

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20 NOVEMBER 2018
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Heather Carre-Skinner
Cllr Peter Donoghue
Cllr Ian Evans
Cllr Nathan Loader
Cllr Simon McGuire
Cllr Marion Rushbrook
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: One Parishioner present.
Suffolk County Councillor David Roach joined the meeting at 8.40 p.m.

1 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present (extra time allowed to cover items raised)

The Parishioner present expressed an interest in agenda items 9.2 & 9.3.

Open meeting

Clerk reported that due to the resignation of Cllr Harrison who was Vice-Chair of the Parish Council and in the absence of the Chairman (Cllr Wheeler), Councillors would need to vote on who should Chair the meeting. A resolution was put forward by Cllr Waite and seconded by Cllr Carre-Skinner that Cllr McGuire should Chair the meeting. There were no other resolutions, unanimously agreed. Councillor McGuire took the Chair.

2 Welcome and apologies

The Chairman welcomed all present. The Chairman noted the resignation of Councillor Henry Joe Harrison from Kedington Parish Council. Apologies for absence were received from Councillor Terry Wheeler (holiday) and St Edmundsbury Borough Councillor Karen Richardson (attending meeting at St Edmundsbury Borough Council). Councillors unanimously accepted Councillor Wheeler's apologies.

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

Councillor Carre-Skinner declared a Non-Pecuniary Interest in agenda item 7.5. Councillor Donoghue declared a Non-Pecuniary Interest in agenda item 11.1. Councillor McGuire declared a Non-Pecuniary interest in 13.1.1. Councillor Waite declared a Non-Pecuniary in agenda item 6.

ACTION

4 To agree and sign as a correct record the minutes of the Meeting of Kedington Parish Council held on 09 October 2018

A resolution was put forward by Cllr Waite, seconded by Cllr Carre-Skinner that the minutes of the meeting of Kedington Parish Council held on 09 October 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

The Clerk read out a report sent by St Edmundsbury Borough Councillor, Karen Richardson. The report stated:

- Planning Application for 4 The Parade, Westward Deals, Kedington has been recommended by the Planning Department to be refused.
- Councillor Richardson suggested that Kedington Parish Council should write to the Planning Department with their objections in regard to the Planning Application for Little & Great Wrating Water Improvements Works.
- As a result of the Local Government Boundary Committee (England) review into new electoral changes for West Suffolk, Kedington and Barnardiston Ward will now be part of Clare, Cavendish and Kedington Ward.

6 Receive Clerks' Report

At this point Councillor Waite declared a Non-Pecuniary Interest in that he is a member of Kedington Air Memorial Group.

- Clerk reported the Kedington Air Memorial Group have asked to gift money raised for the new Kedington Air Memorial to Kedington Parish Council and for the Parish Council to oversee the project in order that they may hold the new Memorial in perpetuity for the Parish of Kedington.
- Clerk reported a letter had been received from the Electoral Services Manager at St Edmundsbury Borough Council as to the possible costs for the Parish Elections on 2 May 2019. The costs will depend on whether the Election is contested or not contested.
- A payment of £9,959.03 has been received from H M Revenue & Customs being the VAT repayment for the period 01 April – 30 September 2018.

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

- Councillors were in favour of the new Kedington Air Memorial being held in perpetuity for the Parish of Kedington under a resolution put forward by Cllr Evans and seconded by Cllr Loader. There were no other resolutions; agreed by seven votes with Cllr Waite not voting. Clerk requested to contact Local Council Public Advisory Service for advice on this matter.
- May 2019 Election costs to be factored into the precept for 2019/2020.

7 Finance Committee

7.1 Receive financial statements for 31 October 2018:

Financial position at 31 October 2018 is satisfactory with £36,892.02 of the budget spent (47.99%), leaving a balance of £39,988.98. Additionally, £39,883.47 is held in Reserves. Seven payments and one Direct Debit totalling £2,929.94 for Supplier Payments as at 31 October 2018 were approved under a resolution put forward by the Chair and seconded by Cllr Loader; there were no other resolutions; unanimously agreed. Cheques to be signed by Cllr Wheeler and Cllr McGuire.

Annexes
1 - 3

- 7.2 Budget Precept Meeting for 2019/2020 – agree date:**
Date for the meeting to consider/set the budget/precept for 2019/2020 was agreed as Tuesday 4th December 2018 at 7.30 p.m. in the Parish Council Meeting Room. Meeting will consist of all Finance Committee members and any other Councillors who wish to attend.
- 7.3 Consider employment of a Village Handyman and agree action:**
Clerk reported that since the Village Cleaner gave up the role of Village Handyman, it is difficult to get small jobs carried out, i.e. sweeping leaves, grass edging, etc. Clerk reported that a local person has shown an interest in carrying out this role. A resolution was put forward by Cllr Donoghue and seconded by Cllr Carre-Skinner that a Village Handyman should be employed by Kedington Parish Council on a temporary contract until 31 March 2019 when it can be reviewed. There were no other resolutions; unanimously agreed.
- 7.4 Consider and agree new telephone and broadband contract:**
Clerk reported that the Parish Council had been approached by OneCom in connection with the telephone and broadband supply. OneCom can offer the same package as British Telecom but at a significantly reduced cost. The contract would be for five years (reviewed every twelve months) for £48.90 plus vat per month (by Direct Debit), giving a saving of at least £240.00 per annum. The package also includes a dedicated business account Manager to look after any problems/queries. A resolution was put forward by Cllr Carre-Skinner and seconded by Cllr Loader that Kedington Parish Council should switch to OneCom for telephone and broadband services with immediate effect and pay by Direct Debit. There were no other resolutions; unanimously agreed.
- 7.5 Consider Grant Applications – Sn 137, LGA 1972:**
- At this point Councillor Carre-Skinner declared a Non-Pecuniary Interest in that she is a member of Kedington Bell Ringers.**
- The Chairman read out a letter from Kedington Bell Ringers seeking a grant from Kedington Parish Council to pay for the Christmas Tree that goes on top of the Church Tower. A resolution was put forward by Cllr Waite and seconded by Cllr Rushbrook that a grant of £100.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; six votes in favour, Cllr Carre-Skinner did not vote.
- 7.6 Agree whether Kedington Parish Council should hold a social gathering after December 2018 KPC meeting and agree budget (s176 (1) (b) LGA 1972):**
A resolution was put forward by Cllr Loader and seconded by Cllr Rushbrook that Kedington Parish Council should hold a social gathering after the December 2018 Parish Council Meeting and that the meeting should finish promptly at 9.00 p.m. The budget should be set at £150.00. There were no other resolutions; unanimously agreed.
- 8 Kedington School Bus Service to Samuel Ward Academy from September 2019**
At the Chairman's request, the Clerk read out an email from a Parishioner that had been sent to David Roach, Suffolk County Councillor for Kedington; Matthew Hancock, MP for Kedington and the Head Teacher at Samuel Ward Academy. The email stated the Parishioner had read with dismay that the bus service to take children to their nearest upper school is to be phased out, or cancelled, for new school intake from Kedington in September 2019, which would mean that the new school intake from Kedington would have to walk if they lived less than 3 miles from the school or parents would have to pay £750.00 per year for school transport.

Close meeting

Suffolk County Councillor David Roach reported that Suffolk County Council have looked at the statutory provision for school transport across the whole County and were currently reviewing options from September 2019. The County Council uses Public Rights of Way as a measuring tool for school journeys and stated he had already told Cabinet that the Public Right of Way to Samuel Ward Academy in Haverhill is an hour's walk and not a safe or suitable route for children. Councillor Roach said that, if charges were levied for school transport, parents who could not afford to pay would be means tested. Councillor Roach suggested the Parish Council should write to Gordon Jones who is the Cabinet Member for Education at Suffolk County Council to object to the new proposals.

The Parishioner present at the meeting stated that on the www.gov.uk website there are guidelines regarding free school transport for children between the ages of 5 – 16 and if there is no safe walking route, they must be given free school transport however far from school they live.

Open meeting

It was agreed that Kedington Parish Council would write to Gordon Jones at Suffolk County Council.

MF

9 Play Equipment

9.1 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 she had a site meeting on Old School Field with Playmaintain Ltd and they will carry out repairs to the newly laid wet-pour surfacing on the basketball area (free of charge) and mark out the lines when the repairs are complete. Playmaintain Ltd will also replace the shackles on both sets of swings and replace the worn rubber "bump" stop on the cross scales.

9.2 Receive quotations for Acoustic Noise Assessment on skate ramp:

Three companies were approached to provide an Acoustic Noise Assessment on the new skate ramp on Old School Field. Of the three companies, one failed to respond; another failed to send a quotation promised and the other did send in a quotation. The quotation received was from H A Acoustics and was very detailed; the cost of the work £1,250.00 plus vat.

Close meeting

The Parishioner addressed the meeting stating noise from the skate ramps could be clearly heard when she was in her garden. There was discussion between the Parishioner and Councillors regarding the noise assessment and Teversham Skate Park and also the visit by an Environmental Health Officer from St Edmundsbury Borough Council to residents in Mill Road.

Open meeting

Councillors reviewed the quotation from H A Acoustics and a resolution was put forward by Cllr Evans and seconded by Cllr Waite that Kedington Parish Council should go ahead with the Acoustic Noise Assessment at a cost of £1,250.00 plus vat. There were no other resolutions; unanimously agreed.

9.3 New signage for skate ramp:

Deferred until after Acoustic Noise Assessment has been carried out.

- 10 Environmental / Grounds Maintenance Matters**
- 10.1 Receive quotation for maintenance work required on (4) Poplar Trees on Watermill Field:**
Clerk reported that two further quotations are being sought but had not yet been received.
- 10.2 Receive quotations for work required on Willow Tree on Watermill Field:**
Clerk reported that two quotations had been received to remove wind damaged limb and reduce weight on lower lateral limb on a Willow Tree on Watermill Field.
- RMS Tree Services - £600.00 (no vat)
 - Alexander Talbot Tree Surgery Services - £375.00 plus vat
- A resolution was put forward by Cllr Waite and seconded by Cllr Evans that the quotation from Alexander Talbot Tree Surgery Services be accepted. There were no other resolutions; unanimously agreed
- 10.3 Any other environmental/grounds maintenance matters:**
None.
- 11 Highway/Footpath/Street Furniture matters**
- At this point Councillor Donoghue declared a Non-Pecuniary Interest in that his spouse is a member of Kedington Library Friends.**
- 11.1 New direction sign at junction of Kings Hill / Sturmer Road for Kedington Library:**
Clerk read out an email from Kedington Library Friends asking if Kedington Parish Council would be interested in a sign erected on the Highway (top of Kings Hill) showing directions to Kedington Library, Kedington Parish Council Office and perhaps Kedington Community Centre. Councillors discussed the provision of a sign and concluded they did not think it would serve any useful purpose for the Parish Council as most Parishioners know the location of the Parish Council Office and visitors could find the office when travelling by car using Sat Nav.
- 11.2 New traffic regulation order for St Edmundsbury:**
This document from Suffolk Highways has been emailed to all Councillors. Suffolk Highways are planning to introduce civil parking enforcement (CPE) where the responsibility for enforcement against illegal parking is transferred from the Police to the Local Authority. CPE has successfully operated in Ipswich since 2005 and is already operational in a large part of the rest of the County. In order to be granted CPE powers, traffic orders (TROs), road-marking and signs associated with on-street parking are consistent and fit for purpose and a map showing TROs for Kedington (near to school in Mill Road) was provided. Councillors had no comments they wished to be put forward, only that people already park in restricted areas when dropping off and picking up children from school and questioned if CPE would stop this.
- 11.3 Receive communication from Highways on new grit bin process:**
Clerk reported a review of the Grit Bin process is being carried out by Suffolk Highways. Clerk said she had read the document and there are several parts of it that need clarification as some of the wording is very unclear. Clerk will liaise with Suffolk Highways for clarity.
- 11.4 Any other Highways/Footpath/Street Furniture matters:**
Public Rights of Way - Clerk has reported a problem with a broken plank across the ditch on FP1 from Sturmer Road towards Haverhill.

MF

12	<p>Any other reports (on-going matters) None.</p> <p>Guillotine</p> <p>With the time at 9.45 p.m. it was agreed under a resolution put forward by Cllr Evans, seconded by Cllr Waite and agreed by all to raise the guillotine for 15 minutes to enable remaining agenda items to be concluded.</p>	
13	Housing/Planning	
13.1	<p>Applications for discussion at meeting:</p> <p>At this point Councillor McGuire declared a Non-Pecuniary Interest in that his employment is with a Company who carry out work for Anglian Water.</p> <p>13.1.1 DC/18/2013/FUL Great Wratting and Little Wratting Water Improvements Councillor Loader reported he had commented on this Planning Application in a personal capacity and also helped compose comments made by Kedington Parish Council against the application. Councillor Loader reported he contacted the Borough Councillor for Kedington to ask if she could “call-in” this application to Development Control Committee as the character of the land on the west side of the B1061, is open countryside and therefore the proposed location for the new water treatment works is not in keeping with the character of the landscape and there are also plenty of brownfield sites where the water treatment works could be sited which would not be so obtrusive. The main entrance to the proposed water treatment works is on the gateway to the village of Kedington, but Kedington’s Borough Councillor could not call-in this application as it is not in her Ward. Councillor Loader said he had spoken to the Borough Councillor for the Ward in which the site is proposed but she was not mindful to call this in. Anglian Water have agreed to meet with Kedington Parish Council and it was agreed that Cllrs Loader, Donoghue and Evans would attend the meeting which will be arranged with Anglian Water by the Clerk.</p>	MF
13.2	<p>Planning Applications – Observations conveyed by Parish Council: Attached to these minutes (hatched orange under heading PC Observations) as Annex 4.</p>	Annex 4
13.3	<p>Planning Applications – Decisions received from Borough Council: Attached to these minutes (hatched green under heading BC Decisions) as Annex 4.</p>	Annex 4
13.4	<p>Any other housing / planning matters: None.</p>	
14	Consultations	
14.1	<p>Receive final recommendations from LGBC (England) for new Ward Boundaries: The Local Government Boundary Committee for England review into new electoral changes for West Suffolk has recommended Kedington and Barnardiston will now be part of Clare, Cavendish and Kedington Ward.</p>	
14.2	<p>Polling District Review for West Suffolk Council: The Electoral Registration and Administration Act 2013 introduced a change of the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must be commenced and completed between 1 October 2018 and 31 January 2020. This document has been emailed to all Councillors for comment.</p>	

14.3 Enforcement Policy Consultation:

Under the Legislative and Regulatory Reform Act 2006, the Local Authority must have an overarching policy for all enforcement activity carried out by their Officers. This document has been emailed to all Councillors for comment.

15 Events

15.1 Nominations:

15.1.1 Haverhill Town Council Carol Service
12 December 2018, 7.00 p.m., St Mary's Church, Haverhill
No uptake.

15.1.2 LCPAS Course – Local Council Finance
17 December 2018, 10.00 – 12.00, Bury St Edmunds. Cost £40.00.
Clerk nominated to attend.

15.2 Councillor absences (update):

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

16 Any new matters (for discussion only)

None.

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday, 18th December 2018** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated