

**MINUTES OF A VIRTUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 NOVEMBER 2020
MEETING HELD BY ZOOM PLATFORM**

Present: Cllr Terry Wheeler (Chairman for meeting)
Cllr Heather Carre-Skinner
Cllr Ann Naylor
Cllr Stella Wilsher

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Suffolk County Councillor David Roach, West Suffolk District Councillors Karen Richardson and Marion Rushbrook; four Parishioners also present.

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

Three Parishioners present all expressed an interest in agenda item 3.

Open meeting

The Clerk addressed the meeting informing those present that Councillor Simon McGuire had resigned from his role of Chairman and Parish Councillor to Kedington Parish Council. In the absence of the Vice-Chairman, the Clerk ask for nominations to Chair this meeting. A resolution was put forward by Councillor Carre-Skinner and seconded by Councillor Wilsher that Councillor Wheeler should Chair the meeting. There were no other resolutions; unanimously agreed. Councillor Wheeler took the Chair.

2 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from the Vice-Chairman Councillor Harrison (personal), West Suffolk District Councillor Jim Meikle (Health). Councillors unanimously accepted Councillor Harrison's apologies.

Close meeting

3 Co-option of Parish Councillors to fill three vacancies on Kedington Parish Council

Councillors had all seen copies of application forms from Mrs Karen Barber, Mrs Tracey Roffey and Mr James Stranger. All candidates fulfilled the criteria to hold office under s80, LGA 1972. In turn, the Chairman and Councillors asked various questions to each candidate. A resolution was put forward by the Chairman and seconded by Councillor Carre-Skinner that all three candidates should be co-opted on to Kedington Parish Council. There were no other resolutions; unanimously agreed. The Clerk explained that all three new Councillors would have to complete a Declaration of Acceptance of Office form and Register of Members' Interests form which she would deliver to them.

4 Open meeting
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 explained members' declarations to the three new Councillors. Councillor Naylor declared a Non-Pecuniary Interest in agenda item 8.5.2.3 and 8.5.2.4 in that she is a Committee Member of Kedington Community Association.

5 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 06 October 2020 and Extraordinary Meeting held on 20 October 2020.

A resolution was put forward by Councillor Naylor and seconded by Councillor Wilsher that the minutes of the meeting of Kedington Parish Council held on 06 October 2020 and Extraordinary Meeting held on 20 October 2020 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman will sign the minutes when delivered to him.

Close meeting

6 Receive Visitor's Reports

Suffolk County Councillor David Roach:

Councillor Roach addressed the meeting stating that things were relatively quiet at the present time. He reported there are plans to install speed humps and a crossing in Coupals Road, Haverhill (near to the entrance of East Town Park). Councillor Roach said he was pleased that the appeal for school transport to Samuel Ward School from Kedington had been upheld, adding that the appeal was looked at by a different set of Councillors who re-walked the route before making a decision. Councillor Roach also mentioned West Suffolk Council's Local Plan consultation and stressed the importance of the Parish Council putting its views forward.

West Suffolk District Councillors Karen Richardson and Marion Rushbrook reported:

Town markets to stay open for essential items during lockdown. Stalls selling food and essential items will stay open on weekly markets in West Suffolk during lockdown. They may also be able to trade other goods – depending on government clarification over essential items. Regular farmers market in Bury St Edmunds and Clare, would continue with stalls selling essential goods identified in government rules. The Council continue to encourage residents to carry on shopping local and supporting our markets."

Home, But Not Alone phone line goes live again

A poster with an orange background. At the top, the text "HOME, BUT NOT ALONE" is written in large, bold, blue capital letters. Below it, in smaller grey text, is "Connecting volunteers and vulnerable people in Suffolk". In the middle, the text "Need help from a volunteer?" is written in white. Below that, a green box contains the text "Call: 0800 876 6926" in white. At the bottom, the text "Kind of things a volunteer might help with:" is written in white, followed by three bullet points: "▶ Collecting essential groceries or medicines", "▶ Give you a call if you're feeling lonely or would just like a chat", and "▶ Check in on elderly or vulnerable family members or neighbours". In the bottom right corner, the hashtag "#Covid19Suffolk" is written in white.

HOME, BUT NOT ALONE
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#Covid19Suffolk

The Home, But Not Alone free phone line was launched on 3 November, which supports vulnerable people in our communities who may be struggling with the impact of coronavirus, this was paused in August because of low demand and the lifting of Covid-19 restrictions. However, in light of Thursday's national lockdown (5 November), the service is now up and running again. During the last lock down the phone line helped thousands of people and families, who often didn't have a network of family or friends to call upon, access emergency support such as food and medicine deliveries and befriending schemes.

The telephone number is **freephone 0800 876 6926** and will be staffed from 9am to 5pm Monday to Friday. This Home, But Not Alone phone line compliments The Suffolk Advice and Support Service phone line (0800 068 3131) which helps those with debt, benefits employment or housing worries. This phone line, also delivered by the Collaborative Communities COVID-19 Board, is staffed by the Citizens Advice Suffolk Alliance, which includes the eight Citizens Advice Bureaus across Suffolk, Anglia Care Trust and Ipswich Housing Action Group. Call handlers use resources and information from across many Suffolk organisations and specialist providers, which can be tailored to individual needs.

Businesses forced to close offered further grant funding from West Suffolk Council

Businesses in West Suffolk that have had to close due to the new national restrictions could be eligible for grant from a multi-million pound fund. The council has been given an allocation of £2.9million to pay out to businesses in the district and will be paid as one-off grants to cover a 28 day period.

West Suffolk Council is asking businesses to complete a claim form online: www.westsuffolk.gov.uk/coronavirus/business-support/localrestrictionsbusinesssupportgrant.cfm

This week the Council have started to email stakeholders to get messages out to their businesses encouraging them to apply.

COVID-19 advice

On Monday 12 October West Suffolk Council (WSC) working with all of Suffolk District Councils launched a campaign to get COVID-19 advice to businesses on protecting staff and customers. They will be talking and visiting sites in Suffolk, they know many businesses will already have the correct measures in place by that others may welcome a bit more help.

Sunnica

Sunnica's statutory consultation on their proposed solar farm commenced on 22 September 2020 and has now been extended to 18 December 2020. The consultation material, including the virtual exhibition, can be viewed via www.sunnica.co.uk

Winter Homelessness Update

Emergency accommodation across West Suffolk is being increased to ensure there are enough beds to cater for homeless people this winter while also maintaining Covid-19 safety measures. West Suffolk Council has invested its own money and been successful in securing Government grant funding to provide additional accommodation, including extra hotel rooms for the winter months. In the summer the Council secured the use of 15 temporary cabins to house people who may otherwise be out on the streets and these will remain in use over the winter whilst alternative housing is found for residents. Although the number of people rough sleeping can vary on an almost daily basis, there are currently 10 people known to be rough sleeping in West Suffolk, seven of whom have previously been accommodated by the Council. The Council is continuing to try to engage with people who are rough sleeping in West Suffolk and encourage them to take up the support and accommodation available.

Anyone who sees or suspects someone is rough sleeping, that they report it to www.streetlink.org.uk.

West Suffolk Local Plan

West Suffolk Council has launched a virtual village hall to show the first stage of the local plan. It commenced on 13 October. It is a ten-week consultation organised. The Council has developed an 'open all hours' initiative to help residents shape and form the district's local plan.

This is the link <https://westsuffolk.exhibition.app/>

Parish and Town Forum

This took place earlier this, hopefully you were able to attend this event on line. If any notes or actions come out of the meeting we will keep you informed.

Community Chest Applications

The deadline for applications was 30 October 2020. The applications will now be reviewed by West Suffolk's Grant Working Party. Applicants will then be notified in February 2021 with successful applicants receiving funding in April 2021.

Open meeting

7 Clerks' Report

Due to technical difficulties the mobile post office service was unable to commence until Wednesday 11th November 2020 from 11.00 – 12.00. Comments received from Parishioners were very positive and the service was very busy.

A claim for the reimbursement of VAT for £2,229.16 for the period 01 April – 30 September 2020 has been sent to H M Revenue & Customs.

Section 3 of the Annual Governance & Accountability Return for the year ended 31 March 2020 has been received from external auditors PKF Littlejohn LLP. There were no issues arising. A Notice of Conclusion of Audit will be placed on Kedington Parish Council's website and on all notice boards.

Annexes
1 & 2

7.1 Consider further action (on action taken or reports received since last meeting:

None.

8 Finance Committee

8.1 Receive budget statements effective 30 September and 31 October 2020 and ratify payments (distributed to all Councillors):

Financial position at 30 September 2020 satisfactory with £34,606.54 (41.16%) of the budget spent, leaving a balance of £49,463.46. Additionally, £67,510.79 is held in Reserves. Financial statements and payments effective 30 September 2020 were ratified under a resolution put forward by Councillor Wilsher and seconded by Councillor Carre-Skinner. There were no other resolutions; unanimously agreed.

Annexes
3 – 6

Financial position at 31 October 2020 satisfactory with £38,711.04 (46.05%) of the budget spent, leaving a balance of £45,358.96. Additionally, £67,510.79 is held in Reserves. Financial statements and payments effective 31 October 2020 were ratified under a resolution put forward by Councillor Naylor and seconded by the Chairman. There were no other resolutions; unanimously agreed.

Annexes
7 – 10

8.2 Receive, finalise and agree in principle budget/precept for financial year 2021/2022):

Councillors received the budget sheets for the financial year 2021/2022 from the budget precept meeting held on 03 November 2020. Councillors reviewed the budget headings it was agreed the training budget heading should be increased to £1,000.00 and the budget set at £85,893.00, 2.11% increase on the last financial year. The Clerk advised Councillors that as the precept demand does not have to be submitted until late January 2021, they should agree the figures in principle at this time. A resolution was put forward by the Chairman and seconded by Councillor Naylor that the budget of £85,893.00 be agreed in principle and a final decision made at the January 2021 meeting. There were no other resolutions; unanimously agreed.

8.3 Agree (Covid-19 restrictions permitting) whether Kedington Parish Council should hold a social gathering after December 2020 KPC meeting and agree budget (s176 (1) (b) LGA 1972:

There was unanimous agreement that because of the current pandemic no social gathering would be held this year after the December KPC meeting.

8.4 Clerk's Professional Development Review (update):

Clerk's Professional Development Review has been completed and the balance of 0.35% of the NJC pay rise from April 2020 can now be paid. Clerk will be doing the Certificate in Local Council Administration (CiLCA) and it has been agreed that 3 hours of the Clerk's working time per week will be set aside to facilitate this.

At this point Councillor Naylor declared a Non Pecuniary Interest in agenda item 8.5.2.3 and 8.5.2.4 in that she is a member of Kedington Community Association committee.

8.5 Grants

8.5.1 Uptake:

Letter of thanks read out from Suffolk Accident Service for the grant of £250.00 awarded to them by Kedington Parish Council under Sn 137, LGA 1972, as being of benefit to local people.

8.5.2 Applications:

8.5.2.1 Kedington Rainbows:

Councillors discussed this application and a grant of £500.00 was awarded under Sn 137, LGA 1972, as being of benefit to local people, under a resolution put forward by Councillor Naylor and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed.

8.5.2.2 PTFA Kedington Primary Academy:

Councillors discussed this application and a grant of £1,000.00 was awarded under Sn 137, LGA 1972, as being of benefit to local people, under a resolution put forward by Councillor Naylor and seconded by the Chairman. There were no other resolutions; unanimously agreed.

8.5.2.3 Kedington Community Association (Car Park):

Councillors discussed this application which was requesting a grant from Kedington Parish Council towards the cost of resurfacing the car park at the Community Centre. A grant of £100.00 was awarded under Sn 137, LGA 1972 as being of benefit to local people under a resolution put forward by Councillor Wilsher and seconded by the Chairman. There were no other resolutions; unanimously agreed.

8.5.2.4 Kedington Community Association (Waste Bins):

The Clerk read out a letter from the Chairman of Kedington Community Association regarding the wheelie waste bins at the Community Centre, which people were using as a village amenity. The letter stated, that whilst the

Chairman had no objection to this practice, as it was better than fly-tipping, the Community Association were paying approximately £1,350 per year for what he felt was now becoming a village benefit. The letter was requesting that the Parish Council award a grant on an annual basis to offset some of these costs or the Parish Council take over the annual cost of the wheelie bins and the KCA would then pay an agreed sum for their use.

Councillors discussed this application and were all in agreement that it would not be an option for the Parish Council to take on this cost or award an annual grant to the KCA. Councillors felt that the KCA could provide locks for the bins and keys given to hirers when they are using the Community Centre, which would then deter people from using the bins.

9 Receive update on the closure of the footpath of part of The Cut

Clerk reported that she had been in contact with Thurlow Estate to ascertain their position with regard to a Parishioner applying for a Definitive Map Modification Order for The Cut, but no response has been received to date. The Clerk reported that a letter from the Parishioner applying for the DMMO had sent a letter to the owner of The Watermill regarding the DMMO application. The owner of The Watermill provided the Parish Council with a copy of the letter. The letter alluded that the Parish Council were involved with the DMMO application and the Clerk was requested to speak to the Parishioner to ask that the Parish Council are not linked with this application as they were concerned about the effect this could possibly have on the Licence held by the Parish Council with Thurlow Estate.

10 Play Equipment

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

Play Inspection Report for October 2020 received. All defects on the report are in hand for repair. Clerk reported that the gym equipment has been cleaned along with the bench near to the equipment; the grass around the bench was edged and a new liner for the litter bin has been installed. Councillors ratified this work under a resolution put forward by the Chairman and seconded by Councillor Naylor. There were no other resolutions; unanimously agreed.

11 Environmental / Grounds Maintenance Matters

11.1 Any other environmental/grounds maintenance matters:

Clerk reported that Mortimer Contracts Ltd have carried out some clearing work (leaves, etc.) on the steps on Dane Common and cut back the vegetation in the small copse next to the steps. The contractors also cleared leaves from the path and lay-by near the school and on the path leading down to The Watermill; they also edged around the bench on Haverhill Road, near bus stop. Councillor Naylor commented that the contractors did a very good job on all works. The cost of these works was £255.00 plus vat. A resolution was put forward by the Chairman and seconded by Councillor Barber that this work be ratified. There were no other resolutions; unanimously agreed.

Clerk requested Councillors to consider an inspection on the Poplar tree at the entrance to Silver Street Park (from Silver Street, right hand side). This matter was reported at KPC 126-02, agenda item 14.2 after a report was received from RMS Tree Services who reported the tree was showing signs of lower stem and buttress root decay; RMS Trees said that the tree may also have "armillaria mellea" or honey fungus as it is commonly known. RMS Trees said the tree needed inspecting by a contractor who used specialist Decay Inspection Equipment, as they do not have this equipment. Clerk requested to contact Urban Forestry to get a quotation.

MF

Non-agenda item – Guillotine

With the time at 9.45 p.m. it was agreed under a resolution put forward by The Chairman and seconded by Councillor Carre-Skinner that the guillotine should be raised by 15 minutes to allow other agenda items to be transacted. There were no other resolutions; unanimously agreed.

12 Highway/Footpath/Street Furniture matters

12.1 Receive quotation for signage when exiting Riverside Walk and for No Parking on the grass verge near the school crossing point in West End Lane:

Clerk read out the quotation for a sign "Danger – Look both ways" to be installed at the Mill Road entrance to Old School Field from The Cut. The sign is to alert children of the danger of cars when crossing the road. The cost of the sign and post is £168.00 plus vat. A resolution was put forward by the Chairman and seconded by Councillor Carre-Skinner that the Parish Council should purchase a sign. There were no other resolutions; unanimously agreed.

A decision on signs for the school crossing point in West End Lane was deferred as there does not seem to be any cars parking on the grass.

12.2 Any other Highway/Footpath/Street Furniture matters:

Clerk reported that refurbishment of the bandstand/gazebo in Silver Street Park has been completed. Mortimer Contracts Ltd were requested to apply fungicide, jet wash and repoint the flagstones before the circular seat and balustrades were reinstalled. Mortimer Contracts Ltd also edged the path leading up to the bandstand/gazebo and installed a new litter bin liner in the bin next to the structure. Mortimer Contracts Ltd also installed a new dog bin at the entrance to Silver Street Park. The cost for this work was £377.50 plus vat. A resolution was put forward by Councillor Naylor and seconded by Councillor Wilsher that the cost of this work be ratified. There were no other resolutions; unanimously agreed.

Clerk reported that with the Chairman's permission (Councillor McGuire), Mortimer Contracts Ltd were asked to supply a quotation to edge around the whole circular path in Silver Street Park. The quotation for this work, to be done by an edging machine to ensure grass is cut right back is £480.00 plus vat. A resolution was put forward by Councillor Naylor and seconded by the Chairman that Mortimer Contracts Ltd be asked to carry out this work. There were no other resolutions; unanimously agreed.

13 Any other reports (on-going matters)

Councillor Naylor reported she had completed two modules of Councillor Training facilitated on Zoom by Suffolk Association of Local Councils. Councillor Naylor reported that due to the second lockdown because of Covid-19 the Policy and Procedures Committee were unable to meet.

14 Housing/Planning

14.1 Applications for discussion at meeting:

None.

14.2 Planning Applications – Observations conveyed by Parish Council:

DC/20/1045/TPO: 30 Dash End, Kedington, CB9 7QR

TPO 434 (2006) Tree Preservation Order – (i) 1 no Lawson Cypress, 1 no Rowan and 1 no Birch (T7, T10 and T11 on plan and order) Fell

NO OBJECTIONS

DC/20/1178/P3QPA: Stonebridge Farm, Hundon Road, Kedington, CB9 7QT

Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 – (i) change of use of agricultural buildings to dwelling house (Class 3) to create 3 no dwellings; (ii) associated operational development.

NO OBJECTIONS

DC/20/1322/TPO: 33 St Pauls Drive, Kedington, CB9 7HS

TPO 551 (2014) Tree Preservation Order – 3 no Maple (t1, T2, T3 on plan within G1 on Order) crown lift by 4 metres and reduce lower lateral limbs by up to 2.5 metres.

NO OBJECTIONS

DC/20/1323/TPO: 39 St Pauls Drive, Kedington, CB9 7HS

TPO 551 (2014) Tree Preservation Order – 1 no Sycamore (T1 on plan within G1 on Order) Fell.

NO OBJECTIONS

DC/20/1324/TPO: 41 St Pauls Drive, Kedington, CB9 7HS

TPO 551 (2014) Tree Preservation Order – 2 no Norway Maple (T1, T2 on plan within area G1 on Order) (i) crown thin by 20%; (ii) crown lift by 4 metres: (iii) reduce lower lateral limbs by up to 2.5 metres to minimise encroachment into garden and neighbouring properties.

NO OBJECTIONS

DC/20/1397/HH: 5 Risbridge Drive, Kedington, CB9 7ZE

Householder Planning Application – Single storey rear extension linking to office (following demolition of existing conservatory).

NO OBJECTIONS

DC/20/1554/TPO: Dane House, Haverhill Road, Kedington, CB9 7UL

TPO 275 (1999) Tree Preservation Order – 1 no Yew (T4 on plan and on order) (i) crown lift by removing four lower limbs to clear fence line, shrub beds and summer house and (ii) lateral crown reduction of limbs over adjacent gardens by up to 5 metres.

NO OBJECTIONS

14.3 Planning Applications – Decisions received from Borough Council:

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

GRANTED

DC/20/0764/HH: Sunnycroft, Mill Road, Kedington, CB9 7NN

Householder Planning Application – Single storey rear extension

GRANTED

DC/20/1045/TPO: 30 Dash End, Kedington, CB9 7QR

TPO 434 (2006) Tree Preservation Order – (i) 1 no Lawson Cypress, 1 no Rowan and 1 no Birch (T7, T10 and T11 on plan and order) Fell

GRANTED

DC/20/1178/P3QPA: Stonebridge Farm, Hundon Road, Kedington, CB9 7QT

Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 – (i) change of use of agricultural buildings to dwelling house (Class 3) to create 3 no dwellings; (ii) associated operational development.

GRANTED

DC/20/1322/TPO: 33 St Pauls Drive, Kedington, CB9 7HS

TPO 551 (2014) Tree Preservation Order – 3 no Maple (t1, T2, T3 on plan within G1 on Order) crown lift by 4 metres and reduce lower lateral limbs by up to 2.5 metres.

GRANTED

DC/20/1323/TPO: 39 St Pauls Drive, Kedington, CB9 7HS

TPO 551 (2014) Tree Preservation Order – 1 no Sycamore (T1 on plan within

G1 on Order) Fell.

GRANTED

DC/20/1397/HH: 5 Risbridge Drive, Kedington, CB9 7ZE

Householder Planning Application – Single storey rear extension linking to office (following demolition of existing conservatory).

GRANTED

DC/20/1554/TPO: Dane House, Haverhill Road, Kedington, CB9 7UL

TPO 275 (1999) Tree Preservation Order – 1 no Yew (T4 on plan and on order) (i) crown lift by removing four lower limbs to clear fence line, shrub beds and summer house and (ii) lateral crown reduction of limbs over adjacent gardens by up to 5 metres

GRANTED

14.4 Any other housing / planning matters:

Clerk reported that the Gladman application to build 140 new houses on Hundon Road has not been appealed by the application and the time to go to appeal has now lapsed.

Havebury Housing have confirmed that their plans to put in car parking for 14 cars in School Road, Kedington will not commence until Spring 2021.

Clerk reported that she has contacted Planning Enforcement regarding the lack of landscaping at the new Water Pumping Station on the corner of the A143 Haverhill Road with Little Wrating.

15 Consultations

15.1 Receive response from National Association of Local Councils to New Model Member Code of Conduct by Local Government Association:

Clerk reported NALC's response to this consultation had been emailed to all Councillors.

15.2 National Association of Local Councils response to the Government White Paper: Planning for the Future:

Clerk reported NALC's response to this consultation had been emailed to all Councillors.

15.3 West Suffolk Council – Issues and Options for next Local Plan:

Clerk reported West Suffolk Council were holding two virtual workshops for the local community and key stakeholders to get involved with and share their views and opinions on the proposals for the local plan. These workshops are being held on 3rd and 5th November 2020 from 6.00 to 7.30 p.m. Anyone interested should register at planning.policy@westsuffolk.gov.uk

It was noted that Kedington should be declassified from being a Key Service Centre as the village now has only 1 public house, a GP Surgery that is currently not being used and no permanent Post Office (only a mobile facility that visits for one hour per week on a Wednesday).

15.4 Essex Highways – Structural and ground investigation works at Sturmer Station Bridge:

This consultation has been emailed to all Councillors and residents at Calford Green for information.

16 Events

16.1 Nominations:

No events.

16.2 Councillors absences (update):

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

17 Any new matters (for discussion only)

None.

The meeting closed at 10.00 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 15 December 2020** commencing at 7.40 p.m. The meeting will be held virtually by Zoom platform.

Signed

Dated