

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 17 MARCH 2020
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present: Cllr Simon McGuire (Chairman)
Cllr Joe Harrison (Vice-Chairman)
Cllr Ann Naylor
Cllr Justin Waite
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.

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
- 2 **Welcome and apologies**
The Chairman welcomed all present. Apologies for absence were received from Councillor Heather Carre-Skinner (work) and Councillor Andrew Quick (work). Councillors unanimously accepted Councillor Carre-Skinner's and Councillor Andrew Quick'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**
None.
- 4 **To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 18 February 2020**
Deferred to next meeting.

Close meeting
- 5 **Receive Visitor's Reports**

West Suffolk District Councillor Marion Rushbrook:
 - Councillor Rushbrook reported Council Tax for 2020/2021 in the former St Edmundsbury area will increase by 14 pence a month for Band D properties; the former Forest Heath area will rise by 97 pence per month for a Band D property (around 70% of all homes are Band C or below in West Suffolk meaning the average rise will be much less).

West Suffolk District Councillor Karen Richardson:

- Councillor Richardson reported the scheme for Civil Parking Enforcement (CPE) will now be going ahead on 18 April 2020 and not 11 April 2020 as previously advised.

Councillor Waite asked Councillor Richardson where the revenue from CPE will go. Councillor Richardson replied that the revenue will go directly to West Suffolk Council and will be used for car park repairs; business rates; electric parking points and CCTV. Councillor Richardson stated, parking enforcement will displace a lot of parking in High Streets such as Haverhill. There is also a "wish" for a West Suffolk car park in Clare, but this will be a long term project.

- Councillor Richardson reported a 77% reduction in homeless people across West Suffolk, with just 8 people now reported as homeless.
- Councillor Richardson reported that due to the Coronavirus / Covid-19 pandemic and the forthcoming likelihood of "lockdown" in the UK, services from both West Suffolk Council and Suffolk County Council will be continuing where possible. Staff in both organisations will be encouraged to work from home where possible. Councillor Richardson stated Clare Town Council and Great Wratting Parish Council are setting up schemes to help residents in their communities during the pandemic.

Open meeting**6 Clerks' Report**

- Clerk reported that the National Association of Local Councils will be liaising with Government regarding changing legislation to enable Councils to hold meetings remotely during the current Coronavirus / Covid-19 pandemic.
- Clerk reported that in order for the Parish Council to be able to carry out its functions during the Coronavirus / Covid-19 pandemic (when not holding meetings), the Parish Council can, under the Local Government Act 1972, s101(1)a, delegate emergency powers to the Parish Clerk if it so wished.
- Letter received from the Chairman of Kedington Community Association to inform that due to the Coronavirus / Covid-19 pandemic, the Annual General Meeting of the KCA; Meadowlark; Centre Café; Film Club; Bingo and Car Boot Sale, together with any other KCA organised events will cease forthwith because of the gravity of the current pandemic. In the absence of the Annual General Meeting, the Chairman of the KCA will assume executive powers to deal with any issues arising.
- Clerk requested Councillors to give consideration, that if the Government orders a "lockdown" during the current pandemic of Coronavirus / Covid-19, the Village Cleaner and School Crossing Supervisor are stood down with no loss of earnings until 30th June 2020.
- Clerk reported that one of the front panels of glass at the front of the Community Centre entrance has been damaged and needs replacing. The exact cause of the damage is not known but thought to be vandalism.
- Clerk reported that she had received a request from Councillor Naylor and Councillor Wilsher to set up a team of volunteers under the umbrella of the Parish Council to help elderly and vulnerable people in the Parish during the current pandemic.

- Due to the current pandemic of Coronavirus / Covid-19, the Great British Spring Clean has been postponed to 11 – 27 September 2020.
- Payment of £3,500.00 has been received from Suffolk Libraries, which has been their delayed contribution towards the new frontage of the Community Centre.

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

- Councillors agreed that Parish Council meetings would not be held remotely unless absolutely necessary. A resolution was put forward by Councillor Wheeler and seconded by Councillor Harrison that Kedington Parish Council should delegate emergency powers to the Parish Clerk/RFO under LGA 1972, s101(1)a to enable the Parish Council to discharge its functions during the current pandemic. There were no other resolutions; unanimously agreed. Clerk stated she would seek advice from the Chairman before any decisions were made.
- A resolution was put forward by the Chairman and seconded by Councillor Waite that if the Government orders a “lockdown” during the pandemic, the Village Cleaner and School Crossing Supervisor should be stood down with no loss of earnings until 30 June 2020 when the situation can be reviewed in accordance with Government guidelines. There were no other resolutions; unanimously agreed.
- Councillors discussed the damage to the glass panel at the front of the Community Centre. It was agreed that having glass panels in the bottom of the frontage was perhaps a design fault that should have been thought through more carefully during the planning stages of this project. A resolution was put forward by Councillor Wheeler and seconded by Councillor Waite that the Parish Council should pay for a new fixed panel and inform the KCA that any damage after this would be down to them to pay for. There were no other resolutions; unanimously agreed.
- Councillor Naylor and Councillor Wilsher spoke to the meeting regarding the setting up of a group of volunteers to help the elderly and vulnerable in the Parish during the pandemic. A resolution was put forward by Councillor Harrison and seconded by the Chairman that a letter should be compiled by Councillors Naylor and Wilsher in consultation with the Parish Clerk and be delivered to every house in the Parish and further resolved that the Parish Council should purchase two pay-as-you-go mobile telephones with numbers from these phones printed on the letter as a point of contact. Also any mileage incurred by Councillor Naylor and Councillor Wilsher will be paid by the Parish Council. There were no other resolutions; unanimously agreed. Agreed that Parish Clerk will ensure the volunteer group acts within Parish Council guidelines.

7 Finance Committee

Note no meeting held on 10 March 2020 (not quorate)

7.1 Receive budget statements effective 29 February 2020 and ratify payments:

Financial position at 29 February 2020 satisfactory with £60,728.91 (74.21%) of the budget spent, leaving a balance of £21,111.09. Additionally, £50,196.05 is held in Reserves. Financial statements and payments effective 29 February 2020 were ratified under a resolution put forward by Councillor Waite and seconded by Councillor Wheeler. There were no other resolutions; unanimously agreed.

Annexes
1 - 4

	<p>A resolution was put forward by the Chairman and seconded by Councillor Waite to ratify the payment of £168.00 to MPS Doors for repairs to the automatic doors to the front of the Community Centre. There were no other resolutions; unanimously agreed.</p>	
7.2	<p>Receive statement for expenditure of Grants and Donations 2019/2020: The statement for expenditure of Grants and Donations is appended to these minutes as Annex 5.</p>	Annex 5
7.3	<p>Approve routine payments for financial year 01 April 2020 – 31 March 2021: Routine payments for the financial year 01 April 2020 – 31 March 2021 were approved under a resolution put forward by Councillor Wheeler and seconded by Councillor Harrison. There were no other resolutions; unanimously agreed. Routine payments are appended to these minutes as Annex 6.</p>	Annex 6
7.4	<p>Receive statement of outstanding payments (possible accruals / commitments for the financial year 2019 / 2020: Accruals for the financial year 2019 / 2020 will be:</p> <p>Parish Council Accountant £370.00 (no vat) Internal Auditor - £261.40 (no vat) External Auditor - £400.00 plus vat</p> <p>Kedington Parish Council has no commitments to carry forward from the financial year 2019/2020.</p>	
7.5	<p>Receive Non-Domestic Rate Demand for the financial year 2020 / 2021: Clerk reported that Kedington Parish Council has received a National Non-Domestic Rate Demand for the financial year 2020 / 2021 and there is no payment to be made as the Parish Council Office is subject to small business rate relief.</p>	
7.6	<p>Review level of fidelity guarantee insurance cover for the financial year 2020 / 2021: A resolution was put forward by the Chairman and seconded by Councillor Harrison that the level of fidelity guarantee insurance should remain at £150,000 for the financial year 2020 / 2021. There were no other resolutions; unanimously agreed.</p>	
7.7	<p>Nominations for another Councillor to join the Finance Committee: Councillor Harrison nominated Councillor Naylor and this was seconded by Councillor Wilsher. There were no other nominations; unanimously agreed. Councillor Naylor will be added to the signatory list for cheques.</p>	MF
8	<p>Review and agree effectiveness of Internal Control / Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2015/234 The Clerk had reviewed and made changes to this document for the financial year ending 31 March 2020. A copy was sent via email to all Councillors for consideration prior to the meeting. All Councillors confirmed they had read the document and a resolution was put forward by Councillor Waite and seconded by Councillor Wilsher that the document be approved. There were no other resolutions; unanimously agreed. The document is appended to these minutes as Annex 7.</p>	Annex 7
9	Play Equipment	
9.1	<p>Receive defect report(s) (if any); agree action: All defects on the report are in hand for repair. Councillor Naylor reported the zip wire was sticking/stopping when travelling along the wire. Clerk will contact Wicksteed Leisure. Clerk reported new nets on the junior football goals should be installed on 20 March 2020.</p>	MF

9.2	Discuss and agree further soundproofing for middle box on skate ramp: Clerk reported she had spoken to DKN Services who advised that placing a sheet of insulation under the metal on the middle box would do very little to reduce noise further. Councillor Wilsher offered to do some investigation on this by asking a member of her family who is knowledgeable regarding skate ramps.	SW
10	Environmental / Grounds Maintenance Matters	
10.1	Common Land at Calford Green: Clerk reported that she had been in contact with West Suffolk Council regarding protection of the green and the condition of the track surface. West Suffolk Council's Legal Department advised the Clerk to contact Suffolk County Council. The Chairman asked the Clerk to liaise with Suffolk County Council and once some answers were forthcoming, the Parish Council could consult with residents of Calford Green.	MF
10.2	Any other environmental/grounds maintenance matters: Councillor Wheeler reported the raised plant bed in Silver Street Park was in need of more structure since the old, dead plants had been removed. Councillor Wheeler put forward a resolution, seconded by Councillor Naylor that RMS Trees should be asked to purchase and plant some heathers (up to the value of £50.00) to add colour and structure to the plant bed. There were no other resolutions; unanimously agreed.	
11	Highway/Footpath/Street Furniture matters	
11.1	Receive Street Furniture Condition Report and agree action: A copy of the updated Street Furniture Condition Report was given to all Councillors and is appended to these minutes as Annex 8. Councillor Wheeler stated that when he updated the report it was apparent that dog bins Nos 1,6,10 and 13a all needed immediate replacement and a new liner was needed in the litter bin (No 19) need the gazebo in Silver Street Park. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that the Parish Council should purchase 4 new dog bins and ask the contractor who has carried out installations in the past to install these. There were no other resolutions; unanimously agreed. Clerk reported there is a spare bin liner in the Parish Council Office.	Annex 8
11.2	Receive revised quotation for no parking signs and sign for exiting Old School Field: A revised quotation from We Do Signs & Labels Ltd has been received but some clarity needs to be sought on the price given due to a typing error. Clerk will follow this up.	MF
11.3	Any other Highway/Footpath/Street Furniture matters: Clerk requested to chase up repair of the very large pot holes in School Road. Clerk reported she had received an email from Suffolk Highways regarding Footpath No 18 (known locally as The Baulk). The email stated that Suffolk Highways would not be taking any action to clear the footpath as this fell within the responsibility of the District Council. The Chairman requested the Clerk to write to Suffolk Highways to point out the path is a PRow which they have always maintained.	MF
12	Any other reports (on-going matters) Clerk reported that a quotation had been received from K J Betts to remove the felt from the roof of the Youth Shelter on the Great Meadow and fix 50 x 25mm battens to the specification provided to him and to replace one damaged sheet of plywood decking. Cost for labour and materials is £296.22 (no vat). A resolution was put forward by Councillor Harrison and seconded by Councillor Wilsher that this quotation be accepted. There were no other resolutions; unanimously agreed. The Chairman said that as both he and Councillor Wheeler were now unable to fit the new roof, he could secure staff from Balsham Buildings to carry out the work. A resolution was put forward by	

Councillor Wheeler and seconded by Councillor Waite that this would be acceptable. There were no other resolutions; unanimously agreed.

13 Housing/Planning

13.1 Applications for discussion at meeting:

At this point Councillor Wilsher declared a Non Pecuniary Interest in the application for 4 The Parade, Westward Deals, Kedington

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).

NO OBJECTIONS (providing application is acceptable to neighbours)

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

NO OBJECTIONS (providing the footpath is left wide enough for wheelchair access)

DC/20/0264/HH: 24 Mill Road, Kedington, CB9 7NW
Householder Planning Application – single storey front extension
NO OBJECTIONS

13.2 Planning Applications – Observations conveyed by Parish Council:
As above in agenda item 13.1.

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

13.4 Any other housing / planning matters:
None.

14 Consultations
None.

15 Events

15.1 Nominations:
15.1.1 Service to License the new Rector for Kedington – Wednesday 29 April 2020, 7.30 p.m. at St Peter & St Paul Church, Kedington
Clerk nominated to attend.

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

16 Any new matters (for discussion only)
It was agreed that the Clerk will monitor and advise the Parish Council on Government advice/guidance and changes in the Law relating to the Coronavirus/Covid-19 pandemic.

The meeting closed at 9.41 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 21 April 2020** 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**