

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21 FEBRUARY 2017
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 Marion Rushbrook

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: *Mr Ian Evans (Parishioner).*

ACTION

- 1 **Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**
Mr Evans expressed an interest in agenda item 8.

Open meeting
- 2 **Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Justin Waite (Work); Suffolk County Councillor Tony Brown (St Edmundsbury Borough Council meeting) and St Edmundsbury Borough Councillor Karen Richardson (St Edmundsbury Borough Council meeting). Councillors unanimously agreed Councillor Waite's apologies for absence.
- 3 **To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the revised Suffolk Code of Conduct and applications for dispensations on agenda items**
None.
- 4 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 17 January 2017**
A resolution was put forward by Cllr Carre-Skinner, seconded by Cllr Loader to agree the minutes of the Parish Council meeting held on 17 January 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.
- 5 **Receive Visitor's Reports**
On behalf of Suffolk County Councillor, Tony Brown, the Clerk read out his report to the meeting. The report stated:

- The priority sign on the C671, Coupals Road, Haverhill (near the Golf Club) appertaining to the narrow bridge has been reinstated this week.
- Suffolk County Council/St Edmundsbury Borough Council are moving towards implementing civil parking enforcement officers within the next two years. This means there will be a lot more proactive parking enforcement as it will be out of the hands of the Police in the hands of the council (County/Borough) who will be able to keep the money from any fines imposed.
- County Councillor Brown had a meeting with Suffolk County Council Planners recently and raised the issue of the B1061 through Kedington and trying to implement an HGV ban. He told Planners the Parish Council are concerned about the traffic impact due to the proposed Haverhill NW and NE developments. Councillor Brown said he also highlighted the need for junction improvements to the A143/B1061 junction at Little Wratting. Suffolk County Councillor Mary Evans was also at the meeting and told Planners she would also like to see improvements to this junction as this issue was continually being raised by the Parish Council and residents in her Division. Councillor Brown said both he and Councillor Evans highlighted the fact that there has been two more serious accidents at this junction since Christmas 2016. Councillor Brown stated the Planners seemed to take on board these concerns and with more pressure from Parish Councils and residents something may get done to improve the junction and get some sort of lorry restriction for the B1061.

Councillor Loader stated that Chris Rand, Principal Planning Officer for major developments at St Edmundsbury Borough Council had promised in early discussions regarding the proposed development of North East Haverhill that assessment for the A143/B1061 would be included, but this has not happened. It was agreed this matter would be highlighted when the Parish Council attended the Development Control Committee meeting scheduled for 2nd March 2017. A letter will be sent to Mr Rand regarding the junction from the Parish Council.

MF

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:

- Clerk was requested to write to Matthew Hancock MP and Suffolk County Councillor, Tony Brown regarding the new BT cabinet in Rectory Road.
- A resolution was put forward by Cllr Wheeler, seconded by Cllr Rushbrook that the Parish Council should progress a DBS Check for the Crossing Supervisor. There were no other resolutions; unanimously agreed.
- A resolution was put forward by The Chairman, seconded by Cllr Wheeler that payment for delivery of the Chairman's letter should be £120.00. There were no other resolutions; unanimously agreed.
- A resolution was put forward by Cllr Loader, seconded by Cllr Wheeler that the Clerk should source and purchase locally a table-top fridge for the Parish Council Office. There were no other resolutions; unanimously agreed.

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MF

7 Finance Committee

7.1 Consider any matters arising from 13 December 2016 meeting:

None.

7.2

Receive draft minutes of 14 February 2017 meeting:

Councillor Wheeler (Chair of Finance Committee) went through highlights of the meeting.

- The financial position at 31 January 2017 is satisfactory with £47,442.58 (66.77%) of the budget spent, leaving a balance of £23,617.42. Additionally, £25,920.29 is held in Reserves. Councillor McGuire raised a query as to the amount of £26.40 shown under the Accountancy & Audit heading. Clerk stated this was the balance from the accrual of £200 for the Internal Audit 2015/2016.
- VAT refund of £26,144.77 has been claimed from H M Revenue & Customs.
- Alternative method of payment of employees' salaries was discussed.
- Quotations were received for Tree Survey: agenda item 11.1 (this meeting)
Hallwood Associates from Maldon, Essex quoted £650.00 to carry out a survey and provide a written report.
RMS Tree Services, Kedington quoted £590.00 to carry out a survey and provide a written report.
It was agreed that a recommendation be given to full Council to accept the quotation from RMS Tree Services.
- Strimming Contract 2017 – It was agreed that as Ian Morris Contractors have carried out this work over the past two years at a high standard, they be asked to provide a quotation for the contract in 2017.
- Pest Control Services (Parish Council contractor) have been asked to inspect and take remedial action to eradicate moles around the perimeter of Old School Field.
- Monthly play equipment report was received; all defects were recorded as very low risk or low risk and will be monitored / put in hand for repair.
- Junior goals for Old School Field – agenda item 10.1 (this meeting).
- Artwork for new signs for Old School Field and Silver Street Park play and outdoor fitness equipment were reviewed. Clerk to seek quotations for provision and installation of the signs.
- A grant of £50.00 was awarded to St Edmundsbury Newstalk under Sn 137, LGA 1972, as being of benefit to local people.
- Ten payments totalling £5,286.61 for Supplier Payments as at 31 January 2017 and one petty cash cheque for £50.00 approved on 14 February 2017 and cheques signed by the Chairman (Cllr Wheeler) and Cllr McGuire.

7.3

Ratify Finance Committee recommendations for payment of employee's salaries:

This matter was deferred for further investigation.

Close meeting

8

Common Land at Calford Green

The Chairman invited Mr Evans to address the meeting. Mr Evans said he had sent an email to the Parish Council on 1st February 2017, stating that as the green gets more and more saturated, he was thinking about protecting the grass from vehicles again this year. The Chairman reminded Mr Evans that it was against the law (Section 38 (3) (a) of the Commons Act 2006 to erect fencing on the green and the Parish Council would not give consent to this. Mr Evans produced a document from the www.gov.uk website, "Carrying out works on common land" and stated this document said he could erect fencing on the green. The Clerk pointed out to Mr Evans that any work on Common Land would need consent from the Planning Inspectorate. The Clerk informed Mr Evans she was currently liaising with the Legal Department at Suffolk County Council about the Common Land at Calford Green and would contact him when she had further information.

Councillor Wheeler stated he thought Suffolk County Council would be able to clarify legal matters regarding the green and the vehicular access. Mr Evans said the vehicular access to properties was rapidly deteriorating, mainly because of contractor vehicles and when building work on properties has been carried out. Councillor Loader suggested the Parish Council could write to all the properties surrounding the green, asking that if any works (i.e. building) are carried out, that contractors be asked to observe a 5 mph limit when using the vehicular access to properties.

With the Chairman's permission, Mr Evans handed to each member of the Parish Council, a letter he had written to the Chairman of the Parish Council. The letter stated Mr Evans had been researching the appropriate legislation and he believed there had been a number of transgressions from a property around the green which he wished to bring to the attention of the Parish Council and asking for the transgressions to be investigated.

MF

Open meeting

9 Solar Panels

The Chairman reported that Kedington Community Association (KCA) had been given a presentation at their Community Meeting on 9th January 2017 by Andy Oswald, Environment Team Leader at St Edmundsbury Borough Council about the provision of solar panels on the Community Centre roof. St Edmundsbury Borough Council finance the project and own it and the KCA get cheaper electricity. St Edmundsbury Borough Council sell the electricity to the KCA approximately 30% cheaper than standard tariffs. Installation of the solar panels takes about three days. The Chairman told the meeting that what the KCA had not realised was that the Borough Council had identified the Parish Council Office roof as space where the panels would be installed. The Chairman informed the meeting he was concerned that if panels were installed on the Parish Council roof, the warranty would not be valid. He added, special fixings would be needed so as to not cause any penetration of the roof and proper calculations re the design and fixings and how it will impact on the roof needed to be provided. It was agreed that a meeting would need to be facilitated with Andy Oswald and the KCA before the Parish Council made a decision.

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10 New Play Equipment

10.1 Receive quotations for new junior goals:

The quotation from Outdoor Spaces to supply one pair of socketed 12ft x 6ft football goals complete with nets was received; the cost for supply and installation was £1,054.00 plus vat. A resolution was put forward by Cllr Wheeler, seconded by Cllr Rushbrook that the Parish Council should accept this quotation to install the new goals and also ask County Councillor Brown if his workmen could remove the old goals and safety surfacing; there were no other resolutions, unanimously agreed. Councillor Loader suggested the Parish Council should get clarity from Outdoor Spaces that the net fixings are durable. Clerk will seek permission from St Edmundsbury Borough Council to use s106 money to pay for the goals.

MF

11 Environmental / Grounds Maintenance Matters

11.1 Ratify Finance Committee recommendation for contractor to carry out a Tree Survey on trees maintained by the Parish Council:

A resolution was put forward by Cllr Wheeler, seconded by Cllr Carre-Skinner that, as per Finance Committee recommendation, RMS Tree Services be asked to carry out a tree survey on trees maintained by the Parish Council at a cost of £590.00. There were no other resolutions; unanimously agreed.

11.2 Any other environmental/grounds maintenance matters:

Councillor Wheeler asked if provision of new trees for Watermill Field could be an agenda item for the next meeting.

MF

	The Chairman asked the Clerk if she could speak to St Edmundsbury Borough Council regarding the trees on the grassed area at the top of Dane Close.	MF
	Councillor Donoghue reported the entrance to Riverside Walks from Mill Road was very muddy. It was agreed that the Parish Council should seek a quotation from The Green Room for grass matting (with and without stones) and for the quotation to include matting to the entrance to Old School Field from Riverside Walk. Councillor Wheeler agreed he would measure the area and then he and Cllr Donoghue could meet with The Green Room to discuss.	MF TW/PD
	Councillor Donoghue reported that Church Walk (near to entrance in West End Lane) was very muddy. It was agreed that the Village Handyman should be asked to clear the mud and sweep the path.	MF
	For information, Clerk reported that Suffolk County Councillor, Tony Brown had sent an email with photo attachments to the Planning Helpdesk at St Edmundsbury Borough Council regarding a long stretch (200 – 300 metres) of mature hedgerow in Simms Lane, Kedington which had been totally removed. The hedgerow location was between TL 7128 4626 and TL 7161 4628 on the north side, adjacent to the road. Photographs were shown to the meeting.	
12.	Highway/Footpath/Street Furniture matters	
12.1	VAS sign for Calford Green: Clerk shared with Councillors a Google map of Sturmer Road in Calford Green. It was agreed that in accordance with the photograph, a VAS pole could be sited near the wooden post on the left hand piece of green coming down from Dowlands on the B1061. Councillors agreed that another pole should be requested for traffic entering Calford Green from Sturmer Road/C671 junction and agreed a site for this pole as being before the tree line starts opposite Eagles Farmhouse. Clerk will inform Suffolk County Council that sites for the poles have been agreed.	MF
12.2	Consider purchase of a new grit bin for bottom of Kings Hill and agree action: Deferred to September/October 2017.	
12.3	Any other Highway/Footpath/Street Furniture matters: <ul style="list-style-type: none"> ▪ Councillor Wheeler reported that a drain in Mill Road, near Church had been covered with asphalt. Clerk to report to Highways. ▪ The Chairman reported a blocked drain in White Horse Road, opposite the driveway to the old public house. Clerk to report to Highways. ▪ The Chairman reported the road on Cock Hill going towards Poplar Farm is in a poor state and has had a water leak running down the road for the past eighteen months. Clerk to report to Highways. ▪ Councillor Donoghue reported Hundon Road and the road from the junction with Westward Deals and along into West End Lane is covered in loose chippings and needs sweeping. Clerk to report to Highways. ▪ Clerk reported the Public Footpath from Haverhill Road to White Horse Road (The Baulk) will be cleared by the Public Rights of Way Team 	MF MF MF
	Non agenda item – guillotine	
	With the time at 9.45 p.m. it was agreed under a resolution put forward by Cllr Wheeler, seconded by Cllr Donoghue to raise the guillotine for 15 minutes to allow remaining items on the agenda to be transacted. There were no other resolutions; unanimously agreed.	

13 Consultations

13.1 Receive letter from Boundary Commission for England on initial proposals for new Parliamentary constituencies:

The Chairman read out a letter from the Boundary Commission for England. The letter confirmed that the Parish Council's representation (letter) was received by the close of consultation on 5th December 2016 and will be considered by the Commission when formulating revised proposals. All comments will be published on the Boundary Commission for England website <http://boundarycommissionforengland.independent.gov.uk/wp-content/uploads/2015/02/2015-02-05-Data-Protection-and-Privacy-Policy.pdf>.

14 Any other reports (on-going matters)

14.1 Receive letter from Suffolk Libraries in respect of new frontage to Community Centre:

The Clerk read out a letter from Suffolk's Libraries IPS Limited, which had been sent to Kedington Community Association and forwarded by them to the Parish Council. The letter stated a site visit had been carried out by their Compliance Manager and the Community Libraries Manager and several items were identified as needing attention. Councillors agreed that the following matters would be dealt with by the Parish Council:

- Fire exit turn lock to be installed on main door and library door.
- Illuminated fire exit sign to be fitted inside the lobby over the new main doors.
- Wire hanging above the old entrance door will be dealt with.
- Draft seals on door into library (need putting back on).
- Option for another lower handle on main doors or better disabled access.

Other matters on the list, which were not deemed to be the responsibility of the Parish Council will be advised by letter to Suffolk Libraries IPS Ltd. Clerk was asked to deal with the above matters and to contact Hadleigh Glass.

MF

Guillotine expired at 10.20 p.m. Any agenda items not covered will be carried forward to next meeting.

The meeting closed at 10.20 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 21 March 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated