

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 FEBRUARY 2020
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Joe Harrison (Vice-Chairman)
Cllr Heather Carre-Skinner
Cllr Ann Naylor
Cllr Terry Wheeler
Cllr Stella Wilsher

Ms Marion Farrant – Parish Clerk

Also in attendance: West Suffolk Council District Councillors, Karen Richardson and Marion Rushbrook. Suffolk County Councillor David Roach.

		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)</p> <p>There were no Parishioners present.</p> <p>Open meeting</p> <p>In the absence of the Chairman, Councillor Harrison Vice Chairman, took the Chair.</p>	
2	<p>Welcome and apologies</p> <p>The Chairman welcomed all present. Apologies for absence were received from the Chairman, Councillor Simon McGuire (health); Councillor Justin Waite (work); Councillor Andrew Quick (personal).</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</p> <p>None.</p>	
4	<p>To agree and sign as a correct record the minutes of the Meeting of Kedington Parish Council held on 21 January 2020</p> <p>A resolution was put forward by Councillor Wheeler, seconded by Councillor Carre-Skinner that the minutes of the meeting of Kedington Parish Council held on 21 January 2020 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.</p> <p>Close meeting</p>	
5	<p>Receive Visitor's Reports</p> <p>Suffolk County Councillor David Roach reported:</p> <ul style="list-style-type: none"> Suffolk County Council budget for the financial year commencing 01 April 2020 will rise by 3.98% with Adult & Social Care Services taking 2% of the rise. 	

- Suffolk County Council are proposing to change all street lamps to LED as these can be dimmed rather than turned off.
- Councillor Roach will be having quarterly meetings with the Highways Engineer for Haverhill and Kedington to identify faults/problems that need repairs, etc. Councillor Roach stated that despite these meetings, any faults/problems identified will still need to be reported via Suffolk Highways Reporting Tool.
- The proposed Northern Ipswich Relief Road project has been shelved because mid Suffolk and East Suffolk did not want it.

West Suffolk District Councillor Karen Richardson reported:

- Civil Parking Enforcement which will be rolled out by West Suffolk Council on 6th April 2020 will be employing 11 staff for the whole of West Suffolk who will deal with illegally parked vehicles and street parking.
- West Suffolk Council have amended the programme for the production of their new Local Plan; the programme may be viewed on the website: www.westsuffolk.gov.uk/supportinginformation. The first consultation stage of the Local Plan (Issues and Options) will take place during May – July 2020.

Open meeting

6 Receive Clerks' Report

- The Clerk shared with Councillors a letter of resignation sent to the Parish Council Chairman by Councillor Ian Evans. The contents of an email sent to the Clerk by Councillor Evans was also shared with Councillors.
- Clerk reported a letter had been received from the National Joint Council for local government services to confirm that the early May Day Bank Holiday 2020 has been moved from Monday 4 May to Friday 8 May in order to mark the 75th anniversary of Victory in Europe Day.
- NALC have reported the board of the Smaller Authorities Audit Appointments (SAAA) met on 12 February 2020 and reported that the financial year for 2018/2019 saw an improved performance over 2017/2018 when the first year of the new External Audit regime caused some misunderstandings. For example, the number of authorities who failed to return an AGAR or Certificate of Exemption reduced from 94 in 2017/2018 to 43 in 2018/2019.

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

7 Finance Committee

7.1 Consider any matters arising from 14 January 2020 meeting:
None.

7.2 Receive draft minutes of 11 February 2020 meeting:

- Financial position at 31 January 2020 satisfactory with £54,796.53 of the budget spent (66.96%), leaving a balance of £27,043; additionally, £50,195.05 is held in Reserves.

	<ul style="list-style-type: none"> Parish Council Accountant for the financial year 2020/2021 was agreed; fee for this period will be £755.00. A resolution was put forward by Councillor Wheeler and seconded by the Chairman that the fee for the Accountant for the financial year 2020/2021 be accepted. There were no other resolutions; unanimously agreed. Internal Auditor to audit the accounts for the financial year 2019/2020 was agreed; fee for the internal audit will be £261.40. A resolution was put forward by Councillor Carre-Skinner and seconded by the Chairman that the fee for the Internal Auditor be accepted. There were no other resolutions; unanimously agreed. NALC have announced the Local Government Finance Settlement published on 09 February 2020 confirmed that Council Tax Referendum Principles will not be extended to Town and Parish Councils for the financial year 2020/2021. Youth Shelter roof now has a hole in it. As it had already been agreed at a previous Parish Council meeting that the shelter needed a new roof, Councillor McGuire had provided the Clerk with a list of materials that would need to be ordered from Accord Steel Cladding and K J Betts (carpenter and joiner) will be asked for a quotation to remove the old roof and replace the wooden batons. A quotation was received from We Do Signs & Labels Ltd to supply new signs for No Parking on the Grass Verge and one for warn children about the danger from the road when exiting Old School Field into Mill Road. The quotation of £226.00 plus vat was for signs 400 x 300mm. Councillors requested the Clerk to seek a price for 600 x 400mm signs which they thought would be more visible. M D Landscapes (Anglia) Ltd have commenced clearing the brook in Silver Street Park, but will need a digger to get a tree trunk out that is wedged. Agreed that M D Landscapes should use their digger to do this work at a cost of £125.00 plus vat. Finance Committee agreed that the lower plant bed in Silver Street Park needed some more steel edging on the left-hand side and back. Clerk asked to source quotations for this work. Seven payments totalling £3,738.82 for Supplier Payments as at 31 January 2020 approved on 11 February 2020 and cheques signed by Councillor McGuire and Councillor Wheeler. 	MF
8	<p>Great British Spring Clean 20 March – 14 April 2020</p> <p>Councillors agreed to hold this event (as in previous years) on Sunday 05 April 2020 from 11.00 a.m. – 1.00 p.m. Any refreshments provided will be covered by Sn 137, LGA 1972, as being of benefit to local people. Clerk reported the Parish Council has litter picking equipment and high-viz vests but will ask West Suffolk Council for bags. Clerk will do necessary Risk Assessments and other paperwork for this event.</p>	MF
9	Play Equipment	
9.1	<p>Receive defect report(s) (if any); agree action:</p> <p>Monthly Play Inspection Report for January 2020 received; all defects noted and in hand for repair. Clerk reported that repairs identified in the Annual Play Equipment Report for the zip wire have been completed by Wicksteed Leisure Ltd.</p>	
9.2	<p>Discuss and agree signage for skate ramps:</p> <p>A draft of the signage required for the skate ramps had already been emailed to all Councillors. It was agreed that times of use would be added as follows: 1 April – 30 September 9.00 a.m. – 8.00 p.m. and 1 October – 31 March 9.00 a.m. – 4.00 p.m.</p> <p>Clerk requested to seek quotations for the signage.</p>	MF

10	Environmental / Grounds Maintenance Matters	
10.1	Any other environmental/grounds maintenance matters: None.	
11	Highway/Footpath/Street Furniture matters	
11.1	Receive email from Parishioner regarding parking on Westward Deals: With the Chairman's permission the Clerk read out an email from a Parishioner who lives on Westward Deals. The email was concerning the "thoughtless" parking of vehicles on grassed areas on Westward Deals and asking if the Parish Council could do anything about this. It was suggested that the Parish Council should put notices on cars asking the owners to park more appropriately. Clerk to seek clarification from Suffolk Association of Local Councils to see if this is something the Parish Council could do.	MF
11.2	Any other Highways/Footpath/Street Furniture matters: <ul style="list-style-type: none"> ▪ Picnic benches have been damaged on Old School Field. ▪ 20's plenty signs that have come off poles will be replaced by Councillor Wheeler 	TW
12	Any other reports (on-going matters)	
12.1	KCA report from meeting on 10 February 2020: Parish Clerk attended the meeting as a representative of Kedington Parish Council. KCA are in initial stages of planning a regeneration extension to the Community Centre. A sub-group has been organised with various tasks being allocated to members of this group. A suggestion has also put forward about the possibility of including a community hub in the plans to enable engagement with partner agencies at the Community Centre. KCA are also looking are plans to resurface the car park, but may wait until decisions have been made about the regeneration plans and in the meantime minor repairs will be carried out. Community Garden hopefully will commence in the near future. Hire charges will be increasing from 1 st May 2020.	
13	Housing/Planning	
13.1	Applications for discussion at meeting: None.	
13.2	Planning Applications – Observations conveyed by Parish Council: DC/19/2477/HH – 23 Kings Meadow, Kedington Householder Planning Application – two storey side extension (following demolition of existing single storey extension) NO OBJECTIONS	
13.3	Planning Applications – Decisions received from West Suffolk Council: DC/19/2477/HH – 23 Kings Meadow, Kedington Householder Planning Application – two storey side extension (following demolition of existing single storey extension) GRANTED	
13.4	Any other housing / planning matters: None.	
14	Consultations None.	

15 Events

15.1 Nominations

No events.

15.2 Councillor absences (update):

The Chairman asked Councillors to update the Clerk with any planned absences.

16 Any new matters (for discussion only)

- Defibrillator training open to all Parishioners and paid for by Parish Council was discussed.
- Councillor Naylor reported a Parishioner had asked about planting a memorial tree in Silver Street Park. Councillor Naylor asked to inform Parishioner to email Parish Council.

The meeting closed at 9.33 p.m.

The date of the next meeting will be the **Tuesday, 17 March 2020** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed

Dated