

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 19 MARCH 2019
HELD IN THE ROYAL BRITISH LEGION HALL, HAVERHILL ROAD, KEDINGTON**

Present: Cllr Terry Wheeler (Chairman)
Cllr Heather Carre-Skinner
Cllr Peter Donoghue
Cllr Ian Evans
Cllr Andrew Quick
Cllr Simon McGuire
Cllr Justin Waite

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Five Parishioners present and for agenda item 5.1
Guy Kaddish – Bidwells (Planning); Richard Franks –
Technical Director Redrow Homes; Andy Ross – Royal
Haskoning DHV (Transport) and Phoebe Sullivan – BECG

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)**
Two Parishioners expressed separate interests in agenda items 5.1 and 9.2.

Open meeting
- 2 Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Nathan Loader (health); Councillor Marion Rushbrook (holiday); Councillors unanimously accepted Parish Councillor's apologies. Apologies also tendered from St Edmundsbury Borough Councillor Karen Richardson (attending meeting at St Edmundsbury Borough Council) and Suffolk County Councillor David Roach (attending meeting at St Edmundsbury Borough Council).
- 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 McGuire declared a Non-Pecuniary Interest in agenda item 13.1.1.
- 4 To agree and sign as a correct record the minutes of the Meeting of Kedington Parish Council held on 19 February 2019**
A resolution was put forward by Cllr Quick, seconded by Cllr Waite that the minutes of the meeting of Kedington Parish Council held on 19 February 2019 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

There were no Visitor's present as both County and Borough Councillors had tendered apologies.

5.1 Presentation by representatives of Redrow Homes Eastern regarding the commencement of Phase 1 of the Haverhill North East Development:

The Chairman welcomed representatives of companies involved with Phase 1 of the Haverhill North East Development. A map of the site was presented to those present showing where Phase 1 of the development would be. Phase 1 land has been released to Redrow Homes Eastern by Hallam Land Management who are the agents acting for Mrs Pelly, along with Bidwells (Cambridge). Land on the eastern side of the development is still held by Mrs Pelly and this includes land where allotments and local centres (i.e. Health provision) will be built. There is also an area of land on the map which is where the expansion of Samuel Ward Academy will be, but this is also still held by Mrs Pelly at present.

Richard Franks from Redrow Homes Eastern addressed the meeting stating his company are currently working on reserved matters within the outline planning application (DC/15/2151/OUT) for vehicular access points for construction traffic and materials compound (Condition 12 and Condition 25). Mr Franks confirmed that Redrow Homes will be responsible for building 900 new homes (A1 – A9) on the plan and are currently working on a separate infrastructure application for the site on parts A1 (60 – 84 houses); A2 (140-196 houses) and A8 (250 houses). Some of the Parishioners present at the meeting were from the Kedington Action Group (KAG); they asked when the trees would be planted to form the buffer zone between the development and Kedington and also about the wider tree belt that was promised on the Woodland Walk. Mr Kaddish (Bidwells) said they would have to check on this as it appeared that matters the Borough Council had spoken to KAG about had not been passed on to the developers. Mr Ross (Royal Haskoning DHV [Transport]) reported a Construction Traffic Management Plan has been sent to Suffolk County Council for consideration. Questions were received by Mr Franks and Mr Kaddish from KAG but it appears there is clarification required on some aspects of the outline planning application. Chairman requested the Clerk speak to West Suffolk Council to seek clarification on certain items. The Chairman thanked the representatives for attending the meeting.

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6 Receive Clerks' Report

Clerk reported a document had been received from Connecting Communities, a transport service operating in all Suffolk Districts. Since their launch in 2016, not all services have been able to accept ENCTS (English National Concessionary Travel Scheme) fee travel bus passes. Connecting Communities want all Suffolk residents to have equality on costs for all passengers and consistency on the use of travel bus passes as there is no statutory requirement to give free travel for pre-booked seats. From 1 April 2019, all Connecting Communities passengers will be charged fares, and free bus passes will no longer be accepted. The good news is that fares will not be increased this year and Connecting Communities will ensure they remain affordable in line with local bus services. Details about Connecting Communities services can be viewed online at <https://communities.suffolkonboard.com/my-area/>

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

None.

7	Finance Committee (note no meeting held on 12 March 2019)	
7.1	<p>To agree and sign as a true record the minutes of the Finance Committee meeting held on 12 February 2019:</p> <p>A resolution to agree the minutes of the Finance Committee meeting held on 12 February 2019 was put forward by Cllr Carre-Skinner and seconded by Cllr Evans. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p>	
7.2	Financial Statements: Receive budget statements and any other financial reports; consider action:	
7.2.1	<p>Receive budget statement effective 28 February 2019:</p> <p>The financial position at 28 February 2019 is satisfactory with £56,067.31 (72.92%) spent, leaving a balance of £20,813.69. Additionally, £39,883.47 is held in Reserves.</p>	Annexes 1 – 4
7.2.2	<p>Receive statement for expenditure of Grants and Donations 2018/2019:</p> <p>The statement for expenditure of Grants and Donations for the financial year 01 April 2018 to 31 March 2019 is attached to these minutes as Annex 5.</p>	Annex 5
7.2.3	<p>Approve routine payments for financial year 2019/2020:</p> <p>Routine payments for 2019/2020 are: Clerk's monthly salary; Clerk's monthly broadband payment; One Com (telephone and broadband paid by Direct Debit); Electricity (payable to Kedington Community Centre); West Suffolk Council (weekly emptying of dog and litter bins); Information Commissioner's Office (Registration Fee paid by Direct Debit); Pest Control Services (mole eradication contract). A resolution was put forward by Cllr Carre-Skinner, seconded by Cllr McGuire that routines payments should be approved. There were no other resolutions; unanimously agreed.</p>	
7.2.4	<p>Receive statement of outstanding payments (possible accruals / commitments) for 2018/2019:</p> <p>Statement of outstanding payments (possible accruals / commitments) for 2018/2019 will be:</p> <ul style="list-style-type: none"> ▪ Internal Auditor - £270.00 ▪ External Auditor - £360.00 ▪ Parish Council Accountant - £365.00 	
7.2.5	<p>Receive Non-Domestic Rate Demand 2019/2020:</p> <p>Non-domestic Rate Demand for 2019/2020 has been received and a NIL amount has been registered.</p>	
7.2.6	<p>Compensation received from Nat West Bank plc in response to Parish Council complaint:</p> <p>Clerk reported she had made a complaint to Nat West Bank plc regarding the length of time and problems incurred when seeking for Kedington Parish Council to do on-line banking. Nat West Bank plc had made errors when processing the forms and due to a time lapse of three months while processing, the bank has requested the forms to be re-submitted. Nat West Bank plc awarded Kedington Parish Council £80.00 compensation for inconvenience and £34.20 for the Clerk's time and telephone calls, a total of £114.20.</p>	
7.3	<p>Review and agree effectiveness of Internal Control/Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2015/234</p> <p>This document was reviewed and agreed under a resolution put forward by Cllr Evans and seconded by the Chair. There were no other resolutions; unanimously agreed. The document is attached to these minutes as Annex 6.</p>	Annex 6

7.3.1 Review level of fidelity guarantee insurance cover for financial year 2019/2020:

A resolution was put forward by the Chair and seconded by Cllr Waite that the level of fidelity guarantee insurance cover for the financial year 2019/2020 should remain at £150,000. There were no other resolutions; unanimously agreed.

7.4 Clerk's Report (Finance)

Clerk reported that Bank of Ireland UK have informed that changes will be made to the Parish Council's Business Account in that from 07 May 2019 the current credit interest rate of 0.01% on the account will cease.

7.4.1 Discuss and agree action on Clerk's Report and correspondence received:

Clerk requested to source an alternative Business Deposit Account for Kedington Parish Council.

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7.5 Grants

7.5.1 Uptake:

7.5.1.1 The Voluntary Network

The Chairman read out a thank you letter received from The Voluntary Network for the grant of £100 awarded to them under Sn 137, LGA 1972, as being of benefit to local people.

7.5.2 Applications:

7.5.2.1 St Edmundsbury Newstalk Association

The Chairman read out a letter from St Edmundsbury Newstalk Association requesting a grant from Kedington Parish Council. There are Parishioners in the Parish who use their audio news service. The last grant awarded was in April 2018. A resolution was put forward by Cllr Waite and seconded by Cllr Donoghue that a grant of £100 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed. The grant will be payable in April 2019 as only one grant application allowed in any financial year.

7.6 Payments

7.6.1 New payments

7.6.1.1 Sign cheques for supplier payments as at 28 February 2019:

Nine payments and one Direct Debit totalling £5,487.86 for Supplier Payments as at 28 February 2019 approved on 19 March 2019 and cheques signed by Cllr Wheeler and Cllr McGuire.

8 School and Post 16 Travel Policies for September 2019 (update)

The Chairman read out an email response received from Councillor Gordon Jones, Cabinet member for Children's Services, Education & Skills at Suffolk County Council in response to a letter sent by Kedington Parish Council opposing the new School and Post 16 Travel Policies for September 2019. The email stated that Suffolk County Council Cabinet had agreed on 19 June 2018 that Public Rights of Way would, from September 2019, be included in distance measure to school and in the calculation of eligibility for funded school travel. The PROW available as a safe walking route for children from Kedington to Samuel Ward Academy in Haverhill is believed by Suffolk County Council to be a safe walking route. The route has already been reviewed by a safety assessor in accordance with GB Road Safety Assessment of Walked Routes to School 2012, which does not require a walking route to be lit. All safety assessments are made assuming the child is accompanied by a parent. Councillors asked if a copy of the Safety Assessment could be obtained. It was

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	<p>agreed that the Parish Council should respond to Councillor Jones and inform him that the new Haverhill North East Development will be commencing in late 2019 and one of the phases will cut across the PROW near Samuel Ward Academy. It was further agreed to invite a representative from Suffolk County Council to the next Parish Council Meeting and also involve Samuel Ward Academy to further ensure the safety of children walking from Kedington to the Academy. A copy of Councillor Jones' email will be posted on the Parish Council's Face Book Page.</p>	MF
9	Play Equipment	
9.1	<p>Receive defect report(s) (if any); agree action: Monthly Play Inspection Report was received. All defects are in hand for repair.</p>	
9.2	<p>Skate ramp – receive and discuss Acoustic Noise Assessment Report: The Noise Assessment Report from H A Acoustics has been received. A copy of the report has been circulated to all Councillors, Residents in Mill Road and the Senior Public Health & Housing Officer at St Edmundsbury Borough Council. A response to the report from the Senior Officer was read out to all present and her opinion was that the assessment is not robust and does not adequately quantify the impact of the skate ramp on residential properties in Mill Road and Risbridge Drive. Councillor Donoghue reported he had been in contact with H A Acoustics as there was no reference to Glossary Terminology in the report; this has subsequently been received and was distributed at the meeting. The Chairman reported an informal meeting with residents has been arranged for 25 April 2019 to discuss matters further and the Senior Officer from the Borough Council will also be invited. In the meantime, the Chairman requested the Clerk to contact H A Acoustics to get more advice on what can be done to reduce noise levels further.</p>	MF
9.3	<p>Discuss new signage for Skate Ramp: Deferred until next meeting.</p>	
10	Environmental / Grounds Maintenance Matters	
10.1	<p>Any other environmental/grounds maintenance matters: Clerk reported the overgrown PROW (Footpath 12) to Brockley Green has been reported to Suffolk County Council.</p>	
11	Highway/Footpath/Street Furniture matters	
11.1	<p>Any other highway/footpath/street furniture matters:</p> <ul style="list-style-type: none"> ▪ Potholes in School Crescent and on junction of Barton Grove with Rectory Road have been reported to Suffolk Highways. ▪ Clerk reported that a larger litter bin was needed to replace the one on Old School Field near to the skate ramp. A resolution was put forward by Cllr Carre-Skinner and seconded by the Chairman that a larger bin should be purchased. There were no other resolutions; unanimously agreed. ▪ Councillor Waite reported that re-surfacing work on Mill Road from the junction with the B1061 down to Watermill Bridge will commence on 11 April 2019. ▪ Problems on an area land on the Great Meadow near Ketton Thatch are being investigated. 	
12	<p>Any other reports (on-going matters) Councillor Evans reported he has been in contact with the Co-ordinator from Suffolk Community Speedwatch who has offered to do a presentation about the scheme on 16 April 2019 at 7.00 p.m. (prior to the Parish Council Meeting) in the Meeting Room at the Parish Council Office.</p>	

Non agenda item Guillotine

With the time at 9.45 p.m. it was agreed under a resolution put forward by Cllr Evans and seconded by Cllr Carre-Skinner to raise the guillotine for 15 minutes to allow remaining items on the agenda to be transacted.

13 Housing/Planning

13.1 Applications for discussion at meeting:

13.1.1 Proposed new development in Hundon Road, Kedington of up to 140 new homes:

Clerk reported that a letter had been received from Gladman Developments Limited informing of their intention to submit an outline planning application for a residential development of up to 140 family homes and associated open space on a site located on the eastern edge of Kedington in Hundon Road. It was agreed that the Clerk should contact St Edmundsbury Borough Council and also that a Public Meeting should be called to discuss Gladman's proposals.

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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.

13.1.2 Little & Great Wratting – New Water Treatment Works (update):

Clerk reported a letter from Kedington Parish Council has been sent to the Chief Executive of St Edmundsbury Borough Council seeking a meeting to discuss the manner in which the Chairman of the Development Control Committee handled the planning application for the New Water Treatment Works at Little Wratting when it came before Committee for consideration.

13.2 Planning Applications – Observations conveyed by Parish Council:

None.

13.3 Planning Applications – Decisions received from Borough Council:

None.

13.4 Any other housing / planning matters:

None.

14 Consider change of day for Kedington Parish Council Meetings

This item was requested at the last Parish Council Meeting in February 2019 as quite often the County Councillor and Borough Councillor for Kedington are unable to attend Parish Council Meetings because of a clash with full Borough Council Meetings. A resolution to change the day of Kedington Parish Council Meetings to a Monday was put forward by Cllr Evans and seconded by Cllr Quick. The Clerk advised the Chair and Councillors that on 01 April 2019, St Edmundsbury Borough Council and Forest Heath District Council would be merging into one council (West Suffolk Council) and this may impact on the day(s) full Council Meetings will be held, therefore it would be more beneficial to wait until the Annual Meeting of the Parish Council in May before a decision is made. This was agreed by the Chairman and Councillors and the resolution withdrawn.

15 Consultations

15.1 Receive draft Order from Suffolk County Council (Borough of St Edmundsbury) for parking and other restrictions:

The draft order was received and noted that the only parking restrictions for Kedington were those in place on Mill Road, near to the Church/School.

16 Events

16.1 Nominations:

There are no current events

16.2 Councillor absences (update):

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

17 Any new matters (for discussion only)

None.

The meeting closed at 10.01 p.m.

The date of the next Parish Council Meeting will be **Tuesday, 16 April 2019** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated