

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 09 OCTOBER 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 Peter Donoghue
Cllr Ian Evans (from 8.45 p.m.)
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Marion Rushbrook
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Mr & Mrs Naylor (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 Naylor expressed an interest in agenda item 8.2

Open meeting

The Chairman sought Councillor's permission to bring forward Agenda item 8.2.

Close meeting

8.2 New skate ramp on Old School Field:

Mr Naylor addressed the meeting stating he was concerned about the quality of the base tarmac work and in particular, the new strip of tarmac around the edge of the base which had not been sealed properly and was a different colour to the original tarmac. Mr Naylor said that given the cost of this project, the Parish Council should request the Contractor to resurface the whole area so that all the tarmac is one surface. Councillor Waite said that over the course of time the colour of the new strip will fade and blend in with the whole surface. Councillor Waite said he would be happy to liaise with the Contractor regarding getting the new strip "sealed" so that water could not penetrate under it.

Mrs Naylor reported the noise from the skate ramp was still an issue and could clearly be heard in her back garden, but added it was good to see younger children using the ramp; the problem with this though was they had to face up to older children who were not being pleasant to the younger ones; she said some of the younger ones had been spat at and had to endure the older children using inappropriate and foul language at them. Mrs Naylor asked, "how, as a community" are we going to police this sort of behaviour. Mrs Naylor said the ramp was being used by young people who were coming to Kedington from Steeple Bumpstead, Hundon and Haverhill as well as local children.

The Chairman replied to Mrs Naylor that foul and inappropriate language can be heard, not only on the skate ramp, but in many other places and this was a common problem in today's society, which the Parish Council cannot be held accountable for. The Chairman said he visited the ramp at the weekend to observe what was happening and it appears that a lot of noise is being created by the flat box, especially when older children are landing on it. Councillor Harrison reported that he was on site when the acoustic dampening was being installed inside the ramps and flat box and he observed gaps around the top and sides when all the product was put in; he said he had expected the ramp(s) and box to be jammed full before the sides were put on. It was discussed as to whether more dampening material could be put in. The Chairman asked the Clerk to contact the manufacturers to see if anything else could be done to reduce noise. The Chairman said the Parish Council would continue to monitor the noise and will look into having a noise assessment carried out.

Mrs Naylor spoke about the location of the skate ramp and said it would have been far more beneficial if the ramp had been located on the Great Meadow. The Chairman explained that the Kedington Community Association did not want the ramp located on the Great Meadow and even though the Parish Council are Custodian Trustees to the KCA, they do not have the power to influence KCA Committee decisions or overrule them.

Open meeting

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Suffolk County Councillor David Roach and St Edmundsbury Borough Councillor Karen Richardson; both were attending a Borough Council 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 Meeting of Kedington Parish Council held on 18 September 2018

A resolution was put forward by Cllr Donoghue, seconded by Cllr Harrison that the minutes of the meeting of Kedington Parish Council held on 18 September 2018 be agreed 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 present.

6 Receive Clerks' Report

- Letter has been received from Councillor Mrs Sara Mildmay-White, Portfolio Holder for Housing at St Edmundsbury Borough Council stating that a consultation and online survey regarding Housing Strategy was to take place from 9th October to 20th November 2018. The online survey can be found at www.westsuffolk.gov.uk/housingstrategy. Clerk said that Councillors could either email their comments to her for submission or complete the online survey.
- H M Revenue & Customs have changed the procedure for VAT refunds to Local Authorities. Refunds now have to be applied for online. A refund for Kedington Parish Council of £9,959.03 for the period 01 April to 30 September 2018 has been applied for.

	<ul style="list-style-type: none"> ▪ Clerk reported that the 11th Edition of the book, Local Council Administration is available to purchase from Suffolk Association of Local Councils at a cost of £103.99 to SALC members plus £11.00 postage fee. The new edition covers Anti-social behaviour, Crime and Policing Act 2014, in relation to public spaces protection orders and the control of dogs as well as the new General Data Protection Regulations and The Data Protection Act 2018. ▪ An email has been received from a young lady aged 10 years old, thanking the Parish Council for the skate ramp and states “she loves it so much”. 	
6.1	<p>Consider further action (on action taken or reports received since last meeting:</p> <p>Councillors unanimously agreed under a resolution put forward by Cllr McGuire and seconded by the Chairman that a copy of Local Council Administration by Charles Arnold-Baker should be purchased for Kedington Parish Council. There were no other resolutions; unanimously agreed.</p>	MF
7	Finance Committee	
7.1	<p>Consider any matters arising from 11 September 2018 meeting:</p> <p>None.</p>	
7.2	<p>Receive financial statements for 30 September 2018 and ratify payment from Reserves for skate ramp:</p> <p>Financial position at 30 September 2018 is satisfactory with £33,047.66 of the budget spent (42.99%), leaving a balance of £43,833.34. Additionally, £39,883.47 is held in Reserves. Fourteen payments totalling £34,491.77 for Supplier Payments as at 30 September 2018 and one Bank Transfer of £5,000 were approved by Councillors. A resolution was put forward by Cllr Harrison and seconded by Cllr Carre-Skinner to ratify the payments from Reserves of £13,769.30 from Recreation Equipment Reserve and £9,628.40 from General Reserve to pay the final invoice for the skate ramp. There were no other resolutions; unanimously agreed.</p>	Annex 1
7.3	<p>Agree bank transfer of £5,000.00 from Bank of Ireland deposit account to Nat West plc current account:</p> <p>Transfer of £5,000.00 was ratified under a resolution put forward by Cllr McGuire and seconded by Cllr Harrison. There were no other resolutions; unanimously agreed.</p>	
7.4	<p>Ratify Petty Cash Imprest of £50.00:</p> <p>A Petty Cash imprest of £50.00 was ratified under a resolution put forward by Cllr Carre-Skinner and seconded by Cllr Rushbrook. There were no other resolutions; unanimously agreed.</p>	
7.5	<p>Internet Banking – discuss ethics of payments by bank transfer:</p> <p>Clerk reported that payment of Tax and National Insurance to H M Revenue and Customs could no longer be made by cheque at The Post Office. Cheque payments now have to be sent to HMRC with an accompanying letter. However, payment will be accepted by HMRC using online banking. After discussion it was agreed that bank signatories for Kedington Parish Council would complete the appropriate Banking Mandates for Bank of Ireland (UK) and Nat West Bank plc to enable the Parish Council to pay salaries and HMRC payments of Tax and NI using online banking. Two signatories on the Supplier Payments sheet will still be needed and one Councillor will need to be present when Clerk does the payment by bank transfer. Councillor Loader suggested that when the bank mandates are in place, a new payee should be set up to do a payment of one pence and then closed to ensure the process is working</p>	

	properly. A resolution was put forward by Cllr Waite and seconded by Cllr Carre-Skinner that Kedington Parish Council should adopt the process discussed. There were no other resolutions; unanimously agreed.	
7.6	Grants – Sn 137, LGA 1972: The Chairman read out a thank you letter from Suffolk Accident Rescue Service for the grant given to them of £200.00. The grant was awarded under Sn 137, LGA 1972, as being of benefit to local people.	
8	Play Equipment	
8.1	Receive defect report(s) (if any); agree action: Monthly Play Inspection Reports were received. All defects were noted as very low or low risk and are in hand for repair. Clerk reported there has been no reply as yet to the complaint registered with Playmaintain Ltd regarding the contract they had been given to carry out repairs on the swings, etc., and also the resurfacing of the basketball area. The new surface on the basketball area is now breaking away. Clerk will chase this up.	MF
8.2	New skate ramp on Old School Field: Clerk reported that payment of s106 money (£13,969.43) has been received from St Edmundsbury Borough Council towards the cost of the project. The Chairman reported that the new skate ramps have been inspected by The Play Inspection Company and signed off as fit for use. Clerk reported that an email has been received from a nearby resident stating the ramps are omitting an unacceptable amount of noise and stating that an assessment will be required by Environmental Health and Housing at St Edmundsbury Borough Council. The resident asked if the Parish Council would be arranging this or would the collective residents need to go through the formal complaints procedure. The email went on to ask about the Parish Council's strategy for dealing with incidents arising at the skate ramps by youths from both Kedington and outside the village. The email also asked about anti-social behaviour, stating in the first two weeks of use, there have been sustained periods of offensive language being used. Councillor Harrison suggested that if it is known who the youth(s) are, then the Parish Council should speak to their parents regarding unacceptable language. Councillor Loader suggested Councillors should take it in turn to monitor use of the skate ramps. The Chairman stated the Clerk had replied to the email and it was agreed that the manufacturers should be asked to put more noise dampening in the flat box. The issue concerning the tarmac was also discussed and it was agreed that Kedington Parish Council will with-hold the final payment to the Contractor until work has been completed satisfactorily. Councillor Waite agreed to be the lead contact on this issue and will liaise with the Clerk as to when final payment should be made.	JW
8.3	Agree wording for signage on skate ramp: Councillor Loader downloaded some images that could be used on a new sign and these were circulated amongst Councillors present. Councillors liked the images and it was suggested that they could be incorporated onto a sign similar to that currently used on Old School Field for the play equipment which gives contact details, etc. Clerk will email Councillor Loader a copy of the sign.	MF
9	Environmental / Grounds Maintenance Matters	
9.1	Receive quotation for maintenance work required on (4) Poplar Trees on Watermill Field: Clerk reported that four Poplar Trees at the front of Watermill Field needed reducing in height, cleaning out and crown lifting, which included removing dead and damaged wood. RMS Trees did not wish to quote for this work. A	

	quotation was received from The Green Room to carry out this work at a cost of £4,350.00 (no vat). Councillors agreed that two further quotations should be sought.	MF
9.2	Discuss and agree hedge cutting around Old School Field: It was agreed that the hedge around Old School Field should be cut. Clerk reported that a quotation for this work had been received from The Green Room to cut top and face (both sides) and leave height and face on area adjacent to the new skate ramp but remove apical (top) dominance to encourage growth. Cost for this was £765.00. Clerk was asked to contact M D Landscapes (Anglia) Ltd for a quotation.	MF
9.3	Discuss and agree cutting river banks in November/December 2018: It was agreed under a resolution put forward by Cllr Rushbrook and seconded by Cllr Loader that M D Landscapes (Anglia) Ltd should be asked to cut back the river banks as in previous years. There were no other resolutions; unanimously agreed.	
9.4	Any other environmental/grounds maintenance matters: Councillors reported the following: <ul style="list-style-type: none"> ▪ Footbridge over the weir needs repairing ▪ Wooden slat broken over brook on PROW FP 1 going up towards Haverhill 	MF
10	Highway/Footpath/Street Furniture matters	
10.1	Agree new Notice Boards on School Road and Calford Green: Clerk reported Suffolk County Councillor David Roach has agreed to grant £1,000.00 from his Locality Budget towards the cost of the new Notice Boards. A quotation had been received from Greenbarnes Ltd who have supplied the last two new Notice Boards for the Parish Council. The quotation to supply one no. Two Bay 6xA4 per bay and one no. Single Bay 6xA4 Notice Boards with gold vinyl headings was £2,372.34 plus vat. A resolution to purchase the two Notice Boards was put forward by Cllr Rushbrook and seconded by Cllr Loader. There were no other resolutions; unanimously agreed. Clerk will order these.	MF
10.2	Any other Highways/Footpath/Street Furniture matters: <ul style="list-style-type: none"> ▪ Councillor Loader reported that when the path was repaired outside NISA Stores, there were two kerbstones that were not put back. Clerk will report this. ▪ Councillor McGuire reported the ditch at the top of Dane Close needed clearing. Clerk will report this. ▪ Location for 20's Plenty Signs. A Working Party was agreed as the Chairman, Cllr Loader and Cllr Rushbrook. Clerk will contact Highways to see if the signs can be attached to existing Highway poles. 	MF MF MF
11	Any other reports (on-going matters) Clerk reported the issue with the parcel of land in Cordwainer Close which provided the link onto Risbridge Meadow has now been resolved and it is hoped the link and the other paths currently being created will be completed before the end of October. The Borough Council have also contacted Atlantis (Management Company for Rosebrook) for consent to remove the close boarded fence on their boundary. If this is granted, the Borough Council will install a bow-top fence to provide a physical boundary but one that improves natural surveillance and provides a more welcoming entrance from the new estate. The entrance to Risbridge Meadow from Mill Road has also been opened up, increasing the width of the path. These works together with the new network of paths should help improve access to Risbridge Meadow and create a more welcoming environment but without spoiling the natural feel of the location.	

12 Housing/Planning

12.1 Applications for discussion at meeting:

DC/18/1850/TPO - 24 Mill Road, Kedington

TPO319 (2001) – Tree Preservation Order for overall crown reduction on T1 Walnut Tree – **No objections.**

DC/18/1945/FUL – 4 The Parade, Westward Deals, Kedington

Planning Application – (i) Change of use of existing ground floor retail space to residential to provide 2 no. flats and (ii) Conversion of 1 no. flat into 2 no. flats on first floor – **Object** (Councillors to email their comments to Clerk)

12.2 Planning Applications – Observations conveyed by Parish Council:

None.

12.3 Planning Applications – Decisions received from Borough Council:

None.

12.4 Any other housing / planning matters:

DC/18/0293/FUL – 22 Dash End, Kedington

Planning Application – Conversion of existing garage into dwelling with single storey side and rear extension. This application was refused by St Edmundsbury Borough Council. The applicant has now appealed the decision to the Planning Inspectorate.

13 Consultations

None.

14 Events

14.1 Nominations:

14.1.1 LCPAS Course – ACAS Conflict Management and Reaching Consensus – 14 January 2019, 10.00 – 14.00, Bury St Edmunds. Cost £120.00. **Clerk nominated to attend.**

14.2 Councillor absences (update):

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

15 Any new matters (for discussion only)

None.

The meeting closed at 9.37 p.m.

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

Signed

Dated