KPC 126-01

MINUTES OF A VIRTUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21 JULY 2020
MEETING HELD VIA ZOOM PLATFORM

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

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: West Suffolk District Councillor Karen Richardson; West Suffolk District Councillor Marion Rushbrook; one Parishioner.

Meeting held under Regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020.

ACTION

1 **Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**
No Parishioners present at the meeting.

Open meeting

At the request of the Chairman, the Vice-Chairman chaired the meeting.

2 **Welcome and apologies**
The Chairman welcomed all present to the first virtual meeting of Kedington Parish Council and confirmed with Councillors that they had read the memorandum outlining the protocol for the meeting sent out by the Parish Clerk prior to the meeting, along with various items of paperwork for discussion at the meeting. Apologies for absence were received from Councillor Justin Waite (work); Suffolk County Councillor David Roach (SCC Cabinet Meeting) and West Suffolk District Councillor Jim Meikle (Health). Councillors unanimously accepted Councillor Waite's apologies.

3 **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**
Councillor Wheeler declared a Non-Pecuniary Interest in agenda item 19.

4 **To agree and sign as a correct record the minutes of the meetings of Kedington Parish Council held on 18 February 2020 and 17 March 2020.**
A resolution was put forward by Councillor Naylor and seconded by Councillor Wheeler that the minutes of the meetings of Kedington Parish Council held on 18 February 2020 and 17 March 2020 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman will attend the Parish Council Office at a date after the meeting to sign the minutes.

Close meeting

5 Receive Visitor's Reports

Suffolk County Councillor David Roach:
Councillor Roach had emailed a report which was read out on his behalf. Councillor Roach's reported is appended to these minutes as Annex1. Annex 1

Councillors Rushbrook and Richardson sent a joint report via email detailing what had been happening at West Suffolk Council and the report is appended to these minutes as Annex 2. Annex 2

West Suffolk District Councillor Marion Rushbrook:
Councillor Rushbrook said she hoped everyone was satisfied with the way West Suffolk Council worked during the Covid-19 lockdown. Councillor Rushbrook congratulated Parish Councillors Naylor and Wilsher who co-ordinated the Kedington Volunteer Group and other volunteers who helped out residents within the Parish during lockdown. This had been acknowledged by Suffolk County Councillor Mary Evans who said Kedington was a good example of communities pulling together during the pandemic.

West Suffolk District Councillor Karen Richardson:
Councillor Richardson said she had nothing further to report but re-iterated she was always available on email or telephone to help out and support such a lovely community.

West Suffolk District Councillor Jim Meikle:
Councillor Meikle had emailed the Clerk to report that the Mobile Post Office should be in operation by the beginning of September 2020.

Open meeting

6 Clerks' Report
The Clerk read out her report which is appended to these minutes as Annexes 3 and 4. Annexes 3 and 4

6.1 Consider further action (on action taken or reports received since last meeting:
Councillor Wilsher reported she had visited residents who had contacted her with regards to concerns they had regarding loud music and drug dealing taking place at the Youth Shelter on the Great Meadow. The residents, who said they were not entirely sure it was local young people asked if the Youth Shelter could be closed down.

Councillor Naylor said she had been in contact with the Police and they are aware of what is going on at the Youth Shelter and also on Old School Field, Silver Street Park and Risbridge Meadow. However, the Police need evidence of drug dealing before they can progress the matter. After discussion, It was agreed that the Youth Shelter would not be closed off, as the Police are aware and monitoring. Councillor Wilsher will visit the residents to update. SW

7 Finance Committee

7.1 Receive budget statements effective 30 April and 31 May 2020 and ratify payments (distributed to all Councillors):
Financial position at 30 April 2020 satisfactory with £4,159.50 (4.95%) of the budget spent, leaving a balance of £79,910.50. Additionally, £65,010.79 is held in Reserves. Financial statements and payments effective 30 April 2020 were ratified under a resolution put forward by Councillor Naylor and seconded by Councillor Wheeler. There were no other resolutions; unanimously agreed. Budget statements effective 30 April 2020 are appended to these minutes as Annexes 5 – 8. Annexes 5 - 8

Financial position at 31 May 2020 satisfactory with £7,806.82 (9.29%) of the budget spent, leaving a balance of £76,263.18. Additionally, £65,010.79 is held in Reserves. Financial statements and payments effective 31 May 2020 were ratified under a resolution put forward by Councillor Naylor and seconded by Councillor Wheeler. There were no other resolutions; unanimously agreed. Budget statements for 31 May 2020 are appended to these minutes as Annexes 9 – 12. Annexes 9 - 12

7.2 Receive and ratify budget statements effective 30 June 2020 (distributed to all Councillors):

Financial position at 30 June 2020 satisfactory with £15,035.92 (17.88%) of the budget spent, leaving a balance of £69,034.08. Additionally, £65,010.79 is held in Reserves. Financial statements effective 30 June 2020 were ratified under a resolution put forward by Councillor Harrison and seconded by Councillor Naylor. There were no other resolutions; unanimously agreed. Budget statements for 30 June 2020 are appended to these minutes as Annexes 13 – 16. Annexes 13 - 16

7.3 Internal Audit Report for financial year 2019/2020:

The Internal Audit Report had been emailed to all Councillors prior to the meeting. All Councillors confirmed they had read the report and were pleased with this. Councillor Wheeler recorded a vote of thanks to the Clerk and Parish Council Accountant for all their work. The Internal Audit Report and AGAR Internal Auditor's Report will be put on the Parish Council Website and are appended to these minutes as Annexes 17 and 18. Annexes 17 & 18

7.4 Receive Statement of Income and Expenditure for year ended 31 March 2020:

The statement of Income and Expenditure for the year ended 31 March 2020 had been emailed to all Councillors and is appended to these minutes as Annex 19. Annex 19

7.5 Annual Governance and Accountability Return 2019/2020 Part 3: Agree and sign Section 1 – Annual Governance Statement 2019/2020 and Section 2 – Accounting Statement 2019/20:

These documents had been emailed to all Councillors for consideration and are appended to these minutes as Annexes 20 & 21. Section 1 – Annual Governance Statement 2019/2020 and Section 2 – Accounting Statement 2019/2020 were agreed under a resolution put forward by Councillor Harrison and seconded by Councillor Carre-Skinner. There were no other resolutions; unanimously agreed. Annexes 20 & 21

Clerk reported that SI 2020 No 404, Local Government England and Wales, The Accounts & Audit (Coronavirus) (Amendment) Regulations 2020 had changed the deadline for the submission of the Annual Governance and Accountability Return 2019/2020 from 30 June 2020 to 31 July 2020. The Notice of exercise of Public Rights will commence from 01 September 2020 – 12 October 2020 and will be placed on the website and all Notice Boards.

7.6 Receive and agree Asset Register for Kedington Parish Council as at 31 March 2020:

The Asset Register for Kedington Parish Council as at 31 March 2020 had been emailed to all Councillors prior to the meeting. The assets for this period totalled £338,705.83. A resolution to agree the Asset Register as at 31 March 2020 was put forward by Councillor Wheeler and seconded by Councillor Naylor. There were no other resolutions; unanimously agreed. A copy of the Asset Register for 31 March 2020 is appended to these minutes as Annex 22. Annex 22

8 Receive quotations for refurbishment of Gazebo/Bandstand in Silver Street Park – agree action

Three quotations had been sourced for this project with the Chairman meeting with two of the contractors on site to discuss the refurbishment, which would include removal of the circular seat and decorative panels from the gazebo,

striping paintwork; applying galvanised primer and powder coating; cleaning the stainless steel roof.

Helions Forge - £3,795.00 no vat
DKN Services Ltd - £2,900.00 plus vat
R H Argent & Son – no quotation received

Both the quotations were discussed and although less expensive Councillors were concerned that the quotation from DKN Services Ltd would not involve the work being carried out by them but by a sub-contractor. A resolution was put forward by the Chairman and seconded by Councillor Carre-Skinner that the contract should be awarded to Helions Forge at a cost of £3,795.00 (no vat). There were no other resolutions; unanimously agreed.

Clerk reported that she had tried to get three quotations to abrade and paint the parts of the gazebo/bandstand that could not be removed. Only one contractor had provided a quotation.

Quality Decorating Company Ltd - £1,150.00 plus vat

An accompanying email had been received from Quality Decorating Company Ltd to explain the procedure and specialist paint that would need to be used on the parts that were not removable and the process involved.

A resolution was put forward by Councillor Harrison and seconded by Councillor Naylor that the quotation of £1,150.00 plus vat should be accepted. There were no other resolutions; unanimously agreed.

9 Coronavirus/Covid 19 Report from Kedington Volunteer Group

Councillor Naylor addressed the meeting as the Lead for the Kedington Volunteer Group. Councillor Naylor said the group were up and running very quickly after lockdown with all paperwork put in place with help from the Parish Clerk. An agreement was reached with local G.P. Surgeries to provide medication deliveries to residents in the Parish. In total, the group assisted 120 people with medication deliveries and shopping, with medication deliveries being carried out by herself and Councillor Wilsher. In accordance with Government Guidelines, many vulnerable people will cease from shielding from 01 August 2020 and it had been agreed with the Parish Council that the group will cease activities from 06 August 2020. On behalf of the Parish Council, the Chairman sincerely thanked Councillor Naylor and Councillor Wilsher for all their hard work in running the group of volunteers. A thank you letter will be sent to other volunteers. Councillor Naylor said that if a further spike of cases happens, the group are ready to be up and running again.

10 Parish Council Website

Councillor Naylor had already emailed a report to the Chairman and all Councillors regarding the provision of a new website to replace the current website hosted by One Suffolk. Councillor Naylor stressed that the Kedington Parish Council website needed to be updated with a new format. A new website template could be designed by Suffolk.Cloud at a cost of £100.00 (no vat) with a hosting cost of £100.00 per year (no vat). The new site would fulfil the new Website Accessibility Requirements for public sector websites which comes into force on 23 September 2020. A resolution was put forward by the Chairman and seconded by Councillor Wheeler that Kedington Parish Council should get Suffolk.Cloud to provide a new website at a cost of £100.00 (no vat) and host this at £100.00 (no vat) per year. There were no other resolutions; unanimously agreed.

11 Provision of Locum Clerk to cover Parish Clerk's holiday

Councillor Wilsher addressed the meeting and asked the Parish Council if they would consider using a Locum Clerk to cover when the Parish Clerk is on holiday. Councillors discussed this matter and the Chairman said that it was not normal practice to appoint a Locum Clerk to cover the Parish Clerk's holiday, as this would have a financial implication to the Parish Council and a situation has

never arisen where a matter has not been dealt with because the Clerk is on annual leave. It was agreed that if the Clerk is on leave, a message can be put on the Parish Council's telephone, giving the name of a Councillor to contact, as well as an "out of office" message on the clerk's email. A resolution was put forward by the Chairman and seconded by Councillor Carre-Skinner that the Parish Council should not provide a Locum Clerk as holiday cover for the Parish Clerk. There were no other resolutions; resolution carried by four votes in favour, two against.

12 Risk Assessments – Agree Covid-19 Risks Assessments for play equipment and outdoor gym equipment

Risk Assessment for Covid-19 for the play equipment on Old School Field and the outdoor gym equipment in Silver Street Park had been emailed to all Councillors. It was discussed that the Parish Council could not fulfil all of the recommendations provided by Government for the re-opening of play areas and outdoor gym equipment on 04 July 2020 so a provision will be made with the Risk Assessment to state it would not be feasible for Kedington Parish Council to provide all the things recommended. A resolution was put forward by Councillor Wheeler, seconded by Councillor Naylor to agree the Risk Assessments and subsequent note of what the Parish Council cannot provide. There were no other resolutions; unanimously agreed. A copy of the Risk Assessment is held in the Parish Council Office and available on request.

13 Play Equipment

13.1 Receive report from Clerk on re-opening of play areas and outdoor gyms from 04 July 2020:

Clerk reported that cleaning of play equipment and outdoor gym equipment had been carried out. Play equipment and surfacing has been jet washed and where possible cleaned with anti-bacterial spray; metal benches and litter bins have also been jet washed. A resolution was put forward by Councillor Harrison and seconded by Councillor Carre-Skinner to ratify the payment of £225.00 plus vat for the cost of this work by Mortimer Contracts Ltd. There were no other resolutions; unanimously agreed.

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

Play Inspection Report for July 2020 received. All defects on the report are in hand for repair. Clerk reported that the contractors who cleaned the play equipment also fitted 2 new buffers on the cross-scales; shortened the chains on the basket swing and cut back the hedge growing through fence in the small play area. A resolution was put forward by Councillor Harrison and seconded by Councillor Carre-Skinner to ratify the payment of £170.00 plus vat for this work. There were no other resolutions; unanimously agreed. A resolution was also put forward by Councillor Wheeler and seconded by Councillor Naylor to ratify the purchase of acoustic foam tiles and acoustic foam sheets at a cost of £310.80 plus vat for further insulation of the middle box on the skate ramp. There were no other resolutions; unanimously agreed.

Clerk reported she had received two quotations in relation to defects on the Toddler Swings and Junior Swings as outlined in the Play Inspection Report.

Fenland Leisure Products Ltd – To provide two new cradle swing seats, four shackles and two pairs of cradle swing chains on the Toddler Swings; 2 new seats, four shackles and 2 pairs of flat chains for the Junior Swings, quotation to include travel to site, fitting and disposal of waste, total cost £714.24 plus vat.

Mortimer Contracts Ltd – repairs as described above for Toddler Swings and Junior Swings £630.00 plus vat.

After comparing both quotations, it was agreed that as Fenland Leisure Products Ltd are a specialist play equipment supplier, a resolution was put forward by Councillor Harrison, seconded by Councillor Carre-Skinner that the contract should be given to Fenland Leisure Products Ltd. There were no other resolutions; unanimously agreed.

Clerk reported that a quotation of £36.00 plus vat had been received from We Do Signs and Labels to provide two A3 Portrait signs outlining rules for use of the skate ramps on Old School Field. A resolution was put forward by Councillor Wheeler and seconded by the Chairman that the quotation be accepted. There were no other resolutions; unanimously agreed.

The Clerk asked if any Councillor would volunteer to do a weekly check list for the play equipment. Councillor Naylor volunteered to do this.

14 Environmental / Grounds Maintenance Matters

14.1 Any other environmental/grounds maintenance matters:
Clerk reported she had requested a quotation from RMS Tree Services to crown lift a Hornbeam tree overhanging the path adjacent to The Cut on Old School Field side and to crown lift some mixed trees adjacent to the Nature Area on The Cut. The quotation for this work (both trees) was £130.00 (no vat). A resolution was put forward by the Chairman and seconded by Councillor Harrison that RMS Tree Services should be asked to carry out this work. There were no other resolutions; unanimously agreed.

15 Highway/Footpath/Street Furniture matters

15.1 Any other Highway/Footpath/Street Furniture matters:
Clerk reported she was now in dialogue with West Suffolk Council regarding Footpath No 18 (known locally as The Baulk – Sturmer Road down to White Horse Road). West Suffolk Council agreed that Footpath No 18 is on the Definitive Rights of Way map and should be cleared by Suffolk County Council; the Officer from West Suffolk Council has agreed to take up this matter with Suffolk County Council.

16 Any other reports (on-going matters)
None.

17 Housing/Planning

17.1 Applications for discussion at meeting:
DC/19/1940/RM – Land at North East Haverhill
Clerk reported that following this Reserved Matters application by Redrow Homes Ltd, there was nothing in the application that would affect Calford Green or Kedington. Clerk stated she had sent an email to the Officer dealing with the whole site at North East Haverhill asking that the tree belt between the site and Calford Green be planted before any development on these parcels of land is developed.

17.2 Planning Applications – Observations conveyed by Parish Council:
DC/20/0099/VAR: Stonebridge Farm, Hundon Road, Kedington, CB9 7QT
Planning Application – Variation of condition 11 of DC/17/2554/PMBPA to use revised drawing for visibility splay for (i) Change of agricultural building to dwelling house (Class C3) to create 3 dwellings; (ii) associated operational development.
NO OBJECTIONS

DC/20/0246/FUL: School Road, Kedington, CB9 7NG (Havebury Housing)
Planning Application – Parking area for 8 no vehicles.
NO OBJECTIONS

DC/20/713/HH: Eastcotts Farm Cottage, Calford Green, CB9 7UN
Householder Planning Application – Two storey rear extension; (ii) replacement front porch (previously approved application DC/15/2141/HH)
NO OBJECTIONS

DC/20/0771/TPO: 11 St Pauls Drive, Kedington, CB9 7HS
TPO 275(1999) – Tree Preservation Order – 1 no Copper Beach (T1 on plan and T8 on order) Fell
NO OBJECTIONS but certain conditions noted

DC/20/0764/HH: Sunnycroft, Mill Road, Kedington, CB9 7NN
Householder Planning Application – Single storey rear extension
NO OBJECTIONS but certain conditions noted

17.3 **Planning Applications – Decisions received from Borough Council:**
DC/20/0277/FUL: 4 The Parade, Westward Deals, Kedington, CB9 7PR
Planning Application – Change of use of ground floor retail space (Class A1) to residential dwelling (Class C3).
GRANTED

DC/20/0247/FUL: Car Park Layby School Road, Kedington, CB9 7NG
Planning Application – Parking area for 6 no vehicles.
GRANTED

DC/20/0264/HH: 24 Mill Road, Kedington, CB9 7NW
Householder Planning Application – single storey front extension
GRANTED

DC/20/0099/VAR: Stonebridge Farm, Hundon Road, Kedington, CB9 7QT
Planning Application – Variation of condition 11 of DC/17/2554/PMBPA to use revised drawing for visibility splay for (i) Change of agricultural building to dwelling house (Class C3) to create 3 dwellings; (ii) associated operational development.
GRANTED

DC/20/0246/FUL: Car Park Layby School Road, Kedington, CB9 7NG
Planning Application – Parking area for 8 no vehicles.
GRANTED

DC/20/713/HH: Eastcotts Farm Cottage, Calford Green, CB9 7UN
Householder Planning Application – Two storey rear extension; (ii) replacement front porch (previously approved application DC/15/2141/HH)
GRANTED

17.4 **Any other housing / planning matters:**
None.

18 **Consultations**

18.1 **New Model Member Code of Conduct provided by Local Government Association and endorsed by National Association of Local Councils:**
Clerk reported this consultation had been emailed to all Councillors who were asked to look at the consultation and send any comments to the Parish Clerk by 17 August 2020.

At this point Councillor Wheeler declared a Non-Pecuniary Interest in that he is Treasurer of the Kedington Branch, The Royal British Legion.

19 **Receive letter from The Royal British Legion regarding transfer of Remembrance Day Parades from The Royal British Legion – Kedington Branch to a Civic Authority**
An email from the Branch Secretary of the Kedington & District Branch of The Royal British Legion had been received together with a letter from The Royal British Legion's Head Office regarding the transfer of Remembrance Day Parades to Local Authorities. The email and letter had been forwarded to all Councillors for consideration before this meeting. The Clerk reported that the Kedington Branch were willing to carry out all the organisation of local

Remembrance Day Parades (including road closure orders) and under the LGA 1972 s.102(3) the Parish Council may appoint a committee, which can include non-Councillors. Councillor Wheeler put forward a resolution, seconded by Councillor Naylor that a Committee for the organisation of Remembrance Day Parades in Kedington be organised and the Committee should consist of two members from the Kedington Branch, TRBL and two members of the Parish Council. There were no other resolutions; unanimously agreed. Councillor Wilsher and Councillor Wheeler volunteered to serve on this Committee which was agreed by all Councillors.

20 Any new matters (for discussion only)
None.

The meeting closed at 9.20 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 22 September 2020 (no meetings held in August)** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington. This will be dependent on any restrictions laid down by Government because of the Coronavirus/Covid-19 pandemic.

Signed …… Dated ……