

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16 MAY 2017
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Peter Donoghue
Cllr Ian Evans
Cllr Joe Harrison
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Marion Rushbrook
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Mrs Karen Richardson (St Edmundsbury Borough Councillor); Mr S Brown (Kedington Community Association); Miss S Raymond; Mrs S Paladine; Mrs B Surridge; Mr M Surridge; Mr R Cannon; Mr J Stranger; (Parishioners).

ACTION

- 1 Election of Chairman for 2017 / 2018**
Councillor McGuire as outgoing Chairman presided over this agenda item. Councillor McGuire nominated Cllr Wheeler, seconded by Cllr Loader. There were no other nominations, unanimous vote. Clerk reported that Cllr Wheeler had indicated he would be happy to take on any roles that, in his absence, he was elected for. Councillor Wheeler will sign the Declaration of Acceptance of Office form at the next meeting of Kedington Parish Council on 20 June 2017.

- 2 Election of Vice-Chairman for 2017 / 2018**
Councillor McGuire nominated Cllr Harrison, seconded by Cllr Waite. There were no other nominations, unanimous vote.

Councillor Harrison requested Cllr McGuire chair this meeting in the absence of Cllr Wheeler due to him being a relatively new Councillor. Councillor McGuire agreed and chaired the meeting.

Close meeting

- 3 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present (extra time allowed to cover items raised)**

Councillor Harrison disclosed a Non-Pecuniary Interest in the matter of “Rosebrook” Estate.

Mr Cannon addressed the meeting regarding problems being experienced by residents on the new “Rosebrook” estate. Mr Cannon said children on scooters, skateboards and bikes were causing a nuisance to residents and posing a safety issue to themselves [children] and drivers accessing the estate with several near misses by cars. Mr Cannon said the scooters, etc. are causing damage to kerbs and residents were becoming frustrated with the situation. Miss Raymond stated she lived on a corner plot near to the entrance of the estate and had to endure children carrying out “stunts” on scooters and bikes

for several hours during the evenings about one foot from her bay window; Miss Raymond said the problem/noise was relentless and she was beginning to feel very intimidated by the children. Miss Raymond added, "sometimes they will move on, sometimes they won't"; when they are there they "camp" on the path outside hers and other houses and leave rubbish everywhere. "I and my neighbours cannot sit in our living rooms because of the noise generated by the scooters thumping up and down the kerbs". Councillor Waite suggested to Miss Raymond that she kept a diary of the nuisance issues; date and times they occurred.

Mr Cannon confirmed the children were aged between 6 – 14 years; some of them were from the Rosebrook estate and others from different parts of the village. He said he had spoken to parents of some of the children and has been told by them, "you don't own the land; they [children] are doing nothing wrong. Mr Cannon also confirmed that the Police have been called out on several occasions but could not take any action because the children were not breaking the law.

Councillor Loader stated bad planning and design, with houses being very close together and near to the road were attributing to the problems being experienced by residents. He added the high density of houses should have been dealt with by the Borough Council before Bloor Homes were given planning permission and not enough green space was attributed to the estate. Councillor Loader said the Parish Council should give feedback to the St Edmundsbury Borough Council about this issue.

Mr Cannon said he felt the new play equipment on Old School Field facilitated and paid for from the s106 agreement between Bloor Homes, St Edmundsbury Borough Council and Kedington Parish Council, did not provide anything suitable for younger teenagers. With the Chairman's permission the Clerk responded on behalf of the Parish Council. The Clerk stated a lot of planning and consultation with children was carried out before any of the new equipment was installed; the new equipment catered for younger teenagers and disabled children. New football goals were being installed as part of the refurbishment and older children also had a basketball area. It was agreed by the Parish Council that to have a skate-park installed would have taken a vast percentage of the money available to them and would only be used by a small minority of children. However, there is a small amount of funding still available and the Parish Council could look into providing some ramps and skid bars on Old School Field if this is what is required.

Mrs Paladine asked if Community Mediation would be a remedy for the problem. Councillor Loader suggested the Parish Council should ask if St Edmundsbury Borough Council offered this service. Clerk was requested to follow this up. Councillor Loader further suggested the Parish Council write to Kedington Primary Academy and Samuel Ward Upper School regarding the issues raised and requesting the children to think about where they are playing and not to be a nuisance to residents.

MF

Mr Cannon thanked the Parish Council and the residents from the Rosebrook estate left the meeting at 8.25 p.m.

Mr Brown addressed the meeting on behalf of Kedington Community Association. He reported that Kedington Community Association (KCA) was formed in 1966 and three years later held their first "Meadowlark", which is now the biggest money making event for the KCA, averaging £3,500 - £4,000 per year in income. In 2018, the 50th Meadowlark will take place and the KCA were hoping to make this a major local event, with a street parade and other attractions not seen before. Mr Brown said the street parade alone would cost a lot to fund and would see the event's insurance costs rise to at least £1,000.00. The KCA would also be looking into a celebrity attending the event to make it more appealing to the public. Mr Brown said the KCA were looking to see if the Parish Council could make a substantial donation/grant to help fund the 50th Meadowlark. Councillor Harrison asked Mr Brown what he meant by a

substantial donation. Mr Brown replied £2,000.00. Councillor Evans asked Mr Brown how much funding the KCA would be putting into the event; Mr Brown replied that the KCA would have to consider funding in the region of £2,000.00 but this would have to go to the KCA Committee for a decision to be made. Mr Brown said the KCA would also be approaching local businesses for funding.

Open meeting

Councillors agreed that a decision on making a substantial grant to the KCA for this event would be taken later in the year, subject to what monies were left in the budget for Grants – Sn 137, LGA 1972. The Clerk advised Councillors that money could always be transferred from General Reserves into the Grants Budget Heading if Councillors wished to agree this.

Close meeting

Mrs Paladine expressed an interest in agenda item 11 and with Councillors permission this agenda item was brought forward;

11 Discuss resolution from Annual Parish Meeting to provide an accessible Defibrillator for the Parish of Kedington

Mrs Paladine address the meeting, stating last year, her 43 year old neighbour collapsed at home and despite CPR, died after the ambulance attended. Mrs Paladine said she had meet a Haverhill First Responder at a meeting she attended and found out that there is a defibrillator on the outside wall of the Doctor's Surgery in Kedington; adding how many people know it is there and would be able to use it. Mrs Paladine said that the Fire Service, Police and Ambulance Service could use the defibrillator in response to an incident (if called) but training was needed for the wider public and wondered if the Parish Council would be able to facilitate this. The Chairman said that the public can dial 999 and an operator will tell them the pin number to access the defibrillator and then talk them through how to use it.

Councillor Loader said a strategy is needed to deal with this issue. Mrs Paladine said information distribution would be beneficial to let the community know where the defibrillator is. Councillor Loader said that the Parish Council Facebook Page could have information put on it as well as their website. The Ketton Review would also be a good platform. Councillor Loader also suggested asking the KCA if their defibrillator could be put on an outside wall instead of being inside the Centre, which is kept locked when not in use.

Open meeting

A resolution was put forward by Cllr Evans, seconded by Cllr Rushbrook that the Parish Council should look into hosting a CPR Training Event. There were no other resolutions; unanimously agreed.

MF

4 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Councillors Carre-Skinner and Wheeler (holiday); Suffolk County Councillor David Roach (other meeting). Councillors unanimously agreed Councillor Carre-Skinner's and Wheeler's apologies for absence.

5 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

Councillor Donoghue declared a Pecuniary Interest in agenda item 18.1.

6 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 18 April 2017

A resolution was put forward by Cllr Evans, seconded by Cllr Harrison to agree the minutes of the Parish Council meeting held on 18 April 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

7 Discuss and agree “Appointments / Councillor’s Responsibilities” for the Year 2017 / 2018

Appointments / Councillor’s Responsibilities were discussed and agreed. A resolution to adopt Appointments / Councillor’s Responsibilities was put forward by Cllr Waite and seconded by Cllr Harrison; there were no other resolutions, unanimously agreed.

Annex 1

A resolution to adopt the Employment, Grievance and Policy Committee as all members of the Parish Council was put forward by Cllr Waite and seconded by Cllr Rushbrook; there were no other resolutions, unanimously agreed.

A resolution to adopt the Finance Committee as Councillors Harrison, McGuire and Wheeler; with Councillors Loader and Waite to be extra cheque signatories was put forward by Cllr Evans and seconded by Cllr Harrison; there were no other resolutions, unanimously agreed.

Close meeting

8 Receive Visitor’s Reports

St Edmundsbury Borough Councillor, Karen Richardson:

Borough Councillor Richardson reported the proposed path from the Rosebrook Estate in Mill Road leading into Risbridge Meadow should be completed before the end of the current financial year. Councillor Richardson said she has asked for dialogue with the Parish Council when the design has been mapped out, but has received no reply to this request. Councillor Loader asked if the Parish Council could be given a map of the proposed path. Councillor Richardson said Simon Collin is continuing to have discussions with the developers to resolve issues with the path and once this has been sorted out, a meeting could be requested between the Parish Council and Borough Council. Councillor Loader also asked if the Clerk could chase the copy of Parish Council guidelines for Community Infrastructure Levy promised at the Town & Parish Forum event in Barrow on 31 January 2017.

Open meeting

9 Clerks’ Report

- Payment of £465.57 has been received from H M Revenue and Customs for repayment of VAT for the period 01 February – 31 March 2017.
- Clerk has written again to Councillor Jane Storey at Suffolk County Council and Matthew Hancock MP regarding the new BT cabinet in Rectory Road, and still no response has been received. Obviously Parliament is not in session because of the forthcoming General Election so Mr Hancock will be unable to speak on this matter at the present time.

MF

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

None.

10 Finance Committee

10.1 Consider any matters arising from 11 April 2017 meeting:

None.

10.2 Ratify payments made for April 2017 (note no Finance Committee held in May 2017):

Payments made in April 2017 were examined. A resolution was put forward by Cllr Waite and seconded by Cllr Waite to ratify the payments made; there were no other resolutions; unanimously agreed. Budget statements and Supplier Invoice Payments for April 2017 will be filed with Finance Committee minutes.

10.3	Receive notification of receipt of Precept for 2017 / 2018: Notification that precept for 2017 / 2018 of £71,761.00 has been received from St Edmundsbury Borough Council is attached to these minutes as Annex 2.	Annex 2
10.4	Agree and sign Section 1 – Annual Governance Statement of the Annual Return for the financial year 2016/2017: The Annual Governance Statement of the Annual Return for the financial year 2016/2017 was reviewed. A resolution was put forward by Cllr Loader and seconded by Cllr Donoghue that the Annual Governance Statement be agreed and signed; there were no other resolutions; unanimously agreed.	Annex 3
11	Discuss resolution from Annual Parish Meeting to provide an accessible Defibrillator for the Parish of Kedington This item was brought forward earlier in the meeting.	
12.	Receive and agree updated Standing Orders Due to the long session for Parishioner's Question Time, a resolution was put forward by Cllr Evans and seconded by Cllr Loader that this item should be deferred to the next Parish Council Meeting; there were no other resolutions; unanimously agreed.	
13	Review Risk Assessments Due to the long session for Parishioner's Question Time, a resolution was put forward by Cllr Rushbrook and seconded by Cllr Donoghue that this item should be deferred to the next Parish Council Meeting; there were no other resolutions; unanimously agreed.	
14	Play Equipment 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 signs for the play area have been ordered and the new junior goals will be installed on 19 th May 2017. There were concerns raised by Councillors that cars were parking on the gravel outside the main gate to Old School Field, which could block emergency vehicles if they were needed. The Clerk was asked to get a quotation for a sign stating "No Parking in front of the gates at any time".	MF
15	Environmental / Grounds Maintenance Matters	
15.1	Strimming Contract 2017: With the Chairman's permission the Clerk read out an email from RMS Trees asking if the Parish Council would review their policy of strimming the areas under the trees in Silver Street Park while the cow parsley, comfrey and other wild plants are growing during the Spring period. The reason behind this request is purely based on the visual amenity these plants provide at the time of year and the wildlife they provide food and shelter for. Councillor Wheeler had been shown a copy of this email prior to his holiday and he asked for his views to be taken into consideration and recorded that: <i>"there are large swaths of riverbank, including Silver Street Park together with other areas in the village, which are left so that the comfrey and cow parsley are allowed to grow. The area under the trees look a mess when the daffodils have finished; also the strimming will take a lot longer to clear this area once the cow parsley has finished. I therefore would like the current strimming programme to stay as is and not to be altered."</i> The Chairman commented it is very difficult to get the balance correct with the strimming contract. Councillors agreed that the specification should be reviewed next year and that RMS Trees should be invited to the meeting when the specification is discussed.	

15.2 Agree order for new trees for Watermill Field:

Councillor Wheeler had left a report after contacting several suppliers for the types of trees that would be suitable for planting on Watermill Field. Barcham Trees plc had recommended the following types and supplied a quotation:

2 x Salix Alba Tristis (weeping willow) 3 – 4 metres high @ £67.00 each plus vat
1 x Betula nigra (river birch) 3 – 4 metres high @ £89.00 each plus vat
1 x Salix alba (white willow) 3 – 4 metres high @ £67.00 plus vat

A resolution was put forward by Cllr Donoghue and seconded by Cllr Rushbrook that the Parish Council should go ahead and plant the four trees recommended by Barcham Trees plc; there were no other resolutions; unanimously agreed. Clerk was requested to seek a price from RMS Trees in Kedington to plant the trees.

MF

15.3 Any other environmental/grounds maintenance matters:

A question was raised about the grassed bank near the Library, which forms part of the Community Garden and who was responsible for cutting the grass, as technically it forms part of the Great Meadow.

At this point Cllr Loader declared a Non Pecuniary Interest in that he is a member of Kedington Community Association.

The Chairman said it was his understanding that the Community Garden was for, and would be looked after, by the Community. It was agreed that when the current contract is up for renewal for grass cutting on the Great Meadow, the grassed bank could be included in the specification if the KCA wanted this. Another option put forward was that it could be included in the Strimming Contract specification for 2018.

Non agenda item – guillotine

With the time at 9.45 p.m. it was agreed under a resolution put forward by Cllr Donoghue and seconded by the Chairman to raise the guillotine for fifteen minutes to allow remaining items on the agenda to be transacted. There were no other resolutions; unanimously agreed.

16 Highway/Footpath/Street Furniture matters

16.1 Grassed area outside The Limes in Mill Road:

Clerk reported that the Assistant Manager at Western Area Highways Department has no objection to oak posts being installed around the grassed area outside The Limes in Mill Road, but will have to seek clarification from her Manager for this work. As the work will be third party, the Parish Council will have to pay for the posts. Clerk was asked to liaise with the Borough Council to see where they purchase their oak posts from and source a quotation.

MF

16.2 Any other Highways/Footpath/Street Furniture matters:

Clerk reported that she had a meeting with Garry Bailey from St Edmundsbury Borough Council (Haverhill Deport) and his Supervisor Darren Plumb to discuss the provision of some mechanical sweeping of paths and gutters in Kedington (as discussed previously at the Finance Committee meeting in March 2017). Mr Bailey said he could send two men to the village to do mechanical sweeping in areas identified by the Parish Council and could do this work at a one-off price of £200.00. A resolution was put forward by Cllr Rushbrook and seconded by Cllr Donoghue that this work should be carried out; there were no other resolutions; unanimously agreed.

Clerk reported on the following items:

- Zig-zag lines near to school crossing have been ordered and Highways will chase these up.
- 20's plenty signs – Highways have given the go ahead for the signs to be ordered by the Parish Council and claim the costs back from them (County Councillor's Highways Budget).

- Pot holes in Mill Road have been reported.
- Broken bus stop sign and PROW footpath markers have been chased up. These items are on the list for repair.
- Broken cycle post and blocked drain in St Peters Close have been reported to Bloor Homes.

17 Any other reports (on-going matters)

17.1 Adjustment to double doors on new frontage to Community Centre:

Clerk reported Hadleigh Glass had supplied a quotation of £230.00 plus vat to change the door cylinder on the front door to thumb turn on the inside and to add handles to the doors in a lower position for ease of opening. The thumb turn on the front doors is required for Health & Safety. A resolution was put forward by Cllr Rushbrook and seconded by Cllr Loader that this work be carried out; there were no other resolutions; unanimously agreed.

MF

18 Housing/Planning

At this point Cllr Donoghue declared a Pecuniary Interest but remained in the meeting as the item was a report only and no discussion needed.

18.1 Applications for discussion at meeting:

Harvest Cottage, 20 Dash End Lane, Kedington

Householder Planning Application – Single storey rear extension and alterations
Clerk reported that hard copy of the plans for this application had not been received. St Edmundsbury's Planning Department have agreed to send a new set of plans and extend the Consultation Expiry to 30 May 2017.

18.2 Planning Applications – Observations conveyed by Parish Council:

None.

18.3 Planning Applications – Decisions received from Borough Council:

None.

18.4 Any other housing / planning matters:

None.

19 Consultations

None.

20 Events

20.1 Nominations:

20.1.1 Local Council Public Advisory Service Course – Getting Ready for the New Data Protection Regulations, Tuesday 4th July 2017, 1.00 – 5.00 p.m., Great Barton Village Hall. Cost: £30.00 per delegate.
Clerk nominated to attend this course.

20.2 Councillor absences (update):

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

21 Any new matters (for discussion only)

None.

The meeting closed at 10.00 p.m.

The date of the next meeting of Kedington Parish Council will be on **Tuesday, 20 June 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated