

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL  
TUESDAY, 19 APRIL 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 Marion Rushbrook  
Cllr Justin Waite

**In attendance:**

Ms Marion Farrant – Parish Clerk

**Also in attendance:** Mrs Barbara Surridge (Parishioner); Suffolk County Councillor Tony Brown joined the meeting at 8.50 p.m.

- |   |                                                                                                                                                                                                                                                                                                                                                                                                                               | ACTION |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1 | <p><b>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present</b><br/>None.</p> <p><b>Open meeting</b></p>                                                                                                                                                                                                                                                                    |        |
| 2 | <p><b>Welcome and apologies</b><br/>The Chairman welcomed all present. Apologies for absence were received from Borough Councillor Karen Richardson.</p> <p>The Chairman read out a letter of resignation from Cllr Peter Rowsell. Councillor Rowsell said despite his departure from the Parish Council, he will still continue to move around the Vehicle Activated Sign and download data.</p>                             |        |
| 3 | <p><b>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</b><br/>None.</p>                                                                                                                                                                                       |        |
| 4 | <p><b>To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 15 March 2016</b><br/>A resolution was put forward by Cllr Wheeler, seconded by Cllr Plummer to agree the minutes of the Parish Council meeting held on 15 March 2016 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p> <p><b>Close meeting</b></p> |        |

## **5 Receive Visitor's Reports**

### **Borough Councillor Karen Richardson**

In the absence of Borough Councillor Karen Richardson the Clerk read out an email on her behalf. Borough Councillor Richardson informed that with the Parish Council's interests, she would be raising the issue of improvements to the A1307 at her quarterly meeting with Suffolk Highways; adding that she would be stressing the need for them to pay close attention to the pressures that inevitable growth will bring to rural roads in the West of the County. Councillor Richardson said she had raised these issues regularly over the last two years and has been told that Suffolk County Council has been working with Cambridge County Council to ensure that traffic surveys are done on the road to support a business case for its improvement. Over this time officers and Councillors have raised the A1307 with the LEP and more recently there has been strong lobbying at planning meetings attended by St Edmundsbury members and officers and Cambridge County Council members and officers and it looks as if the LEP is supporting the development of a business case.

### **Open meeting**

## **6 Clerks' Report**

- Clerk distributed an email to Councillors from Anglian Water's Pollution Prevention Team informing of a new campaign being launched called "Pollution Watch".
- Clerk reported Came & Company, Parish Council Insurers have informed that to add the Vehicle Activated Sign to Parish Council Insurance Policy would be £14.01 per annum including Insurance Premium Tax. As this is a modest sum, Came & Company will defer charging until the renewal date (1<sup>st</sup> October 2016) providing the Parish Council do not require a new schedule at this time.
- Clerk requested permission to order the 10<sup>th</sup> Edition of Charles Arnold Baker Local Council Administration which contains all the new laws and regulations with effect from 01 April 2016. Cost is £73.60 plus postage.

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

- Councillors unanimously agreed to purchase a copy of the 10<sup>th</sup> Edition of Charles Arnold Baker Local Council Administration.

## **7 Finance Committee**

### **7.1 Consider any matters arising from minutes of 09 February 2016 meeting:** None.

### **7.2 Receive draft minutes of 12 April 2016 meeting:**

Councillor Wheeler, Chairman of Finance Committee went through highlights of the meeting:

- Budget statement for 31 March 2016 (end of financial year) was satisfactory with £45,919.43 (64.29%) of the budget spent leaving a balance for the year of £25,505.57. Year-end figures show £45,130.29 going forward to Reserves. Noted that £11,900.00 of Reserves are earmarked for new frontage to Community Centre.
- Salary for Village Cleaner increased to new minimum wage of £7.20 per hour from 01 April 2016, an increase of 38 pence per hour (5.3%). Village Handyman salary to remain unchanged.
- School Crossing Supervisor salary increased to £7.35 per hour (£3.68 retainer) from 01 April 2016, an increase of 39 pence per hour (5.3%).
- VAT refund of £1,736.28 has been applied for from H M Revenue & Customs for the period 01 October 2015 – 31 March 2016.
- Parish Council still experiencing problems in resolving the account with British Telecom in respect of update to superfast broadband.

- Clerk granted permission to carry over 12½ hours holiday hours to holiday year 01 April 2016 – 31 March 2017.
- Street Furniture Report received and items requiring attention were noted.
- Strimming Contract to commence on 26 April 2016.
- Grant of £250.00 awarded to Ketton Early Birds under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £225.00 awarded to St Peter & St Paul Church – Restoration Committee 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.
- Grant of £150.00 awarded to Magpas Air Ambulance under Sn 137, LGA 1972, as being of benefit to local people.
- Nine payments totalling £2,934.70 for Supplier Payments as at 31 March 2016 approved on 12 April 2016 and cheques signed by Cllr Plummer and Cllr Rowsell.

**7.3 Ratify unaudited Income & Expenditure Account for the financial year ending 31 March 2016:**

A resolution was put forward by Cllr Wheeler, seconded by Cllr Rushbrook that the unaudited Income & Expenditure Account for the financial year ending 31 March 2016 be recorded as a true record. There were no other resolutions; unanimously agreed. Unaudited Income & Expenditure Account for the financial year ending 31 March 2016 is appended to these minutes as Annex 1.

Annex 1

**7.4 Receive confirmation of precept from St Edmundsbury Borough Council for 2016 / 2017:**

Clerk reported St Edmundsbury Borough Council has confirmed a precept of £71,060.00 will be paid to Kedington Parish Council for the financial year 01 April 2016 – 31 March 2017.

Annex 2

**8 Suffolk Local Policing Review (update)**

A letter was read out by the Chairman from Suffolk Constabulary. The letter stated Neighbourhood Policing remains the bedrock of the organisation, and although a Police presence at every Town and Parish Council meeting will no longer be provided, each Safer Neighbourhood Team will make regular contact with the Town/Parish (through the Clerk) to ensure ongoing 2-way flow of information. Police will attend meetings where there is a specific issue that requires discussion and attendance. Written reports will be prepared by the SNT each month and will follow a standard template (copy passed around for Councillors to view). The report will provide data for the SNT followed by qualitative information broken down to ward level with individual parishes/towns mentioned where there is a relevant issue. Reports will be uploaded to the Constabulary website to enable self-access by partners.

Suffolk Local Policing Review has seen the county divided into nine localities, each led with an Inspector who will oversee the work of Safer Neighbourhood Teams and emergency response officers within their area. Three Superintendents will oversee this work, being responsible for the East, West and South of the County. The Inspector for Haverhill is Danny Cooper.

**9 Parish Council Post Facilities**

Clerk reported that as of 30 April 2016, Kedington Newsagents will be closing. Mr Vasana from NISA Village Stores has agreed to take in mail for the Parish Council. Clerk will ensure that a change of address for the Parish Council is implemented. A resolution was put forward by the Chair, seconded by Cllr Wheeler that as Mr & Mrs Upton had helped the Parish Council for many years with taking in mail, etc. a gift should be bought for them up to the value of £50.00. There were no other resolutions; unanimously agreed. Clerk will purchase gifts and present to Mr & Mrs Upton on behalf of Parish Council. A gift will be purchased commensurate with Local Government Act 1972, s111.

MF

- 10 Review and ratify Risk Assessments for Kedington Parish Council**  
This item was deferred. In light of the resignation of Cllr P Rowsell, Cllr Waite agreed to help the Clerk with Risk Assessments.
- 11 Environmental / Grounds Maintenance Matters**
- 11.1 Common land at Calford Green:**  
Clerk reported she had sought information about liability if an accident ensued with the fencing erected by a Parishioner on the common land at Calford Green. It appears that, as the Parish Council is responsible for the common land, they would be liable. A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that the Parish Council should write to the Parishioner asking for the fencing to be removed with immediate effect. Councillors discussed the provision of two larger signs to deter vans, cars, etc. driving on the green and wording agreed was: "WARNING – SOFT VERGES. NO DRIVING ON THE GREEN".
- Clerk reported she had been in contact with M D Landscapes as they have been unable to cut the grass on the common land at Calford Green because the area is too wet. Two options to help alleviate the problem were:
- 1) Put in land drains  
or
  - 2) Use a small mole drain with a small tractor and pump water to a nearby stream; cost to do this option between £200.00 - £300.00
- Councillors were reluctant to take any action at present time; it was agreed to monitor the situation over the coming months and if necessary precept to have the work done in the next financial year.
- 11.2 Sleeper borders – discuss and agree locations:**  
Clerk reported St Edmundsbury Borough Council were not against the Parish Council installing sleeper borders (filled with shrubs) on green spaces in the village to help deter parking on green areas, but wanted to know locations. The Chairman reported this was originally an idea by Cllr Rowsell and asked for views of other Councillors. It was agreed that installing sleeper borders filled with shrubs would incur ongoing maintenance. Matter deferred.
- 11.3 Any other environmental/grounds maintenance matters:**  
Quotation received from RMS Trees to spray weeds on lower plant bed in Silver Street Park and remove all dead plant material; relay semi-permeable membrane where required and apply layer of purple slate. Cost £195.00 (excluding materials). A resolution was put forward by Cllr Rushbrook, seconded by Cllr Waite that RMS Trees should be asked to carry out this work. There were no other resolutions; unanimously agreed.
- Councillor Donoghue reported his concerns about the grass cutting on Watermill Field, stating it had been cut very short. Councillor Wheeler agreed to examine/monitor and report back.
- 12 Highway/Footpath/Street Furniture matters**
- 12.1 Heavy lorries using B1061 through Kedington (update):**  
Clerk reported that Suffolk County Councillor Tony Brown has raised the matter of heavy lorries using B1061 through Kedington at a meeting in Ipswich, asking why this road is included on the designated lorry route.
- 12.2 Any other Highway/Footpath/Street Furniture matters:**
- Councillor Loader reported he had contacted Greenbarnes Ltd regarding cost of a new noticeboard for Silver Street and they would not negotiate on price quoted.

TW

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|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|             | <ul style="list-style-type: none"> <li>▪ Clerk reported a Temporary Traffic Order was in place for the closure of U7221 West End Lane and Silver Street (to Rectory Road) from 12 May – 18 May 2016 for carriageway resurfacing.</li> <li>▪ Clerk requested to write to Highways re condition of road surface in Mill Road.</li> <li>▪ Clerk reported several new treads have been installed on the footbridge in Mill Road.</li> <li>▪ Issue of diversion signs when new gas main was laid in West End Lane have been raised with Suffolk County Council by County Councillor Tony Brown.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | MF    |
| <b>13</b>   | <b>Consultations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
| <b>13.1</b> | <p><b>Community Governance Review 2015 – Agree final response from Parish Council:</b></p> <p>It was agreed that Cllr Loader should draft the final response from Kedington Parish Council and forward to the Clerk for amending if necessary. It was discussed that there was no case for the area designated as country park to be moved to within the Haverhill boundary as this land is not designated to house new homes or allocated as employment land. Therefore there is no reason to allocate this land as part of Haverhill for electoral community governance arrangements. A resolution was put forward by Cllr Loader, seconded by Cllr Waite that Kedington Parish Council wishes the land designated as “Country Park” in the Masterplan for North East Haverhill, should remain as part of Calford Green and within the Parish of Kedington, as this does not affect either new homes and/or employment land. There were no other resolutions; unanimous vote. It was further agreed that if a Management Company were appointed to maintain the new development, a member of the Parish Council should be put forward to sit on the committee.</p> <p><b>Non-agenda item – guillotine</b></p> <p>With the time at 9.45 p.m. it was agreed under a resolution put forward by Cllr Wheeler and seconded by Cllr Carre-Skinner to raise the guillotine for fifteen minutes to allow remaining items on the agenda to be transacted. There were no other resolutions; unanimously agreed.</p> | NL/MF |
| <b>14</b>   | <b>Any other reports (on-going matters)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
| <b>14.1</b> | <p><b>KCA Report:</b></p> <p>Deferred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
| <b>14.2</b> | <p><b>New play equipment for Old School Field (update):</b></p> <p>Councillor Wheeler reported he has put together a specification of the new play equipment required in readiness for this to be put on the Contract Finders website in line with new government legislation on procurement of contracts worth over £25,000.00.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
| <b>14.3</b> | <p><b>Discuss Village Clean-up Day and agree date / arrangements:</b></p> <p>Confirmed date 23 April 2016, 10.00 a.m. meet at Community Centre. Clerk will collect litter picking equipment from St Edmundsbury Borough Council. The Chairman will post this event on Kedington Facebook page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
| <b>15</b>   | <b>Housing/Planning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
| <b>15.1</b> | <p><b>Applications for discussion at meeting:</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
| <b>15.2</b> | <p><b>Planning Applications – Observations conveyed by Parish Council:</b></p> <p><b>DC/16/0471/FUL – Land adjacent to 23 Dash End, Kedington, CB9 7QR</b></p> <p>Planning Application – 1 no dwelling, garage and access (following demolition of existing garage).</p> <p><b>OBJECT (see notes on file)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |

**15.3 Planning Applications – Decisions received from Borough Council:**  
**DC/15/2126/HH – 17 Barton Grove, Kedington, CB9 7PT**  
Householder Planning Application – Two storey rear extension and single storey side extension.  
**GRANTED**

**15.4 Any other housing / planning matters:**  
None.

**16 Events**

**16.1 Nominations:**

16.1.1 Dedham Vale & Stour Valley Conference, The Venture Centre, Lawford, Manningtree. Thursday 12 May 9.30 – 1600 hours.

16.1.2 Haverhill Town Mayor's Service of Thanksgiving, St Marys Church, Haverhill. Wednesday 27 April 2016, 18.45 hours.

**16.2 Councillor absences (update):**

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

**17 Any new matters (for discussion only)**

Winter Gritting machine. Consideration to be given about whether to continue carrying out winter gritting service before winter 2017.

The meeting closed at 9.57 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday 24 May 2016 (note changed to fourth Tuesday)** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

**Signed .....**

**Dated .....**