

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21 JUNE 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 Justin Waite

In attendance:

Ms Marion Farrant – Parish Clerk

Also in attendance: Borough Councillor Karen Richardson; Suffolk County Councillor Tony Brown (joined the meeting at 9.30 p.m.); Mr D & Mrs J Ramsey; Mr I Evans (Parishioners).

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

Mr Evans stated he had come to the meeting to speak about the fence he had erected at Calford Green, which he said acted as a demarcation of his right of way to his property; the fence has since been removed. Mr Evans refuted it was not illegal for him to erect a fence, stating he had got information from the GOV.UK website. He challenged the stance made by the Parish Council that they would be responsible if someone had an accident because of the fencing. Mr Evans stated he did not think putting further signs on the green would help to stop delivery vehicles driving or turning on the green. It was suggested by Cllr Loader that perhaps a map board could be erected showing location of houses around the green. Mr & Mrs Ramsey thought this may be a very good idea. The Parish Council informed Mr Ramsey they would be happy to facilitate a meeting with Jayne Cole, CEO at Local Council Public Advisory Service to try and resolve the issues he had; Mr Evans accepted this invitation.

ACTION

MF

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Councillor Marion Rushbrook (work commitments). Councillors unanimously accepted Cllr Rushbrook's apologies.

2.1 Receive Parish Councillor Resignation:

The Chairman read out a letter of resignation from Cllr Debbie Plummer. Clerk will contact Democratic Services at St Edmundsbury Borough Council to seek a Notice of Vacancy to enable the Parish Council to co-opt a Parish Councillor to fill this vacancy.

MF

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</p> <p>Councillor Loader declared a non-pecuniary interest in agenda items 8.5, 13.1 and 15.1. Councillor Donoghue declared a non-pecuniary interest in agenda item 10.</p>	Annex 1
4	<p>To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 19 April 2016 and the Annual Meeting of the Parish Council held on 27 May 2016</p> <p>A resolution was put forward by Cllr Wheeler, seconded by Cllr Waite to agree the minutes of the Parish Council meeting held on 19 April 2016 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p> <p>A resolution was put forward by Cllr Loader, seconded by Cllr Carre-Skinner to agree the minutes of the Annual Meeting of the Parish Council held on 27 May 2016 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p>	
5	<p>Councillors Responsibilities 2016 / 2017</p> <p>Councillors Responsibilities for the year 2016 / 2017 were discussed. Finance Committee and Employment, Policy and Grievance Committees were put forward under a resolution by Cllr Wheeler and seconded by Cllr McGuire. There were no other resolutions; unanimously agreed.</p>	
	<p>Close meeting</p>	
6	<p>Receive Visitor's Reports</p> <p>Borough Councillor Karen Richardson</p> <p>Borough Councillor Karen Richardson thanked the Parish Council for the understanding and support during her first year of office, which had been particularly difficult because of her daughter's illness. Councillor Richardson informed the meeting that she has money in her Locality Budget and would be pleased to receive applications for a grant from local organisations. Councillor Richardson reported she had officially asked Portfolio Holder, Alaric Pugh and the Leader of St Edmundsbury Borough Council to advise her of any LEP meetings in order that she can feed in information to them from the Parish Council.</p>	Annex 2
	<p>Open meeting</p>	
7	<p>Clerks' Report</p> <p>The Clerk read out her report which is attached to these minutes as Annex 2.</p>	
7.1	<p>Consider further action (on action taken or reports received since last meeting:</p> <ul style="list-style-type: none"> ▪ Councillors were not happy that the signs had been damaged as they cost approximately £50 each. They did not wish to see the young person get a criminal record but thought he should be asked to pay for replacement signs in instalments from his pocket money. Clerk was requested to liaise with PC Darren Marshall regarding this. ▪ A resolution was put forward by Cllr Waite, seconded by Cllr Carre-Skinner that the Parish Council should purchase another four drawer filing cabinet at a cost of £115.91 plus vat. There were no other resolutions; unanimously agree. ▪ There is no one available to attend the press launch and training session of Kedington & Hundon First Responders on 9th July 2016. 	

8 Finance Committee

8.1 Consider any matters arising from minutes of 03 May 2016 meeting:

None.

8.2 Receive draft minutes of 14 June 2016 meeting:

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

- Budget statements effective 31 May 2016 are satisfactory with £7,581.27 (10.67%) of the budget spent leaving a balance of £63,478.73. Additionally, £45,130.29 is held in reserves.
- Income & Expenditure and Asset Statements were examined and duly signed by the Chairman in readiness for Internal and External Audits.
- Clerk to attend a seminar on “*Employment Matters: Prevention is Better than Cure*” on “8th July 2016 at a cost of £50.00 plus vat. The seminar is being run by Suffolk Association of Local Councils in conjunction with Norfolk Association of Local Councils.
- New dog bin has been ordered for Watermill Field.
- Play Equipment – Cllr Wheeler and Clerk have now met with all five companies who will be tendering for the new play equipment contract. Councillor Wheeler said he would be writing a short report on each of the companies tendering after meeting with their representatives.
- A quotation to replace the goals on Old School Field was reviewed, but it was decided not to purchase new goals if the old ones can be adequately refurbished.
- Nine payments and one direct debit totalling £3,656.50 for Supplier Payments as at 31 May 2016 approved on 14 June 2016 and cheques signed by Cllr Wheeler and Cllr McGuire.

8.3 Ratify Annual Governance Statement and agree and sign Annual Return for the financial year 2015/2016:

The Annual Governance Statement was examined by all Councillors and ratified under a resolution put forward by Cllr Wheeler and seconded by Cllr Loader; there were no other resolutions, unanimously agreed.

The Annual Return for the financial year 2015 / 2016 was examined by all Councillors and agreed as a true record under a resolution put forward by Cllr Loader and seconded by Cllr Donoghue; there were no other resolutions,

8.4 Consider cost of living salary increase for Parish Clerk in line with NJC pay scales:

At this point the Clerk left the room while her salary was discussed.

Councillor Wheeler reported in May 2016, the National Joint Council for Local Government Services (NJC) reached agreement on the following:

- New pay scales for 2016/2017 to be implemented immediately and backdated to 1 April 2016.
- New pay scales for 2017/2018 to be implemented from 1 April 2017.

Councillor Wheeler said the pay award given to the Clerk on 1 April 2016 by the Parish Council was an increment increase on the Spinal Column Points of the NJC scale, awarded following her Job Review undertaken by Local Council Public Advisory Service in October 2015. The NJC award is a cost of living increase of 1% from 1 April 2016 (backdated) and a further 1% increase for the year 2017/2018. Councillor Wheeler confirmed the Parish Council had money in the budget to accommodate this rise if agreed.

A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that the Clerk should be awarded the 1% pay rise as agreed by the NJC for the financial year 2016/2017 (backdated to 1 April 2016) and a further 1% pay rise for the financial year 2017/2018. There were no other resolutions; unanimously agreed.

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

8.5 Consider grant for Kedington Community Association:

The Chairman read out an email from Steve Brown, Chairman of Kedington Community Association regarding the root protection area under the canopy of the Sweet Chestnut Tree (TPO) outside Kedington Library. In light of the information given to the KCA from the Chairman of the Parish Council about root protection for the tree, the KCA have found a solution to the problem and providing a heavy duty protection mesh would cost £1454.52. The email asked if the Parish Council would consider a contribution to the project. Councillors discussed the matter and agreed that, upon reflection, given the cost, they would not be able to provide a grant and other funding should be looked into.

MF

9 New Play Equipment (update)

Councillor Wheeler reported that he and the Clerk had been meeting with five suppliers of play equipment who would all be tendering for the new play equipment. He said, all of the representatives from the different companies had very good ideas and other pieces of equipment were also being considered as part of the project. Councillor Wheeler said he planned to write a short report on each of the meetings with company representatives.

10 New frontage to Community Centre – agree final specification before order for doors and glass roof are placed

The Chairman confirmed that the email from Cllr Loader regarding the impact resistance of the glass roof had been circulated to all Councillors for consideration. Councillor Donoghue reported Building Control were happy with the original specification; after discussion it was agreed that the roof should be 4mm toughened glass on the outer pane and 6.4mm laminate on the inner pane with a 16mm cavity; the extra cost for this would be £160.00 plus vat. A resolution was put forward by Cllr Wheeler, seconded by Cllr Carre-Skinner that the order should be placed with Hadleigh Glass as soon as possible. There were no other resolutions; unanimously agreed.

11 Environmental / Grounds Maintenance Matters

11.1 Common land at Calford Green:

This matter had predominantly been discussed during Parishioners Question Time. The Clerk was requested to seek advice about filling the large potholes on the track around the green and also seek advice on matters relating to common land from the Public Rights of Way Team at Suffolk County Council.

MF

11.2 WWI Centenary – Centenary Fields:

Clerk read out an email from Fields in Trust and The Royal British Legion WWI Centenary asking as the 100th Anniversary of the Battle of the Somme in July 2016 was approaching, whether the Parish Council would like to consider, as part of a nationwide programme, securing a recreational space in perpetuity, in honour of the memory of the millions who lost their lives in the conflict. Councillors unanimously agreed not to take up this option.

11.3 Any other environmental/grounds maintenance matters:

Trees in Kings Hill: Quotation received from RMS Trees to crown lift trees which are hanging down over the pavement and reduce lateral branch spread where appropriate and to brush cut vegetation under trees. Cost £185.00. A resolution was put forward by Cllr Loader, seconded by Cllr Donoghue that RMS trees should be asked to carry out this work. There were no other resolutions; unanimously agreed.

Other matters reported:

Hedge in Mill Road before Risbridge Meadow Entrance is very overgrown and overhanging path making it difficult for people using the path. A resolution was put forward by Cllr Wheeler, seconded by Cllr Loader that Mr Starling from Starling Handyman Services should be asked to cut the hedge back and dispose of arisings appropriately. There were no other resolutions; unanimously agreed. Councillor Wheeler agreed to contact Mr Starling to get this work done immediately.

School Crossing Supervisor had informed the Parish Council that there were a lot of stinging nettles and overgrown vegetation at the bottom of Church Walk near the school crossing; apparently several children have been stung by the nettles. It was acknowledged that although it is not the responsibility of the Parish Council to cut this area, an exception would be made to prevent the children being harmed. A resolution was put forward by the Chair, seconded by Cllr Carre-Skinner that RMS trees should be asked to cut back the vegetation in this area. There were no other resolutions; unanimously agreed.

Clerk reported the weeds on both sides of the path at the entrance to Silver Street Park were very prevalent and the Village Cleaner was on holiday for the next two weeks. A resolution was put forward by Cllr Wheeler, seconded by the Chair that RMS Trees should be asked to spray and remove the weeds. There were no other resolutions; unanimously agreed.

Clerk requested to contact Suffolk County Council Highways as the public right of way from Sturmer Road to White Horse Road (The Baulk) is very muddy and overgrown. White Horse Lane also to be reported as very overgrown.

MF

Clerk reported Suffolk County Council will be cutting verges adjacent to the A-road and B-road network twice during the grass growing season. The first cut will begin on 02 May and will take approximately two weeks to complete. The second cut will begin on 11 July and will take a further two weeks to complete. The verges on C-roads and unclassified roads will receive a single cut beginning on 06 June and will take around six weeks to complete.

12 Highway/Footpath/Street Furniture matters

12.1 New Notice Board for Silver Street – make final decision:

Councillor Loader confirmed he had found no alternative or cheaper noticeboard than the one quoted for by Greenbarnes Ltd. A resolution was put forward by Cllr Loader, seconded by Cllr Carre-Skinner that an A4 portrait white powder coated noticeboard with self-healing pin board and sign written with Kedington Parish Council should be ordered at a cost of £659.25 plus vat. There were no other resolutions; unanimously agreed.

12.2 Discuss and agree repairs to Youth Shelter roof:

It was agreed that Cllr Wheeler and Cllr Donoghue will inspect the Youth Shelter roof to assess the repairs required. Councillor Donoghue suggested that repairs to the roof should be done using corrugated metal and flashings. The Chairman asked Cllr Donoghue if he would source three quotations for the work.

PD

12.3 Any other Highway/Footpath/Street Furniture matters:

Councillor Loader reported a gap in the handrail near the weir. Clerk requested to report this to the Environment Agency.

MF

Councillor Loader reported the new cycle paths on the Rose Brook development were already being obstructed with cars parking on them; he requested the Parish Council ask Highways to make contact with the vehicle owners to find out why the problem is occurring. Councillor Loader also requested the Parish Council ask St Edmundsbury Borough Council when the path will be completed through to Risbridge Meadow.

MF

Non agenda item – guillotine

With the time at 9.45 p.m. it was agreed under a resolution put forward by the Chair, 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 St Edmundsbury Borough Council Community Governance Review:

Councillor Loader reported he had attended the Democratic Renewal Working Party meeting at St Edmundsbury Borough Council on 23 May 2016. Councillor Loader stated that some examples of responses to Phase 1 of the consultation were given:

- Concerns were raised about damage to village/rural character
- Community identity/cohesion
- Traffic concerns/pressure on Highways from the north east Haverhill development
- Lack of infrastructure/jobs for the development
- Too many houses being built
- Need for buffer/barrier between town and village/encroachment on Kedington

However, these important issues were given little or no consideration during the debate at the meeting. No proper consideration was given in the meeting to the views expressed regarding Calford Green's needs or identity; Kedington consultations responses or the Planning Inspectors comments on separation distance of the development from Calford Green, despite some of these being given in Appendix B of the minutes. Moving the border of Haverhill to Calford Green does not create the separation distance that the Planning Inspector had indicated is required. Councillor John Burns (Haverhill Town Councillor) and member of the DRWP proposed that the green space designated as Country Park for Haverhill should be included in the land to become Haverhill because it was directly associated with the houses being built in/for the Haverhill development. Councillor Loader proposed that the Parish Council should seek for the Country Park to be retained within the Parish of Kedington at Calford Green and all Councillors were in agreement with this.

NL

14 Any other reports (on-going matters)

14.1 KCA Report:

Clerk attended the KCA Community Council meeting on 13 June 2016 and gave a report on the progress of the new frontage to the Community Centre.

15 Housing/Planning

15.1 Applications for discussion at meeting:

15.1.1 Outline Planning Application for North East Haverhill:

No update.

15.2 Planning Applications – Observations conveyed by Parish Council:

DC/16/0534/TPO – 37 St Pauls Drive, Kedington, CB9 7HS

TPO/551(2014) Tree Preservation Order – (i) T19 Lime - fell (ii) T22-T24-T28-T30 Sycamores – fell (iii) T36-T37 Alder – fell (iv) T42 Cherry – reduce lateral spread by 20%. Other work – remove deadwood – exempt works) (v) T39 Cherry – fell.

NO OBJECTIONS

DC/16/0952/HH – 1 Railway Terrace, Kings Hill, Kedington, CB9 7NE

Householder Planning Application – open roof canopies to side access of dwelling.

OBJECT

DC/16/1076/HH – Ketton Thatch, Arms Lane, Kedington, CB9 7QQ

Householder Planning Application – (i) Two storey rear extension (following demolition of existing rear extension), (ii) Detached garage and store with additional parking (following demolition of existing detached garage).

NO OBJECTIONS

DC/16/1070/HH – Melbourne, Hundon Road, Kedington, CB9 7QT

Householder Planning Application – Annexe (following the removal of two sheds).

NO OBJECTIONS

15.3 Planning Applications – Decisions received from Borough Council:

DC/16/0471/FUL – Land adjacent to 23 Dash End, Kedington, CB9 7QR

Planning Application – 1 no dwelling, garage and access (following demolition of existing garage).

GRANTED

DC/16/0534/TPO – 37 St Pauls Drive, Kedington, CB9 7HS

TPO/551(2014) Tree Preservation Order – (i) T19 Lime - fell (ii) T22-T24-T28-T30 Sycamores – fell (iii) T36-T37 Alder – fell (iv) T42 Cherry – reduce lateral spread by 20%. Other work – remove deadwood – exempt works) (v) T39 Cherry – fell.

GRANTED

15.4 Any other housing / planning matters:

Councillor Loader reported he had attended the City Deal event in Cambridge on 07 July 2016.

16 Events

16.1 Nominations:

16.1.1 Haverhill Town Council Area Forum – Monday 27 June 2016, 7.30 p.m.
Clerk 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)

None.

The meeting closed at 10.10 p.m.

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

Signed

Dated