

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16 JANUARY 2018
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 I Evans
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Marion Rushbrook

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: *Suffolk County Councillor David Roach, St Edmundsbury Borough Councillor Karen Richardson, Mr M 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)**
None.
Open meeting
- 2 Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Justin Waite (work). Members unanimously agreed Councillor Waite'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 8 in that he lives in Calford Green.
- 4 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 19 December 2017**
A resolution was put forward by Cllr Loader and seconded by Cllr Donoghue to agree the minutes of the meeting of Kedington Parish Council held on 19 December 2017 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.
Close meeting

St Edmundsbury Borough Councillor

- St Edmundsbury Borough Councillor Karen Richardson reported she had received a complaint from a Ward Member regarding the condition of Mill Road in Kedington. The complainant reported that a child was nearly knocked over when a car mounted the pavement after swerving to avoid one of the large pot holes. Councillor Richardson said she explained to the complainant that roads were the responsibility of Suffolk County Council and she would pass the complaint to them. Clerk said she would speak to Highways about this.
- Councillor Richardson reported her Locality Budget was being used and several projects had been completed, but with only two months to go before the end of the financial year she would like to use up her budget

MF

Councillor Loader asked Councillor Richardson if there was any news regarding the "link path" to Risbridge Meadow from the Rosebrook Estate. Councillor Richardson said she would look into this. Clerk to contact Simon Collin at St Edmundsbury Borough Council for further updates.

MF

Suffolk County Councillor

- Councillor Roach addressed the meeting firstly in his status as a St Edmundsbury Borough Councillor. Councillor Roach reported it is hoped the new Single Council for West Suffolk will be in place from the May 2019 Elections. It is estimated that by having a single council, estimated savings will be £800,000 per year. There are no plans in place about how new committees will be formed and this will be looked at by a cross-party steering group. The new single council will work and look like any district or borough council and deliver the same high quality services within West Suffolk. There are no plans to close the Mildenhall Office and services will be provided from the new Mildenhall hub. The Local Government Boundary Commission for England (LGBCE), who will determine how many councillors are required in the future, will focus on how many are needed to: (a) run the organisation; (b) effectively represent and engage with communities; and (c) engage with partners. The Privy Council will have to decide whether the single council will have the services of a Mayor or not.
- County Council matters – Twenty one million pounds has been put into the Highways budget to help with maintenance of county controlled roads. This money will not be used for trunk roads, such as the A14. County Councillor Roach stated potholes on our roads need to reach a certain criteria before they are repaired; he added that people should keep "bombarding" the Suffolk County Council website to log reports on potholes.

Councillor McGuire asked Cllr Roach about clearing Public Rights of Way footpaths. Councillor Roach replied that Suffolk County Council do not have any money in the budget for cleaning road signs, clearing paths and hedge clearing and the burden of carrying out these works was falling to Town and Parish Councils. Councillor Roach informed the meeting that a 5% increase has been placed on the County Council section of Council Tax. Three percent of this will go on Social Care and 1.99% will go on local rates; adding there are big issues at County Council with Social Care and Rural Transport for schools. The County Council has a statutory duty to provide rural transport for school and funding is an issue due to the fact that parents are sending their children to schools which are out of their catchment area.

Councillor McGuire asked Cllr Roach, with the housing on the North West development in Haverhill now commencing, when will the new Haverhill By Pass be completed? Councillor Roach replied that neither County nor Borough

Council has any control over when the developers deliver the road, but a bond for the By Pass of six million pounds is in place for it to be delivered within five years or when the 700th house on the development is built.

Open meeting

6

Receive Clerks' Report

- There is still conflicting information from Suffolk Association of Local Councils and Local Councils Public Advisory Service regarding whether Clerks / Councillors can undertake the role of Data Protection Officer. The Chief Executive of NALC held a short teleconference on 15 January 2018 with the public sector policy team at the Information Commissioners Office to discuss a number of issues such as support and guidance and they (ICO) confirmed their agreement with NALC's view that Clerks and Responsible Financial Officers cannot be the Data Protection Officer.
- Letter has been received from Suffolk Association of Local Councils stating they have been allocated three invitations for one Mayor or Chairman of Suffolk's Town and Parish Councils and one accompanying guest to attend a Garden Party hosted by Her Majesty the Queen at Buckingham Palace on Thursday 31 May 2018.
- Community Action Suffolk who now host Kedington Parish Council website can attend the Parish Council Office in Kedington to update the Parish Council website and give some training to the Clerk at a cost of £77.25 including vat.
- An email had been received from Steve Brown regarding Meadowlark 2018 – "50 Golden Years". The email asked if village organisations would like to participate in a motorised Street Parade or prefer to retain the Walking Pageant which has been very successful for the past seven years.
- An email has been received from Cllr John Griffiths, Leader of St Edmundsbury Borough Council and Cllr James Waters, Leader of Forest Heath District Council regarding the West Suffolk Strategic Framework. Both councils have now agreed a new strategic framework for West Suffolk for 2018-2020 which sets out an ambitious agenda for growth, housing and families and communities. This is their second Strategic Plan and since the last plan, concentrated efforts have been made on delivering high quality services while investing in growth and working alongside businesses, residents and partners to create opportunities, jobs and prosperity. The framework can be found at: <http://www.westsuffolk.gov.uk/strategicplan>

Councillor Loader commented that it appears that Strategic Frameworks are not always filtered down to local levels. Suffolk County Councillor Roach said that Parishes can always do a Neighbourhood Plan (Plan under Planning Framework). Councillor Loader replied Neighbourhood Plans involve a lot of time and money and only last for 5 years, then this must be renewed. Councillor Donoghue said the bar is set very high to compile a Neighbourhood Plan. Councillor Roach said there were offers of help from St Edmundsbury Borough Council and he will explore this on behalf of the Parish Council

6.1

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

- Councillors agreed that the Chairman, Cllr Wheeler, should be nominated to attend the Garden Party at Buckingham Palace.
- A resolution was put forward by Cllr McGuire and seconded by Cllr Carre-Skinner that Community Action Suffolk should update the Parish Council's website and give training to the Clerk. There were no other resolutions; unanimously agreed.
- Parish Council declined to participate in a motorised Street Parade.

MF

MF

- Councillor Loader asked if any further progress had been made regarding an informal meeting with Highways. Clerk replied she was progressing this and looking for the correct people to invite.

7 Finance Committee

7.1 Receive financial statements for 31 December 2017 (note no Finance Committee meeting held on 09 January 2018. Ratify payments made since last Finance Committee meeting:

Financial statements were received. Financial position at 31 December 2017 satisfactory with £45,076.89 of the budget spent (62.82%), leaving a balance of £26,684.11. Additionally £52,094.27 is held in Reserves. Details of five payments made since last Finance Committee were received. A resolution was put forward by Cllr Rushbrook and seconded by Cllr Carre-Skinner to approve the financial statements for 31 December 2017 (eleven payments totalling £3,732.32 for supplier payments) and ratify payments made since last Finance Committee meeting. There were no other resolutions' unanimously agreed. Budget Comparison statement and Ratified Payments statements are attached to these minutes as Annex 1 and Annex 2.

Annex 1
Annex 2

7.2 Finalise and agree Budget/Precept for financial year 2018/2019:

Budget sheets for the financial year 01 April 2018 – 31 March 2019 were handed out to all Councillors. After discussion, all budget headings were agreed. The increase on the budget from 2017/2018 is £5,120.00 (6.66%), which equates to a 7.12% increase on Council Tax due to a higher tax base figure for 2018/2019. A resolution was put forward by Cllr Evans, seconded by Cllr Harrison that the precept application of £76,881.00 for Kedington Parish Council for the financial year 2018/2019 should be sent to St Edmundsbury Borough Council. There were no other resolutions; agreed by seven votes with one abstention. The Chairman and Clerk signed the precept form. Budget sheet for 2018/2019 and precept application is attached to these minutes as Annex 3 and Annex 4.

Annex 3
Annex 4

7.3 Grants – Uptake and Applications:

- **Uptake**
Thank you card received from Ketton Early Birds for grant of £75.30 for the purchase of craft supplies. Grant awarded under Sn 137, LGA 1972, as being of benefit to local people.
- **Applications**
Dedham Vale AONB and Stour Valley Project
The Chairman read out a letter from Dedham Vale AONB and Stour Valley Project requesting a grant to undertake various projects. A resolution was put forward by the Chairman and seconded by Cllr Carre-Skinner that as this organisation carries out work on the Great Meadow, £60.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.
- **Haverhill and District Twin Towns Association:**
This application was deferred until after 1 April 2018 as the Grants budget for the financial year was spent.

8 Calford Green matters

Councillor Evans circulated to Councillors a precis on management of the green. It was agreed that a definitive map was required to show encroachment of the green. Councillor Evans said the green was still being churned up by delivery vehicles, etc., trying to turn on the green. Appropriate signage for houses around the green needs to be investigated. The Clerk circulated a draft letter she has compiled to all Councillors and Mr Surridge regarding the

	consultation on grass cutting of the green. There was one amendment to the draft the Clerk had produced and it was agreed the letter should be circulated to all residents of Calford Green.	MF
9	<p>Great British Spring Clean 2 – 4 March 2018</p> <p>Clerk provided information on this event. It was agreed that the Parish Council should take part and date set was Saturday 3rd March 2018 between 10.00 a.m. and 12 Noon. Councillors Carre-Skinner and Loader agreed they would manage the event with assistance from the Clerk. A resolution was put forward by the Chair, seconded by Cllr Evans that a budget of £50.00 be set to use for refreshments for volunteers after the event (s176 (1) (b) LGA 1972). Clerk will liaise with St Edmundsbury Borough Council regarding borrowing litter pickers, brooms, etc.</p>	
10	Play Equipment	
10.1	<p>Receive Play Equipment Inspection Report and agree action:</p> <p>Play Equipment Inspection Report was received. All defects were noted as very low or low risk and are in hand for repair.</p>	
11	Environmental / Grounds Maintenance Matters	
11.1	<p>Agree renewal of yearly contract with Pest Control contractor:</p> <p>A resolution was put forward by the Cllr Carre-Skinner, seconded by Cllr Rushbrook that, as the current contractor carries out his work to a very high and professional standard, his contract for 2018 – 2019 be renewed.</p>	
11.2	<p>Any other environmental/grounds maintenance matters:</p> <p>Clerk asked whether Councillors would like M D Landscapes (Anglia) Ltd to cut back the river banks (as in previous years). Last year's cost for this was £350.00. A resolution was put forward by the Chairman, seconded by Cllr Loader that M D Landscapes should be requested to carry out this work.</p>	MF
12	Highway/Footpath/Street Furniture matters	
12.1	<p>Receive quotation for installation of oak posts around The Limes in Mill Road, Kedington:</p> <p>The Chairman read out a quotation from The Green Room to install 24 new oak posts around The Limes in Mill Road; to supply socket and lock for 1 x removable post for access. Cost for this work would be £350.00 (no vat) plus postcrete if more is needed which contractor will supply. The Chairman also read out a quotation from The Green Room to remove original post from Village Sign, excavate rotten wood from plinth; reinstate oak post/sign and make good to plinth. Cost for this work would be £160.00 (no vat). A resolution was put forward by Cllr McGuire, seconded by Cllr Carre-Skinner that The Green Room should be asked to carry out the work to install the oak posts around The Limes and carry out work on the Village Sign. There were no other resolutions; unanimously agreed.</p>	
12.2	<p>Receive report on Grit Bin inspection and agree any remedial action needed:</p> <p>Councillor Harrison circulated a copy of his report on the grit bins in Kedington. Only two of the bins had shovels in them, the one on Barton Drive and the one in Rectory; none of the other grit bins had shovels. Councillor McGuire said that when some of the grit bins were installed, some shovels were given to residents living near to grit bins so they could grit as necessary. It was agreed that a "scoop" similar to those used in Pets Shops for seed etc., should be purchased to see if this would be more beneficial than shovels and a clamp put in the underside of the lid of the bins to hold the scoop in place when not in use. Councillor Harrison agreed to purchase a scoop.</p>	JH

HCS

- MF

The Chairman reported he will be measuring up the Library window inside the new foyer to the Community Centre and sourcing a new window frame/glass that complies with fire regulations. This work, along with a new fire alarm call point is required before the Building Inspector signs off the new frontage.

None.

None.

15 Consultations

15.1 West Suffolk Electoral Review – Local Considerations

The Local Government Boundary Commission for England (LGBCE) is responsible for setting Ward Boundaries for the proposed new Single Council for West Suffolk. Local considerations need to be sought and Democratic Services at St Edmundsbury Borough Council have produced a survey to seek informal views. The email from the Programme Manager : Single Council Implementation and the survey has been circulated to all Councillors who can make their own responses.

16 Events

16.1 Nominations:

16.1.1 Local Council Public Advisory Service – Understanding Planning Units 1 & 2. 02 and 21 February 2018 at Bury St Edmunds. Cost £70 for both units.
Councillor Harrison to attend.

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 9.37 p.m.

The date of the next meeting of Kedington Parish Council will be on **Tuesday, 20 February 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated