

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 APRIL 2018
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Terry Wheeler (Chairman)
Cllr Joe Harrison (Vice-Chairman)
Cllr Peter Donoghue
Cllr Simon McGuire
Cllr Marion Rushbrook
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

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)**

There were no Parishioners present at the meeting.

Open meeting

- 2 Welcome and apologies**

The Chairman welcomed all present. Apologies for absence were received from Cllr Carre-Skinner (work) and Cllr Evans (holiday). Councillors unanimously agreed Cllr Carre-Skinner and Cllr Evans apologies. Late apologies were received after the meeting from Cllr Loader (personal).

- 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**

None.

- 4 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 20 February 2018**

A resolution was put forward by Cllr Waite, seconded by Cllr Donoghue that the minutes of the meeting of Kedington Parish Council held on 27 March 2018 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

Close meeting

- 5 Receive Visitor's Reports**

St Edmundsbury Borough Councillor

- St Edmundsbury Borough Councillor Karen Richardson reported she had received a complaint from a resident regarding parking in Dane Close/Dane Common and the top of Kings Hill. Councillor Richardson said parking in many towns and villages was problematic and the Police do not have the manpower to enforce parking restrictions.

- Councillor Richardson said there had been more uptake this year for her Locality Budget which was very encouraging.
- Councillor Richardson said she would be unable to attend the Annual Parish Meeting on 24 April 2018 but would forward a report to be read out on her behalf.

Suffolk County Councillor

- Suffolk County Councillor David Roach reported that Highways were trying to deal with the problem of potholes on the County's roads; he said that Government has made a further 21 million pounds available for use on roads across Suffolk. Councillor Roach said Suffolk County Council were looking at a scheme to devolve "small works" down to Towns and Parishes, i.e. cleaning road signs; filling small pot holes, etc.
- Councillor Roach reported that a company in Ipswich was selling a German brand of tarmac in 20kg tubs that could be used to fill potholes more effectively and this could be devolved down to local level if trials on this worked. Councillor Waite suggested that the company marketing the product should be asked to give a demonstration and if the product worked, the County Council could then look into the legal aspect of others using this on behalf of Suffolk County Council. Councillor Roach said that is the scheme of devolving minor works down to Towns and Parishes, training would be given.
- Suffolk County Council has carried out a survey amongst their Councillors asking for their views on Highways and working with Kiers'. There is no result of this survey as yet.
- Councillor Roach reported Suffolk Fire Service have taken delivery of a small fire engine, which takes two person manning and is currently based in Lowestoft. The fire engine has more modern equipment and may be rolled out to smaller areas.
- Councillor Roach said he would also be unable to attend the Annual Parish Meeting on 24 April 2018 but would forward a report to be read out on his behalf.

Open meeting

6 Receive Clerks' Report

- The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972 for Parish and Town councils in England for 2018-2019 is £7.86 per Elector.
- Spring Clean Event on 14 April 2018 attracted 13 Adults (3 of which were Parish Councillor, the Parish Clerk and 9 other adults). Five children attended with their parent(s) and included a 5 month old baby. Fifteen bags of rubbish were collected. I would like to record my thanks to Cllrs Carre-Skinner and Loader for their help in organising this event. Thanks are also due to St Edmundsbury Borough Council for providing litter pickers, hoops, plastic sacks and Hi-Viz waistcoats.

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

7 Finance Committee

7.1 Receive draft minutes from 10 April 2018 meeting:

The Chairman of the Finance Committee, Cllr Harrison, went through highlights of the meeting:

- Financial position at 31 March 2018 (end of financial year) was satisfactory with £60,973.01 of the budget spent (84.97%), leaving a balance of £10,787.99. Reserves carried forward to the financial year 2018/2019 will be £63,281.17.
- Un-audited Income and Expenditure account, agenda item this meeting.
- Salary for School Crossing Supervisor was reviewed and an increase to £8.22 per hour from 1st April 2018 was agreed.
- Salary for Village Cleaner was reviewed and an increase to £8.05 per hour from 1st April 2018 was agreed. Clerk reported the Village Handyman had said he did not wish to continue with this position.
- A 5% increase in the Clerk's salary from 1st April 2018 was agreed.
- A reclaim of VAT amounting to £2,051.82 for the period 1st October 2017 to 31st March 2018 has been sent to H M Revenue and Customs.
- Play Equipment Report received; all defects are in hand for repair. Cllr McGuire reported the Saturn Carrousel rota swing on Old School Field was not working. Clerk will contact Kompan to report this.
- Grants – Thank you letter received from Dedham Vale AONB & Stour Valley Project for grant of £60.00, awarded to them under Sn 137, LGA 1972, as being of benefit to local people. Three payments made since last scheduled meeting were ratified.
- Grant of £50.00 awarded to St Edmundsbury Newstalk under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £100.00 awarded to Haverhill & District Twin Towns Association under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of £300.00 awarded to St Peter & St Paul Church, Kedington – Restoration Committee under Sn 137, LGA 1972, as being of benefit to local people.
- Grant of 338.50 awarded to Stour Valley Explorer Scouts under Sn 137, LGA 1972, as being of benefit to local people.
- East Anglia's Children Hospices (EACH) – Grant refused as the hospices are not locally to Kedington. *Councillor Rushbrook requested that the Parish Council contact EACH to see if there have been any children from Kedington who have used their services.*
- Eight payments totalling £4,584.45 for Supplier Payments as at 31 March 2018 were approved and cheques signed by Cllr Wheeler and Cllr McGuire.

7.2 **Receive un-audited Income & Expenditure Account for year ending 31st March 2018; discuss and agree Reserve Headings:**

The un-audited Income & Expenditure Account for the year ending 31st March 2018 was received and is attached to these minutes as Annex 1. Accumulated funds to be carried forward to 2018/2019 are £11,186.90. Total reserves at the commencement of 1st April 2018 are £63,281.17 and reserve headings of:

Recreation Equipment : £13,769.30
 War Memorial : £2,300
 Development Fund : £4,705.00
 General Reserves : £42,506.87

were agreed under a resolution put forward by the Chairman and seconded by Cllr McGuire. There were no other resolutions; unanimously agreed.

8 **Receive quotation(s) for re-decoration of Parish Council Office**

Clerk reported that she had sought three quotations for re-decoration of Parish Council Office. One contractor declined to quote; another contractor failed to attend the office for viewing. A quotation was received from J.A.G Building Maintenance Services, which was for £800 (no VAT) and included labour and materials. A resolution was put forward by Cllr Waite and seconded by the Chairman, that J.A.G Building Maintenance Services be awarded the contract.

Annex 1

There were no other resolutions; unanimously agreed. Councillors asked for the work to be completed during August 2018 when the Parish Council has no meetings.

9 Review and agree Risk Assessments for Kedington Parish Council

Clerk reported that all Risk Assessments for Kedington Parish Council had been reviewed and updated for the next financial year. A Fire Risk Assessment and Office Risk Assessment are still being worked on. Risk Assessments are kept in a locked metal cabinet in the Parish Council Office.

10 Agenda items for Annual Parish Meeting on 24th April 2018

A draft agenda was circulated to all Councillors present. Councillors had no other items they wished to be added to the agenda.

11 Play Equipment

11.1 Receive defect report(s) (if any); agree action:

Play and Fitness Equipment Inspection Reports were received. All defects were noted as very low or low risk and are in hand for repair.

11.2 Receive quotations for proposed skate park:

At this point Cllr Harrison declared a Non-Pecuniary Interest in that he lives on the Rosebrook Estate where there have been problems with skate boarding.

The Chairman handed out copies of a report he had compiled on the four quotations that had been received. Quotations were as follows:

Rhino Ramps : £35,948.00 (with side panels) plus vat

Wicksteed Playscapes : £33,042.00 (no side panels) plus vat. Discount included £6858.00.

Caloo : £37,995.00 (with side panels) plus vat. Discount included £2,376.69.

Playscapes Design Ltd : £34,923.00 (with side panels) plus vat.

The Chairman asked Councillors for their preferences which they gave individually. A resolution was put forward by Cllr Harrison and seconded by the Chairman that, taking into account Councillor's views, the contract should be awarded to Playscapes Design Ltd at a cost of £34,923.00 (with side panels) plus vat. There were no other resolutions. Five votes in favour; one abstention; resolution carried. The Chairman said he would inform the young people of the decision at the next informal meeting for the Skate Park Project; this was arranged for Monday 30 April 2018 at 7.00 p.m. Clerk will inform participants.

MF

12 Environmental / Grounds Maintenance Matters

12.1 Discuss and agree new plants for raised and lower plant beds in Silver Street Park:

The Chairman went through some of the plants suggested by RMS Trees as being suitable for the raised bed in Silver Street Park. Councillor McGuire stated the Sedum Plants of different varieties will survive well in dry periods. It was agreed that RMS Trees should be asked to provide a quotation for new plants that are needed and for planting.

MF

12.2	<p>Receive quotation(s) for Strimming Contract 2018: Out of two quotations sought only one had been received.</p> <p>RMS Tree Services : £2,646.50 for Strimming Contract 2018 as per specification supplied by Kedington Parish Council.</p> <p>A resolution was put forward by Cllr Waite and seconded by Cllr Donoghue that, as RMS Tree Services have carried out a lot of work for the Parish Council, to a high standard, they be awarded the Strimming Contract for 2018. There were no other resolutions; unanimously agreed. The Chairman offered to meet with RMS Tree Services on the first cut to give advice and guidance on the contract.</p>	TW
12.3	<p>Any other environmental/grounds maintenance matters: Councillor McGuire reported there were still problems with a nasty stench coming from liquid running from a pipe in the wall at Kedington House on Sturmer Road. This problem has been reported to Anglian Water on previous occasions; they have found no fault with the drain near Kedington House and recommended the problem be referred to Environmental Health for investigation. Councillor Waite said he would speak to the owners of Kedington House.</p> <p>Clerk reported she had received an email from Parks Administration at St Edmundsbury Borough Council regarding trees on open space at the top of Dane Close. The email stated that the enquiry has been passed to an Arboricultural Officer for review.</p>	JW
13	Highway/Footpath/Street Furniture matters	
13.1	<p>Consider new dog bin in Calford Green: It was agreed that a paragraph should be added to the consultation letter regarding grass cutting and installation of oak posts around part of the green, asking if residents would like a dog bin installed in Calford Green.</p>	MF
13.2	<p>Any other Highways/Footpath/Street Furniture matters: Clerk reported potholes in School Road and on Sturmer Road going towards Calford Green have been logged with Suffolk County Council, as has a faulty street light near to the narrow bridge in Silver Street. A plastic post depicting a cycleway in St Peters Close that has been broken off has been reported. The Chairman asked the Clerk to chase up the blocked drains in Mill Road (down from the Church).</p>	MF
14	<p>Any other reports (on-going matters) None.</p>	
15	Housing/Planning	
15.1	<p>Applications for discussion at meeting: DC/18/0469/HH – 2 Haverhill Road, Kedington Householder Planning Application – Two storey side and rear extensions (following demolition of existing garage). NO OBJECTIONS providing neighbours are in agreement.</p>	
15.2	<p>Planning Applications – Observations conveyed by Parish Council: None.</p>	
15.3	<p>Planning Applications – Decisions received from Borough Council: None.</p>	

- 15.4 Any other housing / planning matters:**
None.
- 16 Consultations**
- 16.1 Electoral Review – information from the Boundary Commission:**
Parish Councillors had been forwarded a copy of the email from the Programme Manager: Single Council Implementation at Forest Heath District and St Edmundsbury Borough Council. The email thanked Councils for their responses on some initial options for the new ward boundaries for the West Suffolk Council. The initial options are now being revised to take account of consultation feedback and, subject to approval at Full Council meetings at the end of April 2018, they will be submitted to the Local Government Boundary Commission for England. Any question can be asked via: electoral.review@westsuffolk.gov.uk
- 16.2 Receive information from Suffolk Constabulary on their review of the Local Policing Model:**
Letter received from Suffolk Constabulary on their review of the Local Policing Model will be circulated to all Councillors. Clerk reported there will be no changes to the SNT but the Station Clerk at Haverhill is being made redundant of this role will be covered at Bury Police Station.
- 17 Events**
- 17.1 Nominations:**
17.1.1 St Edmundsbury Parish and Town Forum, Monday 21 May 2018
Newbury Community Centre, Bury St Edmunds, 18.00 to 20.00.
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)**
The Chairman reminded Councillors that the Annual Parish Meeting will be held on Tuesday 24th April 2018. Councillors are not summoned to attend as it is a Parish Meeting, but good practice if they do.

The meeting closed at 9.25 p.m.

The date of the next meeting, which will be the Annual Meeting of Kedington Parish Council, will be **Tuesday, 15 May 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed Dated