

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 APRIL 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 Ian Evans
Cllr Joe Harrison
Cllr Nathan Loader
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Mrs Karen Richardson (St Edmundsbury Borough Councillor).

- | | | ACTION |
|---|---|--------|
| 1 | <p>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present
No members of the public present.</p> <p>Open meeting</p> | |
| 2 | <p>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.</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
None.</p> | |
| 4 | <p>To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 21 March 2017
A resolution was put forward by Cllr Carre-Skinner, seconded by Cllr Waite to agree the minutes of the Parish Council meeting held on 21 March 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p> <p>Close meeting</p> | |
| 5 | <p>Receive Visitor's Reports</p> <p>St Edmundsbury Borough Councillor, Karen Richardson:
Borough Councillor Richardson said she had nothing to report at the present time. Councillor Loader asked Councillor Richardson if she could ask if there were any further developments regarding the proposed path from the Rosebrook Estate in Mill Road leading into Risbridge Meadow.</p> | KR |

Open meeting

6 Clerks' Report

- Clerk reported an email has been received from Reef Television asking if Kedington Parish Council wished to apply to take part in a programme for Channel 4, in which Penelope Keith and a team of judges will be visiting villages across the UK to determine the "Village of the Year 2017". A £10,000 prize will be given to the winner.

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

Councillors discussed the Village of the Year 2017 competition and agreed that Kedington Parish Council would not put in an application.

7 Finance Committee

7.1 Consider any matters arising from 14 February 2017 meeting:

For his information as a new councillor, Cllr Evans asked about the War Memorial Reserve.

7.2 Receive draft minutes of 11 April 2017 meeting:

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

- The financial position as at 31 March 2017 (end of financial year) was satisfactory with £51,580.44 (72.59%) of the budget spent, leaving a balance of £19,479.56 being carried forward to the next financial year. The year-end balance being carried forward to Reserves for 2017/2018 is £52,094.27. It is noted that an amount of £3,500.00 owing from Suffolk Libraries IPS has been shown on the Budget Comparison Sheet for March 2017 as a debtor.
- Unaudited Income and Expenditure statement will be ratified at KPC meeting – agenda item 7.5.
- Village Cleaner was awarded a pay increase of 30 pence per hour for the financial year 2017/2018 to bring his salary up to the minimum wage. This represents an increase in hourly rate of 4%. There was no increase in hourly rate awarded for the Village Handyman post.
- School Crossing Supervisor was awarded a pay increase of 30 pence per hour for the financial year 2017/2018. This represents an increase in hourly rate of 4%.
- Clerk reported that Nat West Bank plc has informed customers that it will be closing the Haverhill branch with effect from 02 October 2017. Parish Council will be able to register to pay in cheques using facilities offered by the Post Office after October 2017.
- Internet banking to be ratified at KPC meeting – agenda item 7.3.
- VAT refund of £465.57 for the period 01 February – 31 March 2017 has been applied for from HM Revenue & Customs.
- PAT Testing on all portable appliances in the Parish Council Office has been carried out by C F Electrical.
- Angular metalwork on Junior Goals on Old School Field has been removed in compliance with Monthly Play Equipment Report. New junior goals have been ordered.
- Thank you email received from St Edmundsbury Newstalk for the grant of £50 awarded to their organisation.
- Grant of £200.00 awarded to Suffolk Accident Rescue Service under Sn 137 of LGA 1972, as being of benefit to local people.
- Grant of £250.00 awarded to East Anglian Air Ambulance under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £300.00 awarded to St Peter & St Paul Church Kedington – Restoration Committee under Sn 137, LGA 1972 as being of benefit to local people.
- No grant awarded to The Voluntary Network, Newmarket as this would not be of direct benefit to local people.

- Grant for Kedington Community Association – agenda item 7.4 KPC meeting.
- Cheque payment (NW 680) for £194.73 dated 21 March 2017, payable to STP Stationery was ratified.
- Seven payments and one credit totalling £3,271.41 for Supplier Payments as at 31 March 2017 approved on 11 April 2017 and cheques signed by the Chairman (Cllr Wheeler) and Cllr McGuire.

7.3 Receive Finance Committee recommendation to do Internet Banking:

The decision made at KPC 122-09 meeting in March 2017 to pay employee's salaries using the bank transfer method by means of a debit card will be ineffective because of the proposed closure of the Haverhill branch of Nat West Bank plc on 02 October 2017. A resolution was put forward by Cllr Waite, seconded by Cllr Carre-Skinner that the Parish Council should register for Internet Banking for the payment of employee's salaries only. Other payments to be continued to be paid by cheque. There were no other resolutions; unanimously agreed. Financial Standing Orders will be amended accordingly.

7.4 Grant application from Kedington Community Association:

The Chairman read out a letter from Kedington Community Association seeking a "substantial grant" from the Parish Council towards the cost of the Meadowlark 50th Celebration in June 2018, explaining that the KCA plan to celebrate the occasion in grand style. The application was discussed by Councillors who felt they needed more information about what is planned. The Clerk was requested to invite Mr Brown from the KCA to the next meeting of the Parish Council, in order that more information can be given before a decision is made.

MF

7.5 Discuss and agree Reserve Headings for 2017/2018 following ratification of Unaudited Income and Expenditure Statement for financial year ending 31 March 2017:

A copy of the Unaudited Income and Expenditure Statement was given to all Councillors present and is attached to these minutes as Annex 1. Reserve Headings for 2017/2018 totalling £52,094.27 were agreed as follows:

Annex 1

War Memorial - £1,700.00
Recreation Equipment - £8,000.00
General Reserves – £42,394.27

A resolution was put forward by Cllr Waite, seconded by Cllr Donoghue that the Unaudited Income and Expenditure Statement be ratified for the financial year ending 31 March 2017 and new Reserve Headings be ratified for the financial year 2017/2018. There were no other resolutions; unanimously agreed.

8 Local needs to facilitate Vision 2031 development

Councillor Loader addressed the meeting saying he was concerned there is no dialogue with St Edmundsbury Borough Council about local needs when the new proposed development at The Orchard in Mill Road (former Limes Cottage site) goes ahead. Councillor Loader said there were numerous items in the village that needed upgrading and these needed to be raised with the Borough Council prior to development commencing.

Close meeting

Borough Councillor Richardson said it is important for the Parish Council to engage with the Borough Council at any time and put concerns forward to commence dialogue and then continue to engage with the Borough through the Parish Clerk or herself as Borough Councillor.

Open meeting

Items put forward for consideration:

- Pavement along Haverhill Road
- Dash End layby needs resurfacing
- Church Walk needs to be resurfaced and maintained
- Cycle path through Silver Street Park
- Old School Field – parking near entrance needs to have appropriate markings and the high kerb needs to be lowered
- Arms Lane needs to be adopted as Highway
- Community Centre needs upgrading
- School Parking
- Telegraph pole outside village stores needs to be re-sited
- Safe walking route from Silver Street to the school
- Bus stops are sited in inappropriate places
- Need for wooden bollards on Westward Deals and outside The Limes
- Local cubs/scouts need a storage facility for their equipment

Councillor Loader stated it would be important to prioritise what from the list is realistic and what is achievable.

Close meeting

Borough Councillor Richardson said the majority of items put forward for consideration were Highways issues and could be addressed by meeting with the new County Councillor after the local elections. Councillor Richardson also advised caution about asking for roads to be adopted. Councillor Richardson suggested the local cub/scouts could apply to her and the new County Councillor for grants from their Locality Budgets. Councillor Richardson stressed the importance of making the Parish Council's presence known to the Borough Council and to keep up their profile; she suggested that Highways could be invited to address the Parish Council at a future meeting. Councillor Loader will draft a letter to the Borough Council and email this to all Councillors for comment.

NL

Open meeting

9 Solar Panels update

Clerk reported that Local Council Public Advisory Service had gone through the Lease document provided by St Edmundsbury Borough Council and suggested some minor changes. Andy Oswald from St Edmundsbury Borough Council has confirmed the insurance liabilities for the contractor installing the solar panels and there will be no liability for the Parish Council during or after installation. Councillor Harrison recommended the Parish Council take photographs of the roof and outside of the Parish Council Office prior to work commencing.

MF

10 New BT cabinet in Rectory Road

Councillor Loader addressed the meeting regarding the new BT Cabinet installed on the green triangle at the junction of Rectory Road with Silver Street. Councillor Loader stated, in his opinion, there was no technical reason why the new cabinet had to be installed on the green triangle when there were two other older cabinets within metres, where the new cabinet could have been installed alongside. The siting of the new cabinet has caused many complaints from residents and Cllr Loader said the impact of the cabinet in an area of listed buildings had obviously not been considered. With the Chairman's permission, the Clerk reported she had already been in contact with British Telecom and Openreach regarding the new cabinet, but progress had been slow and quite difficult. The green triangle upon which the cabinet is sited belongs to Highways and they do not have any input into the decisions as to where the new cabinets are placed. Neither British Telecom nor Openreach need to get permission from Suffolk County Council/Borough Council before installation or have contact with the Parish Council. It was agreed that the Clerk should contact the Portfolio Holder responsible for Better Broadband at Suffolk County Council and Matthew Hancock MP regarding this matter.

MF

11	Play Equipment	
11.1	<p>Receive Play Equipment Inspection Report and agree action: Play Equipment Inspection Report was received. All defects were noted as very low or low risk and will be put in hand for repair. Clerk reported new signage for the play area would cost £140.00 plus vat for two signs and £195.00 plus vat for fitting; the signs will be paid for using s106 money from the new development.</p>	
12.	Environmental / Grounds Maintenance Matters	
12.1	<p>Agree trees to be planted on Watermill Field: Information on five different species of trees recommended by RMS Trees was circulated amongst Councillors and discussed. The consensus of opinion was that a species of willow(s) were preferred and also a river birch. Councillor Wheeler offered to contact a supplier to get prices and advice and email this information to Councillors before the next meeting in order that a decision can be made at the May meeting.</p>	TW
12.2	<p>Any other environmental/grounds maintenance matters: It was reported that the raised bed in Silver Street was looking sparse as some of the plants had died off and been removed. Clerk was requested to email Bob Dellar to ask for his advice on what types of new plants would be suitable.</p> <p>Councillor Donoghue asked if any progress had been made regarding new surfacing at the entrance to The Cut next to the Old Watermill. Clerk informed Cllr Donoghue that he had said at a previous meeting he would arrange to meet with Ross Van de Zande to discuss. Councillor Wheeler said that to put down a grid system similar to that at the entrance to Old School Field would be very costly and that perhaps a cheaper option would be to put down some bark. Councillors agreed with this and Cllr Donoghue will source a price for the bark from Madingley Mulch.</p>	MF
	A fallen tree in Risbridge Meadow was reported; Clerk will advise the Borough Council	MF
13	Highway/Footpath/Street Furniture matters	
13.1	<p>Receive Street Furniture Condition Report and agree maintenance action: Street Furniture Condition Report was distributed to all Councillors along with a copy of a long term maintenance plan that had been compiled by Cllr Wheeler. Councillor Wheeler stated new litter bin liners needed to be ordered as a matter of urgency and Cllr Wheeler offered to repaint the benches that were in need of attention. The gazebo in Silver Street Park is in need of repair and Cllr Wheeler suggested that perhaps the company who refurbished the cross-scales on Old School Field could be contacted to see if they could undertake this work. Councillors unanimously agreed that new litter bin liners should be ordered and that Cllr Wheeler could get materials needed to repaint the benches from PBM Buildbase. The Chairman thanked Cllr Wheeler for all his hard work in producing the maintenance report and for inspecting all the street furniture.</p> <p>Non agenda item – guillotine</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 Waite to raise the guillotine for 15 minutes to allow remaining items on the agenda to be transacted. There were no other resolutions; unanimously agreed.</p>	
13.2	<p>Any other Highways/Footpath/Street Furniture matters: Clerk reported that she had received an email from Amanda Mays at Highways regarding Mill Road. The email reported that:</p> <p><i>“Suffolk Highways surfacing team are aware that Mill Road is in poor condition and they have put it on their 3 year forward programme. Use by construction traffic has affected the condition and they plan to resurface</i></p>	

the whole length between the Haverhill Road and the River Bridge in 2019. I appreciate you would probably like to see the work done sooner, but bids have to be prioritised against all of the other roads across the county in need of surfacing, some of which have been listed for a year or two already”.

Clerk reported the Parish Council had previously been told by Highways that work on Mill Road would be carried out this year. It was agreed that the Clerk should write to Mark Stevens, Assistant Director Operational Highways at Suffolk County Council in Ipswich about this matter. Councillor Loader said he would take some photographs of the road and forward to the Clerk.

MF/NL

Clerk was requested to chase up the fallen Rights of Way posts previously reported and also the broken Bus Stop sign on Haverhill Road.

MF

14 Consultations

None.

15 Any other reports (on-going matters)

None.

16 Housing/Planning

16.1 Applications for discussion at meeting:

None.

16.2 Planning Applications – Observations conveyed by Parish Council:

None.

16.3 Planning Applications – Decisions received from Borough Council:

None.

16.4 Any other housing / planning matters:

Councillor Loader raised an issue about whether Kedington Parish Council would be consulted if any planning application(s) for houses on the old meat factory site at Little Wratting were put to the Borough Council and the effect this could have on Kedington and the junction of the B1061/A143 at Little Wratting.

17 Events

17.1 Nominations:

17.1.1 St Edmundsbury Parish and Town Forum, Monday 24 April 2017
6.00 – 8.30 p.m., Ixworth Village Hall. 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 10.05 p.m.

The date of the next meeting, which will be the Annual Meeting of Kedington Parish Council will be **Tuesday, 16 May 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated