

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 30 JULY 2019
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Heather Carre-Skinner
Cllr Simon McGuire – Vice-Chairman
Cllr Ian Evans
Cllr Joe Harrison
Cllr Ann Naylor
Cllr Justin Waite
Cllr Terry Wheeler
Cllr Stella Wilsher

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: District Councillors for West Suffolk Karen Richardson and Jim Meikle.
There were no Parishioners present.

ACTION

- 1 **Election of Chairman**
Due to the resignation of Councillor Carre-Skinner from the role of Chair to Kedington Parish Council, a new Chair needed to be elected. Councillor Carre-Skinner took the Chair for this item. Councillor Waite nominated the current Vice-Chair Cllr McGuire; this was seconded by Cllr Wheeler. There were no other nominations; unanimously agreed. Councillor McGuire signed the Declaration of Acceptance of Office Form and took the Chair.

Close meeting
- 2 **Parishioners Question Time and to acknowledge agenda items of interest to members of the public present (extra time allowed to cover items raised)**
There were no Parishioners in attendance at the meeting.

Open meeting
- 3 **Welcome and apologies**
The Chair welcomed all present. Apologies for absence were received from Cllr Andrew Quick (work). Councillors unanimously agreed Cllr Quick's apologies.
- 4 **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 declared a Non-Pecuniary Interest in agenda item 13.1.1.
- 5 **To agree and sign as a correct record the minutes of the Meeting of Kedington Parish Council held on 11 June 2019**
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 11 June 2019 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

Close meeting

6

Receive Visitor's Reports

District Councillor Marion Rushbrook reported that applications for West Suffolk Council Community Chest Grants 2020/2021 were now being taken. Grants support community and voluntary groups who make a contribution to improving the quality of life for people in Suffolk. Closing dates for application is noon on Monday 30 September 2019.

District Councillor Karen Richardson reported that a decision has been taken by West Suffolk Council to set up a West Suffolk Rural Taskforce. The taskforce will engage with all Parish Councils and information gained from them will be fed into the Local Plan. Every Parish Council will be sent a survey to complete and meetings will be arranged with all Parish Councils in West Suffolk (these meetings will be strategically arranged in all four corners of West Suffolk). The Rural Taskforce will need to know about Community Groups in the Parish that may need to be involved and this can be filtered through to Cllr Richardson.

Councillor Richardson reported she is a member of the Parking Review Committee at West Suffolk Council and one meeting of this Committee has taken place. The Overview and Scrutiny Committee at West Suffolk Council have been requested to commission a review of parking in West Suffolk. The review will consider the imminent service changes arising from the implementation of Civil Parking Enforcement and the impact on parking behaviour. The review will look at all local areas that have got car parks that charge and will consult with local authorities. More information can be found on the West Suffolk Council website (Overview and Scrutiny Committee 11 July 2019 –OAS/WS/19/005).

District Councillor Jim Meikle reported that he has been in discussion with the Network Manager at Post Office Ltd about the possibility of a Host Post Office Provider for Kedington, which could also facilitate some banking services. Councillor Meikle said he was also negotiating with Barclays Bank regarding mobile banking services for Kedington.

Councillor Meikle reported he would be monitoring the new eConsult system from Christmas Maltings & Clements Practice (GP Surgery) when it goes "live" on 27 August 2019. Councillor Meikle said he was also having dialogue with the Practice Manager at Christmas Maltings & Clements Practice regarding the Surgery in Kedington being open for up to 5 days per week.

Open meeting

7

Receive Clerks' Report

- Clerk reported she had attended the Public Engagement Meeting held on 23 July 2019 in Kedington regarding the introduction of "eConsult", a new system being rolled out by Christmas Maltings & Clements Practice. The meeting was well attended by patients registered with the surgery. The Practice Manager from the surgery explained that the new system was being brought in to enable the surgery to deliver improvements needed when booking appointments, highlighted in feedback from patients and from the Care Quality Commission. Newsletters have been given to patients explaining the new system which will also include contingencies for patients who do not have access to email.

- Clerk reported confirmation has been received from External Auditors PKF Littlejohn LLP that they have received the Annual Governance and Accountability Return (AGAR) Part 3 for Kedington Parish Council for the financial year ending 31 March 2019.
- Clerk reported a letter has been received from Suffolk and Norfolk Constabularies regarding speed enforcement measures at the school crossing point in West End Lane. The letter stated the Safety Camera Enforcement Team will, in due course, complete research at this location, but this may take many months to complete due to the current high demand for similar action across the County, limited resources and current data review.

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

8 Finance Committee

8.1 Receive draft minutes of 11 July 2019 meeting:

- Financial position at 30 June 2019 satisfactory with £14,071.90 of the budget spent (17.20%), leaving a balance of £67,768.10. Additionally £50,195.05 is held in Reserves.
- Internal Audit Report for Kedington Parish Council for financial year ending 31 March 2019 showed no areas of concern. Report emailed to all Councillors.
- External Auditors PKF Littlejohn LLP that they have received the Annual Governance and Accountability Return (AGAR) Part 3 for Kedington Parish Council for the financial year ending 31 March 2019.
- Annual Governance and Accountability Return (AGAR) Part 3 for Kedington Parish Council for the financial year ending 31 March 2019 has been sent to External Auditors PKF Littlejohn LLP within timescale required. Notice of Public Rights to Inspect Accounts between 28 June and 09 August 2019 has been placed on all Notice Boards and social media.
- Purchase of new printer for Parish Council Office agreed.
- Kedington Parish Council received a request from Kedington Community Association for a larger litter bin by the seat on the Great Meadow as the current bin often gets full to capacity and litter overflows onto the meadow. The request asked if a larger bin could be placed away from the seat (rather than beside it) as odour from dog excrement placed in the bin was not pleasant for people sitting on the seat. It was agreed that the new larger litter bin already purchased for Old School Field could be used and another bin ordered. Councillors rejected a request from Kedington Community Association for a further litter bin on the Great Meadow.
- Cost (£72.00 plus vat) of posts for the four new dogs bins purchased to replace worn out ones was ratified. Existing posts were not suitable.
- Thank you letter received from East Anglia's Children's Hospices for the grant of £200.00 awarded to them under Sn 137, LGA 1972, as being of benefit to local people.
- Thank you letter received from St Peter & St Paul Church – Restoration Committee for the grant of £300.00 awarded to them under Sn 137, LGA 1972, as being of benefit to local people.
- A grant of £50.00 was awarded to Haverhill & District Twin Towns Association under Sn 137, LGA 1972, as being of benefit to local people.
- Twelve payments and three Direct Debits totalling £6,704.63 for Supplier Payments as at 30 June 2019 approved on 11 July 2019 and cheques signed by Cllr Wheeler and Cllr McGuire.

9 Play Equipment

9.1 Receive defect report(s) (if any); agree action:

Defect report for July 2019 not received at time of meeting:

9.2 Skate ramp – discuss and agree noise abatement measures following correspondence received from Environmental Health & Housing:

Clerk reported that following a weekend of problems with noise from the skate ramps and loud music being played by young people using the skate ramps, an email had been received from the Senior Public Health and Housing Officer at West Suffolk Council to report that two further complaints had been received from local residents. The email stated that the Department are obliged to investigate all noise complaints made to West Suffolk Council and if, following monitoring, West Suffolk Council establishes a statutory noise nuisance, they will be obliged to take formal action in accordance with the requirements of Section 80 of the Environmental Protection Act 1990. The email from the Senior Public Health and Housing Officer went on to say “I would therefore strongly recommend that the skate ramps are closed until the proposed noise mitigation measures have been fully implemented”. The Clerk reported she had contacted the Department at West Suffolk Council to report that Kedington Parish Council were waiting for two more quotations for the work to mitigate noise emissions from the ramps. A decision needed to be made to close the skate ramps because of the threat of a Noise Abatement Notice (NAN) being served and the recommendation from West Suffolk Council that the skate ramps were closed until the work had been completed.

As there was no Chair in post at this time, in the best interest of Kedington Parish Council the Clerk had to make the decision to close off the ramps and a local company DKN Services Limited carried out the work on 20 July 2019. Councillor Evans asked why this decision had been taken without backing from full Parish Council. The Clerk replied that she had sought advice from Suffolk Association of Local Councils who gave advice that the Clerk could make the decision if it was felt the Parish Council could face a legal battle should the ramps remained open. The decision was taken in the best interests of Kedington Parish Council to avoid legal costs if a NAN was issued. The Chairman stated that the Clerk had made the correct decision as the Parish Council needed to think seriously about what should happen next and more importantly that correct decisions should be taken.

The Clerk further reported that MRL Construction (who carried out the noise mitigation work on the Teversham Skate Park) had sent an email to state that he would be unable to get to Kedington to look at the skate ramps until the first week in August. Another quote was also being awaited from Clerkin Civils. One quotation had been received from DKN Services Limited but could not be considered until the others had been received.

A resolution was put forward by the Chairman and seconded by Cllr Wheeler that as the Parish Council would not be meeting again until the middle of September 2019, the Clerk should forward the noise mitigation costs to all Councillors from the three quotations when they are all received and a decision can then be taken. There were no other resolutions; six votes in favour; two abstentions; carried unanimously.

Close meeting

District Councillor Marion Rushbrook suggested that the Parish Council should talk to the Families & Communities Officer at West Suffolk Council to see if he could offer advice on how best to work with the young people when the skate ramp re-opens when the work is completed.

Open meeting

10 Environmental / Grounds Maintenance Matters

10.1 Agree interim cut of outside face on Old School Field hedge in Mill Road for better traffic visibility:

A resolution was put forward by Cllr Wheeler and seconded by the Chair, that as in previous years, Clerk should ask M D Landscapes (Anglia) Ltd to cut back the outside face on the hedge in Mill Road by 25 metres. There were no other resolutions; unanimously agreed.

10.2 Exit from Old School Field to Mill Road:

Councillor Naylor addressed the meeting and reported that a post had been put on the Community Facebook Page from a resident with serious concerns that children will exit the park on their scooters straight into Mill Road without stopping or looking properly to see if there are any vehicles approaching. Another resident also put on the Facebook Page that he was only seconds away from running into a lad on a bike who exited from the playing field straight into Mill Road at speed. Councillors discussed this issue and agreed that there should be some signage to warn children of the dangers and maybe some restriction from the playing field to slow down before the exit to Mill Road. Chicane gates were ruled out as this would be impractical for the landscape contractors. It was suggested that the Parish Council should put a notice on the Community Facebook and Parish Council Facebook pages to warn children of the dangers when exiting on bikes and scooters into Mill Road.

10.3 Any other environmental/grounds maintenance matters:

- Clerk reported on the Grass Cutting Programme carried out by Suffolk County Council. The programme can be found at: <https://www.suffolk.gov.uk/roads-and-transport/roads-pavementsand-verges/trees-grass-and-weeds/grass-cutting/#tab2>
- Clerk reported that Suffolk County Council have provided a guide for Town and Parish Councils regarding hedge cutting/overgrown vegetation from properties identified on the Highway (footway or carriageway). Parishes can register to be part of the scheme which gives guidelines and template letters.

11 Highway/Footpath/Street Furniture matters

11.1 Litter Bins on Great Meadow:

Clerk reported that due to West Suffolk Council not emptying dog and litter bins around the village because of staff shortages (holidays and sickness), the Parish Council will be given a two week credit against the next invoice.

11.2 Any other Highways/Footpath/Street Furniture matters:

- Broken slats on wooden footbridge in Mill Road have been reported to Suffolk County Council.
- Clerk reported that she had received an email from the Vehicle Management Officer from Suffolk Highways regarding the Parish Council's request for a "No Lorries Turning" sign at the entrance to Dane Close. The email stated that looking at the location, the Safety and Speed Management Team thought the location would be best suited to a "T" sign for "No Through Route. Suffolk Highways said due to ever decreasing budgets, these signs would not be a priority at the present time and would need to be funded by the Parish Council or the County Councillor's Locality Budget. It was agreed that the Clerk would speak to Suffolk County Councillor David Roach for assistance with this matter.

MF

- 12 Any other reports (on-going matters)**
Councillor Evans reported that he is trying to press Community Speed Watch to get things moving on the scheme in Kedington.
- 13 Housing/Planning**
- 13.1 Applications for discussion at meeting:**
- 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.**
- 13.1.1 Little & Great Wratting – New Water Works (update):**
No updates to report.
- 13.2 Planning Applications – Observations conveyed by Parish Council:**
DC/19/1122/HH – 34A School Road, Kedington
Householder Planning Application (i) two storey rear extension and (ii) rear bay window.
NO OBJECTIONS
- DC/19/1144/HH – 11 St Pauls Drive, Kedington**
Householder Planning Application – Conversion of car port to living space.
NO OBJECTIONS
- 13.3 Planning Applications – Decisions received from Borough Council:**
DC/19/0545/FUL – Sunnycroft, Mill Road, Kedington
Planning Application. Subdivision of 1 no. dwelling house with annex to form 2 no. dwellings.
GRANTED 24 JUNE 2019
- DC/19/1122/HH – 34A School Road, Kedington**
Householder Planning Application (i) two storey rear extension and (ii) rear bay window.
GRANTED 11 JULY 2019
- DC/19/1144/HH – 11 St Pauls Drive, Kedington**
Householder Planning Application – Conversion of car port to living space.
GRANTED 24 JULY 2019
- 13.4 Any other housing / planning matters:**
Clerk reported that an Appeal under Section 195/26K in regard to Application DC/18/0342/CLE – Green Verge, South Allotment Gardens, Arms Lane, Kedington, CB9 7QQ, has been made to the Secretary of State with effect from 09 July 2019. The application was for Lawful Development Certificate for existing use or development – Use of land as Builder's Yard for storage of builder's materials and equipment and occasional manufacture.
- 14 Consultations**
- 14.1 Suffolk County Council Green Access Strategy:**
Suffolk County Council have invited communities to have their say on the Green Access Strategy – Rights of Way Improvement Plan as part of a ten-week consultation. The consultation can be found at www.suffolk.gov.uk/rowip or by calling 0345 603 1842 to take the survey over the phone.
- 14.2 West Suffolk Council – West Suffolk Affordable Housing SPD:**
West Suffolk Council have produced an updated West Suffolk Affordable Housing SPD which will ultimately replace the current SPD adopted in 2013. The document will not be a part of the formal development plan for West Suffolk but it will inform and be a material consideration in the determination of planning

applications and will provide advice to developers and registered providers (RPs) on the council's approach to affordable housing provision. The consultation will run for nine weeks from 29 July 2019 to 30 September 2019 (4.00 p.m.). The consultation can be found at <https://westsuffolk.oc2.uk/>

15 Events

15.1 Nominations:

None.

15.2 Councillor absences (update):

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

16 Any new matters (for discussion only)

Councillor Wheeler requested that the election of Vice-Chairman should be put on the agenda for the next meeting.

MF

The meeting closed at 9.33 p.m.

The date of the next meeting will be the **Tuesday, 17 September 2019** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated