

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 OCTOBER 2019
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Simon McGuire (Chairman)
Cllr Heather Carre-Skinner
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: Suffolk County Councillor David Roach; District Councillors for West Suffolk Council Karen Richardson and Marion Rushbrook. District Councillor Jim Meikle joined the meeting at 8.50 p.m.

- | | | ACTION |
|---|---|--------|
| 1 | <p>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present (extra time allowed to cover items raised)
No Parishioners present.</p> <p>Open meeting</p> | |
| 2 | <p>Welcome and apologies
The Chair welcomed all present. Apologies for absence were received from Councillor Andrew Quick (work). Councillors unanimously agreed Councillor Quick's apologies.</p> | |
| 3 | <p>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.</p> | |
| 4 | <p>To agree and sign as a correct record the minutes of the Meeting of Kedington Parish Council held on 17 September 2019
A resolution was put forward by Councillor Harrison, seconded by Councillor Waite that the minutes of the meeting of Kedington Parish Council held on 17 September 2019 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p> | |
| 5 | <p>Discuss provision of Post Office services for two hours per week using Parish Council Meeting Room
The Chairman reported that District Councillor Jim Meikle has been liaising with the Retail Operations Change Manager, Post Office Ltd with regard to providing Post Office services for two hours per week in Kedington using the Parish Council Meeting Room. It was noted that Kedington Library had already turned</p> | |

down a request to use the Library for this service, which would be on a Wednesday afternoon. One of the conditions set out by Post Office Ltd was that a lockable cupboard should be available to store spare cash during opening hours and that the Parish Council would need to use their own Public Liability Insurance as the Post Office do not provide this. Councillors debated the proposal and whilst they felt it was an excellent idea for the community, they did not feel the Parish Council Meeting Room was a suitable location for the following reasons:

- only one route in and out of the office
- Clerk would be vulnerable storing cash in the office and the Parish Council have a duty of care for her safety
- isolated location, especially during winter months

A resolution was put forward by Councillor Waite and seconded by Councillor Carre-Skinner that the Parish Council Meeting Room would not be a suitable location for Post Office services. There were no other resolutions; unanimously agreed.

Close meeting

6 Receive Visitor's Reports

District Councillor Marion Rushbrook had nothing to report.

District Councillor Karen Richardson reported:

- West Suffolk Council would soon be consulting on the Strategic Housing and Economic Land Availability Assessment (SHELAA).
- Councillor Richardson reported that West Suffolk Council's Rural Taskforce have ambitious aims to find practical solutions to tackle climate change and environmental issues in West Suffolk. The taskforce is having a huge push for renewable energy and are looking for more pieces of land to house solar panels on, as these are the least imposing part of renewable energy as opposed to wind turbines. A significant amount of West Suffolk Council's activities already actively protect and enhance the environment. It has one of the largest solar farms of its kind in the UK and up to the end of last year the Community Energy Plan (CEP) alone has invested £1.48million into renewable energy projects across West Suffolk.
- Civil Parking Enforcement has been delayed and won't be introduced locally until April 2020.

Suffolk County Councillor David Roach reported:

- There were going to be changes in Suffolk County Council's Cabinet due to the resignation of one member. There will also be changes to the Highways hierarchy.
- Suffolk County Council is working in partnership with Babergh & Mid-Suffolk District Councils, East Suffolk Council, West Suffolk Council and Ipswich Borough Council to deliver a scheme called Solar Together Suffolk. The scheme is aimed at saving people money on their energy bills and reduce carbon emissions. More information can be found at www.solartogether.co.uk/suffolk
- Residents across Suffolk will be receiving a letter in the coming weeks regarding The Warm Homes Fund which provides first time central heating systems to people in fuel poverty. More information can be found at www.greensuffolk.org/whf
- Suffolk County Council have formed a Climate Change Committee to look at ways to help save the planet. The Committee will look at

reducing single use plastics and fossil fuels. Listed buildings will also be included.

- Suffolk County Council are preparing for budget setting for the next financial year.

Open meeting

7 Receive Clerks' Report

- eConsult system for booking appointments at Christmas Maltings and Clements Practice is still not up and running due to technical difficulties.
- West Suffolk Council's Cabinet member for Operations has issued a press release to inform that the way waste is managed in West Suffolk is changing, in order to meet need and become more efficient. A yellow tag on black wheelie bins will be alerting residents to look out for a letter that will detail changes to blue and black bin collection days and times. The brown bin collection day will remain unchanged this year for customers of the West Suffolk Garden Waste Collection Service.

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

8 Finance Committee

8.1 Consider any matters arising from 10 September 2019 meeting: None.

8.2 Receive draft minutes of 08 October 2019 meeting:

- Financial position at 30 September 2019 satisfactory with £31,162.52 of the budget spent (38.08%), leaving a balance of £50,677.48. Additionally £50,195.05 is held in Reserves.
- Clerk reported that the Annual Governance & Accountability Return (AGAR) for the financial year ending 31 March 2019 had been received from external auditors PKF Littlejohn LLP. The auditors concluded:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

- Budget precept meeting date agreed as Tuesday 05 November 2019 at 7.00 p.m. Any non- Finance Committee Councillors are welcome to attend.
- A reclaim of £2,631.46 for VAT for the period 01 April – 30 September 2019 has been made to H M Revenue & Customs.
- Notice of Conclusion of Audit has been posted on all Notice Boards and on the Parish Council Facebook Page.
- Clerk requested permission to get the Portable Appliance Testing carried out and also for the contractor to replace three bulbs in office lighting.
- RMS Trees have been asked to recommend a suitable replacement tree for Watermill Field. It was also agreed by Councillors that the new tree would be dedicated to David Steel who was Tree Warden for this Parish for many years
- Noise mitigation work on skate ramps has commenced. Photographs taken of the acoustic dampening that was removed. Other issues with the ramps had also been photographed.

Annex 1

	<ul style="list-style-type: none"> Eleven payments and one Direct Debit totalling £9,580.61 for Supplier Payments as at 30 September 2019 approved on 08 October 2019 and cheques signed by the Chairman (Councillor McGuire) and Councillor Wheeler. 	
9	Play Equipment	
9.1	<p>Receive defect report(s) (if any); agree action:</p> <p>Monthly Play Inspection Report received; all defects noted and in hand for repair. Chairman reported that the writing on the instruction plaques for the fitness equipment had worn away. Clerk requested to contact Wicksteed Leisure and order new ones.</p>	MF
9.2	<p>Skate Ramp – matters relating to:</p> <p>Clerk reported the noise abatement work was completed on 11 October 2019 and the herras fencing was removed on 12 October 2019. Clerk reported that she had been in contact with Playscapes Ltd regarding the acoustic dampening that was removed from the ramp platforms and middle box. The Parish Council were told that the platforms and middle box would be full of acoustic sponge which was not the case when the sides were taken off. It was agreed that the Clerk should seek advice on this matter to see if some of the original cost for the acoustic dampening can be recouped. It was agreed that noise levels would be monitored during half-term week.</p>	MF
10	Environmental / Grounds Maintenance Matters	
10.1	<p>Discuss and agree cutting river banks along The Cut in November/December 2019:</p> <p>It was agreed that M D Landscapes (Anglia) Ltd should be asked to provide a quotation to cut the river banks along The Cut, as in previous years. Councillor Wheeler also requested M D Landscapes (Anglia) Ltd should be asked to provide a quotation to cut the river banks on Watermill Field and the brook in Silver Street Park.</p>	MF
10.2	<p>Discuss and agree removal of dead Norway Maple on The Cut:</p> <p>Clerk reported there was a dead Norway Maple tree on The Cut. She had requested RMS Tree Services provide a quotation for this work. The quotation to fell the tree to ground level, construct habitat log piles within shrub areas and remove brush was £280.00 (no vat). A resolution was put forward by Councillor Wheeler and seconded by Councillor Carre-Skinner that RMA Tree Services should be asked to carry out this work. Councillor Evans offered his services to remove the dead tree at no cost to the Parish Council. Clerk ask Councillors to note when considering Councillor Evan's offer that due to Health & Safety Regulations any person felling and removing a tree would need to be covered by Public Liability Insurance and also have certified training on use of a chainsaw, especially in a public place. Councillors considered this and thanked Councillor Evans for his offer. The original resolution was voted on with seven votes in favour and one abstention.</p>	
10.3	<p>Discuss and agree crown lifting on some trees in Silver Street Park:</p> <p>RMS Tree Services had provided a quotation of £150.00 (no vat) to crown lift by 3 metres from ground, the group of three mixed trees on the opposite side of the path near to the lower plant bed. A resolution was put forward by Councillor Wheeler and seconded by Councillor Waite that RMS Tree Services should be asked to carry out this work. There were no other resolutions; unanimously agreed.</p>	
10.4	<p>Any other environmental/grounds maintenance matters:</p> <p>Clerk reported she had asked RMS Tree Services for a quotation to clear the vegetation adjacent to the steps near Dane Common on Haverhill Road and</p>	

also remove weeds from the steps as in previous years. The quotation was for £140.00 (no vat). A resolution was put forward by Councillor Wilsher and seconded by Councillor Harrison that RMS Trees should be asked to carry out this work. There were no other resolutions; unanimously agreed.

Silver Street Park – As requested at a previous Finance Committee Meeting, RMS Trees have provided a quotation of £200 (no vat) to reduce/coppice and re-model the lower plant bed in Silver Street Park. A quotation of £240 (no vat) was also provided to remove dead and diseased plants; prune and reshape existing plants and plant new plants including addition of fresh planting medium. Note: new plants curtesy of a grant from last year's Locality Budget by Councillor Karen Richardson. A resolution was put forward by Councillor Waite and seconded by Councillor Harrison that RMS Tree Services should be asked to carry out the work on the raised and lower beds in Silver Street Park. There were no other resolutions; unanimously agreed.

11 Highway/Footpath/Street Furniture matters

11.1 Signs for “No Lorries Turning” into Dane Common/Dane Close

Clerk reported that she had received a design fee estimate of £627.77 from Suffolk Highways to provide two posts (one either side of the road) with two signs of each; one stating Unsuitable for HGV and one “No Through Road”. This cost together with installation costs could be in the region of £1,000 - £1,500. Councillors thought this sum was excessive and Suffolk County Councillor David Roach was asked he if could help with a grant from his Highways Budget.

Close meeting

Councillor Roach said he would look and see what he had left in his Highways Budget and would also speak to Suffolk Highways regarding the cost.

DR

Open meeting

11.2 Any other Highways/Footpath/Street Furniture matters:

None.

12 Any other reports (on-going matters)

Councillor Evans reported he had received no response from the Police regarding Community SpeedWatch. Councillor Naylor said she would chase this up.

AN

13 Housing/Planning

13.1 Applications for discussion at meeting:

13.1.1 Planning Application for Haverhill North East Development:

DC/19/0834/RM – Clerk reported that the Reserved Matters application relating to the Haverhill North East Development by Redrow Homes had been forwarded by email to all Councillors. Concerns have been raised regarding the tree buffer/planting and path that had been agreed with the Principal Planning Delivery/Specialist Officer at West Suffolk Council in the earlier Planning Application. Agreed that the Principal Planning Officer at West Suffolk Council will be invited to the next Parish Council Meeting to discuss this matter.

MF

13.2 Planning Applications – Observations conveyed by Parish Council:

DC/19/1504/HH – Ketton Thatch, Arms Lane, Kedington

Householder Planning Application – Removal of rear lean-to extension and detached garage (ii) Proposed rear extension (iii) New detached outbuilding
NO OBJECTIONS

DC/19/1863/HH – 1 Cordwainer Close, Kedington
Householder Planning Application – single storey rear extension
NO OBJECTIONS

13.3 Planning Applications – Decisions received from Borough Council:
None.

13.4 Any other housing / planning matters:
None.

14 Consultations
Electoral Review of Suffolk – information on this review can be found at:
<https://www.lgbce.org.uk/all-reviews/eastern/suffolk>

Close meeting

District Councillor Jim Meikle joined the meeting. The Chairman updated Councillor Meikle on the decision not to allow the Post Office in the Parish Council Meeting Room. Councillor Meikle said there is no possibility of Kedington getting a mobile post office. He also reported about drugs activity in this area and particularly the exploitation of young girls. People are asked to be vigilant if they see any strange cars or people loitering around the village.

Open meeting

15 Events

15.1 Nominations:
No events.

15.2 Councillor absences (update):
The Chairman requested Councillors update the Clerk with any planned absences.

16 Any new matters (for discussion only)
Councillor Harrison asked the Clerk if she could look into who is responsible for the small piece of green in the centre of Rosebrook Estate.

MF

The meeting closed at 9.38 p.m.

The date of the next meeting will be the **Tuesday, 19 November 2019** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed **Dated**