KPC 123-04

MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 26 SEPTEMBER 2017
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

***Present**:* Cllr Terry Wheeler (Chairman)
Cllr Peter Donoghue
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Marion Rushbrook

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: No visitors or member of the public present

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)**
There were no members of the public present.

Open meeting

2 **Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Carre-Skinner (personal), Councillor Evans (personal); Vice Chairman Cllr Harrison (holiday); Councillor Waite (work); Suffolk County Councillor David Roach (St Edmundsbury Borough Council meeting); Borough Councillor Karen Richardson (St Edmundsbury Borough Council meeting). Members unanimously agreed Parish Councillor's apologies.

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**
The Chairman and Cllr McGuire declared a Non-Pecuniary Interest in agenda item 7.7.

4 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 18 July 2017**
A resolution was put forward by Cllr Loader, seconded by Cllr Rushbrook to agree the minutes of the Meeting of Kedington Parish Council held on 18 July 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

5 **Receive Visitor's Reports**
There were no Visitor's present.

6 Receive Clerks' Report

Civil Parking Enforcement:
Clerk reported that an update on Civil Parking Enforcement (CPE) had been received from Suffolk Association of Local Councils. A working group comprising of representatives from the Police, District and Borough Councils and Suffolk County Council is in place to progress the transition of on-street parking enforcement in Suffolk from the Police to Local Authorities. Such a change is known as Civil Parking Enforcement (CPE). CPE is currently undertaken in Ipswich by Ipswich Borough Council on behalf of Suffolk County Council. The aim is to ensure that an effective system is created, allowing all parking enforcement to be fully coordinated across the county. No income is retained by Suffolk Police for **current** enforcement action, with all monies being sent to HM Treasury; an alternative model has therefore been developed. In September 2017, a framework for CPE in the county was agreed by the Suffolk Public Sector Leaders Group. This will see Ipswich, St Edmundsbury and Forest Heath, Suffolk Coastal and Waveney District/Borough Councils undertaking CPE in their respective areas on behalf of Suffolk County Council. During February 2017, the District and Borough councils and the County Council's gained approval through their relevant committees to the framework based on the business cases that had been prepared. It was agreed by the various parties that the aim will be to have CPE fully operational across Suffolk by 2018.

Environment Agency:
Clerk reported a "flyer" had been received from the Environment Agency entitled **"Stour Snapshot: Flooding"**. The information was from the Essex Operations Team who were sharing the work they do within our area and along the entire length of the River Stour. Over the 45 miles length of the river, there are structures such as embankments, weirs and culverts that help protect and manage flood risk to over 260 properties. The flyer contained information to use postcodes to check the flood risk for properties: http://flood-warning-information.service.gov.uk/long-term-flood-risk. The flyer also contained information about the Environment Agency's river maintenance work.

6.1 Consider further action (on action taken or reports received since last meeting:
None.

7 Finance Committee

7.1 Consider any matters arising from 11 July 2017 minutes:
None.

7.2 Ratify budget statements for July and August 2017:
The Chairman reported there was no Finance Committee meeting held in September 2017. The financial position at 31 July 2017 was satisfactory with £14,885.90 of the budget (20.74%) spent, leaving a balance of £56,875.10. Additionally £52,094.27 is held in Reserves. S106 payment of £1,454.52 for the heavy duty ground protection has been received from St Edmundsbury Borough Council. The financial position at 31 August 2017 was satisfactory with £22,292.65 of the budget (31.07%) spent, leaving a balance of £49,468.35. Additionally £52,094.27 is held in Reserves.

A resolution to ratify budget statements for July and August 2017 was put forward by the Chairman and seconded by Cllr Rushbrook. There were no other resolutions; unanimously agreed. The financial statements are appended to these minutes as Annex 1. Annex 1

7.3 Ratify signatories to register for online banking with Nat West Bank plc:
The Clerk reported that the Parish Council were now in a position to set up signatories/authorities for the Parish Council to register for online banking for the payment of employee's salaries. The Clerk has to be registered as a signatory/authority as she will be the one who, with another signatory present will do the transactions. A resolution was put forward by the Chairman and seconded by Cllr McGuire that the Clerk, Councillors Harrison, Loader, McGuire, Waite and Wheeler will be the registered signatories/authorities for online banking with Nat West Bank plc. There were no other resolutions; unanimously agreed.

7.4 Receive audited Annual Return from External Auditors BDO LLP for financial year ending 31 March 2017:
The Chairman reported that the Annual Return for the financial year ending 31 March 2017 has been received from External Auditors BDO LLP. The Annual Return concluded there were no issues or matters arising for Kedington Parish Council. The Annual Return is attached to these minutes as Annex 2. Notice of Conclusion of Audit will be posted on all Notice Boards and the Kedington Parish Council Facebook Page. Annex 2

7.5 Receive quotation for new sign at Old School Field:
The Chairman reported a quotation had been received from Archer Safety Signs for £59.45 plus vat @ 20% for a new sign for the main entrance gate to Old School Field which reads: NO PARKING – Keep Entrance Clear at All Times. A resolution was put forward by Cllr Donoghue and seconded by Cllr Loader that this sign should be ordered. There were no other resolutions; unanimously agreed.

7.6 Renewal of Parish Council Insurance:
Clerk reported that the Parish Council Insurance renewal was due on 01 October 2017. The previous three year long-term agreement with the insurance company has now lapsed. The renewal notice from Came & Company Local Council Insurance has been received and the premium is £2,160.68. However, if the Parish Council wished to enter into a new three year long-term agreement the premium would be £2,052.65. Clerk said she had read the summary of cover from Ecclesiastical (insurers) and all looked to be in order. A resolution was put forward by the Chairman and seconded by Cllr McGuire that the Parish Council should enter into a new three year long-term agreement with the insurance company. There were no other resolutions; unanimously agreed.

At this point the Chairman and Cllr McGuire declared a Non-Pecuniary Interest in the next agenda item.

7.7 Consider grant to The Royal British Legion (Kedington Branch) for purchase of wreath for laying on Remembrance Sunday and donation to the Poppy Appeal 2017:
A resolution was put forward by Cllr Rushbrook and seconded by Cllr Donoghue that a grant of £75.00 be awarded (as in previous years). There were no other resolutions; unanimously agreed.

8 New Data Protection Regulations
Clerk reported that a new Data Protection Bill will be introduced by Parliament in Autumn 2017 and enacted in time for the General Data Protection Regulations (GDPR) that will apply in the UK from 25 May 2018. Government has confirmed that the UK's decision to leave the European Union will not affect the commencement of GDPR. Clerk reported she has attended a seminar hosted by Local Council Public Advisory Service and from information obtained from the seminar the new regulations will make extra work for Parish Councils to comply with them. The new GDPR will include a provision that promotes

accountability and governance, the principles of which have been implicit requirements of data protection law but the GDPR's emphasis elevates their significance. The Chairman said the Parish Council will need to be mindful of extra work for the Clerk with the onset of the new regulations and this will need to be discussed when the Parish Council have the budget precept meeting. The Chairman asked the Clerk to note hours spent on preparing for the GDPR.

9 Proposed closure of Kedington Post Office

Clerk reported that Post Office Ltd had still not replied to two letters sent to their Chief Executive regarding the proposed closure of Kedington Post Office. However, correspondence has been received from Matthew Hancock MP, stating that the Network Development Manager of the Post Office had offered to meet with him to discuss the matter. Clerk has requested to Mr Hancock that she be allowed to attend the meeting.

10 Play Equipment

10.1 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 she has contacted a company called Playmaintain to seek a quotation to carry out work to repair defects.

10.2 Proposed new skate-park (update):

The Chairman reported that the siting of the proposed skate-park on the Great Meadow had been discussed by Kedington Community Association Council. There was unanimous agreement from members that they did not wish to see a skate-park on the Great Meadow. The Chairman said this would only leave Old School Field as a suitable option and by having the junior goals turned round this would allow more space for the skate-park. Rhino Ramps have provided a specification and quotation and other companies will be approached to provide quotations. The Chairman said the area for the skate-park would need significant excavation and suggested that the "spoils" be used to provide a mound around the skate-park area which could be landscaped, thus saving money on having the "spoils" taken away. Councillor Loader asked about noise issues from the skate-park. The Chairman replied that all the equipment is tested to give resistance to noise levels and the surfacing would be high quality tarmac or polished concrete, both of which minimise noise levels. Another informal meeting with the young people, their parents and residents from the Rosebrook Estate has been arranged for Monday 09 October 2017 at 6.30 p.m.

10.3 Receive new quotation to move junior goal posts on Old School Field and reinstate ground:

The Chairman read out a quotation from **Outdoor Places** to move the junior goals on Old School. The old sockets from the goals would be broken out and disposed of. Four new 457mm sockets would be supplied and the goals concreted into a new position and re-assembled. The cost for this work would be £1,245.00 plus vat. To landscape the old goal areas, using topsoil and seed would cost £480.00 plus vat. A resolution was put forward by Cllr Donoghue and seconded by Cllr Loader that **Outdoor Places** be asked to move the junior goals and RMS Trees be asked to carry out the landscaping (discussed at KPC 123-03) but using grass seed and not turf. A second resolution was put forward by Cllr McGuire and seconded by the Chairman that **Outdoor Places** be given the whole contract to remove the goals and do the landscaping work. There were no other resolutions. The second resolution was voted on with 3 votes for and 2 against; the first resolution was then voted on with 2 votes for and 3 against. Second resolution carried.

10.4 Receive quotation to repair wet pour surfacing on basketball area on Old School Field:

The Chairman read out two further quotations from Outdoor Places**:**

A. To remove and dispose of existing EPDM wet-pour and supply and install 20mm of black EPDM over tarmac would cost £5,824.50 plus vat.

B. To make repairs where needed to existing EPDM wet-pour and overlay whole area with 2G sand filled astro with line markings; cut and chase into edges; dress with kiln dried silica sand and line mark basketball throwing in coloured grass of choice would cost £3,018.35 plus vat.

Councillors discussed this quotation and Clerk was requested to seek further like for like quotations and also speak to Kompan to ascertain whether the rubber mulch put down under the Explorer Dome on Old School Field would be suitable as a surfacing for the basketball area. MF

11 Environmental / Grounds Maintenance Matters

11.1 New trees for Watermill Field (update):

Clerk reported that RMS Trees would be planting the three new trees (1 x weeping willow, 1 x white willow and 1 x river birch) on Watermill Field during the latter part of the current week.

11.2 Any other environmental/grounds maintenance matters:

None.

12 Highway/Footpath/Street Furniture matters

12.1 Any other Highways/Footpath/Street Furniture matters:

- Stinging nettles are overgrowing the path on Church Walk. Councillor Loader said he would be happy to cut these back. NL
- Chairman reported Public Footpath from Sturmer Road to White Horse Road is very overgrown and muddy. Clerk will report this. MF
- Clerk reported the temporary closure of part of the C674 Rectory Road, Kedington from 27 – 29 September 2017 to facilitate the repair of a communications pipe.
- Councillor Donoghue reported Public Footpath FP10 at the bottom of Cotton Hall needs cutting back. Clerk will report this. MF
- Councillor McGuire reported the footpath from No 1 to No 8 Dane Common has been completely resurfaced.
- Councillor McGuire reported the small quadrant on Haverhill Road by the steps leading up to Dane Common needed clearing. It was agreed the Clerk should ask RMS trees to carry out this work as they have done in previous years. MF
- Councillor McGuire thanked the Clerk for arranging the removal of branches that had been cut from two trees outside Dane Common and just left on the ground. Clerk said The Green Room had removed the branches at no cost to the Parish Council.
- Public Footpath sign near the British Legion Hall on Haverhill Road has fallen. Clerk will report this. MF
- Councillor Loader asked whether British Telecom will be removing the Telephone Kiosk now the payphone has been removed. Clerk will look into this. MF

13 Any other reports (on-going matters)

13.1 s106 money:

Clerk reported that from the £192,537.44 s106 money, £108.474.92 has been spent. Clerk said she has been informed by St Edmundsbury Borough Council

that the remaining £84,062.52 has been ear-marked for Risbridge Meadow so there is no money left remaining for the Parish Council to spend. Clerk requested to write to St Edmundsbury Borough Council regarding the money for Risbridge Meadow as the Parish Council were told in May 2014 that the Risbridge Meadow project would cost approximately £60,000. MF

14 Housing/Planning

14.1 Applications for discussion at meeting:

14.1.1 Kedington Primary Academy -
Planning Application – New toilet block and changing room.
Councillors discussed this application. Councillor Loader expressed concerns that infilling the existing courtyard with buildings so close to the ICT Room will affect the potential learning of pupils because of a lack of natural light and ventilation. Councillors felt this is another example of how an ill thought out and infill extension will impact on the functionality of the existing school. Councillors had no objections to the principle of a new toilet block and changing rooms, but the current design raises certain issues.

14.2 Planning Applications – Observations conveyed by Parish Council:
None.

14.3 Planning Applications – Decisions received from Borough Council:
None.

14.4 Any other housing / planning matters:
None.

15 Consultations
Clerk reported that there has been no decision as yet from Forest Heath District Council and St Edmundsbury Borough Council regarding "A new single council for West Suffolk".

16 Events

16.1 Nominations:
Suffolk Association of Local Councils AGM
Tuesday 7 November 2017 commencing at 6.30 p.m.
Blackbourne Community Centre, Elmswell

16.2 Councillor absences (update):
The Chairman requested Councillors update the Clerk with any planned absences.

17 Any new matters (for discussion only)
The Chairman requested completion of the new frontage to Kedington Community Centre be put on the agenda for the October meeting. Councillor McGuire requested decoration of Parish Council Office and Meeting Room be put on the agenda for the October meeting.

The meeting closed at 9.45 p.m.

The date of the next meeting of Kedington Parish Council will be on **Tuesday, 17 October 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed …… Dated …….