

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 25 OCTOBER 2016
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Terry Wheeler (Vice-Chairman)
Cllr Heather Carre-Skinner
Cllr Peter Donoghue
Cllr Nathan Loader
Cllr Marion Rushbrook

In attendance: Ms Marion Farrant – Parish Clerk

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

		ACTION
1	<p>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present None.</p> <p>Open meeting</p> <p>In the absence of the Chairman, Cllr Terry Wheeler (Vice-Chair) took the Chair.</p>	
2	<p>Welcome and apologies The Chairman welcomed all present. Apologies for absence were received from the Chairman, Cllr Simon McGuire (holiday) and Cllr Justin Waite (personal). Councillors unanimously accepted the Chairman's and Cllr Waite's apologies.</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 The Chairman declared a Non Pecuniary Interest in agenda item 7.4.3. Councillor Donoghue declared a Non Pecuniary Interest in agenda item 13.1.</p>	
4	<p>To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 26 July 2016 (note no meeting in September 2016) A resolution was put forward by Cllr Donoghue, seconded by Cllr Rushbrook to agree the minutes of the Parish Council meeting held on 26 July 2016 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p> <p>Close meeting</p>	

5 Receive Visitor's Reports

Borough Councillor Karen Richardson

- Borough Councillor Karen Richardson reported that she had requested Portfolio Holder Alaric Pugh and Leader of St Edmundsbury Borough Council, John Griffiths to report any logistics issues that relate to Kedington or neighbouring areas to the Parish Council.
- Councillor Richardson reported the Mayor of Haverhill Town Council and other Haverhill Town Councillors would be happy to meet with Kedington Parish Council with regard to the buffer zone between Haverhill and Kedington and other issues arising from the proposed development of North East Haverhill.
- Councillor Richardson reported she had used some of her Locality Budget to buy new equipment for the Library in Kedington.

Suffolk County Councillor Tony Brown

- County Councillor Tony Brown reported that Suffolk County Council's Cabinet have renewed the Highways contract for a further five years with current contractors Kier. Councillor Brown reported the first contract with Kier has been a learning curve for the County Council, but there have now been massive improvements from Kier in relation to their service delivery, therefore Suffolk County Council decided not to enter into a costly re-tendering exercise and awarded Kier the contract for another five years.
- Councillor Brown reported Suffolk County Council's meeting on proposals for Devolution have been put back to the end of November 2016.
- Councillor Brown reported the vehicle activated sign in Coupals Road, Haverhill (30 mph limit), has been recording speeds of 38 mph in one direction and 39 mph in the other. These results were given to the Police who did their own data monitoring; the results from this were fed to their Data Collection Team and Speed Enforcement Teams will now be deployed in this area to catch speeding motorists.

Councillor Brown told the Parish Council they can feed data from the vehicle activated signs in the village to Inspector Cooper at Haverhill Police and ask if the Police Data Collection Team can do some monitoring. The Police now have a combined Norfolk/Suffolk Speed Team to deal with speed enforcement.

- Councillor Rushbrook asked Councillor Brown about the ANPR devices on the A1307. He replied that Cambridgeshire County Council had installed these on the A1307 up to the Suffolk border to ascertain traffic movement. Councillor Brown reported he and Councillor Burns had paid for an ANPR device inside the Suffolk border on the A1307, which will help to provide data as to where cars are travelling and at what time of day; this will assist with issues relating to traffic movement. This data could then be considered when determining large planning developments.

Open meeting

6 Clerks' Report

Clerk read out her report which is attached to these minutes as Annex 1.

Annex 1

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

Councillors unanimously agreed the Clerk should attend the Health & Safety Course being facilitated by Local Councils Public Advisory Service.

7 Finance Committee

7.1 Receive financial statements for July, August and September 2016 and ratify payments:

Financial statements were given to Councillors present for examination. The financial statements as at 30 September 2016 are satisfactory with £32,652.62 (45.95%) of the budget spent leaving a balance of £38,407.38. Additionally, £45,130.29 is held in reserves. Financial statements and payments made for July, August and September 2016 were ratified under a resolution put forward by Cllr Donoghue and seconded by Cllr Loader. There were no other resolutions; unanimously agreed.

Annex 2

The Chairman reported that Maidstone Council in Kent are using new bins that combine both dog and litter waste, which eliminates the need for two bins and saves on cost of emptying. The Chairman put forward a recommendation that the Parish Council should enquire with St Edmundsbury Borough Council about new bins that combine both dog and litter waste. Clerk will look into this.

MF

Councillor Donoghue asked why, in the Reserves Summary on the financial statements (page 2), were the figures entered under each months heading went to the end of the financial year. Clerk will query this with Accountant.

MF

7.2 Receive audited Annual Return for year ending 31 March 2016:

The Chairman reported the audited Annual Return for Kedington Parish Council for the year ending 31 March 2016 had been received from external auditors, BDO LLP. There were no issues arising for Kedington Parish Council and Conclusion of Audit notices have been placed on all Notice Boards. The Chairman extended his thanks to the Clerk to the Council for all her work and professionalism during the audit process.

Annex 3

7.3 Budget Precept Meeting for 2017/2018 – set date:

The meeting date was set for Thursday 10 November 2016 at 7.00 p.m. in the Parish Council Meeting Room.

7.4 Grants:

7.4.1 Friends of Kedington Library:

The Chairman read out an email from the Manager of Kedington Library. The email explained Suffolk Libraries were planning to improve the interior of the Library to compliment the new frontage of the building. The Library were seeking a grant from the Parish Council to purchase a large storage cabinet to provide safe secure storage for Library documentation. The Clerk reported she had looked into the cost of a new steel cabinet and one could be purchased from STP Stationery for £359.00 plus vat. A resolution was put forward by the Chairman, seconded by Cllr Rushbrook that as the Parish Council can reclaim VAT, they should order the cabinet for Kedington Library from STP Stationery. There were no other resolutions; unanimously agreed.

7.4.2 Haverhill & District Twin Towns Association:

The Chairman read out a letter from Haverhill & District Twin Towns Association and Councillors discussed the application. Clerk reminded the Chairman that a grant of £100 had been awarded to this organisation in March 2016 and the Parish Council do not normally grant aid an organisation twice in one financial year. Councillors discussed the letter stated the application was for events taking place in 2017 and a resolution was put forward by Cllr Rushbrook, seconded by Cllr Donoghue that a £100 grant should be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions, unanimously agreed.

At this point the Chairman declared a Non-Pecuniary Interest but remained in the meeting and took no part in the discussion.

7.4.3 Royal British Legion Kedington Branch – Poppy Appeal 2016:

Clerk reported every year the Parish Council purchased a wreath from the

Royal British Legion Kedington Branch for the Chairman to lay at the service on Remembrance Sunday. The wreath normally cost £25.00, with the balance from any grant awarded being paid to the Poppy Appeal. A resolution was put forward by Cllr Rushbrook, seconded by Cllr Carre-Skinner that a £75.00 grant should be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions, unanimously agreed.

7.5 One Suffolk Website – new charging plans:

Clerk reported that Community Action Suffolk would be hosting the One Suffolk Website from 01 November 2016. Kedington Parish Council's website is facilitated by One Suffolk and up to 31 October 2016 the service had been free of charge as it was funded by Suffolk County Council. To be able to continue to use this facility with CAS, the Parish Council will have to pay £60.00 per annum. A resolution was put forward by Cllr Carre-Skinner, seconded by Cllr Donoghue that the Parish Council should use the Community Action Suffolk service and pay the required charge. There were no other resolutions; unanimously agreed. Clerk was requested to seek training on using the website for Cllr Loader.

MF

8 New Play Equipment (update)

The Chairman reported that following the meeting held in August 2016, where Councillors looked at all five quotations and drawings received for the new play equipment, it was agreed that the contracts would be awarded to Kompan Ltd and Wicksteed Playgrounds. Councillors were unanimously in favour of awarding the contract for the Outdoor Fitness Equipment to Wicksteed Playgrounds at a cost of supply and installation of £11,811.75 plus vat. This equipment will be installed in Silver Street Park.

The contract for the new play equipment for Old School Field was as follows: Wicksteed Playgrounds will supply only the Steel Cableway and Swirl – DDA Roundabout at a cost of £11,527.35 and these will be installed by Kompan Ltd when they are on site.

The cost of the contract with Kompan Ltd for the Explorer Dome, Nest Swing, Supernova Roundabout, three new springers to replace the old ones already on site, Spica, Galaxy Saturn Carousel, all safety surfacing, installation of Steel Cableway and Swirl – DDA Roundabout plus removal of the old springers and wooden fort is £80,077.50 plus vat. This cost includes carriage charge, heras fencing, skip and site welfare.

All costs will be covered with money from s106 agreements.

The Chairman reported that he and the Clerk had attended a pre-start meeting with Kompan Ltd and a start date for installation has been given as 31 October 2016.

Clerk reported a post inspection has to be carried out after the play equipment and outdoor fitness equipment have been installed. The Play Inspection Company have been recommended by Kompan Ltd to carry this out. The cost will be £395.00 plus vat. A resolution was put forward by Cllr Rushbrook, seconded by Cllr Carre-Skinner that The Play Inspection Company should be instructed to carry out the post inspections. There were no other resolutions; unanimously agreed.

The Chairman suggested the Parish Council should also look into replacing the junior goal posts on Old School Field. Clerk will source supplier and arrange a meeting.

MF

8.1 Refurbishment of cross scales:

A resolution was put forward by Cllr Rushbrook, seconded by Cllr Carre-Skinner that Kompan Ltd should refurbish the cross scales on Old School Field at a cost of £925.00 plus vat. There were no other resolutions; unanimously agreed.

8.2	<p>Reinstatement of ground using turf:</p> <p>It was agreed that some of the soil taken out for installation of new play equipment will be used to create a mound around the platform ramp on the new cableway. Clerk reported she has spoken to M D Landscapes (Anglia) Ltd who carry out the mowing contract on Old School Field as installation of the new equipment may provide a cost implication for the contract.</p> <p>A resolution was put forward by the Chairman, seconded by Cllr Loader, that the ground should be reinstated after completion of installation by using turf and not grass seed. There were no other resolutions; unanimously agreed.</p>	
9	<p>Community Governance Review (update)</p> <p>Councillor Loader has drafted a letter to the Boundary Commission and it was agreed that this should be sent with a copy also being sent to St Edmundsbury Borough Council.</p>	MF
10	Environmental / Grounds Maintenance Matters	
10.1	<p>Hedge cutting around Old School Field:</p> <p>The Chairman informed the meeting that the hedge around Old School Field and the trees, etc., on the perimeter of the field needed cutting before the installation of the new play equipment. Clerk has sourced a quotation from M D Landscapes (Anglia) Ltd for this work and the cost would be £250.00 plus vat. A resolution was put forward by Cllr Loader, seconded by Cllr Carre-Skinner that M D Landscapes should be asked to carry out this work. There were no other resolutions; unanimously agreed.</p>	
10.2	<p>Cutting river banks:</p> <p>A resolution was put forward by the Chairman, seconded by Cllr Donoghue that M D Landscapes (Anglia) Ltd should be asked to cut both banks of the river along The Cut (as in previous years). There were no other resolutions; unanimously agreed.</p>	MF
10.3	<p>Any other environmental/grounds maintenance matters:</p> <p>Clerk reported the small copse triangle next to the steps leading to Dane Common on Haverhill Road needed cutting back and clearing. Clerk was requested to contact RMS Tree Services and ask them to carry out this work.</p> <p>Clerk also reported the entrance to Old School Field in School Road needed clearing of weeds. Clerk was requested to ask RMS Tree Services to carry out this work.</p>	MF
11	Highway/Footpath/Street Furniture matters	
11.1	<p>Any other Highway/Footpath/Street Furniture matters:</p> <p>Winter gritting:</p> <p>The Chairman read out an email from Anglian Winter regarding the gritting machine, which is stored at the sewage works site in Arms Lane, Kedington. The email stated if the Parish Council wished to carry on with the arrangement for storage of the gritting machine, a new padlock would be needed and Anglian Water would need to carry out an annual Site Access and Authorisation permit to allow someone to access the site. The Chairman reported the gritting machine was in need of repair and possibly new tyres, as it had not been used in the past two years. Clerk reported she had tried to seek a new contractor for the Winter Gritting Contract but had no success with this.</p> <p>Councillor Carre-Skinner said she would like the service of winter gritting kept.</p>	
	Close meeting	

	County Councillor Tony Brown suggested the Parish Council could contact Highways Department to see if their gritting lorries could do a “loop” of the village when they gritted the main B1061.	MF
	Open meeting	
	The Chairman thanked Councillor Brown for this suggestion; he also stated that another possibility was the Parish Council could supply further grit bins at strategic locations in the village to keep traffic moving in periods of bad snow and ice. Clerk stated Parish Council would need to contact their insurers if members of the public were using grit bin facilities to put grit on the main highway.	MF
	Other matters: Clerk reported she would be contacting Highways regarding the re-instatement of the yellow zig-zag lines at the school crossing. The zig-zag lines that were redone following road resurfacing are not the same length as the previous ones, which meant cars were parking too close to the school crossing.	MF
	Councillor Rushbrook asked if the Clerk could contact Highways about the lack of white lines at the junction of the B1061 with the A143. Councillor Rushbrook said the white lines were hardly visible.	MF
	Various blocked drains in the village were also reported. Clerk will pass this on to Highways.	MF
	The Chairman reported the Village Sign in Silver Street needed a new post, sooner rather than later. Councillor requested the Chairman should source a price for a kiln dried oak (rather than green oak, which is less costly, but will shrink).	TW
12	Consultations None.	
13	Any other reports (on-going matters)	
13.1	New frontage at Community Centre: At this point Cllr Donoghue declared a Non-Pecuniary Interest but remained in the meeting to report only. The Chairman asked Cllr Donoghue to report on progress with the new frontage. Councillor Donoghue reported there has been various problems with Hadleigh Glass, which has slowed progress. One of the problems, which resulted in new framework having to be made was due to a mistake with dimensions, but this has now been resolved. Other problems were caused by Hadleigh Glass measuring some of the glazing incorrectly and turning up on site with materials missing. It is hoped the glazing work will be completed by the end of the first week in November in order that the floor can be screeded. Les Barker who did the screed and plaster work for the office building has agreed to do the new floor at a cost of £300.00 (labour only, no vat). Councillors were in unanimous agreement with this. The Chairman thanked Cllr Donoghue for his report but raised a concern about the gradient that will lead down from the new front doors to the entrance doors to the Community Centre, as it would appear that the screed will cover the damp course to the old part of the building. Councillor Donoghue said he will discuss this with Mr Barker before work commences. Councillor Donoghue informed the meeting that there would need to be new fire exit signs in the lobby and also a new main light. It was agreed that C F Electrical would be asked to quote for this work.	

The Chairman read out an email from Kedington Community Association requesting the temporary lighting to the side entrance of the Community Centre remain for safety reasons. Councillors were in agreement that the lighting could remain, providing the cable is run from the Community Centre electric supply.

Councillors agreed that once the work was completed a final inspection would take place by the Chairman, Vice-Chair, Cllr Donoghue and Cllr Loader. Following this final inspection, balance of payment would be made to Hadleigh Glass.

14 Housing/Planning

14.1 Applications for discussion at meeting:

Clerk reported the outline planning application for the development of North East Haverhill had been updated to show a wider tree belt between the development and Kedington.

14.2 Planning Applications – Observations conveyed by Parish Council:

DC/16/2011/TE3: British Telecom. Notification under section 4 of the Communications Act 2003 – Removal of public payphone near Barnardiston Arms, Kings Hill, Kedington. Clerk reported this application was unable to be circulated due to her sick leave and consultation period expired before her return to work.

DC/16/2072/TPO: 23 St Pauls Drive, Kedington, CB9 7HS

TPO 275 (1999) Tree Preservation Order – 1 no Poplar (T1 on plan, T9 on plan) fell. Clerk reported this application was unable to be circulated due to her sick leave and consultation period expired before her return to work.

14.3 Planning Applications – Decisions received from Borough Council:

DC/16/1309/TPO – 39 St Pauls Drive, Kedington, CB9 7HS

TPO/551(2014) 4 - Tree Preservation Order – 1 no Purple Cherry (T16 on plan, within area G1 on order) fell.

GRANTED

14.4 Any other housing / planning matters:

The Chairman read out an email from the Planning Department which informed there is a legal requirement for the Borough Council to give public notice of certain types of planning applications and other planning matters by placing an advertisement in a locally circulated newspaper. From August 2016, the Borough Council will be placing all such planning notices in the Friday edition of the East Anglian Daily Times.

Councillor Loader requested this information be included in the next Chairman's Letter so Parishioners are aware.

15 Events

The Chairman informed the meeting the West Suffolk Parish Conference will be held on Monday 14 November 2016 at the Memorial Hall in Newmarket commencing at 6.30 p.m.

Commercial Property and Local Planning Seminar facilitated by Holmes & Hills, Wednesday 2nd November 2016 at Braintree Town Hall, 6.00 p.m. – 7.15 p.m. Clerk will email details to all Councillors.

15.1 Nominations:

Clerk and Parish Council Chairman will attend the West Suffolk Parish Conference.

15.2 Councillor absences (update):

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

16 **Any new matters (for discussion only)**
None.

The meeting closed at 9.29 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 22 November 2016** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated