

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

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Mrs L Burrett, Mr J Burrett, Mr Ian Evans, Mr H J Harrison, (Parishioners); Mr Tony Brown (Suffolk County Councillor), Mrs Karen Richardson (St Edmundsbury Borough Councillor).

ACTION

- 1 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**
Mr & Mrs Burrett expressed an interest in agenda item 13.1. Mr Evans and Mr Harrison expressed an interest in agenda item 3.

Open meeting

- 2 Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Marion Rushbrook (holiday). Councillors unanimously agreed Councillor Rushbrook's apologies for absence.

Close meeting

With Councillor's permission agenda item 13.1 was brought forward.

- 13.1 Grassed area outside The Limes in Mill Road**
Mr Burrett addressed the meeting voicing his and his wife's concerns about the green outside The Limes in Mill Road. Vehicles parking on the green had caused damage to the grass in recent wet weather, leaving large muddy ruts which look very unsightly. Mr Burrett stated parking was mainly at school drop-off and pick-up times with many vehicles using the green to park.

Open meeting

Councillor Waite stated cars parking on the green needed to be discouraged as they caused a hazard and did not allow for people with school children to cross the road safely. Councillor Loader expressed a view that the Primary Academy needed to address the issue of parking with help from our County Councillor to further the school travel plan.

Clerk reported she had spoken to Highways regarding the green and they confirmed the green was owned by them but maintained by St Edmundsbury Borough Council on their behalf. Highways have given permission for the Parish Council to erect orange fencing around the green to allow the grass to recover. Highways also informed the Clerk that they can authorise a Licence to Plant (cultivate on the highway) if the Parish Council wished to pursue this. Councillor Wheeler said he would erect the orange fencing.

TW

Close meeting

3 Co-option of new Parish Councillors (two vacancies)

The Chairman invited Mr Evans to give a brief resume about himself and the reasons why he would like to be a Parish Councillor. Mr Evans stated he had been living in Calford Green since 2003; he had an Army background and is currently a civilian helicopter pilot. Mr Evans said he wanted to become a Parish Councillor as Calford Green currently has no representative on the Parish Council.

The Chairman invited Mr Harrison to give a brief resume about himself and the reasons why he would like to be a Parish Councillor. Mr Harrison stated he was an ex-policeman and civil servant; he moved to Haverhill in 2004 before moving to Kedington in September 2016. Mr Harrison said although he is retired, he is involved when there are local elections and wanted to join the Parish Council to be more involved in village life and do what he could for the community.

Questions were put to both candidate from Councillors before the Chairman asked them to retire from the room whilst Councillors made their decisions.

Open meeting

A resolution was put forward by the Chairman, seconded by Cllr Wheeler that both Mr Evans and Mr Harrison be co-opted as Parish Councillors. There were no other resolutions; unanimously agreed. Mr Evans and Mr Harrison re-joined the meeting and signed the Declaration of Acceptance of Office forms which are appended to these minutes as Annex 1 and 2.

Annex 1 & 2

4 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.

5 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 21 February 2017

A resolution was put forward by Cllr Carre-Skinner, seconded by Cllr Donoghue to agree the minutes of the Parish Council meeting held on 21 February 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

Close meeting

6 Receive Visitor's Reports

St Edmundsbury Borough Councillor, Karen Richardson:

Borough Councillor Richardson reported she had used one third of her Locality Budget in the current financial year to pay for new flooring in the lobby of the entrance to the Community Centre. Councillor Richardson said that not all of her Locality Budget had been used this year, even though she had also given grants to Kedington Art Group and Kedington Library. Councillor Richardson told the meeting she is unable to carry forward any surplus from her budget to the next financial year. She urged the Parish Council and other village organisations to ensure that they utilise this budget in the next financial year.

Suffolk County Councillor, Tony Brown

County Councillor Brown reported that he and the Clerk were making progress with highways defects in the village, following a meeting with Amanda Mays from Western Area Highways. Councillor Brown stated since taking up her post, Amanda has been a real asset to the Highways team. County Councillor Brown informed the meeting he would be standing down as Suffolk County Councillor for Haverhill North East and Kedington and not seeking re-election on 4th May 2017. Councillor Brown said he had enjoyed his time over the past four years working with all member of the Parish Council and thanked everyone for all their hard work and commitment to the Parish.

On behalf of the Parish Council, the Chairman said it had been a pleasure to have such a dedicated County Councillor and thanked Councillor Brown for everything he had done for the benefit of Kedington Parish.

Open meeting

7 Clerks' Report

- Clerk reported that notification had been received that Kedington Parish Council will not have to pay Non-Domestic Business Rates for the financial year 2017/2018.
- Clerk reported the Kedington Spring Clean event on Saturday 4th March 2017 was a real success with many volunteers turning up to help and collecting twenty bags of litter and other sundry items. The Clerk thanked Cllr Carre-Skinner and Cllr Loader for their input in helping to organise this event.

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

None.

8 Finance Committee

8.1 Consider any matters arising from 14 February 2017 meeting:

None.

8.2 Receive draft minutes of 14 March 2017 meeting:

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

- The financial position at 28 February 2017 is satisfactory with £51,160.38 (72%) of the budget spent, leaving a balance of £19,899.62. Additionally, £25,920.29 is held in Reserves.
- Statement for expenditure of Grants and Donations was received.
- Routine payments for telephone and broadband; electricity; Clerk's salary and Clerk's broadband for the financial year 2017/2018 were approved.
- Statement of outstanding payments (possible accruals) and debtors for the financial year 2016/2017 were received.
- Bank transfer of £5,000 from Bank of Ireland account to Nat West plc current account was agreed.
- Heelis & Lodge were appointed as Internal Auditor for Kedington Parish Council for the financial year 2016/2017.
- The amount per elector for the purposes of LGA 1972, Sn 137(4)(a) for the financial year 2017/2018 will be £7.57 per elector.
- Grant for Suffolk Accident Rescue Service will be discussed at next Finance Committee meeting.
- East Anglian Air Ambulance had sent a report on the CPR Training carried out at Kedington Primary Academy thanks to a grant from the Parish Council of £440.00.
- Fresh Start – New Beginnings, a charity based in Ipswich to help children and young people in Suffolk who disclose they have been sexually abused, had approached the Parish Council for a grant. Councillor Wheeler reported the Finance Committee recommended this should be discussed by full Parish Council.

Councillors discussed this application and a resolution was put forward by Cllr Wheeler to grant £500 to this charity under Sn 137, LGA 1972 as being of benefit to local people. A second resolution was put forward by Cllr Loader to grant an amount similar to that given to other organisations. A third resolution was put forward by the Chairman (Cllr McGuire), seconded by Cllr Waite that a grant of £150.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.

- Thirteen payments totalling £3,494.82 for Supplier Payments as at 28 February 2017 plus one bank transfer of £5,000.00 approved on 14 March 2017 and cheques signed by the Chairman (Cllr Wheeler) and Cllr McGuire.

8.3 Receive and review Asset Register as at 31 March 2017:

The asset register was received, reviewed and agreed that assets of £287,195.64 were held as at 31 March 2017 under a resolution put forward by Cllr Waite and seconded by Cllr Carre-Skinner. There were no other resolutions; unanimously agreed. The Asset Register is appended to these minutes as Annex 3.

Annex 3

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

The Finance Committee decision to pay employee's salaries by bank transfer using a Debit Card being applied for from Nat West Bank plc by the Parish Council was ratified under a resolution put forward by Cllr Wheeler and seconded by Cllr Waite. There were no other resolutions; unanimously agreed.

8.5 Receive recommendation from Finance Committee to approve *Review and Effectiveness of Internal Control/Management of Risk and Internal Audit*:

In accordance with The Accounts and Audit Regulations 2015, Councils must approve the Review and Effectiveness of Internal Control/Management of Risk and Internal Audit by 31 March each year. The Clerk had compiled a review and the document had been emailed to all Councillors and reviewed by the Finance Committee. A resolution to ratify the Finance Committee's recommendation to approve the document was put forward by Cllr Wheeler and seconded by Cllr Carre-Skinner. There were no other resolutions; unanimously agreed.

8.6 Receive Finance Committee recommendation to appoint Accountant for 2017/2018:

Mrs Turner has agreed to continue as Accountant to Kedington Parish Council for the financial year 2017/2018 at a fee of £700.00. A resolution was put forward by the Chairman and seconded by Cllr Loader to ratify the Finance Committee's recommendation to appoint Mrs Turner as Accountant to Kedington Parish Council for the financial year 2017/2018. There were no other resolutions; unanimously agreed.

8.7 Ratify Finance Committee recommendation on review of fidelity guarantee:

The insurance fidelity guarantee for the financial year 2017/2018 was agreed at £150,000.00. A resolution was put forward by Cllr Wheeler and seconded by Cllr Carre-Skinner to accept the Finance Committee recommendation for the fidelity guarantee. There were no other resolutions; unanimously agreed.

8.8 Responsible Financial Officer:

The Clerk handed all members (for their information) a transcript taken from Arnold-Baker on Local Council Administration (tenth edition) regarding the role of the Responsible Financial Officer, which in the case of Kedington Parish Council is also the Parish Clerk. The transcript explained the role of the RFO and gave statutes under which this role is identified.

9

Solar Panels

The Chairman reported that he had been in contact with the manufacturers of the Parish Council Office roof with regard to fixings for the solar panels. Their recommendation was to source a clamp from a reputable solar mounting system manufacturer that clamps onto the seam of the panel and does not penetrate the roof panel; drawings of the clamp were passed round to Councillors to view.

The Chairman said he had read the report provided by Morrish Consulting Engineers regarding the “loading” of the roof but felt this was too open ended and gave no specific clarification about “uplift”. The Chairman said he had spoken to the Engineers about “uplift” and they gave assurances that having solar panels on the roof would give no more uplift than at present with just the roof panels.

It was agreed under a resolution put forward by the Chairman and seconded by Cllr Waite that, providing a written statement is provided from St Edmundsbury Borough Council regarding liability and indemnifying Kedington Parish Council if anything goes wrong, then agreement should be given to allow the installation of solar panels on the Parish Council Office roof. Risk Assessments and Method Statements must also be provided by the Installers. There were no other resolutions; unanimously agreed.

10

Kedington Parish Council Facebook Page

Councillor Carre-Skinner addressed the meeting stating there has been three questions posted by Parishioners regarding highways issues. The questions were read out and the Chairman requested the Clerk email Cllr Carre-Skinner with a response to each one on behalf of the Parish Council. One of the questions related to the junction of the B1061 with the A143 and asking for junction widening. It was agreed that the Parish Council should write to Highways in Ipswich to request a safety audit on this junction. Another question was regarding speeding and the installation of possible traffic calming in the village. It was agreed that the Parish Council will forward data from the Vehicle Activated Signs to Inspector Danny Cooper at Haverhill Police Station regarding speeding vehicles in the Parish.

MF

11

Play Equipment

11.1

Receive Play Equipment Inspection Report and agree action:

Play Equipment Inspection Report was received. All defects were noted and will be put in hand for repair.

MF

12.

Environmental / Grounds Maintenance Matters

12.1

Receive quotation for Strimming Contract 2017 and agree action:

Ian Morris Contractors had submitted a quotation for £2,594.50 (no vat) to carry out the Strimming Contract in 2017. The quotation represented a 2% increase on Mr Morris's price for 2016. A resolution was put forward by Cllr Wheeler and seconded by Cllr Waite, that as Mr Morris had carried out the work to a high standard for the past two years, he should be awarded the contract for 2017. There were no other resolutions; unanimously agreed.

12.2

Consider ban of dogs on Old School Field:

With the Chairman's permission the Clerk read out an email from a Parishioner regarding dogs running loose on Old School Field. An incident had occurred with a dog running loose and frightening her grandchildren when they were playing on the zip wire. Councillors acknowledged that the incident would not have happened if the dog in question had been on a lead. There is signage on the gate requesting dogs be kept on leads when children are playing. Clerk reported that the Council had the option of using a Public Space Protection Order which could exclude dogs from Old School Field. Councillors discussed this option but the consensus of opinion was that dogs should be allowed on the field, providing they are on a lead at all times. It was agreed that the new signage should highlight the fact that dogs must be kept on leads at all times.

MF

- 12.3 Any other environmental/grounds maintenance matters:**
None.
- 13 Highway/Footpath/Street Furniture matters**
- 13.1 Grassed area outside The Limes in Mill Road**
Agenda item moved to start of meeting.
- 13.2 Receive letter from Parishioner regarding speeding and traffic issues in Kedington:**
The Chairman read out a letter from a Parishioner who lives on Haverhill Road. The letter requested consideration be given to a one way system for traffic flow in the village and also for traffic calming measures on the B1061. Councillors discussed the request for a one way system but consensus of opinion was that they were not in favour of this; Suffolk County Council have, in the past, carried out a safety audit for traffic calming and ruled out speed humps on the B1061.
- Non agenda item – guillotine**
- With the time at 9.45 p.m. it was agreed under a resolution put forward by the Chairman and 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.
- 13.3 Dash End – Potential bus stop improvements:**
Clerk reported an email had been received from the Senior Infrastructure Officer for Passenger Transport at Suffolk County Council about potential bus stop improvements in Dash End. The improvements to the bus stops had originally been agreed as part of a £15,000.00 payment for new raised kerbs and bus shelters at the two “Dash End” bus stops nearest to the site of The Orchard Development (old Limes Cottage site). Agreed that this will be circulated to Councillors in a reading pack.
- 13.4 Receive quotation for 20’s plenty animated signs:**
A quotation has been received from We Do Signs & Labels Ltd to provide three 3’ x 2’ x 6mm signs with printed and over laminated images (compiled by 20’s plenty competition winners from Kedington Primary Academy) and wooden posts to accommodate the signs. Cost per sign and post is £54.40 plus vat. Highways have given permission for the signs to be installed at locations decided by the Parish Council and they have suggested the signs are rotated in different locations to keep awareness. Suffolk County Councillor Tony Brown has agreed to purchase the signs from his Highways Budget.
- 13.5 Any other Highway/Footpath/Street Furniture matters:**
- Broken Bus Stop sign in Haverhill Road has been reported to the Passenger Transport Team at Suffolk County Council.
 - Large pot hole in Kings Hill and pot holes in School Road and Mill Road reported to Highways.
 - Broken 30mph sign in Hundon Road reported to Highways.
 - Broken Public Right of Way sign in Arms Lane reported to the Public Rights of Way Team at Suffolk County Council.
 - Councillor Evans reported the gravel tracks around the green at Calford Green at in a very poor condition. Councillor Evans posed the question as to whether the Public Footpath could have its status raised to a Bridleway.
- 14 Consultations**
- 14.1 2018 Boundary Review – receive update:**
Notification received from St Edmundsbury Borough Council that all representations on the review will be available on <http://www.bce2018.org.uk> between 28th February and 27th March 2017.

MF

- 15 Any other reports (on-going matters)**
Councillor Loader reported he had attended the Haverhill Area Forum meeting and a bid has gone in by Cambridge Connect to do a feasibility study on introducing a rapid transport system around Cambridge and involving £1.6bn of infrastructure investment.
- 16 Housing/Planning**
- 16.1 Applications for discussion at meeting:**
None.
- 16.2 Planning Applications – Observations conveyed by Parish Council:**
DC/17/0034/HH – 10 Railway Terrace, Kings Hill, Kedington
Householder Planning Application – Single storey read extension.
NO OBJECTIONS
- 16.3 Planning Applications – Decisions received from Borough Council:**
- DC/16/2525/TPO –23 St Paul’s Drive, Kedington**
TPO/275 (1999) – Tree Preservation Order – 1 no Poplar (T4 on plan, T9 on order) fell.
GRANTED
- DC/16/2775/TPO – 24 Mill Road, Kedington**
TPO 319 (2001) Tree Preservation Order – T1 – Walnut - Crown
GRANTED
- DC/17/0034/HH – 10 Railway Terrace, Kings Hill, Kedington**
Householder Planning Application – Single storey read extension.
GRANTED
- 16.4 Any other housing / planning matters:**
None.
- 17 Events**
- 17.1 Nominations:**
17.1.1 Mayor’s Civic Service, Sunday 30th April 2017, St Mary’s Church, Haverhill. No uptake.
- 17.2 Councillor absences (update):**
The Chairman requested Councillors update the Clerk with any planned absences.
- 18 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, 18 April 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed **Dated**