

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 SEPTEMBER 2018
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Joe Harrison (Vice-Chairman)
Cllr Peter Donoghue
Cllr Simon McGuire

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Mr David Roach, Suffolk County Councillor
Mrs Karen Richardson, St Edmundsbury Borough Councillor

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)**

No Parishioners present.

Open meeting

In the absence of the Chairman, Councillor Harrison took the Chair.

- 2 Welcome and apologies**

The Chairman welcomed all present. Apologies for absence were received from Councillor Carre-Skinner (holiday) Councillor Loader (work) Councillor Rushbrook (holiday), Councillor Waite (family commitment) and Councillor Wheeler (holiday). Councillors unanimously agreed all Councillor's apologies. Apologies for non-attendance were received from Councillor Evans the day after the meeting.

- 3 To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the Suffolk Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items**

None.

- 4 To agree and sign as a correct record the minutes of the Annual Meeting of Kedington Parish Council held on 15 May 2018 (note no meetings held in June, July and August 2018)**

A resolution was put forward by Cllr McGuire, seconded by the Chairman that the minutes of the Annual Meeting of Kedington Parish Council held on 15 May 2018 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

Close meeting

St Edmundsbury Borough Councillor, Karen Richardson

- Boundary Issues – Councillor Richardson reported she has spoken at Full Council against Kedington being linked with Wixoe and Stoke-by-Clare in her response to the Local Government Boundary Commission for England draft Ward recommendations for West Suffolk. Councillor Richardson said if Kedington were linked with these two villages it would make a very large Parish. Kedington has more affinity with Hundon, Barnardiston or Little and Great Wrating than it has with Wixoe or Stoke-by-Clare. More information about LGBCE consultation can be found at <http://www.lgbce/all-reviews/eastern/suffolk/west-suffolk> Councillor Roach said there will be a reduction in Councillors in West Suffolk from April 2019, which will fall from 72 to 54. This equated to 2053 electors for every Councillor.
- Anglian Water Consultation for Water Improvements to Great Wrating and Little Wrating area - Councillor Richardson reported that although she lives in Great Wrating she had no knowledge of this consultation until she was sent a copy by Kedington Parish Clerk. Councillor Richardson said she had put forward comments sent to her by Cllr Loader regarding the consultation and has also made the Chair of West Suffolk Council aware.

Suffolk County Councillor, David Roach

- Suffolk County Council Budgets – currently looking at an overspend on where budgets should be at this time. Suffolk County Council will be looking closely at this year's spending when preparing budget for next financial year and seeing where savings can be made. Adult/Children's Services and Social Care are a big drain on resources.
- Councillor Roach reported he has met with the Parishioner who put forward to the Parish Council ideas regarding parking and use of green spaces on Westward Deals. Councillor Roach said that although the Parishioners ideas were practical, Suffolk County Council do not have the money to resolve parking issues.
- Councillor Roach reported the Deputy Leader of Suffolk County Council, Mary Evans is Cabinet Member for Highways, Transport & Rural Affairs and is looking into the current criteria for repairing roads in the County, with a view to making improvements.

Councillor Donoghue asked Councillor Roach about the devolution of Highways work to Town and Parish Councils. Councillor Roach reported there has not been must uptake on this, but Haverhill Town Council have taken up devolution of work and Sudbury Town Council are doing a similar thing. Councillor Donoghue said Highways have been a "bugbear" for a considerable amount of time in Kedington. The Parish Council have had at least two management meetings with Highways Engineers with very poor outcomes.

Borough Councillor Richardson said Kedington is a very active Parish Council and if they decided to go down the route of carrying out some Highways work themselves, serious consideration should be taken regarding cost and the inevitable rise in precept. Councillor Roach said he is planning to have a "drive round" with Highways Engineers every three months, adding, if repairs to roads carried out by Kier are not up to standard, the Parish Council should take photographs and write to Highways to complain. Alternatively, this can be done via the SCC Reporting Tool.

Open meeting

6 Receive Clerks' Report

- Clerk reported she would be going into hospital for an operation on her left arm on 12 October 2018, which will leave her left arm immobilised for six weeks.
- An email has been received from West Suffolk Council stating it had been agreed that all Parish and Town Councils will receive 100% of their precept by 30 April for each financial year. This is a change to the current payment schedule whereby councils in the Forest Heath area with a precept of more than £4,000 receive 50% of the precept in April and then the remaining 50% across the remainder of the financial year.
- Clerk reported a letter had been received from Post Office Ltd with an update regarding the temporary closure of the Post Office at NISA Stores, Kedington in October 2017. The letter stated the vacancy in Kedington had been advertised on the Post Office website but so far no formal interest or applications have been received. The Post Office said they are still confident that a Post Office local service will best meet the community's needs and will continue to advertise.

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

7 Finance Committee

7.1 Consider any matters arising from 11 July 2018 meeting: None.

7.2 Receive draft minutes from 11 September 2018 meeting: The Chairman of the Finance Committee, Councillor Harrison, went through highlights of the meeting:

- Minutes of the meeting held on 10 July 2018 agreed as a true record.
- Financial position at 31 July 2018 was satisfactory with £21,883.11 of the budget spent (28.46%), leaving a balance of £54,997.89. Additionally, £49,311.74 is held in Reserves. A transfer of £13,969.43 was made from General Reserves to accommodate paying the initial deposit payment for the new skate ramps. *A resolution was put forward by Cllr McGuire and seconded by Cllr Donoghue to ratify the transfer. There were no other resolutions; unanimously agreed.*
- Financial position at 31 August 2018 was satisfactory with £27,556.24 of the budget spent (35.84%), leaving a balance of £49,324.76. Additionally, £49,311.74 is held in Reserves.
- Conclusion of External Audit for year ending 31 March 2018 received from PKF Littlejohn.
- Bank signatories – updated list for Nat West Bank plc and Bank of Ireland (UK) agreed.
- Parish Council Insurance Renewal received and upon inspection looked to be in order to cover the Parish Council's needs.
- Annual Play Equipment Inspection Report received; all defects noted and in hand for repair as necessary.
- Grants – Uptake
Thank you letters received from St Peter & St Paul Church Kedington – Flower Festival; Stour Valley Explorer Scouts and Kedington Air Memorial Group for grants awarded under Sn 137, LGA 1972, as being of benefit to local people.

	<ul style="list-style-type: none"> Grants – Applications 1st Kedington Rainbows; grant of £350.00 awarded towards the cost of new uniforms and craft equipment. Grant awarded under Sn 137, LGA 1972 as being of benefit to local people. Royal British Legion – Kedington Branch Poppy Appeal 2018; grant of £100.00 awarded to purchase a wreath for laying on Remembrance Sunday with the balance going to the Poppy Appeal 2018. Grant awarded under Sn 137, LGA 1972 as being of benefit to local people. One cheque, number NW 835 dated 30 August 2018 for £378.00 ratified; payment made since last Finance Committee meeting. Nine payments totalling £7,276.55 for Supplier Payments as at 31 August 2018 approved on 11 September 2018 and cheques signed by Cllr Harrison and Cllr McGuire. 	
7.3	<p>Receive conclusion of External Audit from PKF Littlejohn: Clerk reported all paperwork had been emailed to Councillors. PKF Littlejohn found no issues for Kedington Parish Council for the year ending 31 March 2018. Annual Governance Statement 2017/2018; Accounting Statements 2017/2018; External Auditor Report and Certificate 2017/2018 and Notice of Conclusion of Audit are attached to these minutes as Annex 1.</p>	Annex 1
7.4	<p>Internet Banking – discuss ethics of payments by bank transfer: Deferred to next meeting.</p>	
8	<p>Friends of Kedington Library – Meet the Street Events Clerk read out an email from the Kedington Library Friends regarding “Meet The Street”, which is an event aimed at introducing new and uninvolved residents to existing provisions in the village, e.g. Library, KCA WI, Art Group, British Legion, Kedington Parish Council. The first event is on Monday 15th October 2018. Clerk will email Councillors to see if a representative can attend on behalf of the Parish Council.</p>	MF
9	<p>Play Equipment</p>	
9.1	<p>Receive defect report(s) (if any); agree action: Play and Fitness Equipment Annual Inspection Report and Monthly Report were received. All defects were noted as very low or low risk and are in hand for repair. Clerk reported she has registered a complaint (by letter) with Playmaintain Ltd regarding the contract they had been given to carry out the repairs on the swings, etc., and also the resurfacing of the basketball area. Some of the repairs have been carried out, but there are some issues with the basketball surface and the swing shackles.</p>	
9.2	<p>New skate ramp on Old School Field: Clerk reported that she and Cllr Harrison had attended a meeting on Old School Field with an Officer from the Environmental Health & Housing Department at St Edmundsbury Borough Council. The meeting was also attended by a resident of Mill Road. The Officer said he was happy with the location of the skate ramp and that the Parish Council have provided extra acoustic dampening measures to alleviate noise and disturbance to nearby residents. The Officer suggested to wait before having an independent Acoustic Noise Assessment carried out after the ramp was open for use, as the ramp needed to “bed in” to the surface and it needed to be in use to assess the noise level. The Officer recommended that the Parish Council makes regular contact with the resident (who will feedback to others), to discuss any problems and then consider whether an ANA is needed. If this is deemed to be the case, the Parish Council will source a company to undertake the assessment.</p>	
	<p>Due to the controversy and concern the skate ramp was causing on the Community Facebook Page, the Clerk has been posting on the Parish Council</p>	

	Facebook Page, updating Parishioners about what is happening with the project and to alleviate information being posted on the Community Page that is inaccurate and incorrect. The Parish Council will continue with regular posts until the project is completed.	
9.3	Agree wording for signage on skate ramp: As there were only three Councillors present at the meeting, this item was deferred to the next meeting.	
9.4	Receive communication from St Edmundsbury Borough Council regarding Play Area Inspections: Clerk reported an email had been received to inform that from April 2019, West Suffolk Council will be created following proposals made by Forest Heath District Council and St Edmundsbury Borough Council. The approach to playground inspections across West Suffolk (covering the existing Forest Heath and St Edmundsbury areas) will be aligned from 1 April 2019. As a result the playground inspection service will be offered to all Parish and Town Councils at no cost for the financial years 2019/2020 and 2020/2021. Parish and Town Councils will be required to "opt in" to receive the service and the Parks Department will be contacting councils in December 2018 to confirm these arrangements.	
10	Environmental / Grounds Maintenance Matters	
10.1	Any other environmental/grounds maintenance matters: Councillor McGuire asked if the Clerk could contact St Edmundsbury Borough Council again regarding the condition of some of the trees at the top of Dane Close.	MF
11	Highway/Footpath/Street Furniture matters	
11.1	Agree designs for new Notice Boards on School Road and Calford Green: Deferred to next KPC Meeting. Clerk asked Suffolk County Councillor David Roach if he could help fund the provision of the new Notice Boards from his Locality Budget. Councillor Roach said he would look into this.	DR
11.2	Any other Highways/Footpath/Street Furniture matters: <ul style="list-style-type: none"> ▪ Clerk reported she has again chased up the drains outside Bridge House and Bell House in Silver Street that are still blocked. ▪ Councillor McGuire reported Street Light No 16 on Kings Hill is still not working. Clerk will chase this up. 	MF MF
12	Receive proposal from KCA Community Council to amend KCA Constitution: The Clerk read out a proposal approved at KCA Community Council meeting held on 5 th February 2018 to ask for an amendment to Paragraph 15 – Finance of their Constitution at the Half Yearly Meeting on 10 September 2018 as per paragraph 18 of their Constitution. The proposal is attached to these minutes as Annex 2 and was considered by Councillors. A resolution was put forward by Cllr McGuire and seconded by Cllr Donoghue that the Parish Council had no objections to this proposal. There were no other resolutions; unanimously agreed. Clerk will write to KCA.	Annex 2
13	Any other reports (on-going matters) Councillor Donoghue reported the installation of the new gravel path around Risbridge Meadow has commenced. Clerk requested to contact St Edmundsbury Borough Council to see if there has been any progress regarding the "link" entrance from Risbridge Drive to Risbridge Meadow that was closed off.	MF

14 Housing/Planning

14.1 Applications for discussion at meeting:

None.

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 Update on Boundary Commission for England Electoral Review:

Councillors had been emailed this consultation but no comments were received. Therefore, the Parish Clerk put forward comments on behalf of the Parish Council stating it would serve no useful purpose for Kedington to be in a Ward with Wixoe and Stoke-by-Clare and Kedington would be better linked with either Hundon & Barnardiston or Little & Great Wratting.

15.2 Anglian Water consultation for modernising water treatment work at Little Wratting and Great Wratting:

This consultation has been emailed to all Councillors. Councillor Loader has responded with comments to the Borough Councillor for Kedington, asking that the matter is raised at Full Council.

16 Events

16.1 Nominations:

None.

16.2 Councillor absences (update):

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

17 Any new matters (for discussion only)

Due to Clerk's operation it was discussed that the next Parish Council meeting should take place one week early on 9th October 2018 and any Finance Committee items could be included in the agenda.

The meeting closed at 9.26 p.m.

The date of the next meeting will be **Tuesday, 9th October 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated