KPC 123-02

MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 JUNE 2017
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

***Present**:*

Cllr Terry Wheeler (Chairman)
Cllr Joe Harrison (Vice-Chairman)
Cllr Heather Carre-Skinner
Cllr Peter Donoghue
Cllr Ian Evans
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); Mrs E McCarthy (Families and Communities Officer, St Edmundsbury Borough Council); Mrs J Harrison, Miss S Raymond, Mrs C Jefferys-Ward, Mr M Ward (Parishioners and Residents from Rosebrook Estate); Mrs B Surridge (Parishioner).*

ACTION

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

Open meeting

With Councillors permission, agenda item 5.2 was brought forward

5.2 Rosebrook Estate – discussion forum for residents:

Councillor Harrison disclosed a Pecuniary Interest in the matter of Rosebrook Estate, Kedington.

Residents from Rosebrook Estate again brought their concerns/issues regarding young people continuing to use the estate as a facility for scooters/skateboards. Mrs Jefferys-Ward reported that the young people were still using the roads/kerbs on the estate and were literally playing outside resident's homes causing disturbances and waking up young children. Miss Raymond said she was now finding the young people intimidating as they often refuse to move on when asked; some of the young people were also using her front garden to sit on and leaving rubbish for her to pick up. Mrs Harrison stated the noise generated by the scooters/skateboards was on some occasions intolerable. Councillor Harrison said there was also a Health & Safety issue for the young people, as the road used for their activities was the only one in and out of the estate; he added there have already been near misses with cars and probably only a matter of time before a young person was injured. Ellie McCarthy, Families and Communities Officer at St Edmundsbury Borough Council suggested the Parish Council could look into the "On The Spot Van" visiting the village again and engaging with the young people.

It was agreed that the Parish Council would look into the possibility of providing some skate park equipment on Old School Field if funding allowed and also facilitate a meeting between Residents from the estate, the young people and their parents, Flagship Housing and the Police to try and find a solution to the problem. MF

Councillor Rushbrook suggested Bloor Homes also be invited to the meeting to address this and other issues on the estate, such as the lack of dog and litter bins. Councillor Loader said the Parish Council should have dialogue with St Edmundsbury Borough Council to enforce Bloor Homes to install dog and litter bins on the Rosebrook Estate.

Close meeting to allow Parishioner's Question Time to continue

Mrs Surridge addressed the meeting and thanked the Parish Clerk for attending the public meeting at Christmas Maltings & Clements Surgery in Haverhill on 6th June 2017 to consult with patients on proposed changes as to how the surgery will be run in the future. Mrs Surridge said the Clerk represented the Parish Council very well, asking important questions about what would happen to the satellite surgery in Kedington following the introduction of Suffolk GP Federation taking over the day to day running of the practice.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Suffolk County Councillor David Roach (Haverhill Town Council meeting).

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

Councillor Donoghue declared a Pecuniary Interest in agenda items 15.2 and 15.3. Councillors Evans declared a Non-Pecuniary Interest in agenda item 12.3 and Councillor Harrison declared a Pecuniary Interest in agenda item 5.2.

4 To agree and sign as a correct record the minutes of the Annual Meeting of Kedington Parish Council held on 16 May 2017

A resolution was put forward by Cllr Waite, seconded by Cllr Evans to agree the minutes of the Annual Meeting of Kedington Parish Council held on 16 May 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

At this point, the Chairman duly signed the Declaration of Acceptance of Office form as he was not present when elected to the Office of Chairman at the Annual Meeting of Kedington Parish Council in May 2017. Annex 1

Close meeting

5 Receive Visitor's Reports

St Edmundsbury Borough Councillor, Karen Richardson:

Borough Councillor Richardson stated she had nothing to report at this meeting but stated the Parish Council could apply for funding from her Locality Budget for any proposed new skate park facility.

5.1 Presentation by Ellie McCarthy, Families and Communities Officer from St Edmundsbury Borough Council on the new Haverhill LifeLink project:

Ellie McCarthy addressed the meeting regarding a new initiative called Haverhill LifeLink, which will be a two year pilot scheme employing 1.6 full time equivalent staff called LifeLink Co-Ordinators, whose hours will include evenings and weekends. Ellie said her role as Families and Communities Officer involved a specialism for Health in Haverhill and surrounding areas. The scheme will be funded by the Department for Communities & Local Government and the Clinical Commissioning Group and will be aimed at "social prescribing".

Ellie told the meeting that currently, one in five people visit their GP for issues relating to mental health, anxiety, etc. The GP could refer the person to Haverhill LifeLink and their Co-Ordinators could work with that person on a 1:1 basis to look at the issues they have, i.e. social exclusion, loneliness, etc., which all contribute to mental health problems. Haverhill Family Practice in Haverhill has signed up for the project and it is also hoped that Christmas Maltings & Clements practice will join as well.

Ellie told the meeting that Lowestoft also have a LifeLink project, which was the first in Suffolk for "social prescribing". Further information about the project will be emailed to the Parish Council.

5.2 Rosebrook Estate – discussion forum for residents:
This agenda item was moved to the start of the meeting.

Open meeting

6 Receive Clerks' Report

- An email has been received from Suffolk Association of Local Councils informing that plans have been put in place by the County, Borough and District Councils, in association with the Lord-Lieutenant and other partners, to ensure an appropriate response in the event of the death of a senior member of the Royal family. There will be advice following an official announcement, which will include practical advice on matters such as flag-flying, books of condolence, the Proclamation, as well as details of events being held within the County.

- Police Connect have issued warnings about the theft of cycles in the summer months and asking cycle owners to take extra care and use a good quality lock for cycles. Police Connect have also warned people to keep windows and doors locked in the summer months to prevent becoming an "easy" target for thieves. Security advice can be obtained from https://www.suffolk.police.uk/advice/crime-prevention-z

- Christmas Maltings and Clements Practice GP Surgery in Haverhill have decided to work more closely with Suffolk GP Federation who have agreed to take on the management of the practice in the near future. NHS England and NHS West Suffolk Clinical Commissioning Group (CCG) support this action being taken to ensure patients continue to receive the very best care, both now and in the future. There are no plans to close the satellite surgery in Kedington. All patients registered at the practice have been informed about the changes that will be taking place. The Parish Council has also received a letter from the Suffolk GP Federation explaining about changes that will be taking place.

- An email has been received from the Principal Planning Officer at St Edmundsbury Borough Council in response to a question raised by the Parish Council about the adoption of the Rosebrook Estate in Kedington. The email stated that the Borough Council have no adoption responsibilities apart from emptying of household waste bins. The email also stated that Suffolk County Council Highways have not adopted the roads therefore responsibility for maintenance of the roads, pavements, etc. still rests with the developer Bloor Homes.

- Letter has been received from Seafarers UK to ask if the Parish Council would fly the Red Ensign for Merchant Navy Day.

- Correspondence has been received from the owners of Rowans Farm House in Calford Green, thanking the Parish Council for their kind letter sent after the devastating barn fire at the property in April 2017

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

- Letter from Seafarers UK will be passed to Kedington Primary Academy as Parish Council Office has no flag pole.

- A resolution was put forward by Cllr Waite and seconded by the Chairman that the Parish Council should write to Bloor Homes regarding the Rosebrook Estate and also invite a representative to the informal meeting regarding the scooter/skateboard problems.

7 Finance Committee

7.1 Receive draft minutes of Finance Committee meeting held on 13 June 2017:

Councillor Harrison, Chair of Finance Committee went through highlights of the meeting:

- Councillor Harrison elected Chair of Finance Committee.
- Minutes of the meeting held on 11th April 2017 agreed as a true record (note no meeting in May 2017).
- The financial position at 31 May 2017 is satisfactory with £9,906.71 (13.80%) of the budget spent, leaving a balance of £61,854.29. Additionally, £52,094.27 is held in Reserves.
- Income & Expenditure and Asset Statement for year ended 31 March 2017 was signed by the Chairman.
- Quotation for two oak posts for grassed area outside The Limes in Mill Road was received at £180.00 plus vat. Cllr Wheeler will measure out space needed between the posts and report to KPC Meeting on 20 June 2017.
- The cost of emergency remedial work on three Manna Ash Trees in Sturmer Road, Kedington was ratified at £250.00. The Parish Council will try and reclaim the cost of this work from St Edmundsbury Borough Council.
- Agreed that RMS Tree Services should be asked to carry out a Tree Survey on all trees maintained by the Parish Council in Calford Green. The cost of the survey will be £250.00.
- Old junior goal posts and safety surfacing on Old School Field have been removed.
- MPS Doors will put new thumb-turn locks on the front door of the new entrance to the Community Centre and also on the doors at Kedington Library.
- 1st Kedington Guides were awarded a grant of £500.00 under Sn 137, LGA 1972, as being of benefit to local people.
- 1st Kedington Scouts were awarded a grant of £500.00 under Sn 137, LGA 1972, as being of benefit to local people.
- MAGPAS Air Ambulance were awarded a grant of £100.00 under Sn 137, LGA 1972, as being of benefit to local people.
- The Voluntary Network, Newmarket were awarded a grant of £50.00 under Sn 137, LGA 1972, as being of benefit to local people.
- Kedington Air Memorial Group were awarded a grant of £100.00 under Sn 137, LGA 1972, as being of benefit to local people.
- Two cheque payments (one for £590.00 payable to RMS Trees and one for £1,452.52 payable to The Green Room) paid since the previous months payments were ratified.
- Seven payments, one Direct Debit and one credit totalling £3,873.79 for Supplier Payments as at 31 May 2017 were approved on 13 June 2017 and cheques signed by Cllr Wheeler and Cllr McGuire.

7.2 Agree and Sign Annual Return for the financial year 2016/2017.

A copy of Section 2 of the Annual Return for the financial year 2016/20176 was received by all Councillors for inspection. A resolution was put forward by the Chairman and seconded by Cllr Harrison that the Annual Return was in order and should be signed by the Chairman; there were no other resolutions, unanimously agreed. The Chairman duly signed the Annual Return.

7.3 Agree change in a budget heading title identified by Finance Committee:
Councillor Harrison reported that as the budget heading for Gritting of Roads will no longer be used, the Finance Committee recommend the name of this budget heading be changed to "Tree Maintenance" in light of remedial work that will be needed on trees following the Tree Survey. A resolution was put forward by Cllr Waite and seconded by Cllr Carre-Skinner that the budget heading be changed with immediate effect. There were no other resolutions; unanimously agreed.

8 Receive and agree updated Standing Orders
It was agreed that Kedington Parish Council should update their old Standing Orders to a new format as recommended by National Association of Local Councils. Clerk will email old Standing Orders with changes highlighted for Councillors to read before the new format is typed up.

9 Review Risk Assessments
Clerk reported that she had reviewed current Risk Assessments before the Internal Audit and these were satisfactory. However, a Fire Risk Assessment, Office Risk Assessment and Lone Working Risk Assessment are needed. Councillor Carre-Skinner and Councillor Waite agreed to undertake the Risk Assessments needed in collaboration with the Parish Clerk. HCS/JW

10 Proposed closure of Kedington Post Office
Clerk reported that the owners of NISA Village Stores have decided, due to inflexibility on opening hours by Post Office Ltd, to close the Post Office with effect from 1st November 2017. Post Office Ltd insist on the Post Office being open on Wednesday afternoons and all day on Saturday and Sunday, something that is not economically viable for the owners as they would have to employ another member of staff at their expense. It was agreed that the Parish Council would write to Post Office Ltd, MP Matthew Hancock and also St Edmundsbury Borough Council as Kedington is designated as a Key Service Centre. MF

11 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 the new junior goal posts were slightly loose because of the socket joint in the ground (which enables the goal posts to be removed easily), but Sportsafe can supply lock in wedges at a cost of £39.00 plus vat to make the posts more rigid. A resolution was put forward by the Chairman and seconded by Cllr Rushbrook that the wedges should be ordered. There were no other resolutions; unanimously agreed.

12. Environmental / Grounds Maintenance Matters

12.1 Receive Tree Survey Report and agree any urgent work required:
Agenda item deferred to next meeting.

12.2 New trees for Watermill Field:
Clerk reported she had been in contact with Barcham Trees plc and they have recommended the best time to plant the new trees would be late September. RMS Trees have quoted £55.00 per tree for planting, which includes planting medium and stakes, etc. A resolution was put forward by Cllr Waite and seconded by Cllr Rushbrook that the trees should be pre-ordered for delivery in late September and RMS Trees should be given the order to do the planting. There were no other resolutions; unanimously agreed.

12.3 Any other environmental/grounds maintenance matters:

At this point Cllr Evans declared a Non Pecuniary Interest in that he lives in Calford Green

Councillor Evans addressed the meeting referring to a tree opposite The Old Chapel overhanging the west end of the Green and looks quite dangerous. Councillor Evans asked if the Parish Council could find out who is responsible for the tree, which is about 150 years old. The Chairman said that as a Tree Survey was being undertaken by the Parish Council in Calford Green, this tree could be included; in the meantime the Clerk will try and see who is responsible for it.

Councillor Evans reported that some residents of Calford Green would like to see the green left as "meadow" and not be cut fortnightly during the growing season. The Chairman said the Parish Council could write to every household in Calford Green to ask if they would like to see the green left as "meadow" or cut fortnightly as is the case at present. Councillor Evans agreed with the Chairman and requested that the letter could state the green would only be cut in June and late Autumn if householders wanted it to be "meadow"

Close meeting

Mrs Surridge reported that in 1992 there was a meeting held on the green with Borough Council and County Council Solicitors regarding how the green was managed as there were pros and cons at the time about leaving it as "meadow". Mrs Surridge added, pre-war the green was not mown and wild flowers were left to grow. In the 1960s the green was used for grazing. In 1992 the uncut green became "attractive" to travellers and for people dumping cars. At the meeting in 1992, the legal people asked for views from residents of Calford Green in writing. The green was then cut by Mr Chapman and after he could no longer cut the green, the Parish Council put the work out to contractors.

Open meeting

Councillor McGuire informed the meeting that the boundary hedgerow as you come from the C671 junction into Calford Green is very overgrown and covering the road signs. Clerk was requested to inform Highways of this. MF

Clerk reported that RMS Trees have provided a quotation of £150.00 to weed the path to the entrance of Silver Street Park, weed both plant beds in Silver Street Park and also weed the entrance to Old School Field and spray with weed killer. A resolution was put forward by Cllr Donoghue and seconded by Cllr Rushbrook that RMS Trees be asked to carry out this work, preferably by the 25th June 2017 when Open Gardens will be taking place. There were no other resolutions; unanimously agreed. MF

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 Waite to raise the guillotine for fifteen minutes to allow remaining items on the agenda to be transacted. There were no other resolutions; unanimously agreed.

13 Highway/Footpath/Street Furniture matters

13.1 Oak posts around the grassed area outside The Limes in Mill Road:
The Chairman reported he had measured around the grassed area outside The Limes in Mill Road and 4 no 3 metre lengths of green oak will be needed, cut to length and angled at the top so water runs off. Clerk reported Highways have sent a Licence Agreement for the Parish Council to carry out this work. A resolution was put forward by the Chairman and seconded by Cllr McGuire that the Clerk should sign the document and return to Highways. MF

13.2 Any other Highways/Footpath/Street Furniture matters:

Clerk reported an email has been received from Andrew Woodin, Rights of Way and Access Manager at Suffolk County Council asking if the Parish Council would have any objections to improving the Public Right of Way from Haverhill Road, Kedington (near the British Legion Hall) into Haverhill to facilitate cycling and to be a safe and sustainable access to local services in Haverhill as part of the new development of North East Haverhill. Councillors were unanimously in favour of this.

Clerk requested to chase up Vehicle Activated Sign poles for Calford Green. MF

14 Any other reports (on-going matters)

14.1 Adjustment to double doors on new frontage to Community Centre:
Clerk reported that MPS Doors have provided a quotation to supply and fit a Gilgen FD 20 swing operator package on one of the front doors. The quotation was for £1,700.00 plus vat. The swing operator will enable the door to open automatically by using a push pad. Clerk said that older people and young children were having problems opening the door at present, as it is very heavy and the handle is too high. A resolution was put forward by the Chairman and seconded by Cllr Waite that a decision be made in principle to go ahead with this work and an application to cover the cost be sought from Suffolk County Councillor, David Roach's Locality Budget. There were no other resolutions; eight votes in favour and one abstention; resolution carried. MF

14.2 New sign for Community Centre:
Kedington Community Association have asked the Parish Council if they would pay for a new sign for the Community Centre, as the old sign and facia to the building were broken when work started on the new frontage. Councillors felt in light of the amount the KCA had already asked the Parish Council to consider to help with the 50th Meadowlark in 2018, the matter of the new sign etc., should go before the Finance to consider as a grant. MF

14.3 Risbridge Meadow and link from Rosebrook Estate:
Plans provided by St Edmundsbury Borough Council were distributed to Councillors for consideration on the proposed new link to Risbridge Meadow from the Rosebrook Estate. One plan showed the footpath network on Risbridge Meadow that St Edmundsbury Borough Council propose to surface with a self-binding gravel using a large proportion of the s106 money from the development. The other plan shows the land ownership issues being encountered when trying to connect the new estate to Risbridge Meadow. The red triangle on the plan is owned by Wilcon Homes (now Taylor Wimpey) and is the main barrier to connecting the two sites. Taylor Wimpey have been contacted with the view that they transfer ownership to St Edmundsbury Borough Council. The land outlined in yellow is managed by Atlantis Property on behalf of the residents of the Bloor Homes Development. St Edmundsbury Borough Council needs consent to run a new path across this piece of public open space (West-East) to link the cycle path to Risbridge Meadow. Annex 2 & 3

15 Housing/Planning

15.1 Applications for discussion at meeting:

15.1.1 The Orchard Development on the old Limes Cottage site:
Clerk reported that she had received an email from the Parks Infrastructure Manager at St Edmundsbury Borough Council asking if the Parish Council could identify any priced projects for further s106 funding that may be generated by The Orchard Development. It was agreed that Councillors would email the Clerk with their views on any projects they would like to see considered.

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.

15.2 **Planning Applications – Observations conveyed by Parish Council:**
Harvest Cottage, 20 Dash End Lane, Kedington
Householder Planning Application – Single storey rear extension and alterations.
NO OBJECTIONS

15.3 **Planning Applications – Decisions received from Borough Council:**
Harvest Cottage, 20 Dash End Lane, Kedington
Householder Planning Application – Single storey rear extension and alterations.
GRANTED

15.4 **Any other housing / planning matters:**
None.

16 **Consultations**
None.

17 **Events**
None.

17.1 **Nominations:**
None.

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 on **Tuesday, 18 July 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed …… Dated ……