

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 26 MAY 2015
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present:

Cllr Simon McGuire (Chairman)
Cllr Peter Donoghue
Cllr Kate Kendrick
Cllr Nathan Loader
Cllr Debbie Plummer
Cllr Peter Rowsell
Cllr Marion Rushbrook
Cllr Terry Wheeler

In attendance:

Ms Marion Farrant – Parish Clerk

Also in attendance: Suffolk County Councillor Tony Brown; St Edmundsbury Borough Councillor Mrs Karen Richardson.

1 Election of Chairman for 2015/2016

The current Chairman, Cllr McGuire was proposed for a third term of office by Cllr Wheeler, seconded by Cllr Rowsell. There were no other nominations. Unanimous vote in favour of Cllr McGuire who accepted the position of Chairman for the year 2015/2016. Councillor McGuire signed the Declaration of Acceptance of Office form (Chairman) and took the Chair.

ACTION

Annex 1

2 Election of Vice-Chairman for 2015/2016

Councillor Rowsell proposed Cllr Palmer for Vice-Chair, seconded by Cllr Loader. There were no other nominations. Unanimous vote in favour of Cllr Palmer who had indicated in her absence that she was prepared to take on the position of Vice-Chair if elected.

Close meeting**3 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**

None.

Open meeting**4 Welcome and apologies**

The Chairman welcomed all present, especially the two new Councillors (Cllrs Kendrick and Rushbrook) who had taken up post following the uncontested election in Kedington. Apologies for absence were received from Councillor Zoe Palmer (Personal). Councillors unanimously agreed to accept apologies from Cllr Palmer.

- 5 **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 16.2.

- 6 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 21 April 2015**

A resolution to agree the minutes of the meeting held on 21 April 2015 as a true record was put forward by Cllr Wheeler and seconded by Cllr Donoghue. There were no other resolutions; resolution carried. The Chairman duly signed the minutes.

- 7 **Discuss and agree "Appointments/Councillors Responsibilities" for the year 2015/2016**

Appointments to Committees and Councillors Responsibilities were discussed and agreed under a resolution put forward by Cllr Wheeler and seconded by Cllr Rowsell. There were no other resolutions; unanimous vote; resolution carried. A list of Appointments/Councillors Responsibilities is appended to these minutes as Annex 2.

Annex 2

Close meeting

- 8 **Receive Visitor's Reports**

Suffolk County Councillor Tony Brown:

- Councillor Brown reported he has been liaising with St Edmundsbury Borough Council and Steve Brown, Chairman of Kedington Community Association regarding trying to resurrect the Street Parade for the yearly "Meadowlark" event.
- New Suffolk County Council Cabinet Member for Highways is James Finch.
- All signs in the village and Calford Green have been cleaned by employees of A G Brown Drilling to help with the village clean-up day.

The Chairman thanked County Councillor Brown for his help with the village clean-up day and for his continued support to the village.

St Edmundsbury Borough Councillor Karen Richardson:

- Borough Councillor Richardson introduced herself to the meeting and stated she had been both a Town and Borough in Haverhill for the past 10 years. Councillor Richardson is Chair of the Sustainable Development Committee; Chair of Haverhill Group Library (and will also work with Kedington Library) and Chair of the Haverhill Working Party. Councillor Richardson said she was looking forward to working with the Parish Council and for the Parish Kedington and Calford Green.
- Councillor Richardson will raise the question with Stuart Philpott from Anglia Revenues regarding the issue of people not receiving Council Tax bills before the end of March 2015. Councillor Richardson said she was aware there were still people who had not received their bills.

Bury Rural South Safer Neighbourhood Team:

In the absence of a representative from Bury Rural South Safer Neighbourhood Team, the Chairman read out the following on their behalf:

- There have been no crimes of note in Kedington during the period 21/04/15 to 26/05/15.

- 9 **Open meeting**

Clerks' Report

- Letter received from Havebury Housing Partnership to announce they have a new partnership with Keepmoat and Macquarie Bank which will see Havebury install Solar Photovoltaic Panels to around 2,000 of their

	<ul style="list-style-type: none"> properties. Property surveys will commence from May 2015. Letter received from Adams Harrison Solicitors to inform that the Licences for Kedington Community Association to Underlet to Kedington Library have all be signed and once Suffolk County Council have settled their account with Adams Harrison, a copy of the Licence will be sent to Kedington Parish Council. Insurance claim – a revised offer of £8,665.00 net of vat has been offered by the Claims Handlers, DAS in response to the Parish Council's claim against them. 	
9.1	<p>Consider further action (on action taken or reports received since last meeting:</p> <p>Clerk requested to keep liaising with DAS to try and get the offer in respect of the claim to at least £10,000.</p>	MF
10	<p>Filming and Recording Meetings</p> <p>Councillor Wheeler addressed the meeting following training received by full Parish Council on Filming and Reporting at Meetings. A recent change in legislation has granted the public additional rights at Parish Council meetings. The new rights permits any person attending a meeting to report on a meeting using any communication method and permits the publishing, posting or sharing of the persons activities. Councillor Wheeler put forward a resolution, seconded by Cllr Plummer that the Parish Council should look into the purchase of a video camera for use at Parish Council meetings; there were no other resolutions; unanimously agreed. Councillor Wheeler said the Parish Council would also need to look at Standing Orders to allow and make changes to allow filming and recording of meetings.</p>	
11	Finance Committee	
11.1	<p>Consider any matters arising from 14 April 2015 meeting:</p> <p>None.</p>	
11.2	<p>Ratify payments made for April 2015 (note no Finance Committee meeting in May 2015):</p> <p>Supplier Invoices sheets as at 30 April 2015 were handed to all Councillors present. Thirteen payments and two direct debits totalling £4,218.47 were agreed under a resolution put forward by Cllr Wheeler, seconded by Cllr Plummer and unanimously agreed.</p>	
11.3	<p>Receive notification of receipt of precept for the financial year 2015/2016:</p> <p>Notification has been received from St Edmundsbury Borough Council that £71,425.00, being the precept required by Kedington Parish Council for the financial year 2015/2016, has been paid by BACS into Bank of Ireland account.</p>	Annex 3
11.4	<p>Agree and Sign Section 2 (Annual Governance Statement) of the Annual Return for the financial year 2014/2015:</p> <p>Copies of Section 2 of the Annual Return for the financial year 2014/2015 were handed to all Councillors. Section 2 was fully completed and acknowledged the Parish Council's responsibility for ensuring there is a sound system of internal control, including the preparation of accounting statements. A resolution was put forward by Cllr Plummer, seconded by Cllr Donoghue to agree Section 2 as a true record. There were no other resolutions; unanimously agreed. The Clerk and Chairman duly signed the Annual Governance Statement for 2014/2015.</p>	
12	Play Equipment	
12.1	<p>Receive update on defect report(s) if any:</p> <p>Councillor Rowsell reported two of the shackles on the cross-scales have been replaced. However, he needs to measure the other two shackles again as the fixings are a different size and do not fit on the rods. There are trip hazards around the junior goal posts and the surrounding surface levels around the basketball area need reinstating.</p>	PR

12.2	New play equipment for Old School Field: Councillor Wheeler reported he had received a quotation from Wicksteed Playgrounds for £87,113.40 (including carriage) for the selected items of new play equipment. A discount of £12,128.46 had been given bringing the total cost to £74,985.00. There would be an additional cost of £1050.00 if Wicksteed Playgrounds had to remove the Old Fort. The Clerk was requested to liaise with Damien Parker from St Edmundsbury Borough Council about the s106 money and when it was expected to be paid by Bloor Homes.	MF
13	Training availability The Chairman asked Cllrs Kendrick and Rushbrook to inform the Clerk when they would be available to attend New Councillor training. The training would take place in the evening in the Meeting Room at the Parish Council Office and would be provided by Jayne Cole, from Local Council Public Advisory Service.	
14	Environmental / Grounds Maintenance Matters	
14.1	Strimming Contract 2015: Councillor Wheeler reported that the appointed contractor was working to the specification provided by The Parish Council. There are currently some wild flowers which Cllr Wheeler thought were Virginia Bluebells growing on the river banks and he has suggested to the contractor that these be left and strimmed after they have died off.	
14.2	New edging around lower plant bed in Silver Street Park: The Chairman reported he had met with Cllr Donoghue and Mr Sears (contractor who had laid the tarmac around the lower plant bed in Silver Street Park). The tarmac had not been laid in accordance with what the Parish Council had wanted. Mr Sears stated it was not possible to lay tarmac to form a sloping edge and he confirmed he would be happy to increase the areas needing to have tarmac laid within the current price. It was agreed that the Parish Council should ask Metcraft Engineering to have a site meeting with Councillors to discuss the provision of steel edging been laid up to the tarmac to form a barrier to keep in the slate and make the area around the lower bed look more enhancing. D J Sears have now submitted their invoice for the work carried out and it was discussed whether the Parish Council should pay the whole amount on the invoice, given the work was not carried out to Parish Council requirements. A resolution was put forward by Cllr Loader, seconded by Cllr Donoghue that payment of half the invoice be made with the balance to follow when the work was completed. There were no other resolutions; unanimously agreed.	MF
14.3	Any other environmental/grounds maintenance matters: <ul style="list-style-type: none"> ▪ Clerk requested to contact Havebury Housing again regarding cars still parking on the green outside the bungalows in School Road. ▪ Clerk requested to report an electric cable coming out of the ground between the British Legion Hall in Kedington and the 30mph sign on Haverhill Road. ▪ Councillor Rushbrook confirmed she was still in contact with James Talbot at St Edmundsbury Borough Council regarding the BT Box in Haverhill Road that was installed in the wrong location. Councillor Rushbrook said that Openreach had apologised for the matter taking so long to resolve. 	MF
15	Highway/Footpath/Street Furniture matters	
15.1	VAS Signs Clerk reported she was waiting for prices for VAS signs, once this had been received the various purchase options would be circulated to all Councillors for comment. Clerk requested to contact Anthony Smith from Highways to inform that the pole agreed to take VAS signs in Hundon Road had not been installed.	MF

15.2	<p>Discuss and agree applying to Suffolk County Council Highways Department for HGV restriction on the B1061 from Little Wratting through Kedington to Sturmer:</p> <p>Councillor Plummer reported she had contacted County Councillor Brown regarding large HGVs using the B1061 from Little Wratting through to Sturmer. Councillor Plummer told the meeting a member of her family was involved in a near miss when a HGV made no attempt to slow down or judge the road ahead when travelling from Calford Green down the hill towards the Cement Works in Sturmer.</p> <p>Close meeting</p> <p>Suffolk County Councillor, Tony Brown said he would be happy to contact Western Area Highways on behalf of the Parish Council. He also suggested that the Parish Council write to Matthew Riches about this matter.</p> <p>Open meeting</p>	MF
15.3	<p>Discuss and agree refurbishment of the Memorial Seat on The Cut:</p> <p>Clerk reported that the Memorial Seat was in a poor state of repair and needed refurbishment. A photograph was circulated to Councillors. Councillor Wheeler offered to do the work free of charge if the Parish Council paid for materials. The Chairman thanked Cllr Wheeler for his kind offer and all were in agreement for Cllr Wheeler to do the work and necessary materials to be purchased by the Parish Council.</p>	TW
15.4	<p>Discuss condition of Gazebo in Silver Street Park and agree remedial action:</p> <p>The Chairman reported the Gazebo in Silver Street Park was in need of painting as a lot of the paint was now flaking from the seat and balustrades. Councillor Loader suggested that a site visit by all Councillors should take place as total refurbishment would be a major project; failing this the work could be deferred for 12 months to allow current projects to come to fruition before another is started. All agreed.</p> <p>Non-agenda item - guillotine</p> <p>With the time at 9.45 p.m. it was agreed under a proposal by Cllr Wheeler, seconded by Cllr Rowsell to raise the guillotine for fifteen minutes to allow other business on the agenda to be conducted. Unanimously agreed.</p>	
15.5	<p>Any other Highway/Footpath/Street Furniture matters:</p> <ul style="list-style-type: none">▪ School Sign in Mill Road on the grass verge has rusted at the bottom of the pole and fallen over. Clerk requested to report this to Highways.▪ Parking on green spaces in the village, offenders to be reported to the Safer Neighbourhood Team.▪ Updating the School Travel Plan needs to be brought to the attention of the new Head Teacher at Kedington Primary Academy and a meeting convened.	MF County Councillor
16	<p>Any other reports (on-going matters)</p>	
16.1	<p>Receive report from Kedington Community Association, Community Council Meeting:</p> <p>Councillor Loader did not attend the KCA Community Council meeting so had no report to present.</p>	
16.2	<p>Discuss plans to commence new frontage to Community Centre (funding now in place):</p>	
<p>Councillor Donoghue declared a Non-Pecuniary Interest but remained in the meeting to report only.</p>		

Clerk reported that the Parish Council had secured funding to commence the building work for the new frontage to the Community Centre. A grant of £6,166.67 has been secured from St Edmundsbury Borough Council Rural Initiatives Grant Fund. This amount, combined with the £10,000 added into the budget for 2015/2016 and £2,000 from County Councillor Brown's Locality Budget there is a total of £18,166.67.

Councillor Donoghue reported Kedington Library were due to receive some £106 money from the new development being built in Kedington and they would like to use some of the money towards providing a new frontage to the Library. Councillor Donoghue passed around some new plans which incorporated the Library. Councillor Donoghue is still to attend a meeting with Library Staff, Steve Brown from the KCA and Krystal Vittles, Libraries Innovation and Development Manager on 4th June 2015 to discuss the matter further.

17 Housing/Planning

17.1 Applications for discussion at meeting:

None.

17.2 Planning Applications – Observations conveyed by Parish Council:

DC/15/0596/HH– 4 Old School House Cottages School Road, Kedington, CB9 7NG

Householder Planning Application: Single storey side/rear extension.

NO OBJECTIONS

DC/15/0634/FUL – NISA Stores, Silver Street, Kedington, CB9 7QG

Planning Application: 1½ storey side, single storey front and first floor rear extensions.

SPLIT DECISION – 3 for, 3 against

Referred to Delegation Panel at St Edmundsbury Borough Council

17.3 Planning Applications – Decisions received from Borough Council:

DC/15/0596/HH– 4 Old School House Cottages School Road, Kedington, CB9 7NG

Householder Planning Application: Single storey side/rear extension.

GRANTED

17.4 Any other housing / planning matters:

17.4.1 Receive exhibition material for proposed Haverhill North East Development:

Exhibition material has been received from Beattie Communications showing proposals for the Haverhill North East Development. The large posters have been displayed on the walls in the Meeting Room at the Parish Council Office. Councillors viewed the material on display and one conclusion drawn was that a wider band of trees will be needed to those shown on the proposals. Concerns were also raised about the sustainability of the development.

18 Consultations

18.1 Haverhill North East Development – Wednesday 3rd June 2015

1 – 3 pm at Haverhill Arts Centre, High Street, Haverhill

4.30 – 8 pm at Churchill Free School, Samuel Ward Academy, Chalkstone Way, Haverhill

Exhibition materials are also available on the website:

www.greatwilseypark.co.uk

19 Events

19.1 Nominations:

19.1.1 Dedham Vale AONB and Stour Valley Forum Conference
Thursday 25 June 2015 commencing at 9.30 am – 3.00 pm
Shrubbs Farm, Lamarsh, CO8 56EA
No uptake.

19.2 Councillor absences (update)

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

20 Any new matters (for discussion only)

Proposed development at North East Haverhill was discussed.

The meeting closed at 10.05 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday 30 June 2015** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated