

**MINUTES OF A VIRTUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15 DECEMBER 2020
MEETING HELD BY ZOOM PLATFORM**

Present: Cllr Ann Naylor (Chair)
Cllr Karen Barber
Cllr Stella Wilsher
Cllr Terry Wheeler

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: Two Parishioners present; one Non-Parishioner present for observation.

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.

1 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present

Two of the Parishioners present who live in Calford Green were interested in agenda item 13.1. The Parishioners also thanked members of the Parish Council for all they do for the Parish.

Open meeting

In the absence of a Chair, a resolution was put forward by Councillor Wilsher and seconded by Councillor Naylor that Councillor Wheeler should take the Chair for agenda item 2. There were no other resolutions; unanimously agreed.

2 Election of Chairman

Councillor Wheeler asked for nominations. Councillor Wilsher nominated Councillor Naylor, seconded by Councillor Barber. The Clerk put forward a proxy nomination from Councillor Carre-Skinner for Councillor Wheeler; there was no seconder for this nomination. A vote was taken on the nomination for Councillor Naylor; three votes in favour; agreed. Councillor Naylor agreed to sign the Declaration of Acceptance of Office form as soon as practicable after the meeting. Form attached to these minutes as Annex 1. As this would be Councillor Naylor's first meeting as Chair, she requested Councillor Wheeler continued to Chair the meeting; all agreed.

3 Welcome and apologies

Councillor Wheeler welcomed all present. Apologies for absence were received from the Vice-Chairman Councillor Harrison (personal), Councillor Carre-Skinner (work), Councillor Roffey (personal) and Councillor Stranger (personal). West Suffolk District Councillor Jim Meikle (health). Suffolk County Councillor David Roach and West Suffolk Councillors Karen Richardson and Marion Rushbook were attending full meeting at West Suffolk Council. Councillors unanimously accepted Parish Councillor's apologies.

ACTION

Annex 1

4 To receive members' declarations of Disclosable Pecuniary Interests and Local Non- Pecuniary Interests in accordance with the Suffolk Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items

Councillor Naylor declared a Non-Pecuniary Interest in agenda item 8.4.2.1 in that she is a Committee Member of Kedington Community Association.

5 To agree and sign as a correct record the minutes of the virtual meeting of Kedington Parish Council held on 17 November 2020

Councillor Barber said that agenda item 8.5.2.3 in the draft minutes stated no grant was awarded to Kedington Community Association, but a grant of £100 was given under Sn 137, LGA 1972.

A resolution was put forward by Councillor Wilsher and seconded by Councillor Wheeler that with the change, the minutes of the meeting of Kedington Parish Council held on 17 November 2020 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chair will sign the minutes when practicable.

6 Receive Visitor's Reports

No reports received.

7 Clerks' Report

- Email received from National Association of Local Councils which strongly advises local councils to continue to meet remotely, without the need for face-to-face contact.
- Email received from the Office for National Statistics to inform households in England and Wales will soon be asked to take part in the Census being carried out in 2021. More information can be found at www.census.gov.uk
- Nat West Bank plc have confirmed the signatory list for Kedington Parish Council's current account has been updated.
- VAT repayment of £2,229.16 for the period 01 April – 30 September 2020 has been received from H M Revenue & Customs.

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

None.

8 Finance Committee

8.1 Ratify budget statements effective 30 November 2020 (emailed to all Councillors):

Financial position at 30 November 2020 satisfactory with £52,259.29 (62.16%) of the budget spent, leaving a balance of £31,810.71. Additionally, £67,510.79 is held in Reserves. Financial statements and payments effective 30 November 2020 were ratified under a resolution put forward by Councillor Naylor and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed.

Annexes
2,3,4,5

Payments made since last meeting were agreed and ratified under a resolution put forward by Councillor Naylor and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed. Payments list is attached to these minutes as Annex 6.

Annex 6

8.2 Receive email from West Suffolk Council regarding Council Tax Base for 2021 / 2022:

Clerk reported an email had been received from West Suffolk Council regarding the Council Tax Base for 2021 / 2022. The Council Tax base is the number of properties, expressed at the national average (being a Band D property) at which council tax can be charged. To gauge the effect of a town or parishes expenditure plans for the year on local residents, it is necessary to divide the precept by that parish's tax base in order to determine what the average Band D council tax will be. The sum of all the town and parish tax bases in

West Suffolk is what the District Council uses to set its average Band D council tax as part of their budget setting process. There are four key drivers which impact on the number of properties that Council Tax can be levied and these affect the calculation of the tax base. The tax base calculation for 2021 / 2022 is forecast at £55,339.97 compared to £56,138.14 used for 2020 / 2021 (1.4% reduction). However, within West Suffolk the range of tax base changes at town and parish level are – 7.7% to +10.7%, with particular impact on towns. West Suffolk Council have until 31 January 2021 to formally set the tax base. West Suffolk Council sent out this information so Parish Councils can consider the impact of their budgets for 2021 / 2022.

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

Councillors had received a copy of the revised budget for 2021 / 2022, which showed that the amount Kedington Parish Council would need for the next financial year to run the Parish would be £85,893.00. A resolution was put forward by Councillor Wilsher and seconded by Councillor Naylor that this amount should be agreed in principle and finalised at the January 2021 meeting. There were no other resolutions; unanimously agreed.

8.4 Grants

8.4.1 Uptake:

Thank you letter received from Kedington United Football Club for the grant of £500.00 awarded to them under Sn 137, LGA 1972, as being of benefit to local people.

8.4.2 Applications:

8.4.2.1 Review Kedington Community Association (Car Park) Grant:

Clerk requested Councillors review the grant award of £100.00 made at the November meeting as other village organisations had received much larger grants. There was discussion regarding whether it would be appropriate to revisit this matter as a resolution had already been passed. It was agreed the Clerk should look into this and bring the matter back to the table at the January meeting if it was possible.

MF

8.4.2.2 MAGPAS Air Ambulance:

Clerk read out an email from MAGPAS Air Ambulance requesting a grant. A resolution was put forward by Councillor Wheeler and seconded by Councillor Naylor that a grant of £100.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.

8.4.2.3 Village Christmas Festivities:

Councillor Naylor reported that due to Covid-19 restrictions, Haverhill Round Table/Haverhill Lions would not be doing their normal visit of Father Christmas on his sleigh around the village. A village resident said he would decorate his jeep, dress up as Father Christmas and drive around the village to see the young children with the help of a small group of volunteers. The idea is that the helpers would be able to leave a packet of sweets for children at the end of pathways to their homes (following Covid-19 safety guidelines). A resolution was put forward by Councillor Barber and seconded by Councillor Wheeler that a grant of up to £30.00 should be awarded under Sn 137, LGA 1972, as being of benefit to local people. The money would be used to purchase some packets of sweets.

9 Discuss and receive quotations for fire exit door from Parish Council Office – agree action

When carrying out the Clerk's Professional Development Review, Councillor Harrison had identified a risk in that there was no means of escape from the Clerk's office in the event of a fire (if the lobby was filled with smoke). The Clerk said her means of escape would be to climb on the desk and out the window of the office onto the Great Meadow and then join the muster point at the top of

the car park. Councillor Harrison had requested the Clerk to seek quotations to put in a fire exit door in the office. Two quotations both for the same specification had been received:

Advantage Windows: £2,138.00 plus vat

Waddup Windows: £1,750.00 plus vat

Councillor Wheeler suggested that the Clerk should seek advice from the Fire Service before any decision is made to see if it is a requirement for a fire exit door to be installed in the Clerk's office. Councillors were in agreement with this. Councillor Naylor said she would do a Fire Risk Assessment for the Parish Council Office.

AN

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

10.1 Receive letter from Parishioner:

Copy of a letter received from a Parishioner had been emailed to all Councillors along with a response to the letter sent by the Clerk. The letter was recording the Parishioner's views on the closure of the footpath adjacent to The Watermill along The Cut. Councillors were happy with the letter the Clerk had sent. It was agreed that the Clerk, Councillor Naylor and Councillor Wilsher would arrange a Zoom meeting with the Parishioner to see if he wished to discuss matters further.

Clerk
AN / SW

Councillor Wilsher reported that she and the Clerk had a meeting with Thurlow Estate to discuss the proposed Definitive Map Modification Order being initiated by a Parishioner. The agent from Thurlow Estate confirmed he had not heard anything from any party regarding the DMMO and said that at the present time, Thurlow Estate had no comment to make until they had; he added he would speak to his superiors about this matter.

10.2 Receive request for a bridge across the River Stour at Mill Road end of The Cut:

Councillor Wilsher reported that she had been asked if the Parish Council would provide a bridge across the River Stour at the Mill Road end of The Cut, to facilitate being able to walk along both sides of the river. Councillors discussed this request and aside from the cost of the bridge, the actual land either side of The Cut belongs to Thurlow Estate, who had already indicated they would not be in favour of a bridge being built. The logistics of building a bridge would not be an easy task and Councillors agreed they would not want the Parish Council to take this on.

11 Receive and agree meeting times and dates for 2021

A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that Kedington Parish Council should continue to meet on the third Tuesday of each month (except August) and that the meetings should commence at 7.30 p.m. instead of 7.40 p.m. Finance Committee meetings will be held on the second Tuesday of each month (except August). There were no other resolutions; unanimously agreed.

12 Play Equipment

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

Play Inspection Report for November 2020 received. Any defects noted on the report are in hand for repair. Clerk reported that an email had been received from Wicksteed Playgrounds regarding the Chestpress/Pull Down Unit on Old School Field stating the modification to this piece of equipment previously reported will be carried out at no cost to the Parish Council

13	Environmental / Grounds Maintenance Matters	
13.1	<p>Discuss and resolve plan for protection of the green at Calford Green:</p> <p>Clerk reported she had been emailed by a Parishioner from Calford Green who reported further damage to the green when a DPD delivery vehicle drove on the green and had difficulty getting off. Large ruts and damage to the green were reported by the Parishioner (who also provided photographic evidence) and the Clerk liaised with the delivery company who agreed to rectify the matter using a local contractor. This occurrence happens regularly in the winter months with delivery drivers ignoring the signs not to drive on the green. There are prohibitions to erecting fencing to protect the green, but this could be done by applying for permission from the Secretary of State, if it is to protect the green. Councillors agreed that a decision to erect some form of protection for the green should come from the residents who live in Calford Green. The Clerk was requested to draft a letter to be sent to all residents to ascertain their views on this matter.</p>	MF
13.2	<p>Entrance to Old School Field via pedestrian gate; discuss unstable ground condition and agree action:</p> <p>Councillor Wilsher reported the ground at the entrance to Old School Field via the pedestrian gate was very uneven and could pose the risk of falling. Clerk requested to look into this matter.</p>	MF
13.3	<p>The Sicon Foundation – Tree planting initiative:</p> <p>Clerk read out an email from a new charitable organisation on behalf of the software company Sicon, based in Bury St Edmunds. The Sicon Foundation will be focussed on conservation and the wellbeing of the natural environment. The foundation has funding to plant a large number of trees and were seeking Parishes and Towns with 1 – 4 hectares of land on which they could plant trees and maintain them. Councillors discussed this initiative and whilst commenting on what an excellent idea it was, there are no sites large enough in Kedington.</p>	
13.4	<p>Plant Britain campaign:</p> <p>This initiative had been emailed to all Councillors and is being run by Countryfile's Plant Britain campaign. The campaign aims to galvanise the nation to get planting. It was agreed that the campaign information would be passed to Kedington Community Association to see if it would be suitable for the Great Meadow.</p>	
13.5	<p>Any other environmental/grounds maintenance matters:</p> <p>None.</p>	
14	Highway/Footpath/Street Furniture matters	
14.1	<p>Ratify leaf clearing work carried out by Mortimer Contracts Ltd:</p> <p>Clerk reported that Mortimer Contracts Ltd had scraped and swept the lay-by opposite The Watermill; scraped and swept the path as you enter Silver Street Park from Silver Street; scraped and swept path from Sturmer Road into White Horse Road and removed sucker growth from a tree on the grass verge in Kings Hill. The cost for these works was £260.00 plus vat. A resolution was put forward by Councillor Wheeler, seconded by Councillor Wilsher that this work was necessary and the cost should be ratified. There were no other resolutions; unanimously agreed. Statutory Provision: Highways Act 1980, ss 43, 50</p>	
14.2	<p>Steps at Dane Common – receive quotation and discuss adding thermoplastic lining and anti-slip granules to the steps at Dane Common:</p> <p>Clerk reported that the steps at Dane Common were quite dangerous when conditions were wet and slippery. Mortimer Contracts Ltd had provided a quotation of £250.00 plus vat to supply 100 mm thermoplastic lining and anti-slip granules to the edges of the steps for safety and to add visibility.</p>	

Clerk was requested to find out who owned the steps before any agreement could be made to have work carried out. Councillors were concerned of any liability aspects if this work was carried out and it was found the steps were not the responsibility of the Parish Council.

14.3 Parking on grass adjacent to lay-by on Westward Deals:

Clerk reported she had received an email from a Parishioner who lived on Westward Deals with regard to a large 4 x 4 truck parking on the grass adjacent to the lay-by opposite The Parade. The Parishioner reported the truck was badly churning up the grass and asked if the Parish Council could put up a sign stating "No Parking on the Green". Clerk reported the grassed area is the responsibility of West Suffolk Council. Councillors requested Clerk contacted West Suffolk Council regarding this matter.

14.4 Discuss cleaning of graffiti from walls inside Youth Shelter:

Councillor Wilsher reported that the walls on the inside of the Youth Shelter are covered in graffiti and obscene language, which is not pleasant for young children or adults walking on the Great Meadow to see. Councillor Wheeler suggested that in the Spring, the Parish Council engages with the young people who use the shelter to see if they want to paint it, in conjunction with a local artist who does proper murals. The Parish Council could provide the materials and by doing the work themselves may make the young people less likely to graffiti the walls. This was agreed by Councillors. Councillor Wilsher put forward a resolution, seconded by Councillor Wheeler to ask if Mortimer Contracts could be brought in to jet wash the seating and the floor in the shelter which are very grimy. There were no other resolutions; unanimously agreed.

14.5 Discuss provision of a Christmas Tree with lights for village in 2021:

Councillor Wilsher said she was aware there is always a Christmas Tree with lights on top of the Church tower each year, but requested the Parish Council give consideration to providing a Christmas Tree in the village in 2021. Councillors agreed that this should be an agenda item in June 2021 and further discussion could take place as to a suitable location.

14.6 Any other Highway/Footpath/Street Furniture matters:

Clerk reported she had written to the Cabinet Member for Highways at Suffolk County Council regarding the PRoW (Footpath 18) from Sturmer Road to White Horse Road highlighting the fact that after 13 months, the path had not been cleared. The Cabinet Member responded immediately and said he would look into the matter. Five days later the path was cleared.

The landowner who owns the trees behind the bus stop opposite the entrance to Westward Deals has cleared the trees on his land. This has left the back of the concrete slab at the bus stop very exposed and dangerous if a person slipped down off the concrete. Clerk requested to contact Suffolk County Council about this.

MF

Clerk reported she had received an email regarding a request from Kedington Parish Council for a pole to house the Speed Indicator Device in Mill Road. Councillors were given the location for the proposed pole and were in agreement with the location.

Clerk asked Councillors if they wished to go ahead with supplying a sign on The Cut warning children as they exit Old School Field near Mill Road to look both ways. We Do Signs and Labels had provided a quotation before lockdown in March for this of £169.00 plus vat for a 600 x 400 mm sign complete with post. A resolution was put forward by Councillor Naylor and seconded by Councillor Wilsher that the sign should be purchased. There were no other resolutions; unanimously agreed.

- 15 Any other reports (on-going matters)**
None.
- 16 Housing/Planning**
- 16.1 Applications for discussion at meeting:**
None.
- 16.2 Planning Applications – Observations conveyed by Parish Council:**
- DC/20/1712/HH: 18 Barton Grove, Kedington, CB9 7PT**
Householder Planning Application – 1 no detached garage.
NO OBJECTIONS
- DC/20/1853/HH: The Old Forge, Silver Street. Kedington, CB9 7QG**
Householder Planning Application – Pergola to rear garden.
NO OBJECTIONS – providing pergola is distanced away from wall of neighbouring property at Suffolk House
- DC/20/1934/HH: Orchard House, Calford Green, CB9 7UN**
Householder Planning Application – Single storey side extension with first floor balcony area above.
NO OBJECTIONS
- DC/20/1960/FUL:**
46 Westward Deals, Kedington, CB9 7PH
Planning Application – Ground floor front extension to bay window and first floor extension to rear and side.
NO OBJECTIONS
- DC/20/1960/FUL:**
47 Westward Deals, Kedington, CB9 7PH
Planning Application – Two storey extension to side and rear.
NO OBJECTIONS
- 16.3 Planning Applications – Decisions received from Borough Council:**
None.
- 16.4 Any other housing / planning matters:**
Clerk reported the Section 106 agreement appertaining to the land at junction of Hall Road and Mill Road (former Limes Cottage site) has now been signed after a considerable delay. As outline planning permission has already been granted, the developer can now go ahead with a Reserved Matters application for the site.
- 17 Consultations**
- 17.1 Discuss and agree Kedington Parish Council response to West Suffolk Local Plan:**
Clerk reported she had received no responses from Councillors after forwarding a copy of the West Suffolk Local Plan to them by email. It was agreed that as the deadline was looming, the Clerk and Councillor Naylor would draft a response on behalf of Kedington Parish Council.
- 17.2 Plans for a dementia care village at Little Wrattling:**
Clerk confirmed that information regarding proposals to build a dementia care home in the grounds of Little Court at Little Wrattling had been emailed to all Councillors. The new Dementia Care Village will specialise in a ground breaking and globally acclaimed method of caring for those living with all forms of dementia. The idea has been successfully developed in the Netherlands by Hogewyk and an online exhibition will be available at:
www.rapleys.com/little-court

MF/AN

Non agenda item – guillotine

With the time at 9.45 p.m. a resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that the guillotine be raised by fifteen minutes to allow other agenda items to be transacted. There were no other resolutions; unanimously agreed.

18 Events

18.1 Nominations:

No events.

18.2 Councillors absences (update):

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

19 Any new matters (for discussion only)

None.

The meeting closed at 9.50 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 26 January 2021** commencing at 7.30 p.m. The meeting will be held virtually by Zoom platform.

Signed

Dated