

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 MARCH 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 Terry Wheeler

Vacancies (2)

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Suffolk County Councillor Tony Brown, Mr S Jarvis (Parishioner).

ACTION

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

Mr Jarvis spoke about the “clearing work” that had been taking place recently on Watermill Meadow. Mr Jarvis said he felt the work was unnecessary and what the Parish Council had been doing could be compared to “an act of vandalism against nature”. Mr Jarvis spoke about people ruining nature and stated “nature needed as much help as it could get”. He expressed his disappointment and said he felt the Parish Council were beginning to take an anti-nature stance in favour of everything being “neat and tidy”. The Chairman replied the clearing work had been taking place to get rid of the dead Elder tree that was decomposing under a great deal of ivy and to clear up a lot of dead wood on the field. The Parish Council felt Watermill Meadow could be made into a very pleasant area and were planning to install some seating and replace the trees and bushes taken out with two willow trees. The Chairman informed Mr Jarvis that he felt in this instance, nature was being taken out of context as there were several other nature areas within the village. Councillor Wheeler said he fully appreciated what Mr Jarvis was saying but the Parish Council try very hard to get the balance right for nature and wildlife within Kedington.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Councillor Debbie Plummer (work), Borough Councillor Marion Rushbrook and PCSO Anthony Welford (Bury Rural South Safer Neighbourhood Team). Councillors unanimously agreed to accept Cllr Plummer's apologies.

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

Councillor Donoghue declared a Non-Pecuniary interest in agenda Item 10 as he would be reporting on this item.

4 To agree and sign as a correct record the minutes of the meetings of Kedington Parish Council held on 17 February 2015

A resolution to agree the minutes of the meeting held on 17 February 2015 as a true record was put forward by Cllr Rowsell and seconded by Cllr Palmer. 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:

- Suffolk County Councillor Tony Brown reported in his role as a Borough Councillor in Haverhill he was now a member of the Development Control Committee at St Edmundsbury Borough Council.
- A new consultation for Haverhill Town Centre Masterplan will be running from 09 March – 17 April 2015.
- Councillor Brown reported he had spoken with Network Assurance about the absence of a contact telephone number and the location of the diversion signs when the B1061 was closed recently due to another burst water main at Little Wrattling.
- Councillor Brown said he had spoken to Simon Curl (Highways) regarding the BT Box on Haverhill Road.
- Councillor Brown reported he would be meeting with the Parish Clerk and Steve Boor from Highways to discuss the poor condition of some roads in Kedington and other highway related problems.

Bury Rural South Safer Neighbourhood Team:

In the absence of a representative the Chairman read out the following on their behalf:

- There had been no crimes of note in Kedington during the period 17/02/15 to 17/03/15.
- The SNT Priority Setting Meetings held at Bury Police Station have now ceased. A new format for these meetings is currently under discussion.
- A letter from Suffolk Police and Crime Commissioner, Tim Passmore was shared with the meeting. The letter explained about the potential closure of Clare Police Station and relocation of staff to Haverhill. Discussions are progressing with Suffolk Fire & Rescue Service about SNT Officers sharing the Fire Station in Clare as a drop-in base for SNT Officers.

Open meeting

6 Clerks' Report

- Email received from Suffolk County Council to report West Area Highways Team will be receiving some temporary senior support from 10 March 2015 for four days per week for a period of six months. This support will provide extra capacity and leadership for more proactive engagement with councillors and Town/Parish Councils. Key priorities will be (i) to build a focus on councillor engagement and satisfaction; (ii) build a shared understanding of key local issues, actions and forward programmes; (iii) establish arrangements so that locally led work is effectively received, managed and completed; (iv) support staff to embrace the new ways of working resulting from the transformation programme to ensure that changes are understood and adopted and that working relationships with Kier May Gurney are collaborative.
- St Edmundsbury Rural Youth Work (Wos-Up) are now developing their outreach programme for 2015.
- St Edmundsbury Borough Council have a template letter they send out to householders regarding dog fouling, asking householders who witness any dog owner who are not clearing up after their dog has

fouled to make a note of the incident and pass on the details to them.

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

Councillors agreed that Kedington should apply to have the Rural Youth Work programme visit Kedington again during the summer months. Clerk to contact Simon Pickering to request this.

MF

7 Finance Committee

7.1 Consider any matters arising from 10 February 2015 meeting:

None.

7.2 Receive draft minutes of 10 March 2015 meeting:

Chair of the Finance Committee, Cllr Palmer went through highlights of the meeting.

- Minutes of 10 February 2015 meeting were agreed as a true record.
- Financial position at 28 February 2015 satisfactory with £40,034.65 of the budget (76.67%) spent, leaving a balance of £12,180.36. Additionally £2,674.33 is held in Reserves.
- Routine payments for financial year 2015/16 were approved.
- Bank transfer of £5,000 agreed.
- Petty Cash imprest of £50 agreed.
- Review carried out to agree effectiveness of Internal Control/Management of Risk and internal Audit in accordance with The Accounts and Audit (England) Regulations 2011.
- Fidelity guarantee insurance cover for financial year 2015/2016 agreed at £150,000.
- Mrs Turner appointed as Accountant to Kedington Parish Council for financial year 2015/2016
- Heelis & Lodge appointed to carry out Internal Audit for financial year 2014/2015
- Flailing of hedgerow at back of Old School Field ratified.
- Strimming Contract for 2015 has been revised and windows on the river bank have been measured and staked out.
- Thank you letter received from Kedington Primary Academy for grant of £250.00 awarded under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £150.00 awarded to Suffolk Accident Rescue Service under Sn 137, LGA 1972 as being of benefit to local people.
- Thirteen payments and one credit totalling £2,740.83 for supplier payments as at 28 February 2015; plus one bank transfer of £5,000 and one petty cash cheque for £50.00 approved on 10 March 2015 and cheques signed by the Chair (Cllr Palmer) and Cllr McGuire.

7.3 Ratify recommendation from Finance Committee to approve review of effectiveness of Internal Control/Management of Risk and Internal Audit:

The document had been forwarded to all Councillors prior to meeting. A resolution was put forward by Cllr Palmer, seconded by Cllr Loader that full Parish Council should agree recommendation from Finance Committee to approve the review of effectiveness of Internal Control/Management of Risk and Internal Audit for Kedington Parish Council. There were no other resolutions; unanimously agreed.

7.4 Ratify Finance Committee recommendation to approve insurance fidelity guarantee for financial year 2015/2016:

A resolution was put forward by Cllr Wheeler, seconded by Cllr Donoghue that full Parish Council should agree recommendation from Finance Committee to approve insurance fidelity guarantee for financial year 2015/2016 at £150,000. There were no other resolutions; unanimously agreed.

7.5 Ratify Finance Committee recommendation to approve quotation from Accountant for fees for financial year 2015/2016:

A resolution was put forward by Cllr McGuire, seconded by Cllr Palmer that full Parish Council should accept Mrs Turner's quotation of £666.25 to continue as Accountant to Kedington Parish Council for the financial year 2015/2016. There were no other resolutions; unanimously agreed.

7.6 Receive and agree Asset Register for 31 March 2015:

The Asset Register for 31 March 2015 was received and discussed. A resolution to agree the Asset Register for 31 March 2015 was put forward by Cllr Palmer and seconded by Cllr Donoghue. There were no other resolutions; unanimously agreed. A copy of the Asset Register is added to these minutes as Annex 1.

Annex 1

7.7 Local Government Pay Proposals; approve salary increase for Clerk in line with recommendations from National Joint Council for Local Government Services:

The Clerk left the meeting at 21.00 hours while the matter was discussed and Cllr Palmer took over note taking.

This agenda item had been brought back to the table, having previously been deferred. The Chairman went through a document issued by NALC outlining the 2014 – 2016 National Salary Awards agreement by The National Joint Council (NJC) for Local Government Services. The increase was for 2.2% on the Clerk's hourly rate (SCP 27) and a non-consolidated (one off) payment for SCP Ranges 5 – 49 in December 2014 and a further (one off) payment for SCP Ranges 26 – 49 in April 2015. The Chairman reported the new hourly rate would come into effect on 01 April 2015 and from this date the Clerk's hours would rise from 70 to 80 hours per month. A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that as the Clerk's extra hours and pay increase had been included in the Budget/Precept for 2015/2016 the increase and one-off payments should be paid with effect from 01 April 2015. There were no other resolutions; unanimously agreed.

The Clerk re-joined the meeting at 21.10 hours and continued note taking.

8 Receive and agree updated Risk Assessments

The Clerk and Cllr Rowsell had updated current Risk Assessments and these were received and discussed. A resolution was put forward by Cllr Wheeler, seconded by Cllr Palmer that the Risk Assessments for Kedington Parish Council be validated. There were no other resolutions; unanimously agreed.

9 Play Equipment

9.1 Receive update on defect report(s) if any:

All defects previously notified by St Edmundsbury Borough Council were in the process of being repaired. Playground Supplies had quoted £130.00 to repair the "squares" of safety surfacing where the junior goals were moved; this work could be carried out when Playground Supplies were doing the other "wet pour" repairs. A resolution was put forward by Cllr Rowsell, seconded by Cllr Palmer that the quotation of £130.00 be accepted. There were no other resolutions; unanimously agreed.

9.2 Discuss and agree provision of new play equipment to be purchased from s106 money:

Councillor Wheeler presented a report compiled after Working Party meetings which showed the items of play equipment for the first stage of the development on Old School Field. It was agreed that the Clerk should contact Damien Parker at St Edmundsbury to discuss the next stage of applying for the s106 money to purchase the equipment and to arrange a site meeting.

MF

10 New entrance/frontage at Community Centre

Councillor Donoghue declared a Non-Pecuniary interest but remained in the meeting to give his report.

Councillor Donoghue reported Kedington Library would be benefiting from some £106 money from the new development at Stourmead Close. The Library had identified they would like some storage space and Cllr Donoghue had been asked by the Library Committee to draw up a plan to provide a storage room at the front of the Library, which could possibly join the proposed new frontage to the Community Centre. Councillor Donoghue passed around drawings for Councillors to view. The Chairman asked Cllr Donoghue if he had received a copy of an email from Kedington Community Association which had been sent to the Parish Council; the email stated the Community Association had voted against any extension being put on the front of the Library. Councillor Donoghue confirmed he had not received an email. It was agreed by all present that, as this matter was between the Library and KCA, the Parish Council would not get involved and the proposed new frontage to the Community Centre being carried out by the Parish Council would still go ahead as planned when funds were available.

11 Environmental / Grounds Maintenance Matters

11.1 Receive recommendation from Finance Committee to accept quotations for renewal of Grounds Contracts "A" and "E" for next three years:

M D Landscapes (Anglia) Ltd had put forward the following quotations:
Contract "A" (Churchyard, The Cut and other areas) £8320.00 plus vat fixed for three years (increase of £320 on last three years, but does include some extra work added in to the specification for 2015).

A resolution was put forward by Cllr Palmer, seconded by Cllr Wheeler that the Parish Council should accept the quotation of £8320.00 fixed for three years and award the contract to M D Landscapes. There were no other resolutions; 5 votes for, 1 abstention; resolution carried.

Contract "E" (Great Meadow) £1360.00 plus vat fixed for three years (no increase on last three years).

A resolution was put forward by Cllr Rowsell, seconded by Cllr Palmer that the Parish Council should accept the quotation of £1360.00 fixed for three years and award the contract to M D Landscapes. There were no other resolutions; 6 votes for; resolution carried.

11.2 Receive quotations for Grounds Contracts "B" and mowing Calford Green for next three years and award contract:

Eastern Facilities Management Solutions entered the following quotation:

Contract "B" (Old School Field and Silver Street Park)
Year 1 £660.00 plus vat (increase of £89.48 [15.69%] on previous contract)
Year 2 £693.00 plus vat (increase of £108.22 [18.5%] on previous contract)
Year 3 £727.65 plus vat (increase of £128.25 [21.41%] on previous contract)

Mowing Calford Green
Year 1 £447.00 plus vat (increase of £86.26 [23.91%] on previous contract)
Year 2 £469.35 plus vat (increase of £99.60 [26.94%] on previous contract)
Year 3 £492.82 plus vat (increase of £113.82 [30.04%] on previous contract)

JAM Property & Garden Maintenance entered the following quotation:

Contract "B" (Old School Field and Silver Street Park) £5,100.00 fixed for three years.

Mowing Calford Green £2,890.00 fixed for three years.

	<p>Councillors discussed the quotations and were concerned that the one from Eastern Facilities Management Solutions had risen a great deal from the last three year contract. The quotations from JAM Property & Garden Maintenance were considered too high.</p> <p>A resolution was put forward by Cllr Wheeler, seconded by the Chair that M D Landscapes should be asked to put in a quotation for grounds Contract "B" and mowing Calford Green. Once the quotation was received, the Clerk should be requested to email all Councillors with the prices quoted and Councillors should then choose their preferences and delegate power to the Clerk to award the contract if a majority decision was reached. There were no other resolutions; unanimously agreed.</p>	MF
11.3	<p>Village Clean Up Day: Date was set for Saturday 25 April 2015 commencing at 10.00 a.m. Councillor Loader will see if the Scouts can help. Clerk to speak to Insurance Brokers about insurance for volunteers. A list of suggested work was put forward.</p> <p>Non-agenda item - guillotine</p> <p>With the time at 9.45 p.m. it was agreed under a proposal by the Chair, seconded by Cllr Wheeler to raise the guillotine for fifteen minutes to allow other business on the agenda to be conducted. Unanimously agreed.</p>	MF
11.4	<p>Any other environmental/grounds maintenance matters: Clerk reported a quotation had been received for the provision of A3 Portrait signs with scanned image to address the problem of dog fouling. The signs were £160.00 each plus vat (supply only) or £212.00 each plus vat (installed). It was agreed that careful consideration needed to be given to the location of the signs and also whether they should be portable rather than in one place. The matter was deferred to the new financial year.</p>	
12	Highway/Footpath/Street Furniture matters	
12.1	<p>Any other Highway/Footpath/Street Furniture matters: None.</p>	
13	Any other reports (on-going matters)	
13.1	<p>Receive report from Kedington Community Association, Community Council Meeting: Councillor Loader had no report as he was unable to attend the Community Council meeting.</p>	
14	Housing/Planning	
14.1	<p>Applications for discussion at meeting: None.</p>	
14.2	<p>Planning Applications – Observations conveyed by Parish Council: DC/15/0051/TPO – Site at Stourmead Close, Mill Road, Kedington TPO Application – TPO 275 (1999) (3) T4 Poplar – Crown lift to approx. 4 metres. T5 Horse Chestnut – Crown lift to approx. 5 metres. T6 Beech – Crown lift to approx. 3 metres. NO OBJECTIONS</p> <p>DC/15/0248/VAR – Site at Stourmead Close, Mill Road, Kedington Without compliance to condition 15 of SE/13/0196/FUL – To read: Unless otherwise agreed in writing, the pedestrian footpath proposed through the site from Mill Road to Risbridge Meadows shall be provided prior to the LAST occupation in accordance with the details shown on drawing 2414-GMP-01 revision B. The footpath shall thereafter be retained in the installed form. NO OBJECTIONS</p>	

DC/15/0347/HH - 21 Kings Meadow, KEDINGTON, CB9 7NH

Householder Planning Application: (i) two storey side extension following demolition of garage; (ii) provision of new access and parking.

NO OBJECTIONS

**14.3 Planning Applications – Decisions received from Borough Council:
DC/15/0051/TPO – Site at Stourmead Close, Mill Road, Kedington**

TPO Application – TPO 275 (1999) (3)

T4 Poplar – Crown lift to approx. 4 metres. T5 Horse Chestnut – Crown lift to approx. 5 metres. T6 Beech – Crown lift to approx. 3 metres.

GRANTED

14.4 Any other housing / planning matters:

New Tree Preservation Order 2014 (No. 551) received from St Edmundsbury Borough Council for land at Stourmead Close/Risbridge Drive, Kedington.

The Joint Development Management Policies Local Plan document was formally adopted as statutory planning policy at meetings of St Edmundsbury and Forest Heath Councils on 24th and 27th February 2015 respectively. The Plan and supporting documents can be viewed on the following link:

<http://www.westsuffolk.gov.uk/JDMPD>

15 Consultations

None.

16 Events

16.1 Nominations:

None.

16.2 Councillor absences (update)

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

17 Any new matters (for discussion only)

Councillor Rowsell reported the electricity transformers providing power to the new homes on the Stourmead development were sagging and needed reporting to UK Power Networks.

Councillor Wheeler requested Filming/Recording of meetings should be an agenda item for either April or May meetings.

The meeting closed at 10.05 p.m.

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

Signed

Dated