

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 MARCH 2016
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present:

Cllr Simon McGuire (Chairman)
 Cllr Terry Wheeler (Vice-Chairman)
 Cllr Heather Carre-Skinner
 Cllr Peter Donoghue
 Cllr Nathan Loader
 Cllr Debbie Plummer
 Cllr Peter Rowsell
 Cllr Marion Rushbrook
 Cllr Justin Waite

In attendance:

Ms Marion Farrant – Parish Clerk

Also in attendance: St Edmundsbury Borough Councillor Karen Richardson; Suffolk County Councillor Tony Brown; Mr I Evans (Parishioner).

		ACTION
1	<p>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present Mr Evans acknowledged an interest in agenda item 11.2.</p> <p>Open meeting</p>	
2	<p>Welcome and apologies The Chairman welcomed all present. There were no apologies for absence. Councillor Loader apologised for not attending the February 2016.</p>	
3	<p>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 10.1.</p> <p>With Councillor's permission, the Chairman closed the meeting and agenda item 11.2 was brought forward.</p> <p>Close meeting</p>	
11.2	<p>Common land at Calford Green – receive letter from resident in response to Parish Council letter: The Chairman read out a letter from Mr Evans who lives at Calford Green, in response to a letter sent to him by the Parish Council after Mr Evans had erected a fence on the common land at Calford Green, without informing the Parish Council. The letter informed Mr Evans that the Commons Act 2006, 38(3)a prohibited the erection of fencing on common land and requested the fence be removed at his earliest convenience. In his reply, Mr Evans stated the sole purpose of erecting the fence was to prevent delivery vehicles driving on</p>	

the Green and causing damage, which he had spent many hours repairing, adding he was not attempting "some nefarious land grab". At the meeting Mr Evans stated he was aware the gravel drive was a Right of Way over which he had no claim and would be happy to remove the fencing when the green had dried out enough to support vehicles. Councillor Loader said the sign at Calford Green requesting "No Driving on the Green" was obviously not being adhered to and acknowledged that GPS does not always direct delivery drivers to the correct location. A Map Board showing location of properties around the Green could be considered as a solution to the problem. Councillor Plummer suggested that next year's budget setting should consider extra maintenance for Calford Green. Councillors agreed that for the present, the fence could remain until the green dried out, but would expect it to be removed when requested by the Parish Council. Councillor Rowsell voiced his concerns about the legality of allowing the fence and it was agreed that the Clerk should seek advice from Local Council Public Advisory Service.

MF

Open meeting

4 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 16 February 2016

A resolution was put forward by Cllr Wheeler, seconded by Cllr Rowsell to agree the minutes of the Parish Council meeting held on 16 February 2016 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

Close meeting

5 Receive Visitor's Reports

Borough Councillor Karen Richardson

- Councillor Richardson informed the meeting that letters had gone out to all households and a leaflet attached to all brown bins regarding the new brown bin service commencing on 01 April 2016. The brown bin would predominantly be for garden waste only and would cost households £40 per year to subscribe to the service. Details of the new service are available at www.westsuffolk.gov.uk/gardenwaste.
- Councillor Loader put questions to Councillor Richardson about jobs and job losses in Haverhill and how the proposed development of North East Haverhill could go ahead without employment opportunities or improvements to the A1307 road to Cambridge. Councillor Richardson responded by saying that the development of North West Haverhill should have been completed by 2016, but it hasn't. There is a requirement by National Government to put these developments in the Masterplan. Councillor Richardson said the Borough Council were consulting with Cambridgeshire about the A1307 and she would ask Cllr Alaric Pugh for feedback and pass it on to the Parish Council.

Suffolk County Councillor Tony Brown

- County Councillor Tony Brown informed the meeting that talks are progressing on an outline devolution bid for Cambridgeshire, Suffolk and Norfolk.
- Regarding the proposed development of North East Haverhill, Councillor Brown stated the development should not go ahead until transport issues have been sorted out.
- Councillor Brown said he would contact Highways regarding the ongoing problem of HGVs using the B1061 through Kedington.

Open meeting

6	<p>Clerks' Report</p> <ul style="list-style-type: none"> Email received from Kedington Community Association asking if Kedington Art Group could use the Parish Council meeting room on Meadowlark Day to display their paintings and drawings. From 01 April 2016, the Government's National Living Wage of £7.20 per hour for people 25 years and over comes into force. 	MF
6.1	<p>Consider further action (on action taken or reports received since last meeting:</p> <ul style="list-style-type: none"> Councillors unanimously agreed Kedington Art Group could use the meeting room on Meadowlark Day, 11 June 2016. Councillor Wheeler asked the Clerk if she had arranged a meeting with Local Council Public Advisory Service to discuss Standing Orders and Play Equipment Contract. Clerk advised she would contact LCPAS to arrange a date. 	
7	<p>Finance Committee</p>	
7.1	<p>Consider any matters arising from minutes of 09 February 2016 meeting: None.</p>	
7.2	<p>Finance Committee meeting scheduled for 08 March 2016 cancelled. Items to be transacted at this meeting:</p>	
7.2.1	<p>1.1 Budget statements effective 29 February 2016: Budget statements effective 29 February 2016 were received and ratified under a resolution put forward by Cllr Wheeler, seconded by the Chair and unanimously agreed. The financial position at 29 February 2016 was satisfactory with £42,297.86 of the budget (59.22%) spent, leaving a balance of £29,127.14. Additionally £17,571.06 is held in Reserves.</p> <p>1.2 Receive statement for expenditure of Grants and Donations 2015/16: A statement for expenditure of Grants and Donations 2015/2016 is attached to these minutes as Annex 2.</p> <p>1.3 Approve routine payments for financial year 2016/2017: Routine payments for the Clerk's Salary, British Telecom (telephone and broadband) paid by Direct Debit and Electricity (payable to Kedington Community Association) were approved under a resolution put forward by Cllr Wheeler, seconded by Cllr Plummer and unanimously agreed.</p> <p>1.4 Receive statement of outstanding payments (possible accruals/commitments) for 2015/2016: Clerk reported outstanding payments for 2015/2016 were:</p> <ul style="list-style-type: none"> Internal Auditor £200.00 BDO LLP External Auditor £300.00 Accountant £336.25 Electricity £250.00 <p>1.5 Agree bank transfer of £5,000 from Bank of Ireland to Nat West current account: A resolution to transfer £5,000.00 from Bank of Ireland deposit account to Nat West Bank plc current account was put forward by Cllr Wheeler and seconded by Cllr Plummer. There were no other resolutions, carried unanimously.</p>	Annex 1-3
7.2.2	<p>Review and agree effectiveness of Internal Control/Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2015 Internal Control / Management of Risk and Internal Audit for Kedington Parish Council was reviewed by Councillors and agreed under a resolution put forward by Cllr Rowsell, seconded by Cllr Loader and unanimously agreed. The review document is attached to these minutes as Annex 5.</p>	Annex 5

2.1 Review level of fidelity guarantee insurance cover for financial year 2016/2017:

A resolution was put forward by Cllr Plummer, seconded by Cllr Waite that the fidelity guarantee insurance cover should remain at £150,000 for the financial year 2016/2017, which is consistent with financial guidelines. There were no other resolutions; unanimously agreed.

2.2 Receive quotation and appoint Accountant for financial year 2016 / 2017:

A quotation was read out from Mrs Turner who would be pleased to continue as Accountant for Kedington Parish Council in the next financial year for a fee of £685.00. A resolution was put forward by Cllr Wheeler, seconded by the Chair that as Mrs Turner offers an excellent service to the Parish Council her quotation be accepted for the financial year 2016/2017. There were no other resolutions; unanimously agreed.

2.3 Agree and appoint Internal Auditor to carry out Internal Audit for financial year 2015/2016:

A resolution was put forward by the Chair, seconded by Cllr Plummer that Heelis & Lodge be appointed to carry out Internal Audit for Kedington Parish Council for the financial year 2015/2016. There were no other resolutions; unanimously agreed.

2.4 Agree updated list of bank signatories for Kedington Parish Council for financial year 2016/2017:

Bank signatories agreed as all members of current Finance Committee.

7.2.3 Discuss provision of online banking for Kedington Parish Council

After discussion it was agreed that online banking for Kedington Parish Council should be facilitated for the payment of salaries only (Clerk, Crossing Supervisor and Village Cleaner). Payment will be made after monthly finance committee meeting and two members of the committee (who are cheque signatories for that month) will be present when online payment is made. A resolution was put forward by the Chair, seconded by Cllr Waite that Kedington Parish Council should sign up for online banking. There were no other resolutions; unanimously agreed.

7.2.4 Review and agree Asset Register for financial year 2016/2017

The Asset Register for Kedington Parish Council for the financial year 2016/2017 was reviewed and agreed. The Asset Register is attached to these minutes as Annex 6.

Annex 6

7.2.5 Street Furniture

5.1 Receive Street Furniture Condition Report and agree action:

Street Furniture Condition Report was received and remedial action for any defects noted was agreed. Report is attached to these minutes as Annex 7.

Annex 7

7.2.6 Grounds Maintenance

6.1 Agree order for new membrane and purple slate for lower plant bed in Silver Street Park:

It was agreed that a roll of new membrane and 2 bags of purple slate from Madingley Mulch would be purchased for the lower plant bed in Silver Street Park.

7.2.7 Grants

7.1 Uptake:

None.

7.2. Applications:

7.2.1 St Edmundsbury Newstalk:

The Chairman read out a letter from St Edmundsbury Newstalk. A resolution was put forward by Cllr Wheeler, seconded by Cllr Rowsell that a grant of £85.00 should be awarded under Sn 137, LGA 1972 as being of benefit to local people. There were no other resolutions; unanimously agreed.

7.2.2 Haverhill and District Twin Towns Association:

The Chairman read out a letter from Haverhill and District Twin Towns Association. A resolution was put forward by Cllr Loader, seconded by Cllr Donoghue that a grant of £100.00 should be awarded under Sn 137, LGA 1972 as being of benefit to local people. There were no other resolutions; unanimously agreed.

7.2.3 East Anglia's Children's Hospices:

The Chairman read out a letter from East Anglia's Children's Hospices. A resolution was put forward by Cllr Plummer, seconded by the Chair that a grant of £100.00 should be awarded under Sn 137, LGA 1972 as being of benefit to local people. There were no other resolutions; unanimously agreed.

7.2.8 Payments

8.1 Ratify payments made since last meeting.

None.

8.2 Sign cheques for supplier payments as at 29 February 2016:

Seven payments totalling £3,232.75 for Supplier Payments as at 29 February 2016 approved on 15 March 2016 and cheques signed by Cllr Wheeler and Cllr McGuire.

8 Telecommunications Mast – receive communication from Chelmondiston Parish Council

The Chairman read out an email from Chelmondiston Parish Council which had been circulated to all Councils via Suffolk Association of Local Councils. The email stated Chelmondiston Parish Council had recently been approached by a company called Shared Access which works with mobile operators identifying clubs and playing fields that may be interested in housing a telecommunication mast. In return they install floodlighting or give a cash payment of £25,000 - £28,000 for a 20-25 year lease. Agreed that this should be passed to Kedington Community Association.

9 Discuss matters for Annual Parish Meeting agenda

Councillors requested the proposed development of North East Haverhill, the Community Governance Review and ongoing parking issues be put on the agenda for the Annual Parish Meeting on 26 April 2016.

MF

10 New frontage to Community Centre

10.1 Receive quotations for new glass frontage and roof and agree supplier:

At this point Cllr Donoghue declared a Non Pecuniary Interest but remained in the meeting to report only.

Councillor Donoghue reported three companies has put in quotations to supply and install light grey aluminium doors, windows, screens and roof for the front of the Community Centre. Quotations are as follows:

- 1) Hadleigh Glass £11,443.00 plus vat
- 2) N & C Glass Ltd £14,216.67 plus vat
- 3) IDF Aluminium Ltd £11,000 plus vat

Councillor Loader queried the specification for the glass roof as he thought it should be 6mm toughened or 11.5 mm laminated. Cllr Donoghue will seek standards for impact resistance.

A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that as Hadleigh Glass had done site visits, etc., they should be awarded the contract in principle, subject to glass standards and references. There were no other resolutions; eight votes in favour. Councillor Donoghue did not take part in vote.

11 Environmental / Grounds Maintenance Matters

11.1 Receive quotations for Strimming Contract 2016:

Two sealed quotations had been received based on the specifications sent to both parties:

- 1) Starling Handyman Services £2,450 plus £280 for 8th cut if required
- 2) Ian Morris Contractors £2,515.00 plus £200 for 8th cut if required

A resolution was put forward by Cllr Wheeler, seconded by Cllr Rowsell that Ian Morris Contractors should be awarded the contract as Mr Morris had done a good job in 2014 and 2015. There were no other resolutions; unanimously agreed.

11.2 This agenda item was moved to the beginning of the meeting:

11.3 Any other environmental/grounds maintenance matters:

The Chairman read out an email from a Parishioner with a concern that the new litter bin on Watermill Field was too near the river and if a child were to run towards it there may be a chance of falling into the river. Councillors shared their views on this matter and it was agreed that as very few children played on Watermill Field the risk would be very low. Decision taken to leave the bin where it is.

12 Highway/Footpath/Street Furniture matters

12.1 Dropped kerbs:

Councillor Donoghue reported he had received a request from a Parishioner for the installation of a dropped kerb at the entrance to Westward Deals as it was very difficult for people using mobility scooters to get up and down the path at this junction. County Councillor Brown said he could facilitate this from his Highways Budget and would liaise with Councillor Donoghue and Highways.

12.2 Heavy lorries using B1061 through Kedington (update):

Clerk reported an email had been received from Mike Young, Temporary Assistant Area Highways Manager at Suffolk County Council in Bury (email forwarded to all Councillors). The vehicle count has been carried out and reviewed by Mr Young and compared to counts carried out in 2007 at the same location. Mr Young's observation on the figures is that for heavy vehicles the count is very low and on this basis may well have reduced since 2007 since the meat processing factory has reduced its operations. Councillor Rowsell stated current lorries using the B1061 are not local from the meat processing factory and photographic evidence has proved this. Councillor Loader said the B1061 needs to be taken off the Lorry Route and questions asked as to what upgrades are proposed to protect pedestrians.

Close meeting

Suffolk County Councillor Tony Brown said he will ask for justification from Highways as to why the B1061 is on the designated lorry route.

Open meeting

- 12.3 Any other Highway/Footpath/Street Furniture matters:**
Councillor Loader said he would contact Greenbarnes Ltd regarding cost of a new noticeboard in Silver Street.

Condition of the road in Mill Road to be reported to Highways due to damage caused by heavy plant and building lorries entering and leaving the Bloor Homes site.

Councillor Wheeler reported the wooden footbridge in Mill Road had still not been repaired. Clerk will chase this.

Non-agenda item – guillotine

With the time at 9.45 p.m. it was agreed under a resolution put forward by Cllr Wheeler and seconded by Cllr Donoghue to raise the guillotine for fifteen minutes to allow remaining items on the agenda to be transacted. There were no other resolutions; unanimously agreed.

13 Consultations

13.1 Community Governance Review 2015 – Final round of consultation

Councillor Loader reported he felt there was no reason why the area designated as “country park” in the proposed Haverhill North East development should not be left in the Parish of Kedington, as this area of woodland would not be used as housing or employment land. This would protect the identity of land surrounding the hamlet of Calford Green and the future use of this land would not be threatened. Councillor Loader said a resident of Calford Green had said they wanted woodland within the Parish; protection in perpetuity.

13.2 Update on Gypsy and Traveller short stay stopping sites:

Initially feasibility work on the sites submitted as part of the public “Call for Sites” has now been completed, but have resulted in most sites being discounted, as they did not meet the published criteria. Further consideration is being given to the small number of sites that met the criteria. If one or more of these are thought to be feasible and deliverable then public consultation will take place before any decisions to develop are made. This means that it is unlikely the initial project deadline – to have three sites open in different parts of the county by December 2016 – will be met.

14 Any other reports (on-going matters)

14.1 KCA Report:
Deferred.

14.2 Discuss Village Clean-up Day and agree date / arrangements:
Potential date 23 April 2016, 10.00 a.m. meet at Community Centre. Clerk to liaise with Borough Council to borrow litter pickers, etc. County Councillor Tony Brown offered the services of his company employees to clean village signs.

15 Housing/Planning

15.1 Applications for discussion at meeting:
None.

15.2 Planning Applications – Observations conveyed by Parish Council:
None.

15.3 Planning Applications – Decisions received from Borough Council:
None.

15.4 Any other housing / planning matters:
None.

MF

16 Events

16.1 Nominations:

16.1.1 St Edmundsbury Borough Council, Parish Conference. 11 April 2016.
Stanton Community Village Hall, 6.00 p.m.
Chairman, Clerk and Cllr Loader nominated to attend.

16.2 Councillor absences (update):

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

17 Any new matters (for discussion only)

Procurement for new play equipment. Clerk to liaise with Local Council Public Advisory Service regarding new legislation.

The meeting closed at 10.00 p.m. The date of the next meeting of Kedington Parish Council will be **Tuesday 19 April 2016** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated