

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 SEPTEMBER 2019
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Heather Carre-Skinner
Cllr Joe Harrison
Cllr Ann Naylor
Cllr Terry Wheeler
Cllr Stella Wilsher

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: District Councillors for West Suffolk Karen Richardson, Marion Rushbrook and Jim Meikle. One resident who lives in Haverhill was also present.

1 Election of Vice-Chairman

Councillor Harrison put himself forward for the position of Vice-Chairman as this was the role he held previously when on the Parish Council. Councillor Harrison was seconded by Councillor Wheeler. Councillor Harrison said that, although absent for this meeting, Councillor Evans had registered his interest at the last meeting for the position of Vice-Chairman; there was no seconder for this proposal. There were no other nominations and a vote was taken; five votes in favour of Councillor Harrison being Vice-Chairman; carried unanimously.

In the absence of the Chairman, Councillor McGuire, Councillor Harrison 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)

The resident from Haverhill had an interest in agenda item 9.2.

Open meeting

3 Welcome and apologies

The Chair welcomed all present. Apologies for absence were received from Councillor Andrew Quick (health), Chairman Simon McGuire (work), Councillor Justin Waite (work) and Councillor Ian Evans (holiday). Councillors unanimously agreed all 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
None.

ACTION

5 To agree and sign as a correct record the minutes of the Meeting of Kedington Parish Council held on 30 July 2019

A resolution was put forward by Councillor Carre-Skinner, seconded by Councillor Naylor that the minutes of the Meeting of Kedington Parish Council held on 30 July 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 the West Suffolk Rural Taskforce had been set up and a survey with all local councils has been carried out. A Rural Taskforce meeting for Parishioners and other interested parties has been arranged in Kedington for Monday 23 September 2019 from 2.30 – 4.00 p.m. at the Royal British Legion Hall. Clerk said she would draft a notice regarding the meeting to inform Parishioners and get this placed on the Parish Council and Community Facebook pages for Kedington.

District Councillor Karen Richardson reported the Parking Review Committee at West Suffolk Council had been meeting nearly every week. The Parking Review Survey which had been carried out by West Suffolk Council closed on 31 August 2019. The White Paper on Civil Parking Enforcement (CPE) has been laid before Parliament and is being currently being debated. It is hoped the White Paper will go through and become law in January 2020. There are plans to have eighteen CPE officers in West Suffolk who will have powers delegated down from the Police to District Council to sweep across the whole area. CPE Enforcement Officers will have the power to issue fixed penalty notices for illegal parking but cannot authorise vehicles being towed away. Councillor Richardson said Town/Parish Councils will be able to engage with CPE Officers if there are specific parking problem areas that need to be addressed.

District Councillor Jim Meikle suggested the Parish Council should write to Suffolk County Council to ensure there is a TRO for the zig-zag lines near to the school crossing point.

The Chairman thanked Councillor Richardson for her report and also for the award of £406.00 from her Locality Budget towards the cost of purchasing two new dog bins for installation on Risbridge Meadow.

6.1 Post Office Services for Kedington:

District Councillor Jim Meikle reported that Post Office Services Ltd have agreed to provide an outreach Post Office service for Kedington, this would be once a week on a Wednesday afternoon for a three hour period. It has been proposed that the service will be located in the Parish Council Meeting Room if the Parish Council approves this. Post Office Services would need to install a broadband line of their own together with three "clean sockets", which they would pay for.

The remainder of Councillor Meikle's report is attached to these minutes as Annex 1.

Annex 1

Open meeting

Councillor Wheeler requested the provision of using the Parish Council Meeting Room for the outreach Post Office service for Kedington be an agenda item for the next meeting.

MF

Receive Clerks' Report

- Clerk reported the introduction of "eConsult", a new system being rolled out by Christmas Maltings & Clements Practice is not yet in use due to technical problems. Clerk has been liaising with the Practice Manager at the Surgery to arrange a "drop-in session" at Kedington Library on how to use the system. This will be held on Wednesday 02 October 2019 from 10.00 a.m.
- Clerk reported an email has been received from Kedington & District Royal British Legion to confirm that the annual Street Parade and Wreath Laying Ceremony at Kedington War Memorial will take place on Sunday 10 November 2019. The Parade will move off from the Barnardiston Arms at 10.30 a.m. and anyone wishing to take part should arrive by 10.20 a.m. The Wreath Laying Ceremony will commence at 10.45 a.m. followed by the Church Service at 11.15 a.m. After the Church service, tea, coffee and cakes will be available at the British Legion Hall, to which all are invited.

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

8 Finance Committee**8.1 Receive draft minutes of 10 September 2019 meeting:**

- Financial position at 31 July 2019 satisfactory with £19,245.46 of the budget spent (23.52%), leaving a balance of £62,594.54. Additionally £50,195.05 is held in Reserves.
- Financial position at 31 August 2019 satisfactory with £23,342.46 of the budget spent (28.52%), leaving a balance of £58,497.54. Additionally £50,195.05 is held in Reserves.
- Agreed that signatories for Bank of Ireland UK and Nat West Bank plc bank accounts will be updated to include all current members of the Finance Committee
- Purchase of two new dog bins for Risbridge Meadow agreed using money donated from District Councillor Karen Richardson's Locality Budget (£406.00).
- Agreed that clerk should seek a quotation from RMS Trees to prune back the lower plant bed in Silver Street Park and also clear some of the dead shrubs from the raised bed and plant new plants. Money donated (£150.00) from District Councillor Karen Richardson's Locality Budget last year will be used to buy the plants needed.
- Clerk requested to seek a quote from M D Landscapes (Anglia) Ltd to cut the hedge around Old School Field as in previous years.
- Clerk reported two of the three trees planted on Watermill Field in 2018 have died, due to the extreme heat in the summer months of that year. Councillors agreed the dead trees should be removed and replaced with one tree of a suitable species.
- Thank you email received from Kedington Branch, The Royal British Legion for the grant of £500.00 towards the cost of a Remembrance Garden, awarded to them from under Sn 137, LGA 1972, as being of benefit to local people.
- A grant of £75.00 was awarded to Kedington Branch, The Royal British Legion for the purchase of a wreath to be laid at the War Memorial on Remembrance Sunday, with the balance being given to the Poppy Appeal 2018. The grant was awarded under Sn 138b of the Local Government Act 1972.
- A grant of £200.00 was awarded to Suffolk Accident Rescue Service under Sn 137, LGA 1972, as being of benefit to local people.

MF

MF

	<ul style="list-style-type: none"> Eight payments and five Direct Debits totalling £3,871.60 for Supplier Payments as at 31 August 2019 approved on 10 September 2019 and cheques signed by Cllr Wheeler and Cllr McGuire. 	
8.2	<p>Receive Insurance Renewal Quotation and agree action:</p> <p>Clerk reported the Parish Council Insurance Renewal Quotation had been received. The cost for the year 01 October 2019 – 30 September 2020 will be £2,444.74 including IPT. Clerk reported she had checked the documents and there were a couple of errors, one of which will slightly reduce the policy cost; otherwise the insurance renewal was all in order. Clerk will contact Came & Company Parish Council Insurance to get these items changed on the policy document. Clerk asked Councillors if they wished for the Fidelity Guarantee of £150,000 to remain the same. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that Kedington Parish Council's Fidelity Guarantee of £150,000 should remain the same for the next insurance year. There were no other resolutions; unanimously agreed.</p>	
9	Play Equipment	
9.1	<p>Receive defect report(s) (if any); agree action:</p> <p>The Annual Play Equipment Inspection report has been received from West Suffolk Council; the inspection was carried out on 06 August 2019 by The Play Inspection Company. Clerk said she had read through the report and most of the defects were in hand for repair, but there were some further defects that had been highlighted. It was agreed that the Clerk should contact Fenland Leisure Products Ltd who have supplied parts for the play area in the past and ask them to quote for the repair of the defects highlighted.</p> <p>Clerk reported a quotation of £688.98 plus vat had been received from Wicksteed Leisure to repair the Cross Skier and Rower. The Cross Skier needs a new crank assembly and radial bearing and the Rower needs a new drive belt. The Engineer will also check the other equipment whilst on site. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that Wicksteed Leisure should be asked to carry out this work on their equipment. There were no other resolutions; unanimously agreed.</p>	
9.2	<p>Skate Ramp – ratify noise abatement work and discuss other matters relating to skate ramp:</p> <p>A resolution was put forward by Councillor Wheeler and seconded by Councillor Harrison that the quotation for the noise abatement work to the skate ramps (filling each ramp and centre box with sand bags) at a cost of £5,300 plus vat be ratified, as no other quotations were received. There were no other resolutions; unanimously agreed. Work on the noise abatement measures will be commencing at the beginning of October 2019.</p> <p>Clerk reported she had met with the Families and Communities Officer from West Suffolk Council regarding ways the Parish Council can work with the Parish and young people to reduce problems associated with the skate ramps. The Officer suggested a meeting with the young people and the Clerk will sort out a date and arrange this.</p>	MF
10	Environmental / Grounds Maintenance Matters	
10.1	<p>Any other environmental/grounds maintenance matters:</p> <ul style="list-style-type: none"> Parishioner has reported two large trees at the back her property in Kings Meadow needed attention. Clerk will report this to West Suffolk Council. Clerk reported the brook running either side of the bridge as you enter Silver Street Park from Silver Street needs clearing of overgrown vegetation. Clerk requested to obtain quotations for this work. 	MF MF

	<ul style="list-style-type: none"> Councillor Wheeler reported the footpath from Sturmer Road to Whitehorse Road needs sweeping and clearing. Clerk will report this to the Public Rights of Way Team. 	MF
11	Highway/Footpath/Street Furniture matters	
11.1	Parking on grassed areas in village: Clerk reported that following complaints received from residents in Barton Grove regarding vehicles being parked on the green, a letter has been sent to all residents asking for vehicles not to be parked on the green. Clerk will contact West Suffolk Council as the green area is maintained by them.	MF
11.2	Any other Highways/Footpath/Street Furniture matters: <ul style="list-style-type: none"> Clerk reported she had written to the Assistant Director Operational Highways in response to a letter and map received regarding Footway Reconstruction and Repairs scheduled to commence on 23 September 2019 until 11 October 2019 on Westward Deals. Clerk stated the map showed areas where the footpath would be repaired, but some of the areas were in a better condition than the path from No 68 round to 105 Westward Deals, which is in a poor state of repair (reported to Highways on two previous occasions) and has not been included in the scheduled works. The Assistant Director Operational Highways responded by saying that current financial allocations for highway maintenance considerably constrain what is able to be achieved each year with extremely limited resources. Clerk was requested to write to the Cabinet Member for Highways at Suffolk County Council regarding this matter. New larger litter bins – A resolution was put forward by Councillor Carre-Skinner and seconded by Councillor Wilsher for the contractor who installed the four new dog bins to install the two new larger litter bins; one near the skate ramp on Old School Field and the other at the far side of the Great Meadow. There were no other resolutions; unanimously agreed. The Parish Council have received a request from a Parishioner to move the dog bin, on the edge of the green just down from the entrance in School Road to nearer the bridge going into Silver Street Park. The Parishioner stated the bin was near to the back gate of her property and the smell from the bin was not very pleasant. Clerk asked to see if the contractor can move the bin when he is installing the two litter bins as this is a very small job and should take very little time. 	MF
12	Any other reports (on-going matters) None.	
13	Housing/Planning	
13.1	Applications for discussion at meeting: 13.1.1 Planning Application for new homes in Hundon Road: Clerk reported that the Planning Application by Gladman Ltd to build 105 new homes in Hundon Road, Kedington has been refused by West Suffolk Council. It is not yet known if Gladman Ltd will appeal.	
13.2	Planning Applications – Observations conveyed by Parish Council: None.	
13.3	Planning Applications – Decisions received from Borough Council:	
13.4	Any other housing / planning matters: None.	

14 Consultations

None.

15 Events

15.1 Nominations:

15.1.1 Royal Anglian Regiment Freedom of Haverhill

Sunday 6th October 2019, 3.00 p.m., Haverhill Market Square.

Chairman, Spouse and Parish Clerk will attend

**15.1.2 Suffolk Police and Crime Commissioner and Chief Constable
Public Meeting**

Tuesday 24 September 2019, 7.00 p.m., Bury St Edmunds Rugby Club

No uptake

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 9.40 p.m.

The date of the next meeting will be the **Tuesday, 15 October 2019** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated