

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 25 NOVEMBER 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 (joined the meeting at 8.08 p.m.)
Cllr Debbie Plummer
Cllr Terry Wheeler

Vacancies (2)

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Mayor of St Edmundsbury, Councillor Robert Everitt, Suffolk County Councillor Tony Brown (joined the meeting at 8.08 p.m.), St Edmundsbury Borough Councillor Marion Rushbrook, PCSO Anthony Welford (Bury Rural South SNT), Mr S Jarvis (Parishioner).

- 1 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**
Mr Jarvis expressed an interest in agenda item 10.1.

Open meeting

- 2 Welcome and apologies**
The Chairman welcomed all present and gave a special welcome to the Mayor of St Edmundsbury, Councillor Robert Everitt. 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**
Councillor Loader declared an interest for agenda item 12.1, but would remain in the meeting to give a report from Kedington Community Association, Community Council Meeting.

Close meeting

With Councillor's permission, item 10.1 on the agenda was brought forward.

- 10.1 Receive report on meeting with Dedham Vale AONB/Stour Valley Project re The Cut (previously circulated):**
Councillors and Mr Jarvis had been given a copy of a report from Mrs Emma Black, Countryside Officer with Dedham Vale AONB and Stour Valley Project prior to the meeting following a visit by her to Kedington to assess management of The Cut (Riverside Walks). A copy of the report is attached to these minutes as Annex 1.

ACTION

Annex 1

Mr Jarvis informed the meeting he had read the report with interest and would be happy for maintenance to be carried out as recommended by Mrs Black and would like to see a balance of 50:50 cut windows and vegetation. Mr Jarvis said he was happy to see continued mowing of the large nettle area near the memorial seat as had been done in the maintenance contract this year.

Mr Jarvis also reported he had assisted in cleaning out the nest boxes in the village and on the sighting of a small Egret near the river.

Open meeting

A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that the banks of the river should be cleared again, as last year and in the growing season the “windows” should be reinstated and clearly agreed and marked as to where they should be before commencement of the Strimming Contract in 2015. There were no other resolutions, unanimously agreed.

Councillor Palmer reported that the bank on the left hand side of the river (Mill Road end) needed reinstating. Clerk to report this to the Environment Agency.

4 To agree and sign as a correct record the minutes of the meetings of Kedington Parish Council held on 21 October 2014

Councillor Wheeler requested an amendment to agenda item 10.1, fifth line should read “leave 5” of vegetation on the banks” and agenda item 10.3, third bullet point should read “tree at the back of the Churchyard” These amendments were agreed. A resolution to agree the amended minutes of Kedington Parish Council meeting held on 21 October 2014 as a true record was put forward by Cllr Wheeler and seconded by Cllr Palmer. There were no other resolutions; resolution carried. The Chairman will sign the minutes when amendments have been made.

Close meeting

5 Receive Visitor’s Reports

Bury Rural South Safer Neighbourhood Team

PCSO Anthony Welford from Bury Rural South Safer Neighbourhood Team introduced himself and informed the meeting he was taking over from PCSO Sophie Mitchell. The SNT report for the period 16/09/14 – 25/11/14 is attached to these minutes as Annex 2.

Annex 2

The Chairman reported there had been people in the village recently carrying out “door to door” selling. PCSO Welford said the Police would get involved if stolen goods were involved and anyone with suspicions should contact the Police on 101. County Councillor Brown reported Suffolk Trading Standards have a reliable Facebook site to inform the public of illegal selling, etc. Councillor Palmer reported an incident relating to two large dogs in the village. PCSO Welford said the Dog Laws have now changed and any person who is in fear of a dog(s) can contact the Police and a dog incident form can be completed, which the Police will follow up if necessary.

5.1 The Mayor of St Edmundsbury, Councillor Robert Everitt to address the meeting:

The Chairman warmly welcomed the Mayor and invited him to address the meeting. The Mayor said he had previously been a Parish Councillor in Wickhambrook for many years so was very aware of what duties Parish Councillors carried out in a voluntary capacity. He said he was hoping, during his term as Mayor of St Edmundsbury, to visit as many Parish Councils in St Edmundsbury as possible, to thank Councillors for all their hard work and dedication and “because you do what you do” for the Parishes you live in.

The Mayor gave a brief account of the history surrounding the regalia and ceremonial dress for a Mayor before presenting a Scroll to thank the Parish Council for contributing to the well-being and life in the Borough of St Edmundsbury; the Scroll also commemorated the 800th anniversary of the Magna Carter. The Chairman thanked the Mayor for attending the meeting and the Scroll.

Suffolk County Councillor Tony Brown:

- Councillor Brown reported he was pleased to hear the Vehicle Activated Sign assessments had been completed and agreed. Clerk will complete Locality Budget Application Form after Memorandum of Understanding is signed.
- Councillor Brown confirmed he had received a copy of the consultation for the proposed move of Kedington Post Office.
- Councillor Brown said he would be attending the Development Control Committee Meeting regarding the proposed new development at The Orchard in Mill Road on 4th December 2014.

Open meeting

6 Clerks' Report

Clerk read out her report which is attached to these minutes as Annex 3.

Annex 3

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

- Meeting with Commercial Estates Group (CEG) agreed for 8th December 2014 in the Parish Council Meeting Room.
- Local Council Public Advisory Service have agreed to do "in-house" training on Filming and Reporting of Meetings at a cost of £100 for all Councillors and Clerk. It was agreed that there would be no Parish Council Meeting on 13 January 2015 to enable the training to take place on this date.

7 Finance Committee

7.1 Consider any matters arising from 9th September 2014 meeting (note no meeting in October 2014):

None.

7.2 Receive draft minutes of 11th November 2014 meeting:

Draft minutes were unavailable so Clerk went through highlights of the meeting.

- Financial position at 31 October 2014 was satisfactory with £27,745.66 of the budget (53.14%) spent, leaving a balance of £24,469.34. Additionally £2,674.33 is held in Reserves.
- Changes to budget headings for salaries; office costs; grants; amenity cleanings; equipment repairs and equipment new/reserve were agreed. The budget/precept amount for Kedington Parish Council to be requested from St Edmundsbury Borough Council for the financial year 2015/2016 was agreed as £62,170.00.
- Jayne Cole from the newly formed Local Government Public Advisory Service addressed the meeting. Subscription can be either £100 per annum or "pay as you go" for advice. LGPAS can access advice from several agencies and also offer bespoke or online training. They are able to carry out project work for Councils and are also able to update Parish Council websites.
- Budget/Precept 2015/2016 agenda item, this meeting.
- Quotation received from M D Landscapes (Anglia) Ltd of £575.00 plus vat to cutting banks on both side of the river. Agreed that ratification for this work to be carried out should be sought from full Parish Council.

- No monthly defect report for play equipment had been received as at date of Finance meeting.
- Quotation of £875.00 plus vat received from Playground Supplies Ltd to repair gaps on safety surfacing up to concrete edging on the junior and toddler swings on Old School Field. Agreed that ratification for this work to be carried out should be sought from full Parish Council.
- Thank you letter for grant of £200.00 received from St Nicholas Hospice in Bury St Edmunds for grant awarded under Sn 137, LGA 1972 as being of benefit to local people.
- Grant of £250.00 awarded to Kedington Primary Academy towards the cost of new equipment awarded under Sn 137, LGA 1972 as being of benefit to local people.
- Grant of £100 awarded to Dedham Vale AONB and Stour Valley Project awarded under Sn 137, LGA 1972 as being of benefit to local people.
- Thirteen payments totalling £7,920.80 for supplier payments as at 31 October 2014 approved on 11 November 2014 and cheques signed by Cllr McGuire and Cllr Rowsell.

7.3 Approve budget and precept application for the financial year 2015/2016:
Deferred to December 2014 meeting.

7.4 Receive agreement on Local Government Pay Proposals for staff (Clerk); agree action:

Clerk reported to Councillors on NJC pay agreement for local government pay before leaving the meeting at 9.00 p.m. while the matter was discussed. Councillor Palmer took notes while the Clerk was out of the meeting. The pay agreement was for a 2.2% increase over the next two year with one-off non-consolidated payments to be made before 31 December 2014 and 31 March 2015. Councillor Loader said it was good practice for the Parish Council to follow national guidelines. It was agreed that calculations should be made to see what amount would be needed to cover the increase for the benefit of 2015/2016 budget/precept if a rise for the Clerk was agreed.

Clerk re-joined the meeting at 9.15 p.m. and carried on note taking.

7.5 Ratify Finance Committee decision to subscribe yearly to Local Council Public Advisory Service:

A resolution was put forward by Cllr Wheeler, seconded by Cllr Palmer that Kedington Parish Council should subscribe yearly to the Local Council Public Advisory Service at a cost for 2014/2015 of £100.00. There were no other resolutions; unanimously agreed. It was further agreed that subscriptions to Suffolk Association of Local Councils would continue at the present time.

7.6 Agree budget for social gathering after December KPC meeting and to end meeting at 9.00 p.m.

A resolution was put forward by Cllr Loader, seconded by Cllr Donoghue that a social gathering should be held after December KPC meeting and that the meeting should end at 9.00 p.m. There were no other resolutions. A budget of £150 was set for this event.

8 Play Equipment

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

Inspection Report from St Edmundsbury Borough Council as at 20 November 2014 showed there was a twisted shackle on the cross-scales. Clerk was requested to order a new one from Online Playgrounds. Councillor Wheeler reported the springers from the children's play area on Old School Field have been repaired and would be re-installed on 26 November 2014.

MF

9 Training availability

Planning Essentials at Suffolk Association of Local Councils office in Clayden on Wednesday 03 December 2014, 9.30a.m. – 12.30 p.m. Cost: £25.00 per delegate plus vat. Councillor Loader was nominated to attend.

NL

	<p>Bye-Laws & Dog Control Orders facilitated by Local Council Public Advisory Service in Bury St Edmunds on Friday 19 December 2014, 10.00 a.m. – 12 Noon. Cost: £20.00 per delegate. Councillor Plummer was nominated to attend.</p>	DP
10	Environmental / Grounds Maintenance Matters	
10.1	<p>Receive report on meeting with Dedham Vale AONB/Stour Valley Project re The Cut (previously circulated): Already discussed.</p>	
10.2	<p>Moles in the Churchyard, receive update and agree action: Clerk reported she had been in contact with John Smithson at St Edmundsbury Borough Council who had said moles are notoriously difficult to control and would advise contacting a local contractor who deals in pest control. Clerk was requested to seek a local contractor.</p>	MF
10.3	<p>Any other environmental/grounds maintenance matters: Councillors reported the following:</p> <ul style="list-style-type: none"> ▪ Life buoy still missing near to the weir. ▪ Public Footpath between Sturmer Road and White Horse Road very muddy and overgrown. ▪ Broken knee high wooden fence in School Road still not repaired. ▪ Cars parking on the green outside bungalows in School Road. ▪ Trees leaning on verge within the boundary of land owned by Milton Investments in Dash End Lane. Health and Safety issue. Clerk to write to land owners to report. 	
11	Highway/Footpath/Street Furniture matters	
11.1	<p>Vehicle Activated Signs deployment (update) Clerk reported the assessment for a third VAS sign on Hundon Road had been completed and confirmed the location as opposite “Aviemore”. A resolution was put forward by Cllr Palmer, seconded by Cllr Rowsell that the Memorandum of Understanding should be signed with immediate effect. There were no other resolutions; unanimously agreed.</p>	SM/MF
11.2	<p>Any other Highway/Footpath/Street Furniture matters:</p> <ul style="list-style-type: none"> ▪ Councillors discussed the poor condition of some of the road surfaces in Kedington. Clerk said she would arrange a meeting with the head of Highways in Bury to discuss this matter in the New Year before Suffolk County Council prepare budget for 2015.2016. ▪ Councillor Loader highlighted the footpath near the footbridge at Stonebridge Farm was very overgrown. ▪ Crossing Supervisor reported to Clerk that a child had walked into the white post at the end of Church Walk near the school crossing. Clerk will advise Mr Kiddy of this incident. ▪ Councillor Wheeler reported that the Village Sign had been removed and was now in the process of being painted. The plaques on the base of the sign have been repainted but will need shot blasting at some point in the future. Councillor Wheeler said some stones at the bottom of the brick base to the sign needed replacing. The Chairman asked Cllr Wheeler if he could do this work and invoice accordingly when he does invoice for the Village Sign. All agreed. 	MF
	<p>Non agenda item – guillotine</p> <p>With the time at 9.45 pm it was agreed under a proposal by the Chairman, seconded by Cllr Wheeler to raise the guillotine for fifteen minutes to allow other business on the agenda to be conducted. Unanimously agreed.</p>	

12	<p>Any other reports (on-going matters) Councillor Loader gave a report on the Kedington Community Association AGM held on 24 November 2014. The report is attached to these minutes as Annex 4.</p> <p>A resolution was put forward by Cllr Wheeler, seconded by Cllr Palmer that the Parish Council should consider adding money to a Development Fund heading on the budget/precept for 2015/2016 to help with building the new entrance to the Community Centre; starting the heading with an amount of £10,000.00. There were no other resolutions; unanimously agreed.</p> <p>Close meeting</p> <p>Suffolk County Councillor Tony Brown agreed to give the Parish Council £2,000.00 from his Locality Budget towards the cost of the new entrance. The Chair thanked Cllr Brown for his generous offer.</p> <p>Open meeting</p>	Annex 4
13	Housing/Planning	
13.1	Applications for discussion at meeting:	
	<p>13.1.1 The Orchard, Mill Road, Kedington A site visit is being carried out by some members of the Development Control Committee from St Edmundsbury Borough Council on Thursday 27 November 2014, prior to the DCC meeting on 04 December 2014. It was agreed that a copy of Cllr Loader's comments on the application, drafted on behalf of Kedington Parish Council should be sent to all members of the Development Control Committee before the site visit.</p>	MF
13.2	<p>Planning Applications – Observations conveyed by Parish Council: DC/14/1961/HH – Acle Cottage, White Horse Road, Kedington Planning Application – Proposed split level single storey extension to front. NO OBJECTIONS</p> <p>DC/14/1990/HH – 3 Kings Hill, Kedington Planning Application – Single storey front porch and two storey rear extension. NO OBJECTIONS</p>	
13.3	<p>Planning Applications – Decisions received from Borough Council: DC/14/1265/LB – White Horse, Sturmer Road, Kedington Listed Building Consent – external alterations to door and windows. GRANTED</p>	
13.4	<p>Any other housing / planning matters: None.</p>	
14	Consultations	
14.1	<p>Kedington Post Office – Proposed move to new premises and branch modernisation: This document will be circulated to all Councillors for comment. Deadline for comments on consultation is 05 January 2015.</p>	MF
15	Events	
	None.	
15.1	Nominations:	
	None.	

15.2 Councillor absences (update)

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

16 Any new matters (for discussion only)

- Potential change in Parish Council's response procedures to planning applications.
- Kedington Royal British Legion proposed closure in 2015.

The meeting closed at 10.05 p.m.

The date of the next meeting will be **Tuesday 16 December 2014** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington. Please note this meeting will finish promptly at 9.00 p.m.

Signed

Dated