

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 FEBRUARY 2015
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: Mr Leslie Potter (Parishioner).

ACTION

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

There were no Parishioner's Questions.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Suffolk County Councillor Tony Brown; Borough Councillor Marion Rushbrook and Mrs Barbara Surridge (Parishioner).

3 To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the revised Suffolk Code of Conduct and applications for dispensations on agenda items

None.

4 To agree and sign as a correct record the minutes of the meetings of Kedington Parish Council held on 16 December 2014

A resolution to agree the minutes of the meeting held on 16 December 2014 as a true record was put forward by Cllr Palmer and seconded by Cllr Plummer. There were no other resolutions; resolution carried. The Chairman duly signed the minutes.

Close meeting

5 Receive Visitor's Reports

Suffolk County Councillor Tony Brown:

On behalf of County Councillor Tony Brown the Clerk reported that Highways have a new innovative "online highways fault reporting tool". Anyone wishing to report a fault to Highways can access the new tool at www.suffolk.gov.uk/report-a-highwaysproblem.

Open meeting

- 6 Clerks' Report**
Clerk had no matters to report.
- 6.1 Consider further action (on action taken or reports received since last meeting):**
None.
- 7 Finance Committee**
- 7.1 Consider any matters arising from 09 December 2014 meeting:**
None.
- 7.2 Receive draft minutes of 10 February 2015 meeting:**
Chair of the Finance Committee, Cllr Palmer went through highlights of the meeting.
- Minutes of 09 December 2014 meeting were agreed as a true record.
 - Financial position at 31 January 2015 satisfactory with £36,882.02 of the budget (70.64%) spent, leaving a balance of £15,332.98. Additionally £2,674.33 is held in Reserves.
 - Letter received from The Pensions Regulator following changes to the law on workplace pensions. Staging date for Kedington Parish Council will be 01 January 2016.
 - A company in Norfolk called Scooper Dooper Services Ltd have contacted the Parish Council offering their services to empty dog and litter bins. They quoted a price of £2.60 per bin. Clerk will seek cost for emptying dog and litter bins from St Edmundsbury for the next financial year.
 - Street Furniture Condition Report received and necessary maintenance work sanctioned.
 - Grounds Contracts up for renewal for next three years from 01 April 2015. M D Landscapes and Eastern Facilities Management Solutions have been ask for quotations.
 - Quotation of £300 for a yearly contract to eradicate moles in the Churchyard was accepted and contractor appointed. Parochial Church Council have given their consent for this work to be carried out.
 - Strimming Contract for 2015 to be revised by Cllr Wheeler with help from the Chairman.
 - Junior goalposts on Old School Field have been removed and repositioned. Agreed that Playground Supplies will be asked to repair wet pour safety surfacing when they are on site doing other work.
 - Clerk to attend External Audit Briefing at SALC on Monday 02 March 2015.
 - Councillor Training Course to be delivered "in house" by LCPAS.
 - Thank you letter for grant of £100.00 received from Dedham Vale AONB and Stour Valley Project, awarded under Sn 137, LGA 1972 as being of benefit to local people.
 - Grant of £50.00 awarded to British Red Cross in Suffolk under Sn 137, LGA 1972 as being of benefit to local people.
 - Grant of £50.00 awarded to Headway Suffolk under Sn 137, LGA 1972 as being of benefit to local people.
 - Grant of £50.00 awarded to St Edmundsbury Newstalk under Sn 137, LGA 1972 as being of benefit to local people.
 - Grant of £100.00 awarded to Kedington Photography Club under Sn 137, LGA 1972 as being of benefit to local people.
 - Grant pf £300.00 awarded to St Peter & St Paul Church Restoration Committee under Sn 137, LGA 1972 as being of benefit to local people.
 - Grant of £100.00 awarded to Age UK Suffolk under Sn 137, LGA 1972 as being of benefit to local people.
 - Eleven payments totalling £4,026.96 for supplier payments as at 31 January 2015 approved on 10 February 2015 and cheques signed by Cllr Rowsell and Cllr Wheeler, with a cheque for Cllr Wheeler being signed by Cllr McGuire.

Annex 1

7.3	Local Government Pay Proposals; approve salary increase for Clerk in line with recommendations from National Joint Council for Local Government Services: Deferred to next meeting.	
8	Discuss and agree changes to Standing Orders to cover new legislation regarding filming and recording of meetings Councillor Wheeler addressed the meeting. Councillor Wheeler reported that under the new Open and Transparency laws laid down by Government, filming, recording and taking photographs at council meetings will be allowed. Following the training recently received from LCPAS, Councillor Wheeler recommended that the Parish Council purchased some audio equipment to allow meetings to be recorded, stating this would safeguard the Parish Council and allow the Clerk more clarity when taking minutes. Councillor Rowsell suggested the Parish Council could also look into the cost of buying their own video equipment to record meetings; the Chairman asked Cllr Rowsell if he would put some costings together for this. Councillors were handed a copy of a suggested filming and recording protocol provided as a guide by Local Council Public Advisory Service, which the Parish Council could adopt. An example of what could be included in Local Standing Orders to cover this topic was also provided. Councillors also discussed how long recording and audio tapes should be retained. There was also discussion as to whether Kedington Parish Council should begin to use social media, i.e. joining Kedington Facebook page as a presence, rather than to blog. It was agreed that Councillors should look at the wording on the hand-out and put forward any suggested changes to the Clerk so the matter can be discussed and finalised at a future meeting.	PR All Councillors
9	Play Equipment	
9.1	Receive update on defect report(s) if any: New shackles for the cross scales have arrived and will be installed as soon as possible.	
10	Training availability None.	
11	Environmental / Grounds Maintenance Matters	
11.1	Village Clean Up Day: It was agreed that the Parish Council should organise a Village Clean Up Day. Councillors were asked to email the Clerk with their suggestions on what could be included.	All Councillors
11.2	Receive and agree amendments to Grounds Contract "A": Councillor Wheeler read out amendments to the specification for Grounds Contract "A", which incorporates the new regime for Riverside Walks (The Cut). Councillor Rowsell said he would still prefer a referendum of people living in the Parish to see if they would like the area cut/maintained or left for wildlife. Councillor Wheeler said the amendments accommodated the need to leave some areas uncut for wildlife, with other areas being cut to keep the area maintained. A resolution was put forward by Cllr Wheeler, seconded by Cllr Donoghue that the amendments to Grounds Contract "A" should be accepted. There were no other resolutions; motion carried by 6 votes to 1 in favour. Councillor Wheeler suggested a referendum could be carried out after Christmas 2015 to see if Parishioners were happy with how the area had been maintained during 2015 or if they wanted it left for conservation/wildlife.	

11.3	<p>Any other environmental/grounds maintenance matters:</p> <p>Councillor Wheeler put forward a resolution, seconded by Cllr Plummer, to allow himself and the Chairman to “stake out” the areas on the river banks along The Cut which are to be left untrimmed (for wildlife) as part of the 2015 Strimming Contract; this would clearly show which areas were to be left and those to be cut. There were no other resolutions; motion carried with 5 votes in favour, 2 against. Councillor Wheeler will amend the Strimming Contract accordingly.</p> <p>Councillor Wheeler reported he had spoken to a member of staff from the Environment Agency recently who had informed him that they now offer voluntary help in Parishes with grounds maintenance projects, etc. as a PR exercise. Parish Councils need to write to the Environment Agency Head Office to request this help. It was agreed that the Parish Council should write and seek assistance to clear some of the lower branches on trees along The Cut.</p> <p>Chairman reported he had started to clear up the dead wood and ivy on some of the trees on Watermill Meadow. The ivy had covered several dead trees and this, along with the dead wood was stripped and the debris burned in a controlled bonfire. The Chairman said there were some tree stumps that needed cutting down and it was agreed that RMS Tree Services should be asked to carry out this work.</p> <p>Clerk reported that a quotation of £385 had been received from The Green Room to reinstate the area at the pedestrian gate on Old School Field. Councillors discussed the size of the area and agreed it would be better if the area to be reinstated was 2m x 2m. Clerk will contact The Green Room to ask for a revised quotation and email Councillors with the new price. The Chairman requested Councillors to confirm with the Clerk if they are happy with the new price so the work could commence sooner rather than later.</p>	<p>MF</p> <p>MF</p> <p>All Councillors</p>
12	<p>Highway/Footpath/Street Furniture matters</p>	
12.1	<p>Any other Highway/Footpath/Street Furniture matters:</p> <ul style="list-style-type: none"> ▪ Clerk requested to contact Havebury Housing to report that the wooden fence in School Road had still not been repaired. ▪ Councillors reported cars parked on various green areas around village. Clerk requested to report these to Havebury Housing/St Edmundsbury. ▪ Clerk requested to ask NISA Stores to reinstate path at end of their block paving where new drainage outlets have been put in. ▪ Street name sign at end of School Road has been sprayed with black paint. Clerk to report this to St Edmundsbury Borough Council. 	<p>MF</p>
13	<p>Any other reports (on-going matters)</p>	
13.1	<p>Receive report from Kedington Community Association, Community Council Meeting:</p> <p>Councillor Loader had no report as he did not attend the Community Council meeting. A suggestion was put forward that the Parish Council should put an article in the next Ketton Review to update Parishioners with things the Parish Council is doing. Clerk requested to ask Kedington Community Association for a copy of their annual accounts.</p>	<p>MF</p>
14	<p>Housing/Planning</p>	
14.1	<p>Applications for discussion at meeting:</p> <p>The Orchard, Mill Road, Kedington</p> <p>Clerk confirmed a letter from the Parish Council has been sent to the Rt Hon Eric Pickles at The Department for Communities and Local Government regarding the Outline Planning Application. Clerk also reported a letter had been sent to Mr Rutter (who is leading objections to this development by residents via the Kedington Facebook page) regarding The Orchard development, stating the Parish Council would pay for the cost of hiring the Community Centre if the group wished to hold a Public Meeting.</p>	

Non agenda item – guillotine

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

14.2 Planning Applications – Observations conveyed by Parish Council:

DC/15/0002/HH – 3 Risbridge Drive, Kedington

Householder Planning Application – Single storey side extension

NO OBJECTIONS

14.3 Planning Applications – Decisions received from Borough Council:

DC/14/1996/LB – Dingle Dell Cottage, Silver Street, Kedington

Listed Building Consent – Replacement windows to front and side of cottage.

GRANTED

14.4 Any other housing / planning matters:

36 Barton Grove, Kedington. Clerk requested to contact St Edmundsbury Planning Department to see if planning permission was obtained for garage.

15 Consultations

15.1 Proposed move of Kedington Post Office to new premises:

Clerk reported that a letter had been received confirming that the proposal to move the Post Office from 4 The Parade to Nisa Stores at 17 Silver Street has been confirmed; a date for the move has yet to be finalised.

15.2 Admissions to Schools in Suffolk 2016/2017 – receive letter from Kedington Primary Academy:

A letter from the Head Teacher at Kedington Primary Academy was read out to Councillors seeking support from the Parish Council for their new admissions policy. The letter explained the Academy understands they should meet the demands of the village and have “catchment first” as their admissions policy (subject to Suffolk County Council Approval). It was agreed that Cllr Palmer would draft a response on behalf of the Parish Council and give the draft to the Clerk for typing.

ZP

16 Events

16.1 Nominations:

16.1.1 Neighbourhood Planning Masterclass Suffolk – Monday 9 March 2015
West Suffolk House, Bury St Edmunds
No uptake.

16.2 Councillor absences (update)

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

17 Any new matters (for discussion only)

Kedington Contact Magazine – it was discussed the Contact Magazine should be updated and copies left with the Sales Office at the Stourmead development.

MF

The meeting closed at 10.05 p.m.

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

Signed

Dated