

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 MAY 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 Ian Evans
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Justin Waite
- In attendance:** Ms Marion Farrant – Parish Clerk
- Also in attendance:** Mrs B Surridge, Mr & Mrs Ramsey (Parishioners)

		ACTION
1	Election of Chairman for 2018 / 2019 Councillor Wheeler presided over this agenda item. Councillor Waite nominated Cllr Wheeler, seconded by Cllr McGuire. There were no other nominations, unanimous vote. Councillor Wheeler signed the Declaration of Acceptance of Office form.	Annex 1
2	Election of Vice-Chairman for 2018 / 2019 Councillor Evans nominated Cllr Harrison, seconded by Cllr Waite. There were no other nominations, unanimous vote. Close meeting	
3	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	
4	Welcome and apologies The Chairman welcomed all present. Apologies for absence were received from Councillor Rushbrook (work) and Councillor Donoghue (health). Councillors unanimously agreed Cllr Rushbrook and Cllr Donoghue's apologies. Apologies were also received from Suffolk County Councillor David Roach and St Edmundsbury Borough Councillor Karen Richardson (other meetings).	
5	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 The Chairman and Councillor McGuire declared a Non-Pecuniary Interest in agenda item 14.2. Councillor Harrison declared a Non-Pecuniary Interest in agenda item 12.2. Councillor Evans declared a Non-Pecuniary Interest in agenda item 13.1.	

6 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 17 April 2018

A resolution was put forward by Cllr Harrison, seconded by Cllr Waite that the minutes of the meeting of Kedington Parish Council held on 17 April 2018 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

7 Discuss and agree “Appointments / Councillor Responsibilities” for the Year 2018 / 2019

Appointments / Councillor Responsibilities for the year 2018/2019 were discussed and agreed and are attached to these minutes as Annex 2. The Employment, Grievance and Policy Committee was agreed under a resolution put forward by Cllr Loader and seconded by Cllr Carre-Skinner. There were no other resolutions; unanimously agreed. The Finance Committee was agreed under a resolution put forward by the Chairman and seconded by Cllr Waite. There were no other resolutions; unanimously agreed. Councillor Responsibilities were agreed under a resolution put forward by Cllr McGuire and seconded by Cllr Evans. There were no other resolutions; unanimously agreed.

Annex 2

Close meeting

8 Receive Visitor’s Reports

No Visitors present.

Open meeting

9 Receive Clerks’ Report

- Clerk reported an update on GDPR and Data Protection Bill had been received from the National Association of Local Councils. The update reported that Government had tabled an amendment to its own Data Protection Bill to exempt all Parish and Town Councils and Parish Meetings in England and Community and Town Councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulations coming into force May 2018. Officials from the Department for Culture, Media and Sport have confirmed with NALC that all other measures will still apply, but that appointing a DPO to support a Council’s approach to data protection will be discretionary and may be regarded as good practice.
- Payment of £1,500 has been received from Suffolk County Councillor’s Locality Budget to help pay for “swing action mechanism” on the front entrance door to the Community Centre.

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

None.

10 Finance Committee

10.1 Consider any matters arising from 10 April 2018 meeting:

None.

10.2 Receive draft minutes from 08 May 2018 meeting:

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

- Financial position at 30 April 2018 was satisfactory with £4,104.07 of the budget spent (5.34%), leaving a balance of £72,776.93.

Additionally, £63,281.17 is held in Reserves.

- Petty Cash payment of £50.00 ratified.
- Bank transfer of £5,000 from Bank of Ireland deposit account to Nat West Bank plc current account was agreed.
- Notification has been received from St Edmundsbury Borough Council that a precept payment of £76,881.00 for Kedington Parish Council for the financial year 01 April 2018 – 31 March 2019 has been paid by BACS.
- All paperwork required for the External Audit by PKF Littlejohn has been downloaded from their website. Internal Audit to be carried out on 22 May 2018.
- Councillor Wheeler monitoring the Strimming Contract for 2018 and contractor has been requested that “normal” wild flowers be left to grow but “cow parsley” and “comfrey” need keeping under control.
- Saturn Carrousel on Old School Field will be repaired by Kompan Ltd on 21 May 2018. A new bearing is required.
- Thank you letter received from Haverhill & District Twin Towns Association for grant of £100.00 awarded to them under Sn 137, LGA 1972 as being of benefit to local people.
- Two cheque payments made since last Finance Committee meeting were ratified.
- Twelve payments and two Direct Debits totalling £4,417.30 for Supplies Payments as at 30 April 2018 approved on 08 May 2018 and cheques signed by Cllr Wheeler and Cllr McGuire.

10.3 Sign Income & Expenditure Account for year ending 31st March 2018:

The Income & Expenditure Account for the year ending 31st March 2018 was received and signed by the Chairman of the Finance Committee, Councillor Harrison. This could not be signed at the May Finance Committee meeting as only two Councillors were present.

Annex 3

10.4 Agree and sign Section 1 – Annual Governance Statement - of the Annual Return for the financial year 2017/2018:

Section 1 – Annual Governance Statement – of the Annual Return was reviewed and agreed under a resolution put forward by Cllr Carre-Skinner and seconded by Cllr Waite. There were no other resolutions; unanimously agreed. The Chairman and Clerk duly signed the document.

10.5 Agree and sign Section 2 – Accounting Statements 2017/2018 – of the Annual Return for the financial year 2017/2018:

Section 2 – Accounting Statements – was reviewed and agreed under a resolution put forward by Cllr Harrison and seconded by Cllr McGuire. There were no other resolutions; unanimously agreed. The Chairman and Clerk duly signed the document.

11 Clerk's hours

At this point the Clerk left the meeting while the agenda item was discussed.

Councillor Evans addressed the meeting regarding the Clerk's current hours of 85 per month. Councillor Evans said he felt these were inadequate given the Clerk's workload. The Chairman shared with Councillors a breakdown of monthly hours that the Clerk has worked since 1st June 2006. Between 2006 and 2017 the Clerk's hours have risen by 2.27 hours per month (from 60 hours to 85 hours per month). Given that her workload has almost doubled in the past 13 years, this was not a significant amount. A resolution was put forward by Cllr Evans and seconded by the Chairman that the Clerk's hours should be raised to 105 hours per month with effect from 1st June 2018. There were no other resolutions; unanimously agreed.

The Clerk re-joined the meeting and carried on taking the minutes.

It was suggested that the Parish Council should consider a new Standing Order which allowed agendas, minutes and Planning Applications to be sent via email.

MF

12 Play Equipment

12.1 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. Clerk will chase Playmaintain Ltd regarding the contract they have been given to carry out the repairs.

12.2 Finance for proposed skate ramp:

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 Clerk read out an email from the s106 Implementation Officer at St Edmundsbury Borough Council. The Parish Council have been seeking to use some of the s106 money left from the agreement for the new development on Rosebrook Estate to help fund the skate ramp, as the s106 money was to provide new play equipment. Due to St Edmundsbury Borough Council ring-fencing some of the £85,000 left from the agreement to fund a new path around Risbridge Meadow, they will not release any monies to help with the skate ramp. The email informed the Parish Council that they could forward fund the new skate ramp themselves and if a s106 agreement for the new development (The Orchard) on the former Limes Cottage site is achieved, the Parish Council could apply to retrospectively use this money for the skate ramp. The Chairman said the new skate ramp would cost approximately £35,000 and this could be funded by taking £13,769 from the Play Equipment Reserve, £10,000 from General Reserve and asking for s106 money to pay for the difference. It was agreed that the Parish Council would write to St Edmundsbury Borough Council stating they could not understand why they cannot use some of the current s106 money and asking for a credible explanation. If the s106 money from the Rosebrook Estate agreement is given, Councillors agreed the project to put in a new skate ramp on Old School Field would be able to commence.

MF

Councillor Loader asked when the decision was made to approve the contractor for the skate ramp. The Chairman said this was made at last month's Parish Council meeting where four quotations were discussed and the contractor (Playscapes Design Ltd) was agreed, by five votes in favour and one abstention (six Councillors present at the meeting, Cllr Loader not in attendance).

13 Environmental / Grounds Maintenance Matters

At this point Cllr Evans declared a Non-Pecuniary Interest in that he lives at Calford Green

13.1 Receive responses on Calford Green Consultation:

Responses to the consultation about matters at Calford Green were read out and are attached to these minutes as Annex 4. Results were the green was to be cut fortnightly; no oak posts to be installed around the green; no dog bin to be installed in Calford Green. Councillor Evans said that there are still deep ruts/trenches at either side of the green. Results of the consultation will be posted on the Notice Board in Calford Green.

Annex 4

Close meeting

Mrs Surridge said she was pleased there was a very good response to the consultation and that people also wrote narratives with their responses.

Open meeting

13.2 Any other environmental/grounds maintenance matters:

The Chairman read out a letter from a resident who lives near to the green regarding the condition of the track to the left as you look at the green from the B1061. Councillor Evans said the track is a Public Right of Way over the Common Land, which is used by tractors who do drive on it very carefully. It was agreed that the Clerk should contact the Legal Department at St Edmundsbury Borough Council for advice.

14 Highway/Footpath/Street Furniture matters

14.1 Receive Suffolk County Correspondence regarding Mill Road, Kedington:

The Clerk read out an email from the Assistant Director Operational Highways at Suffolk County Council. The email stated that with the current level of funding, there are constraints on the number of roads the County Council is able to resurface. The email apologised that Kedington was incorrectly informed that Mill Road would be surfaced in the current financial year and there is no guarantee that Mill Road would be part of the programme of road resurfacing work for 2019/20. However, the email said that Mill Road would be looked at again to determine whether treatment is now needed.

At this point the Chairman and Councillor McGuire declared a Non-Pecuniary Interest

14.2 Discuss and agree the provision of a “There but Not There” silhouette figure to mark the Centenary of the end of World War I and “Battles Over 2018”:

Councillor Harrison read out information relating to a “There But Not There” Silhouette of a Tommy Soldier from WWI which is being seen all round the Country as commemorations get underway to mark the centenary of the end of WWI and Battles Over 2018. An illustration was circulated to all Councillors. The cost of the “Tommy” is £625.00 plus VAT. Councillor Harrison said it would be virtuous if the Parish Council could purchase one of these for the Parish and installed at the front of the Royal British Legion Hall in Kedington, as a fitting tribute to all those who fought and lost their lives in the battles of WWI and other conflicts. A resolution was put forward by Cllr Harrison and seconded by Cllr Evans that the Parish Council should purchase a Tommy for the benefit of the Parish. There was a further resolution, not seconded from Cllr Loader who proposed that the Parish Council could give the British Legion a grant of 50% of the cost to provide a Tommy. Resolution not considered as no seconder. There were no other resolutions; unanimously agreed to purchase a Tommy.

14.3 Any other Highways/Footpath/Street Furniture matters:

Councillor Loader said the drains outside Bridge House and Bell House in Silver Street are still blocked. Clerk said she has reported these but will chase up. The Chairman reported the drain just down from the corner of White Horse Road (opposite the old pub) is still blocked. Clerk will chase up.

15 Any other reports (on-going matters)

Councillor McGuire reported he was looking at the materials required for the repairs to the Youth Shelter roof.

16 Housing/Planning

16.1 Applications for discussion at meeting:

None.

16.2 Planning Applications – Observations conveyed by Parish Council:

None.

16.3 Planning Applications – Decisions received from Borough Council:

None.

16.4 Any other housing / planning matters:

None.

17 Consultations

None.

18 Events

18.1 Nominations:

18.1.1 Receive change of date for next St Edmundsbury Parish and Town Forum, Tuesday 29 May 2018, 6.00 p.m., Bury Town Football Club.

Clerk nominated to attend.

18.2 Councillor absences (update):

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

19 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, 19 June 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated