year ending 31 March 2014 was received. External Auditors BDO LLP stated there were no issues arising for Kedington Parish Council. Notice of Conclusion of Audit have been placed on all Notice Boards with effect from 12th August 2014. Copy of the Annual Return will be emailed to all Councillors.

Annex 2

7.3 Ratify Finance Committee recommendation to enter into a three year agreement for Insurance cover with current provider:

A resolution was put forward by Cllr Palmer, seconded by Cllr Wheeler that the Parish Council should enter into a long-term agreement (LTA) with the current provider of insurance, Came & Company (underwritten by Aviva). The renewal premium for October 2014 will be £1,358.29 if a LTA is taken out as opposed to £1,429.77 if not. The agreement will last until September 2017 and the cost will only increase slightly each year for property sums which are index linked. There were no other resolutions, unanimously agreed.

7.4 Clerk's Hours:

The time being 8.35 p.m. the Clerk left the meeting while the matter was discussed and Cllr Palmer took over note taking.

Clerk has accrued 37½ hours from 1st April 2014 to date and still has most of her annual leave hours left. The accrued hours were due to meetings the Clerk has attended on behalf of the Parish Council; Parish Council Conference and end of year audits, etc. Discussion took place regarding payment and a note was made to review Clerk's hours at Precept/Budget meeting. Councillors acknowledged that the Clerk needed to take all her annual leave within the current holiday year. A resolution was put forward by Cllr Loader, seconded by Cllr Plummer that the Clerk should be paid the accrued hours owing. There were no other resolutions; unanimously agreed.

The Clerk re-joined the meeting at 8.47 p.m. and continued with note taking.

8 Play Equipment

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

No monthly defect reports received from St Edmundsbury Borough Council for August or September 2014. Defects notified in Annual Inspection are currently being rectified.

9 May 2015 Elections

9.1 Receive letter from Suffolk Association of Local Councils re Elections:

The Chairman read out a letter from Shona Bendix, CEO at SALC which stated that five county associations, including SALC, have joined forces to try and enhance the recruitment of councillors and bolster democracy in Britain's towns and parishes. The project focuses on improving the recruitment of candidates to the council and to try and encourage people with a diversity of backgrounds and talents to participate in local politics. Councillors agreed that posters would be put on Notice Boards to advertise that the Parish Council still has two vacancies for Parish Councillors and inviting any interested parties to attend a Parish Council meeting to find out more.

MF

10 Environmental / Grounds Maintenance Matters

10.1 Receive quotation to cut hedge around Old School Field:

A resolution was put forward by Cllr Wheeler, seconded by Cllr Donoghue that the quotation of £175.00 plus vat from M D Landscapes (Anglia) Ltd to cut the hedge around Old School Field be accepted. There were no other resolutions; unanimously agreed.

MF

10.2 Receive report on meeting with Environment Agency regarding Riverside Walks (The Cut):

Councillor Palmer reported that a meeting had been held with the Environment Agency regarding maintenance of The Cut. The two people from the Environment Agency were quite reticent about giving an opinion on how the strimming should be managed, but agreed it was favourable to keep some area "rough" for wildlife. They said that the Environment Agency would not dredge the river as they did not think it would make a lot of difference and there was no money available to carry this out. They suggested that it would be okay to pull out some of the plants from the river bed with the use of volunteers.

TW

	It was agreed that Cllr Wheeler would have a meeting with M D Landscapes (Anglia) Ltd with a view to cutting back the banks of the river before the end of the year but leaving 25% of vegetation near the Silver Street Park bridge.	ZP
	It was further agreed that Cllr Palmer would contact the volunteers from Dedham Vale AONB to see if they could assist with clearing the river bed.	
10.3	Receive letter from Parishioners requesting to plant a memorial tree with plaque in memory of the late Mr & Mrs George Jackson: The Chairman read out a letter from the Barnardiston Arms requesting permission to plant a flowering cherry tree and provide a plaque within Silver Street Park in memory of the late Mr & Mrs George Jackson. The request was agreed in principle, but Councillors agreed they would like to meet with members from the Barnardiston Arms to agree a suitable place in the Park. Councillors also pointed out, that plaques have often disappeared and a plaque set into the tarmac might be more suitable.	MF
10.4	Any other environmental/grounds maintenance matters: Chairman reported that some of the mown paths on Risbridge Meadow are becoming quite narrow, mainly near the river. Clerk to report this to the Borough Council.	MF
11	Highway/Footpath/Street Furniture matters	
11.1	Receive request from Kedington Primary Academy Governors for a new street light at the Mill Road end of Church Walk (update): Clerk reported she had been in contact with the Highways Authority in Ipswich and was told that there is no budget available for the provision of new street lighting. A new street light would cost between £1,500 and £2,000 and the Highways Authority would be willing to help facilitate the purchase of a new light if money could be found by either the Parish Council or Kedington Primary Academy. Councillors agreed the Parish Council had no money to fund the purchase and the Clerk was asked to write to the School Governing Body to advise them to contact St Edmundsbury Borough Council to see if a new light could be funded from s106 money available from the building of new houses on the Stourmead Development.	
11.2	Vehicle Activated Signs deployment (update) Clerk reported she had been in contact with Graham Newham at Suffolk County Council and assessments as to suitability of sites for Vehicle Activated Signs would be carried out by 19 September 2014.	
11.3	Any other Highway/Footpath/Street Furniture matters: Councillors queried why there were yellow arrows and dots on some footpaths in the village. It was confirmed these were marker signage for a local running event held recently and should wash off in wet weather.	
12	Any other reports (on-going matters)	
12.1	Select working party for new items of play equipment to be purchased from s106 money. It was agreed that all members of the Parish Council should be on the working party and that the first meeting will be held at 7.00 p.m. prior to the next Parish Council meeting on 21 October 2014.	ALL
	Non agenda item - Guillotine With the time at 9.45 pm it was agreed under a proposal by Cllr Plummer, seconded by Cllr Rowsell to raise the guillotine for fifteen minutes to allow other business on the agenda to be conducted. Unanimously agreed.	

13 Housing/Planning

13.1 Applications for discussion at meeting:
None.

13.2 Planning Applications – Observations conveyed by Parish Council:
DC/14/0307/HH – 15 Kings Meadow, Kedington
Planning Application – Dropped kerb to create access onto Highway
WITHDRAWN BY APPLICANT

13.3 Planning Applications – Decisions received from Borough Council:
DC/14/1022/FUL – Land adjacent to 8 Dash End, Kedington
Planning Application – 2 no new dwellings with new vehicular access
REFUSED

13.4 Any other housing / planning matters:
None.

14 Consultations
None.

15 Events

15.1 Nominations:

15.1.1 Stour Valley Local Action Group – Invasive non-native species,
30 September 2014, 2 – 4 p.m. The Granary, Sudbury
No uptake

15.1.2 Parish and Town Council's Conference, Tuesday 14 October 2014,
5.30 p.m. The Apex, Bury St Edmunds.
Chairman and Cllr Loader nominated to attend.

15.2 Councillor absences (update)

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

16 Any new matters (for discussion only)

Councillor Wheeler requested the newly formed Local Government Advisory Service be placed on the agenda for the Finance Committee meeting.

MF

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday 21 October 2014** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated