MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 NOVEMBER 2015
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

***Present**:*

Cllr Simon McGuire (Chairman)
Cllr Terry Wheeler (Vice-Chairman)
Cllr Peter Donoghue
Cllr Nathan Loader
Cllr Debbie Plummer
Cllr Peter Rowsell
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Dr Zoe Palmer (Parishioner)

		ACTION
1	**Parishioners Question Time and to acknowledge agenda items of interest to members of the public present** None. **Open meeting**	
2	**Welcome and apologies** The Chairman welcomed all present. Apologies for absence were received from Councillor Rushbrook (illness), Suffolk County Councillor Tony Brown and Borough Councillor Karen Richardson. Councillors unanimously agreed to accept Cllr Rushbrook's apologies.	
2.1	**Receive Parish Councillor Resignation** The Chairman read out a letter of resignation from Cllr Kate Kendrick. Clerk will inform Democratic Services at St Edmundsbury Borough Council and ask for a Notice of Vacancy to be sent.	MF
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** Councillors Loader and Waite declared a Non-Pecuniary interest in agenda item 8; Cllr Donoghue declared a Non-Pecuniary interest in agenda item 13.1.	
3.1	**Receive declarations from Councillors regarding agenda item 7.3 under Section 106 of the Local Government Finance Act 1992:** Councillors who had not been in attendance when the budget/precept had been set duly signed the declaration sheet, which is attached to these minutes as Annex 1.	Annex 1
4	**To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 27 October 2015** Councillor Loader asked if the footnote to the minutes (KPC 121-04) had been added. Clerk replied she has changed the minutes as requested but without adding a footnote. It was agreed that KPC121-04 should have footnote added	MF

as agreed for clarification. Clerk will action this.
The minutes of the meeting held on 27 October 2015 were agreed as a true record under a resolution put forward by Cllr Wheeler and seconded by Cllr Donoghue; there were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

Close meeting

5 Receive Visitor's Reports

Suffolk County Councillor Tony Brown:
In the absence of County Councillor Brown the Chairman read out a report on his behalf.

- Councillor Brown has contacted the developers of the Great Wilsey Park development and they have agreed to host a talk and to show any interesting artefacts they have found during the archaeological dig phase. The developers are keen to do this and details will be arranged when the arcehological dig is completed.
- The entire length of Simms Lane in Kedington has been patched within the last few days and the work is of high quality.

Bury Rural South Safer Neighbourhood Team:
In the absence of a member of the Safer Neighbourhood Team the Chairman read out an email on behalf of PCSO Anthony Welford.

- Attendance of Police Officers at District and Parish/Town Council meetings is currently under review.
- As part of changes within Suffolk Constabulary, a new system has been installed for the likes of recording crimes. The new system makes it a lot harder to issue crime reports for a specific area as it is less user friendly and more difficult to produce reports detailed down to village level. The SNT will continue to inform District, Town/Parish Councils of any trending crimes, such as the lead theft from churches and burglaries, etc. as well as work the SNT is doing in the community and any figures from speed checks. SNT Officers will still look to attend any meetings they can depending on the policing demand on the evening in question.

Open meeting

6 Clerks' Report
Clerk's report is attached to these minutes as Annex 2. Annex 2

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 draft minutes of 08 September 2015 *(note no Finance Committee meeting held in October 2015):*
None.

7.2 Receive draft minutes of meeting held on 10 November 2015:
Councillor Wheeler, Chair of Finance Committee went through highlights of the meeting:

- Budget statements effective 30 September 2015 were ratified.
- Financial position as at 31 October 2015 satisfactory with £28,606.97 (34.76%) of the budget spent, leaving a balance of £46,601.16. Additionally £17,571.06 is held in Reserves.
- Agreed that Councillors who sign cheques each month will reconcile previous month's cheque stubs with bank statements.
- Agenda item 4.3 to be discuss under agenda item 7.4 at the KPC meeting.

- A £5,000 bank transfer from current account to deposit account was agreed.
- A Petty Cash cheque for £100 was agreed.
- Clerk to attend new One Suffolk website training at SALC.
- Purchase of new heavy duty tarpaulin for grit store agreed
- Budget for December 2015 Social Gathering (after KPC meeting) agreed at £150.00.
- Thank you letter for grant of £500 towards cost of new flooring received from Kedington Branch Royal British Legion. Grant awarded under Sn 137, LGA 1972 as being of benefit to local people.
- Thank you letter for grant of £75 for purchase of a wreath and donation to Poppy Appeal 2015 received from Kedington Branch Royal British Legion. Grant awarded under Sn 137, LGA 1972 as being of benefit to local people.
- Twelve payments totalling £3,804.93 for Supplier Payments as at 31 October 2015 plus one Bank Transfer of £5,000 and one Petty Cash cheque for £100 agreed on 10 November 2015 and cheques signed by Cllr Wheeler and Cllr McGuire.

7.3 Discuss and ratify Finance Committee recommendation for budget/precept:

Budget list was circulated to all Councillors.

At this point the Clerk left the room so her salary could be discussed.

Councillor Wheeler informed Councillors that a Job Evaluation/Salary Review had been carried out on behalf of the Parish Council by Jayne Cole, Local Council Public Advisory Service and he went through highlights of the review. The recommendation from LCPAS was that the Clerk should be on spinal column point 30 (currently SCP 27) for the work she undertakes for the Parish Council. If this was approved by the Parish Council, and to take into consideration pay increases for the Crossing Supervisor and Village Cleaner, the salaries heading on the budget sheet would need to increase from £16,000 to £17, 295 an increase on the previous year of £2,120. To compensate for this, the Development Fund budget heading could be reduced to £6,205 a reduction on the previous year of £3,796 and this would leave the bottom line budget figure the same at £71,060 a reduction of 0.51% on the previous year. A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that a pay increase for the Clerk to spinal column point 30 with effect from 01 April 2016 should be agreed; there were no other resolutions; unanimous vote.

The Clerk re-joined the meeting and continued to take the minutes.

A resolution was put forward by Cllr Wheeler, seconded by Cllr Donoghue that the budget/precept figure of £71,060 for the financial year 2016/2017 be agreed; there were no other resolutions; unanimous vote.

7.4 Discuss and agree payment of employee's salaries by bank transfer and if agreed, change Standing Orders:

Clerk reported she had looked into payment of salaries by bank transfer and this could only be facilitated if the employees are with Nat West Bank. If they were not with Nat West, the Parish Council could seek to obtain a debit card and salaries could then be transferred with this. Councillor Wheeler suggested the Clerk speak to the Accountant to see if salaries could be done on the 1st of each month before the Finance meetings; if this was not an option, then the application for a debit card could be investigated. MF

7.5 Grant Application – St Peter & St Paul Church, Kedington:

Quotations requested from St Peter & St Paul Church to show cost involved in the removal of sycamore saplings on the grass verge outside the church wall in Mill Road had been received:

- RMS Trees £570.00
- The Green Room £380.00
- Peter Hall £450.00

A resolution to grant £350.00 under SN 137, LGA 1972, as being of benefit to local people was put forward by Cllr Wheeler and seconded by Cllr Waite; there were no other resolutions; unanimously agreed.

8 Proposed North East Haverhill Development (update)

At this point Cllrs Loader and Waite declared a Non-Prejudicial Interest but remained in the meeting and took part in discussion.

At the meeting with Chris Rand, Principal Planning Officer Major Projects and Steve Wood on 30th October 2015, Mr Rand told those present that, whilst there is no legal recourse to stop this development, the purpose of the meeting was to move things forward, whilst taking on concerns from those bordering the development and trying to get an amicable solution to all parties involved. The proposed boundary walk agreed at this meeting will be taking place as soon as a date is received from Marcia Whitehead at Bidwells. Councillor Waite reported the primary focus of the Kedington Action Group was to secure a good thick boundary area, well planted with trees and a bridleway/footpath linking along the boundary to create good space for recreation. The boundary walk will discuss the tree belt and Mr Rand said the Borough Council would look favourably at footpaths/bridleways being linked. Councillor Rowsell suggested anything promised by the Borough Council should be requested in writing.

9 Community Governance Review 2015

Councillor Wheeler addressed the meeting; he said he was concerned that the recent Chairman's Letter had stated the Parish Council opposed the boundary changes and to his knowledge this had not been formally agreed. Councillor Wheeler also stated, in his opinion, the "Why you should respond to the Consultation" part of the Chairman's letter was misleading. Councillor Wheeler said at the present time, there are no houses on the Kedington side of the Parish Boundary between Haverhill and Kedington, but most of the houses on the proposed North East Haverhill development would be in the Parish of Kedington if the boundary was not moved; thus giving two distinct areas, one urban and one village and would double the size of the Parish of Kedington.

The Chairman asked each Councillor individually if they were in favour of moving the current Parish Boundary under the Community Governance Review 2015. Five Councillors were in favour of the Parish Boundary being moved; two were in favour of it not being moved. When making the Parish Council's response to the Community Governance Review, the Clerk was requested to point out the rationale of Parish Councillor's views was because although they did not really want the boundary moved, neither did they want part of Haverhill being built in Kedington's Parish. MF

10 Play Equipment

10.1 Receive Annual Inspection Report for play equipment; discuss and agree action:

Annual Inspection Report was discussed, most items highlighted were low or very low risk. Councillor Wheeler said he would paint the gate to the junior play area in the Spring 2016. Annual Inspection Report is held on file in Parish Council Office.

10.2 Receive monthly defect report(s) (if any); agree action:

Clerk reported she was still trying to get goal standards for the junior goalposts on Old School Field.

11 Environmental / Grounds Maintenance Matters

11.1 Any other environmental/grounds maintenance matters:
Councillor Donoghue reported Mr Sears has completed tarmac work around lower plant bed in Silver Street Park. Some log roll is still in place at the back of the plant bed and is satisfactory.

12 Highway/Footpath/Street Furniture matters

12.1 Discuss and consider provision of new Notice Board in Silver Street:
Councillor Waite requested the Parish Council consider the provision of a new Notice Board on the wall of NISA Stores in Silver Street if this was agreeable with the owners of the stores. Councillor Waite said with the loss of the Notice Board outside the Barnardiston Arms, the village stores would seem an appropriate location. A resolution was put forward by Cllr Waite, seconded by Cllr Rowsell that a new notice board should be installed in Silver Street once permission is granted from the owners of the village stores. There were no other resolutions; unanimous vote. Clerk to obtain quotations. MF

12.2 Signage for "20's Plenty" near school:
Clerk reported she had received an email from PCSO Anthony Welford from the Safer Neighbourhood Team asking whether the Parish Council thought it may be an idea for children at the local school to enter a competition to draw a sign depicting "20's Plenty" to try and alleviate speeding traffic near the school. After discussion it was decided that it would be an acceptable idea and the Parish Council would supply prizes for those drawings that were selected. A resolution was put forward by the Chair, seconded by Cllr Plummer that a budget of £50 should be set for prizes; there were no other resolutions; unanimously agreed.

12.3 VAS Signs (update):
Clerk reported vehicle activated signs have been ordered from Westcotec.

12.4 Any other Highway/Footpath/Street Furniture matters:
It was requested the poor condition of some of the roads in Kedington be reported to Highways. Clerk informed Councillors she is constantly highlighting the poor condition of roads in the village to Highways.

Non agenda item – Guillotine

With the time at 9.45 p.m. 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.

13 Any other reports (on-going matters)

13.1 New frontage to Community Centre:

Councillor Donoghue declared a Non-Pecuniary Interest but remained in the meeting to report only.

Councillor Donoghue reported he had requested dates of when hirers use the Community Centre and was awaiting these. The Library are still to confirm whether or not they will be participating in the project.

14 Housing/Planning

14.1 Applications for discussion at meeting:
None.

14.2 Planning Applications – Observations conveyed by Parish Council:
DC/15/1690/HH – Stonebridge Paddocks, Hundon Road, Kedington, CB9 7QT
Planning Application – Construction of 60m x 30m horse ménage with associated fencing and gate together with 4 no lighting columns.
Not circulated as Clerk on sick leave.

DC/15/1937/HH – 23 Dash End, Kedington, CB9 7QR
Householder Planning Application – (i) Single storey rear extensions; (ii) integral garage with new access (following demolition of existing garage).
NO OBJECTIONS - Councillor's comments noted in reply to Planning Department

DC/15/1955/HH – 32 Dash End, Kedington, CB9 7QR
Householder Planning Application – (i) Single storey rear extension (demolition of existing conservatory); (ii) new vehicular access and creation of 2 additional parking spaces.
NO OBJECTIONS

14.3 Planning Applications – Decisions received from Borough Council:
DC/15/1690/HH – Stonebridge Paddocks, Hundon Road, Kedington, CB9 7QT
Planning Application – Construction of 60m x 30m horse ménage with associated fencing and gate together with 4 no lighting columns.
GRANTED

DC/15/1483/HH – 1 Kings Hill, Kedington, CB9 7NA
Householder Planning Application – two storey rear extension
GRANTED

DC/15/1491/HH – 18 Barton Grove, Kedington, CB9 7PT
Householder Planning Application – (i) Two storey side extension (house) and (ii) construction of new garage/store with extended driveway.
GRANTED

DC/15/1501/HH – 9 Dane Common, Kedington, CB9 7NU
Householder Planning Application – Proposed two storey side extension to provide annexe.
GRANTED

DC/15/1526/FUL – 1 Barton Grove, Kedington, CB9 7PT
Planning Application – Sub-division of existing dwelling to create 1 no 2 bed dwelling and 1 no 3 bed dwelling including single storey rear extensions.
GRANTED

DC/15/1547/HH – 11A School Road, Kedington, CB9 7NG
Householder Planning Application – rear orangery (demolition of existing conservatory).
GRANTED

14.4 Any other housing / planning matters:
None.

15 Consultations
None.

16 Events

16.1 Nominations:
16.1.1 Haverhill Civic Carol Service, Wednesday 9th December 2015, 7.00 pm. St Mary's Church, Haverhill
Councillor Donoghue expressed an interest in attending this event.

16.2 Councillor absences (update):
The Chairman requested Councillors update the Clerk with any planned absences.

16.3 HM The Queen 90th Birthday Celebrations 2016:
The Chairman read out an email from Lady Euston to the Suffolk Association of Local Councils Chairman, requesting that Town & Parish Councils are given notice that there will be major national events taking place in London over the weekend of 11 and 12 June 2016 to celebrate the Queen's 90th Birthday. The

email said it would be wonderful if as many people as possible in Suffolk could also show their support by holding their own festivities in their communities. Councillor Wheeler asked if the Clerk could copy the email and pass to Steve Brown, Chair of the KCA for information. MF

17 Any new matters (for discussion only)

Rural Vision 2031 – Councillor Loader requested Councillors should be putting ideas together of what the village needs are/will be up to 2031 and these should be sent to St Edmundsbury Borough Council. All Councillors

The meeting closed at 10.00 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday 15 December 201**5 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 ……...