KPC 123-10

MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 27 MARCH 2018
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

***Present**:*
Cllr Terry Wheeler (Chairman)
Cllr Heather Carre-Skinner
Cllr Peter Donoghue
Cllr I Evans
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Marion Rushbrook
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: St Edmundsbury Borough Councillor Karen Richardson, Mrs B Surridge, Mr D Ramsey, Mrs J Ramsey (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)**
Mr & Mrs Ramsey and Mrs Surridge declared an interest in agenda item 12.1

Open meeting

2 **Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Vice-Chairman Joe Harrison (health) and Suffolk County Councillor David Roach (other meeting). Councillors unanimously agreed Councillor Harrison'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 12.1 and Councillor Carre-Skinner declared a Non-Pecuniary Interest in agenda item 15.1.

4 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 20 February 2018**
Councillor Evans asked for the last but one sentence in paragraph two of agenda item 11.4 to be deleted and gave his reasons why he was making the request; change agreed by all present. Clerk also reported an error in the last sentence of agenda item 11.4 which should read St Edmundsbury Borough Council and not Suffolk County Council. A resolution was put forward by Cllr Evans and seconded by Cllr Rushbrook to agree the minutes of the meeting of

Kedington Parish Council held on 20 February 2018 as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes, with the exception of page 6 where changes are to be made.

Close meeting

5 Receive Visitor's Reports

St Edmundsbury Borough Councillor

- St Edmundsbury Borough Councillor Karen Richardson said she had very little to report, but was pleased to announce that as part of the creation of a West Suffolk Council and thanks to sensible and long term decisions made previously, St Edmundsbury Borough Council were able to freeze council tax again this year.
- Locality Budget - Councillor Richardson reported she had received an application from Kedington Community Association requesting a grant to help repair the roof on the Community Centre. However, as the KCA had already been given a grant in the current financial year for new flooring in the entrance lobby, this new request would be carried forward to the next financial year commencing in April 2018.

Open meeting

6 Receive Clerks' Report

Clerk circulated an email received from the Manager of Kedington Library with a proposal to amending the current opening hours. The Library currently opens for 25 hours per week. The proposal is to keep the current number of hours but amend opening times on a Tuesday, Wednesday, Thursday, and to open on a Friday instead of a Sunday.

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

Councillors discussed the proposed new arrangements and were all in favour of the amended opening hours. Clerk will write to Library Manager to inform of Parish Council approval. MF

The Chairman sought Councillor's permission to bring forward agenda item 12.1 and this was agreed.

At this point Councillor Evans declared a Non Pecuniary Interest in the matter to be discussed.

12.1 Calford Green matters:

The Chairman shared some photographs with Councillors (taken by Cllr Evans) depicting tyre tracks where a vehicle had driven onto the green from the track near to the noticeboard. The vehicle had caused deep ruts on the green. Councillor Evans reported over many years he had repaired damage such as had been shown. Councillor Evans also reported that a Bee Orchid has recently been found starting to grow on the green and as the species is legally protected, he has erected a triangle made of canes over the plant and placed a notice on it for protection.

The Clerk reported works to install rows of obstacles to stop vehicles accessing common land can be installed to stop damage to the land; the obstacles cannot be greater than 200 metres in length. Before consent is applied for to carry out works, local residents or Commoners must be consulted as well as the Borough Council; if a consensus is reached with these people, it may make a consent application more likely to succeed. Clerk said she had been in contact with the Legal Department at St Edmundsbury Borough Council regarding placing some oak posts around part of the green on both sides to protect it from vehicles.

The Legal Department informed the Clerk that the Parish Council could probably carry out the work temporarily before putting in a consent application as the green is currently prone to damage.

Open meeting

Mrs Surridge informed the meeting there are no Commoners in Calford Green. Mr Ramsey said the photographs portray accurately the damage being done to the green, but the green had a record of "self-healing". He recalled when ruts were made due to the replacement of telegraph poles, they were gone after about 4 months.

The Chairman asked Councillors if they wished to have a paragraph added to the draft letter regarding cutting of the green (previously agreed) asking about the installation of oak posts to protect the green. A resolution was put forward by Cllr Waite and seconded by Cllr Carre-Skinner to add the question regarding oak posts to the consultation on grass cutting at Calford Green. There were no other resolutions; unanimously agreed. It was agreed that the green will continue to be cut until the results of the consultation is known. Letters will go to all on the Electoral Role for Calford Green and include a comment section at the bottom for further comments they wish to make. Results will be discussed at the Annual Meeting of the Parish Council in May 2018. MF

7 Finance Committee

7.1 Receive draft minutes from 20 March 2018:

The Chairman went through highlights of the meeting.

- Financial position at 28 February 2018 is satisfactory with £55,800.56 of the budget spent (77.76%), leaving a balance of £15,960.44. Additionally £52,094.27 is held in Reserves.
- Routine payments for the financial year 2018/2019 were approved.
- Statement of outstanding payments (possible accruals/commitments for 2017/2018 was received.
- Quotation of £715.00 for accountancy services for the financial year 2018/2019 was received from the Parish Council Accountant.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Waite that the quotation be accepted for the financial year 2018/2019 and the current Accountant should continue in her role. There were no other resolutions; unanimously agreed.

- Kedington Parish Council exempt for Non Domestic Rates for the financial year 2018/2019.
- Quotation received for materials to repair Youth Shelter Roof.
- Quotation received for new window in Library. Agreed that two other quotations will be sought.
- Parishioner has requested a grit bin at the bottom of Kings Meadow. Clerk will source a price for this.
- The contractor who has carried out the Strimming Contract for the past three years did not wish to undertake the work in 2018. Clerk will source new contractor.
- Grants – thank you letters for grants awarded under Sn 137, LGA 1972, as being of benefit to local people were received from: 1st Kedington Brownies; Headway Suffolk and Kedington Bell Ringers.
- Three payments made since last scheduled meeting were ratified.
- Ten payments totalling £3,839.88 for Supplier Payments as at 28 February 2018 were approved and cheques signed by Cllr Wheeler and Cllr McGuire.

7.2 **Review and agree effectiveness of Internal Control/Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2015/234:**

The effectiveness of Internal Control/Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2015/234 was reviewed and agreed under a resolution put forward by Cllr Loader and seconded by Cllr Rushbrook. There were no other resolutions; unanimously agreed. — Annex 1

7.3 **Receive and review Asset Register as at 31 March 2018:**

Asset Register as at 31 March 2018 was reviewed and agreed. — Annex 2

7.4 **Ratify Finance Committee recommendations on review of fidelity guarantee:**

A resolution was put forward by Cllr Wheeler and seconded by Cllr McGuire that the Parish Council should retain its fidelity guarantee at £150,000 for the financial year 2018/2019. There were no other resolutions; unanimously agreed.

7.5 **New roof for Youth Shelter:**

The Chairman reported that materials to replace the roof on the Youth Shelter had been discussed and previously agreed at the Parish Council Meeting (KPC 122-03). Clerk had sourced a revised quotation from the Company agreed and the amount of the original quotation (£760) has risen to £795.86 plus vat. A resolution to accept this quotation was put forward by Cllr Carre-Skinner and seconded by Cllr Rushbrook. There were no other resolutions; 7 votes in favour and 1 against; resolution carried. Councillor McGuire agreed to look over the quotation for materials and look for skilled tradesmen to carry out the work. — SM

8 **Great British Spring Clean – discuss and agree new date**

Previous date of 4th March 2018 had to be cancelled because of snow and ice. New date agreed as Saturday 14 April 2018 – 10.00 a.m. – 12.30 p.m. Councillors Carre-Skinner and Loader will prepare necessary documents and update Risk Assessment for this event. Clerk will also help to co-ordinate on the day. — HCS/NL/MF

9 **Kedington Parish Council Facebook Page – discuss and agree for approved minutes to be posted**

Councillor Carre-Skinner reported the Kedington Parish Council Facebook Page was proving to be very popular and Parishioners who visited the page have asked if minutes from Parish Council meetings can be posted. The Chairman said he was pleased the Facebook Page was successful. A resolution to post minutes on the Kedington Parish Council Facebook Page was put forward by Cllr Waite and seconded by Cllr Donoghue. There were no other resolutions; 7 votes in favour and 1 against; resolution carried.

10 **Discuss General Data Protection Regulations and Appoint Data Protection Officer**

Clerk reported there has still been no "official" confirmation about whether Clerks can carry out the role of Date Protection Officer when the new GDPR come into force in May 2018. The Local Council Public Advisory Service (LCPAS) can provide the service of Data Protection Officer to Kedington Parish Council and a visit to check for compliance. The cost of this is £300.00 (no vat). Clerk reported she had looked through the Standard Service Agreement provided by LCPAS and everything looked in order. A resolution was put forward by Cllr Wheeler and seconded by Cllr Rushbrook that Kedington Parish Council should appoint Local Council Public Advisory Service as their Data Protection Officer and to carry out a compliance visit. There were no other resolutions; unanimously agreed.

Clerk further reported, she had been in contact with Came & Company who are brokers for Kedington Parish Council insurance. Currently, the Parish Council has Legal Expenses cover for legal defence in a civil claim made against the Parish Council for compensation under Section 13 of the 1998 Data Protection Act; there is a limit payable of £100,000 in respect of any one claim. With the new General Data Protection Regulations, Came & Company are expecting the insurers to amend the wording within the Legal Expenses section of the current policy. If the Parish Council wants to arrange a more comprehensive cyber-crime and Data policy, to cover events such as a data breach, the premium is likely to be in the region of £1,000 - £1,250.

11 Play Equipment

11.1 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 said he would do a report for the next meeting on quotations received for the proposed new skate park. TW

12 Environmental / Grounds Maintenance Matters

12.1 Calford Green matters:
Agenda item taken forward and discussed after Clerk's report.

12.2 Any other environmental/grounds maintenance matters:
New dog bin for Calford Green – agenda item for next meeting.

13 Highway/Footpath/Street Furniture matters

13.1 Receive email from Parishioner:
The Chairman read out an email received from a Parishioner who lives on Westward Deals and also the response made on behalf of the Parish Council by the Clerk. The email asked if it would be possible to resurface the garage "on-block" areas. It was agreed that neither the Parish Council nor Highways would be able to do this; it would need to be done privately and carried out collectively by owners of the garages. The email also asked if the estate could have a redesign and create parking and driveways; Councillors agreed this was not the remit of the Parish Council and the Clerk was asked if she could advise the Parishioner to contact the Suffolk County Councillor for Kedington regarding his suggestion. Councillor Donoghue said there are parking bays on Westward Deals and in different parts of the village, but sheer volume of cars meant these were always full. Councillor Loader said people on Westward Deals often used the parking bay outside the shops which meant customers of the businesses found it difficult to park. The Chairman asked the Clerk to speak to the business owners and ascertain whether they would be in favour of a sign outside the shops, restricting local parking between opening hours. MF

13.2 Any other Highways/Footpath/Street Furniture matters:
Clerk reported that Highways have now informed they will not be putting in oak posts around the small grassed area on Haverhill Road (50 metres before the Noticeboard) to stop parking and obstructing access to a resident's driveway. It was agreed the Parish Council should ask our Suffolk County Councillor if he could fund the posts from his Highways Budget, if the Parish Council are able obtain a Licence from Highways for this work. MF

14 Any other reports (on-going matters)
Clerk requested to write to Simon Collin at St Edmundsbury Borough Council to see if there is any update regarding the s106 money. MF

15 Housing/Planning

15.1 Applications for discussion at meeting:

DC/18/0425/HH – 19 School Crescent, Kedington
Householder Planning Application – (i) 1 no garage (following demolition of existing garage) (ii) Creation of new access and dropped kerb
NO OBJECTIONS providing application adheres to Highways Guidelines in relation to road visibility. The property already has a high fence around the boundary which obscures road visibility.

15.2 Planning Applications – Observations conveyed by Parish Council:

DC/18/0120/HH – 3 Dash End, Kedington
Householder Planning Application – Creation of vehicular assess
OBJECT – due to loss of current parking area/lay-by.

DC/18/0291/HH – 105 Westward Deals, Kedington
Householder Planning Application – Single storey extension
NO OBJECTIONS

DC/18/0305/HH – 24 Barton Grove, Kedington
Householder Planning Application – Rear conservatory
NO OBJECTIONS

DC/18/0241/HH – Clare House, Sturmer Road, Kedington
Householder Planning Application – Dropped kerb
NO OBJECTIONS

DC/18/0333/HH – 5 Dash End, Kedington
Householder Planning Application – Provision of ramp, replacement front door with wheelchair access and widened path
NO OBJECTIONS

DC/18/0425/HH – Green Verge, South Allotments Gardens, Arms Lane, Kedington – Application for Lawful Development Certificate for existing use or development. Use of land as Builder's Yard for storage of builder's materials and equipment and occasional manufacture.
OBJECT

15.3 Planning Applications – Decisions received from Borough Council:

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).
GRANTED

DC/17/2564/HH – Dunworth House, 30 School Road, Kedington
Householder Planning Application - (i) single storey side extension; (ii) garage conversion.
GRANTED

DC/18/0120/HH – 3 Dash End, Kedington
Householder Planning Application – Creation of vehicular assess
REFUSED

15.4 Any other housing / planning matters:
St Edmundsbury Borough Council are looking to review their Supplementary Planning Documents (SPD's) on community based facilities. Clerk completed the Community Facilities Survey sent by them on behalf of the Parish Council.

16 Consultations

16.1 Consultation on District & Ward Boundaries

In February 2018, the Secretary of State for Housing, Communities and Local Government confirmed that he was going to start the legislative process in Parliament to create a single District Council for West Suffolk. If Parliament approves the order to create the new council for West Suffolk then a new set of Wards will need to be created before the first elections in May 2019. This review will be carried out by the Local Government Boundary Commission for England (LGBCE). The proposed new single council have drawn up some initial options for new ward boundaries. A period of public consultation will run from 7 March and end on 28 March 2018. *Parish Councillors had been sent a copy of the consultation, but no views were put forward.*

17 Events

17.1 Nominations:

17.1.1. Dedham Vale AONV & Stour Valley Forum 2018 – Friday 5th June 2018 at Shrubs Farm, Lamarsh
No uptake

17.1.2. Safeguarding Event, Thursday 03 May 2018 – Claydon, Ipswich
Clerk nominated to attend

17.2 Councillor absences (update):

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

18 Any new matters (for discussion only)

Councillor Loader reported he had been speaking to a member of the KCA Community Council who informed there is a lot of maintenance work required to update the Community Centre, especially the roof and main hall.

The meeting closed at 9.50 p.m.

The date of the next meeting of Kedington Parish Council will be on **Tuesday, 17 April 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed …… Dated …….