

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 19 DECEMBER 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 Nathan Loader
Cllr Marion Rushbrook
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: *Mr M Surridge, Mrs B Surridge (Parishioners).*

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)**
Mrs Surridge thanked the Parish Council for getting the tree work required in Calford Green completed so promptly.
Open meeting
- 2 **Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Ian Evans (holiday); Councillor Simon McGuire (health); Suffolk County Councillor David Roach (St Edmundsbury Borough Council meeting); St Edmundsbury Borough Councillor Karen Richardson (St Edmundsbury Borough Council meeting). Members unanimously agreed Councillor Evans and Councillor McGuire'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 Carre-Skinner declared a Non-Pecuniary Interest in agenda item 7.1 in that she is a member of the Kedington Bell Ringers Group.
- 4 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 21 November 2017**
A resolution was put forward by Cllr Harrison, seconded by Cllr Waite to agree the minutes of the meeting of Kedington Parish Council held on 21 November 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.
- 5 **Receive Visitor's Reports**
In the absence of both the County Councillor and Borough Councillor, there were no Visitor's Reports.

- 6 Receive Clerks' Report**
- Department for Communities and Local Government have issued a statement informing that Government will not be including Parish and Town Councils within the Automatic Referendum regulations for the financial year 2018/2019.
 - Update on whether Clerks / Councillors can undertake the role of Data Protection Officer for councils is still awaited.
- 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 12 December 2017:**
Councillor Harrison, Chairman of the Finance Committee went through highlights of the meeting.
- Minutes of the meeting held on 14 November 2017 agreed as a true record.
 - Financial position at 30 November 2017 satisfactory with £40,832.85 of the budget spent (56.90%), leaving a balance of £30,928.15. Additionally £52,094.27 is held in Reserves.
 - National Association of Local Councils are currently in dialogue with the Department for Digital Culture Media and the Information Commissioners Office seeking clear guidance regarding the General Data Protection Regulations and in particular the role of Data Protection Officer.
 - The Smaller Authorities Audit Appointments Ltd (SAAA) have appointed PKF Littlejohn as External Auditors for Suffolk for the period 2017 – 2022. SALC hosting free sessions for Councils with PKF Littlejohn on Tuesday 30 January 2018. It was agreed that the Clerk should attend this event.
 - Clerk reported a letter had been received from Bank of Ireland UK informing of current changes to the Parish Council's business account. Clerk telephoned Bank of Ireland to ascertain why the letter had been sent, as the bank had previously contacted the Clerk to inform that the Bank of Ireland UK was closing its business accounts in the UK. Bank of Ireland said the closure would not now affect the Parish Council's account and this would remain open. Clerk will now re-send paperwork to add signatories to the account.
 - Local Council Public Advisory Service are offering a new course entitled "Councils as Employers" to be run in January 2018. The course will comprise of two units and comprises everything Councils should know when employing staff. **Councillors unanimously agreed the Clerk should attend this course.**
 - The Chairman read out a quotation from RMS Tree Services for tree work in Silver Street Park (see Tree Survey). To fell dead and dying elms within hedgerow to ground level. All perimeter trees and trees within copse areas – crown lift 3 – 4m, remove major deadwood, basal and stem suckers and hanging limbs. Cost £2,800.00 (no vat). A resolution was put forward by Cllr Wheeler, seconded by the Chair that RMS Trees should be asked to carry out the work on the raised and lower plant beds at a cost of £180.00 (no vat). With regard to the other tree work, Cllr Wheeler requested the Clerk contact RMS Trees and ask for the trees to be identified as per the Tree Survey and Site Plan previously carried out by RMS Trees. This matter will then be discussed at full Parish Council meeting on 19th December 2017.
 - Play Equipment Inspection Report received; all defects are in hand for repair.

- Grant of £100.00 awarded to Headway Suffolk under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £400.00 awarded to 1st Kedington Brownies under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £100 awarded to Kedington Bell Ringers under Sn 137, LGA 1972, as being of benefit to local people.
- A grant of £75.30 for the purchase of craft supplies for Ketton Early Birds was ratified by the Chairman and Cllr Wheeler. Grant awarded under Sn 137, LGA 1972, as being of benefit to local people. The donation of supplies was made after an appeal by Ketton Early Birds for craft materials to be donated due to major funding cuts vastly reducing their budget for this financial year.
- Cheque number BOI 709 for £831.60 made payable to Whippetree Timber Merchants was ratified under a resolution put forward by the Chairman and seconded by Cllr Wheeler.
- Ten payments and one Direct Debit totalling £3,754.60 for Supplier Payments as at 30 November 2017 were approved on 12 December 2017 and cheques signed by Cllr Wheeler and Cllr McGuire.

7.2 **Discuss quotation received for tree work in Silver Street Park and agree action:**

The Chairman read out a revised quotation from RMS Tree Services for tree work in Silver Street Park.

- 1) The quotation was for Tree Group 5 - diseased elms in hedgerow (as per Tree Survey). Fell to ground level the majority of trees, leaving approximately 15 stems of standing wood to the rear of the hedgerow at about 3 metres for habitat; stack some cord wood on site for habitat piles; leave the third generation young elm growth running parallel with path to act as a natural barrier. **Cost: £1,680.00 (no vat).**
- 2) Tree Group Nos 1,3: Tree No's 3,4,5,9,10,11,13,14,15,17,21 (as per Tree Survey). Crown lift to 4m, remove major deadwood, repair prune, remove hung-up limbs, clear power cables by 2m, crown lift above footbridges to give 2 m clearance. **Cost: £1,120.00 (no vat).**

It was agreed that to have all the work completed would seriously compromise this year's budget as the tree work had not been part of the current year's precept. The Clerk explained that if Councillors wished to have all the work completed this would be possible; the budget heading would show as being severely overspent but the bottom line figure at the end of the financial year would not show as being in deficit. A resolution was put forward by the Chairman and seconded by Cllr Carre-Skinner that the five diseased elms should be removed leaving the rest of the trees, which could have a general tidy up as felling the majority of the trees would make the hedgerow to bare. The Chairman and Vice Chairman could then meet with RMS Trees to see what other work could be completed from Tree Group Nos 1 – 3 to come within the £1,680.00 quote. There were no other resolutions; unanimously agreed.

8 **Receive meeting dates for 2018**

Meeting dates for 2018 were handed out to all Councillors. A copy is attached to these minutes as Annex 1.

Annex 1

9 **Play Equipment**

9.1 **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 are in hand for repair.

The Chairman read out an email from Playmaintain Ltd regarding guarantees on wet pour surfacing, which stated that the industry does not ordinarily offer guarantees on the overlay as it is going over what is effectively a defective surface. However, the industry has seen many overlays that have been problem free for a number of years. With regard to agreeing the quotation previously supplied by Playmaintain Ltd, a resolution was put forward by the Chairman and seconded by Cllr Donoghue that they be asked to repair the worn surface on the basketball area and overlay the whole area with 50 metre squared 20 mm black EDPM wetpour, inlaying with a white semi-circle in front of the goal at a cost of £2,349.00 plus vat. There were no other resolutions; unanimously agreed.

10 Environmental / Grounds Maintenance Matters

10.1 Any other environmental/grounds maintenance matters:
None.

11 Highway/Footpath/Street Furniture matters

11.1 Receive letter from Cllr Loader regarding Highways issues:

Councillors were all in receipt of a letter written to the Chairman of Kedington Parish Council and circulated to them with the agenda for this meeting. The letter addressed several issues regarding Highway matters. All present agreed that the letter was well informed and well written. It was agreed that representatives from Highways and other Borough Council departments (to include s106 Implementation Officer) be invited to meet with Parish Councillors at an informal meeting to discuss matters raised in Cllr Loader's letter.

MF

11.2 Any other Highways/Footpath/Street Furniture matters:

- Clerk reported the Public Rights of Way Team had been in contact to state that the way-marker sign depicting Footpath 2 recently installed next to the Parish Council Notice Board in Haverhill Road had been inspected and would not be moved to where it was previously located.
- Clerk reported another large lorry turning in Dane Close had hit the fence of a property in Sturmer Road when reversing; photographs of the lorry that had been sent to the Clerk were shown to Councillors. The Police have been informed. Councillor Waite said he would send the Clerk a map showing local lorry routes for Suffolk.
- It was agreed that Cllr Harrison would check all the grit bins to ascertain the level of salt/grit in each one and to see if the small shovels were still in situ. The Chairman offered to help Cllr Harrison with this task. Clerk to provide Cllr Harrison with a location list.
- Councillor Donoghue reported he had received a complaint from the occupiers of a property in Rectory Road regarding speeding cars and lorries, in light of a cat being run over and killed recently. It was agreed that this matter could be discussed at a meeting with Highways and a request that they paint a virtual footway on the road. It was further agreed that the Parish Council should ask for a VAS assessment in order that a post could be installed at the bottom of Cock Hill.
- Councillor Rushbrook asked if there was any further progress regarding the BT cabinets on Haverhill Road. Clerk reported she had heard nothing further but would chase the matter.

JW

JH/TW

MF

MF

- 12 Any other reports (on-going matters)**
- 12.1 A new single council for West Suffolk (update):**
Clerk reported that plans to create a single West Suffolk Council by combining Forest Heath District Council and St Edmundsbury Borough Council have received initial approval from Communities and Local Government Secretary, Sajid Javid of the Department for Communities and Local Government. Mr Javid said he was “minded to” approve the merger, which was first proposed in May 2017.
- 13 Housing/Planning**
- 13.1 Applications for discussion at meeting:**
- 13.1.1 DC/15/2151/OUT Great Wilsey Park – Outline Planning Application**
Clerk reported she had attended the Development Control Committee meeting on 7th December 2017 on behalf of the Parish Council, where a proposed amendment to the time period from 3 years to 5 years for commencement and 10 years to 15 years for the submission of details on the application was being discussed. The Clerk put forward a three minute presentation on the Government's Litter Strategy for England and outlining the need for local councils to include the need for litter and dog bins to be included in large scale housing developments as a condition of planning, as this was something that was being overlooked at present, but could be included if the time periods were extended. Clerk reported the Committee listened with interest and many agreed with her presentation.
- 13.2 Planning Applications – Observations conveyed by Parish Council:**
- DC/17/2128/HH and DC/17/2129/LB - Rowans House, Calford Green**
Householder Planning Application and Listed Building Consent – Rebuild fire damaged barn including addition of 2 no gable extensions to rear elevation.
NO OBJECTIONS
- DC/17/2130/HH and DC/17/2131/LB - Eagles Farmhouse, Calford Green**
Householder Planning Application and Listed Building Consent – Rebuild fire damaged barn and works to repair annex to the south-east-of the fire damaged barn.
NO OBJECTIONS
- DC/17/2306/HH – 14 Cordwainer Close, Kedington**
Householder Planning Application – Front porch.
NO OBJECTIONS
- DC/17/2193/HH and DC/17/2194/LB – Bull Cottage, 26 School Road, Kedington**
Householder Planning Application and Listed Building Consent – (i) Part two storey extension to NW elevation; (ii) single storey extension to SE elevation and (iii) construction of garage and greenhouse (following demolition of existing garage).
NO OBJECTIONS
- DC/17/2445/HH – 9 Cordwainer Close, Kedington**
Householder Planning Application – Porch to front elevation.
NO OBJECTIONS
- 13.3 Planning Applications – Decisions received from Borough Council:**
- DC/17/1143/HH – 7 Barton Grove, Kedington**
Householder Planning Application – two storey side extension.
GRANTED

DC/17/1217/HH – Fieldview House, Haverhill Road, Kedington

Householder Planning Application – New vehicular access and off-street parking.

GRANTED

DC/17/1651/FUL – Kedington Primary Academy, Church Walk, Kedington

Planning Application – New toilet block and changing room.

GRANTED

DC/17/2197/HH - Tripletyme, Mill Road, Kedington

Householder Planning Application – Single storey rear extension.

GRANTED

DC/17/2128/HH and DC/17/2129/LB - Rowans House, Calford Green

Householder Planning Application and Listed Building Consent – Rebuild fire damaged barn including addition of 2 no gable extensions to rear elevation.

GRANTED

DC/17/2130/HH and DC/17/2131/LB - Eagles Farmhouse, Calford Green

Householder Planning Application and Listed Building Consent – Rebuild fire damaged barn and works to repair annex to the south-east-of the fire damaged barn.

GRANTED

13.4 Any other housing / planning matters:

None.

14 Consultations

None.

15 Events

15.1 Nominations:

15.1.1 St Edmundsbury Town and Parish Forum, 22 January 2018, Kedington Community Centre, 1800 -2000.

Clerk to attend.

15.2 Councillor absences (update):

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

16 Any new matters (for discussion only)

None.

The meeting closed at 8.50 p.m.

The date of the next meeting of Kedington Parish Council will be on **Tuesday, 16 January 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated