

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 OCTOBER 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

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: *Mr M Surridge, Mrs B Surridge (Parishioners). Suffolk County Councillor David Roach joined the meeting on 9.05 p.m.*

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)**
None.

Open meeting
- 2 **Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Marion Rushbrook (personal), Councillor Justin 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**
Councillor Evans declared a Non-Pecuniary Interest in agenda item 11.1.
- 4 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 26 September 2017**
A resolution was put forward by Cllr Donoghue, seconded by Cllr McGuire to agree the minutes of the meeting of Kedington Parish Council held on 26 September 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

The Clerk had no matters to report.

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

None.

7 Finance Committee

7.1 Receive draft minutes of Finance Committee meeting held on 10 October 2017:

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

- Minutes of the meeting held on 11 July 2017 agreed as a true record.
- Financial position at 30 September 2017 satisfactory with £31,248.23 of the budget spent (43.54%), leaving a balance of £40,512.77. Additionally £52,094.27 is held in Reserves.
- Budget/Precept meeting to set the budget for the financial year 2018/2019 agreed as Tuesday 07 November 2017 at 7.30 p.m.
- Parish Council has been verbally informed that Bank of Ireland UK, with whom the Parish Council has their deposit account, will be closing all their UK accounts and 60 days' notice will be given to move the account to another bank.
- VAT refund of £2,028.93 for the period 01 April – 30 September 2017 has been claimed from H M Revenue & Customs.
- Letter received from H M Revenue & Customs to inform that from 15 December 2017, payments of Tax and National Insurance will only be accepted by Direct Debit or Telephone/Online Banking.
- Play Equipment monthly defect report was received; all defects reported are in hand for repairs.
- Grants – uptake was received from 1st Kedington Sea Scouts (£500); MAGPAS Air Ambulance (£100) and The Voluntary Network (£100). All grants awarded under Sn 137, LGA 1972, as being of benefit to local people.
- Cheque number BOI 702 for £2,052.65 payable to Came and Company Parish Council Insurance was ratified.
- Seventeen payments totalling £8,028.49 for Supplier Payments as at 30 September 2017 was approved on 10 October 2017 and cheques signed by Cllr Wheeler and Cllr McGuire.

8 Closure of Kedington Post Office

Clerk reported that the Network Development Director at Post Office Ltd had still not replied to her voicemail messages left for him regarding the proposed closure of Kedington Post Office. The Clerk said she had also been in constant contact with Matthew Hancock's Secretary at Westminster trying to facilitate a meeting with Matthew Hancock, herself and the Network Development Director about the proposed closure of the Post Office and the implications it will have for the village. Prior to the Parish Council Meeting, Matthew Hancock's secretary contacted the Clerk via email to state that she had spoken to the Head of External Affairs at the Post Office who confirmed that they were unable to persuade the Kedington Postmaster to change his decision to resign, despite the Post Office External Affairs Team going to Kedington to meet with the Postmaster and writing to him again. Unfortunately, he would not change his decision so the closure will go ahead from 25 October 2017.

The Chairman reported he had received two letters from a Parishioner regarding the closure of the Post Office, together with a copy letter the Parishioner had sent to the owner of the Village Stores. The content of these letters was shared with Councillors.

9 Completion of new frontage to Community Centre and Decoration of Parish Council Office/Meeting Room

Councillor McGuire addressed the meeting and stated that the Parish Council Office and Meeting Room was built in 2013 and was in need of decoration and settlement cracks repairs. Clerk was requested to contact Quality Decorating Service and two other companies for quotations to carry out this work. The Chairman confirmed he was liaising with B C Glass regarding the new window in the lobby. Clerk reported she had been in contact with a Fire Alarm company regarding installation of a "call point" in the lobby.

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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.

10.2 Receive quotation from Playmaintain Ltd for defects on Play Equipment and new surfacing to Basketball Area and agree action:

The Chairman read out the quotation which was as follows:

- **Swing Repairs** – supply and replace existing 8 no. quick repair links on two swing units and fit 1 no. customer's own rebound bush on the cross-scales. **Total price £351.00 plus vat.**
- **Swing surfacing repairs** – cut out previous perimeter repairs to the two swing EPDM wetpour surface areas; lay approximately 16 linear metres on the flat seat swing unit and 21 linear metres on the cradle seat unit of new black wetpour. **Total price £853.00 plus vat.**
- **Multi-Goal/Basketball Area Surfacing**

Option A

Repair level on the damaged area and overlay the whole area with approximately 50 square metres of 20mm EPDM wetpour inlaying with a white semi-circle line in front of the goal.

Total Price £2,349.00 plus vat.

Option B

Repair level on the damaged area and overlay the whole area with approximately 50 square metres of green Nottssport Childsplay sand dressed synthetic grass carpet material inlaying with a white semi-circle line in front of the goal. **Total price £3,854.00 plus vat.**

A resolution was put forward by Cllr Loader and seconded by Cllr Carre-Skinner that Playmaintain Ltd should be asked to do the swing repairs at a cost of £351 plus vat and the swing surfacing repairs at a cost of £853.00 plus vat. There were no other resolutions; unanimously agreed. It was agreed that the Clerk should contact Playmaintain Ltd to ask how long new wetpour surfacing should last with regard to the Multi-Goal/Basketball Area. Clerk also requested to obtain some testimonies from other companies who have used Playmaintain Ltd to carry out similar work.

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10.3 Proposed new skate-park (update):

The Chairman reported that another informal meeting with the young people, their parents and residents from the Rosebrook Estate had taken place on 9th October 2017. Residents said things were a lot quieter at the moment with only the odd evening where the young people were on the estate with their scooters. The Clerk informed the meeting that St Edmundsbury Borough Council have said the remaining s106 money (£85,000) had been earmarked for improvements to Risbridge Meadow. The Chairman said the Parish Council would be writing to the Borough Council about the s106 money; he added there could be a possibility the Parish Council could put in some money for the new skate-park from Parish Council Reserves, but this would need full approval from

the Parish Council. Both the parents and young people were in favour of fund raising for the new skate-park and the Chairman agreed this was something they could do, but needed to be mindful of any rules regarding fund raising. One parent suggested sponsorship from local businesses. The Chairman said the Parish Council could approach the Suffolk County Councillor and Borough Councillor for Kedington to see if they could put some of their Locality Budgets towards the project. Two further quotes are being obtained for the skate-park. Next meeting arranged for Monday 20th November 2017, 6.30 p.m. at the Parish Council Meeting Room.

11 Environmental / Grounds Maintenance Matters

At this point Councillor Evans declared a Non-Pecuniary Interest in the next agenda item.

11.1 Receive quotation from RMS Tree Services for work required on Ash Tree at Calford Green:

The Chairman read out a quotation from RMS Tree Services for tree work required on the mature ash tree opposite The Old Chapel and Mount Cottage in Calford Green.

- **Mature Ash Tree** – clean out, remove deadwood, remove low limb growing towards properties, crown thin to reduce and reshape, repair prune. **Cost £400.00 (no vat)**

There was discussion about ownership of the tree and whether the Parish Council should try and find out who is responsible before committing to have the work done. Councillor Evans said that ownership of the tree was very unclear. The tree is on the other side of the ditch (which is the boundary for Ruses Farm). Councillor McGuire informed the meeting that there was a Public Right of Way that passed underneath the tree and if the Parish Council did not agree to get the work done they could be negligent if the lower limb of the tree fell on someone. A resolution was put forward by Cllr McGuire and seconded by Cllr Carre-Skinner that RMS Tree Services should be asked to carry out the work as soon as possible. There were no other resolutions; unanimously agreed. It was further agreed that the boundary of Calford Green and other related matters be an agenda item for the next Parish Council meeting.

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11.2 Any other environmental/grounds maintenance matters: None.

12 Highway/Footpath/Street Furniture matters

12.1 Receive reports from Highways meetings:

Clerk reported she had met with a Highways Engineer and several things were discussed:

- Unsatisfactory condition of Mill Road.
- Unsatisfactory condition of the path around Westward Deals on Hundon Road.
- Pot holes in Dane Close and poor repairs.
- The wall outside the Old Dairy in White Horse Road that keeps being struck by vehicles because of vehicles parked opposite the wall.
- Parking on Haverhill Road.

A site visit had taken place to the Old Dairy and the Highways Engineer agreed that he could put in three reflective marker posts to stop vehicles from hitting the wall. He also said he would put down an "H" marking opposite the entrance to the drive of the Old Dairy to try and stop cars parking there. With regard to parking on Haverhill Road, the Highways Engineer said he could topsoil the ruts

made where cars park on the grass verge and put down some grass seed. He asked if the Parish Council would be able to provide some No Parking on the Grass Verge notices. A resolution was put forward by Cllr McGuire and seconded by Cllr Donoghue that the Parish Council should purchase two No Parking signs. There were no other resolutions; resolution carried by 6 votes with one abstention.

Clerk reported that she, the Chairman and Cllr Donoghue had met with a Senior Infrastructure Officer for Passenger Transport with Suffolk County Council. The meeting was regarding a potential bus stop improvement, initially for Dash End, which formed part of the s106 agreement for the new development behind The Limes in Mill Road. The Infrastructure Officer was informed that the bus stop in Dash End was relatively unused and asked him to consider using the Westward Deals bus stop for a new bus shelter, as this was as near to the new development as Dash End. A site visit confirmed that the Westward Deals bus stop would be more suitable. Pictures of new bus shelters were circulated to Councillors and it was agreed that a clear glass black framed shelter would be preferable. Councillors were also shown diagrams of where the new bus shelter would be sited on the corner of Westward Deals. The Infrastructure Officer also visited the bus stop in Mill Road on the grass verge near the junction with School Road. He agreed the bus stop was not in a suitable position and agreed to have this moved further up Mill Road (near the Post Box).

12.2 Receive and agree quotations for installation of oak posts and replacement post for Village Sign:

The Chairman read out a quotation from Engineering Project Services.

- Labour and materials for installation of customer own oak posts to be installed around grassed area outside The Limes in Mill Road, Kedington. **Labour £300. Materials £100. Total £400 (no vat)**

The Chairman said he had discussed with the contractor that reflectors would be needed on the corner posts outside The Limes.

- Supply two men to erect scaffold tower and remove old oak post from village sign. Install new oak post (supplied by customer), re-fix Village Sign to post and make good concrete slab on base. **Total £350 (no vat).**

A resolution was put forward by Cllr Evans and seconded by Cllr Carre-Skinner that Engineering Project Services should be asked to carry out the work subject to Public Liability Insurance and completion of Risk Assessment. There were no other resolutions; unanimously agreed.

12.3 Any other Highways/Footpath/Street Furniture matters:

Clerk reported she had been informed by the Area Rights of Way Officer that Footpath 18 from Sturmer Road to White Horse Road (The Baulk) has been inspected by the Rights of Way and Access Team who found the footpath to be in reasonable condition on inspection. There was partial obstruction from an adjacent hedge and the landowner responsible has agreed to cut this back. In regard to surface vegetation, the footpath is on the annual cutting schedule, receiving cuts in May and August and little obstruction from surface vegetation was found. Some general clearance work has been carried out recently by the Right of Way Team but they are unable to increase the number of cuts or carry out regular clearance work. The Rights of Way & Access Team asked if the regular maintenance of the footpath was something the Parish Council was in a position to arrange.

Area Rights of Way & Access Team have informed that Footpath 3 near Cotton Hall has been cut back and the footpath is accessible again.

13 Any other reports (on-going matters)
Junior goals on Old School Field scheduled to be moved on Friday 3rd November 2017.

14 Housing/Planning

14.1 Applications for discussion at meeting:
None.

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

Close meeting

Suffolk County Councillor David Roach joined the meeting and reported that St Edmundsbury Borough Council and Forest Heath District Council have agreed to merge and the business case supporting this merger will now go to the Secretary of State for the Department for Communities and Local Government for a Parliamentary Order to be made. Councillor Roach said he felt the merger would work well and rural areas may prosper better.

County Councillor Roach informed that Suffolk County Council were looking to reduce Waste Sites (Household) in the county from eleven to seven. Haverhill would still retain a Household Waste Site and Councillor Roach said he was confident that improvement to the site would be made.

Open meeting

16 Events

16.1 Nominations:
Suffolk Association of Local Councils – Contracts and Procurement Course
Tuesday 28 November 2017, 2.00 – 4.00 pm at SALC Offices, Claydon.
Councillor Harrison was nominated to attend this event.

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

17 Any new matters (for discussion only)
None.

The meeting closed at 9.27 p.m.

The date of the next meeting of Kedington Parish Council will be on **Tuesday, 21 November 2017** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed **Dated**