

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 FEBRUARY 2018
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Joe Harrison (Vice-Chairman)
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: Mr M Pilley (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)

Mr Pilley expressed an interest in agenda item 12.2.

Open meeting

In the absence of the Chairman, Councillor Joe Harrison, Vice-Chairman took the Chair.

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from the Chairman, Councillor Terry Wheeler (holiday), Councillor Heather Carre-Skinner (work), Councillor Justin Waite (work), Suffolk County Councillor David Roach (other meeting), St Edmundsbury 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 11.4 as he wished to speak regarding Calford Green and lives in Calford Green. Councillors McGuire and Rushbrook declared a Non-Pecuniary in agenda item 12.1 as they live in Dane Close.

Close meeting

The Chairman sought Councillor's permission to bring forward agenda item 12.2, which was given. The Chairman invited Mr M Pilley to address the meeting.

12.2 Receive and discuss letter from Parishioner regarding pot holes in Mill Road:

Mr Pilley addressed the meeting, stating he had been corresponding with the Parish Clerk regarding pot holes in Mill Road, Kedington and other surrounding areas, from which damage had been caused to his car and the car of another family member by pot holes. Mr Pilley said Mill Road in Kedington was in a dangerous condition and had recently caused a car to swerve to miss a pot hole, which in turn caused the car to mount the pavement, nearly knocking down a child pedestrian. Mr Pilley added that a double decker bus had also run over one of the pot holes, making it bigger and causing a large chunk of debris to scatter across the road. Mr Pilley said he had already emailed some suggestions to the Parish Council about possible action they could take.

Councillor Loader replied that the condition of roads in the village and the amount of pot holes was something the Parish Council were well aware of. Councillor Loader said that the Suffolk County Council reporting site shows maps of all areas affected by pot holes and in his opinion, there is a problem with the way the system is managed. Councillor Loader said currently there were 33 different reports for one stretch of Mill Road (for pot holes). Suffolk County Council have put out 7 works orders for these pot holes with priorities for repairs ranging from 5 – 20 days. The Clerk informed Mr Pilley that the pot holes that were marked up for repairs took three visits from the contractors before they were completed. Councillor Donoghue reported that Suffolk County Council contractors Kier, require one works order per pothole. Councillor McGuire said the problem with pot holes was a County wide problem and not just specific to Kedington and the system cannot keep up with demand for repairs. The Clerk also reported she had gained assurance from Highways that Mill Road will be resurfaced at some point in 2018.

Councillor Evans reported there were some deep potholes appearing on the C671 leading towards the junction with the B1061. Clerk reported she had already logged these with Suffolk County Council.

Mr Pilley asked if there were any warning signs that the County Council could put out on Mill Road to inform vehicles about the hazardous condition of the road. Clerk will look into this. Mr Pilley thanked the Chair for allowing him to speak and left the meeting.

MF

Open meeting

4 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 16 January 2018

A resolution was put forward by Cllr Evans and seconded by Cllr Loader to agree the minutes of the meeting of Kedington Parish Council held on 16 January 2018 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 Reports as both the County and Borough Councillors were not at the meeting.

6 Receive Clerks' Report

- Message received from Suffolk Association of Local Councils to inform that the Chairman of Kedington Parish Council was not one of those selected to attend the Queen's Garden Party on 31 May 2018.
- Clerk reported that a claim had been received from a Parishioner asking for reimbursement for a new tyre, allegedly damaged when the hedge around Old School Field was being flailed. Clerk said the claim has been passed on to the contractors, as if proven, they would be the ones liable for any damage.

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

7 Finance Committee

7.1 Receive financial statements for 31 January 2018 and ratify payments made since last meeting:

The Chairman reported there was no Finance Committee meeting held in February 2018 as the meeting was not quorate.

Financial statements were received. Financial position at 31 January 2018 were satisfactory with £51,283.00 of the budget spent (71.46%), leaving a balance of £20,478.00. 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 Donoghue and seconded by Cllr Rushbrook to approve the financial statements for 31 January 2018 (seven payments totalling £3,742.62 for supplier payments and one bank transfer) and ratify payments made since last Finance Committee meeting. There were no other resolutions' unanimously agreed. Budget Comparison statement and Ratified Payments statement are attached to these minutes as Annex 1 and Annex 2.

Annexes
1 & 2

7.2 Agree bank transfer of £5,000 from Bank of Ireland deposit account to Nat West plc current account:

A resolution was put forward by Cllr McGuire and seconded by the Chair to agree a bank transfer of £5,000.00 from Bank of Ireland deposit account to Nat West plc current account. There were no other resolutions; unanimously agreed.

7.3 Agree Internal Auditor to carry out Internal Audit for Kedington Parish Council for financial year 2017/2018:

Three quotations had been sourced for an Internal Auditor to carry out Internal Audit for Kedington Parish Council for financial year 2017/2018. Quotations were as follows:

- **Heelis & Lodge** – Carried out “in-house” £260.00 (no vat) plus £41.40 mileage.
- **Suffolk Association of Local Councils** - £257.00 plus vat. Not carried out “in-house” so travel expenses of £117 would apply.
- **Trevor Brown CPFA** – Carried out “in-house” £220.00 (no vat) plus £41.40 mileage.

Clerk reported that for the past three years, Trevor Brown has carried out the Internal Audit on behalf of Heelis & Lodge who contracted him to do the work. A resolution was put forward by Cllr Loader and seconded by Cllr Evans that Trevor Brown should be contracted to carry out the Internal Audit for Kedington Parish Council for the financial year ending 31 March 2018. There were no other resolutions; unanimously agreed.

8 Great British Spring Clean 2 – 4 March 2018 (update)

All arrangements for this event are in place. Litter picking equipment will be loaned from St Edmundsbury Borough Council and hi-viz waistcoats will be provided to volunteers by the Parish Council. Kedington Parish Council Insurance covers this event. Posters have been placed on all Notice Boards advertising the event as well as on the Kedington and Kedington Parish Council Facebook pages. Councillor Loader will give copies of the posters to local Scouts/Guides groups to see if they can take part. He will also provide maps for volunteers to follow on the day. Councillor Carre-Skinner will be asked to update the Risk Assessments. Three volunteers who help with the Annual Duck Race will clear the River Stour.

9 Receive correspondence from St Edmundsbury Borough Council re s106 money

Parish Clerk confirmed that St Edmundsbury Borough Council's Parks Infrastructure Manager had confirmed via email that he was still awaiting tender returns for the access improvements to Risbridge Meadow; therefore it is still not known whether there will be any money left which could be put towards the proposed new skate park for Old School Field. Clerk informed the email asked if the Parish Council could identify any other projects where future s106 money could be spent (open space contributions), as St Edmundsbury Borough Council were now being asked to specify where this could be spent. Projects identified by Councillors were:

- Refurbishment of the Band Stand in Silver Street Park
- Church Walk – provision of lighting
- Provision of school parking
- Further upgrade to play equipment on Old School Field for the older children's age group
- Replanting of trees in Silver Street Park
- Lay-by in Hundon Road
- Oak posts outside bungalows in School Road to prevent vehicles from parking on the grass
- Church Walk Trees

Clerk will inform The Parks Infrastructure Manager at St Edmundsbury Borough Council of Councillors suggestions.

MF

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 are in hand for repair. Playmaintain Ltd have provided Method Statements and Risk Assessments for the work they will be carrying out to repair/replace wetpour surfaces and other defects on play equipment. The work should commence in April when the weather improves.

Councillor Evans reported that a company called Mick George has a fund to provide grants for open space improvements, which includes skate parks. Councillor Evans will email the information to the Clerk.

IE

11 Environmental / Grounds Maintenance Matters

11.1 Receive quotation for renewal of ground's contracts for next three years and agree action:

Clerk reported that the renewal of ground's contracts for the next three years was up for renewal. As the Parish Council are pleased with the work carried out on these contracts by M D Landscapes (Anglia) Ltd, there is no necessity to carry out a re-tendering exercise. M D Landscapes (Anglia) Ltd have provided their quotation for the period 01 April 2018 to 31 March 2021. Quotation is as follows (2% increase on previous three years):

- Grounds Contract "A" (Churchyard/Riverside Walks/Other Areas - £8486.40 per annum plus vat
- Grounds Contract "B" (Old School Field and Silver Street Park – £867.00 per annum plus vat
- Grounds Great Meadow - £1387.20 per annum plus vat
- Grounds Calford Green - £520.20 per annum plus vat

A resolution was put forward by Cllr Rushbrook and seconded by Cllr Donoghue that M D Landscapes should be awarded the contract under the current specifications. There were no other resolutions; unanimously agreed.

11.2 Receive quotation to remove dead trees and clear footpath on Public Footpath No 18 from Sturmer Road to White Horse Road:

Clerk reported she had recently been in contact with Public Rights of Way at Suffolk County Council regarding a tree that had fallen across the path on Footpath No 18 and also another tree that was leaning dangerously across the path. Photographs were shown to Councillors. Clerk stated that the Public Rights of Way Officer had informed that trees adjacent to the path were not the responsibility of Suffolk County Council, nor was it the County Council's responsibility to maintain or remove them. The Officer concluded that the trees were the responsibility of the adjacent land owners, even though the trees were outside of fencing to the adjacent properties. Councillors discussed the situation and concluded that work to remove the tree(s) had to be carried out on grounds of safety to the general public. A quotation was read out from The Green Room as follows:

- To remove fallen trees from side of path; cut back undergrowth/hedges; tidy and clear verges of the pathway. Cost: £450.00 (no vat).

A resolution was put forward by Cllr Donoghue and seconded by Cllr McGuire that The Green Room should be asked to carry out this work as per their quotation. There were no other nominations; 4 votes in favour with 2 abstentions; resolution carried. Councillor McGuire asked if the Parish Council could write to the properties adjacent to the path to inform that the Parish Council have paid for the work on this occasion, but will not pay for any further work on trees/hedges as it is perceived that the trees/hedges are their responsibility. All Councillors in agreement with this.

MF

11.3 Receive quotation to cut back dogwood hedge on Mill Road

Clerk provided Councillors with photographs of the dogwood hedge on Mill Road (near to the wooden footbridge) that was encroaching onto the footpath, causing problems for pedestrians. The Parish Council have paid on two previous occasions to cut the hedge back, but some Councillors thought this should be the responsibility of the adjacent home owner. It was suggested that the Clerk should contact the Planning Department to ascertain who owns this piece of land. A quotation to cut back the hedge had been received from RMS Tree Services at a cost of £90.00 (no vat). A resolution was put forward by Cllr McGuire and seconded by Cllr Donoghue that, as the hedge is already growing out over the path and it will take time to establish who is responsible for cutting, the Parish Council should undertake this work this time. There were no other resolutions; unanimously agreed.

MF

11.4 Any other environmental/grounds maintenance matters:

Councillor Evans declared a Non-Pecuniary interest on the matter he was about to report, as he lives in Calford Green. Photographs were circulated to Councillors by Cllr Evans which depicted damage caused to the green by a contractor's vehicle delivering a skip. Councillor Evans said he contacted the company (as a resident and not a Parish Councillor) to report the damage and the company agreed to make good the damage to the green. Councillor Evans stated some protection was needed to stop vehicles from causing damage adding, the Parish Council had paid a lot of money to protect the grassed area outside The Limes in Mill Road, Kedington, but did not seem to place the same emphasis on protecting Calford Green. Councillor Evans said he brought the matter of protecting the green before the Parish Council many months ago, as a resident of Calford Green and was promised a solution, but to date, nothing had been done. Councillor Evans suggested that as the Parish Council had in storage some small oak posts, these be installed around the right hand side of the green only, as the other side of the green had a substantial roadway. Councillor Loader asked if this would be seen as setting a precedence for others to put in oak posts to protect land.

	Through the Chair, the Clerk pointed out that there were restrictions under the Commons Act 2006 Part 3, paragraph 38 (1), (2)(a), (3)(a)(b) about fencing off common land and this could only be done with permission from a higher authority. Through the Chair, the Clerk said she would contact St Edmundsbury Borough Council's Legal Department for advice and clarity.	MF
12	Highway/Footpath/Street Furniture matters	
	Councillors McGuire and Rushbrook declared a Non-Pecuniary Interest in the next agenda item.	
12.1	Consider sign for entrance to Dane Close to stop HGV Lorries turning: Clerk reported a request had been made from a Parishioner living in Dane Close, for a sign stating "NO LORRY TURNING" at the entrance to Dane Close. The Parishioner reported heavy lorries that for some reason have been directed by satellite navigation to Dane Close, try to turn in the entrance, causing damage to the kerbs and grass. In one recent incident, a fence was damaged by a lorry trying to turn around. It was agreed that the Parish Council should ask Highways to provide a sign.	MF
12.2	Receive and discuss letter from Parishioner regarding pot holes in Mill Road: This agenda item dealt with at beginning of meeting.	
12.3	Any other Highways/Footpath/Street Furniture matters: <ul style="list-style-type: none"> ▪ Councillor Donoghue asked whether any further information had been received about the path linking the new Rosebrook Estate to Risbridge Meadow. Councillor Loader explained he had received an email from the Planning Officer responsible for the development, stating the footpath provided by the developer does not lead to land that St Edmundsbury Borough Council owns and even if it did there is still a small triangular area of land owned by the previous developer that currently prevents the access being created. The Parks Infrastructure Manager is currently in discussions with the previous developer over transferring this triangular piece of land to the Borough Council, but the paths will still not meet one this issue is resolved and will require a linking path on the Stourmead development to be created with the Management Companies' consent. ▪ The Chairman read out an email received from Hawkedon and Homefield Vets Limited in Haverhill offering to install two dog poo bag dispensers in Kedington at locations put forward by the Parish Council. The vets will provide refills for the dispensers when needed and would only require to put a small plaque on the dispensers advertising the practice. It was agreed that Silver Street Park and the Great Meadow would be suitable locations, with the top or bottom of Church Walk being another if a further dispenser could be provided. ▪ Post on the dog bin in the alley from Mill Road to School Crescent is leaning over. The Chairman (Cllr Harrison) and Cllr Evans volunteered to reinstall the post. ▪ Light in Kings Hill still not working. Clerk to chase this up. ▪ The Give Way sign that was laying on the green at the top of Mill Road is now half way up the Public Right of Way near the Legion Hall. Clerk will inform Highways. 	JH & IE MF
13	Any other reports (on-going matters) Clerk reported she was sourcing a quotation for the new Library window to comply with Building Regulations.	

14 Housing/Planning

- 14.1 Applications for discussion at meeting:**
DC/18/0120/HH – 3 Dash End, Kedington
Householder Planning Application – Creation of vehicular access
OBJECT – because of loss of current parking area/lay-by.

- 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

- 15.1 Suffolk Highways – Community Self-Help Survey:**
The survey had been emailed to all Councillors for consideration. Councillors unanimously agreed that as Kedington Parish already carried out a great deal of self-help, the survey should not be completed and the Clerk should draft a letter in response.

MF

16 Events

- 16.1 Nominations:**
16.1.1. Suffolk Preservation Society – Heritage Training for Town and Parish Councils. Tuesday 20 March 2018 – 9.45 a.m. to 1.00 p.m. – Haughley Park Barn.
No uptake

- 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 9.49 p.m.

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

Signed

Dated