

**MINUTES OF A MEETING OF KEDINGTON PARISH COUNCIL  
TUESDAY, 06 OCTOBER 2020**

**MEETING HELD IN THE MEETING ROOM AT KEDINGTON COMMUNITY CENTRE, ARMS LANE,  
KEDINGTON**

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

**In attendance:** Ms Marion Farrant – Parish Clerk

**Also in attendance:** West Suffolk District Councillor Marion Rushbrook; three Parishioners 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 who all expressed an interest in agenda item 8.

**Open meeting**

**2 Welcome and apologies**

The Chairman welcomed all present. Apologies for absence were received from Councillor Heather Carre-Skinner (work); Suffolk County Councillor David Roach (Cabinet Meeting), West Suffolk District Councillor Karen Richardson (isolating) and West Suffolk District Councillor Jim Meikle (Health). Councillors unanimously accepted Councillor Carre-Skinner'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**

The Chairman declared a Pecuniary Interest in agenda item 7.5.5. Councillor Wheeler declared a Non-Pecuniary Interest in agenda items 7.5.4 and 12.

**4 To agree and sign as a correct record the minutes of the virtual meeting of Kedington Parish Council held by Zoom platform on 21 July 2020.**

A resolution was put forward by Councillor Wheeler and seconded by Councillor Harrison that the minutes of the virtual meeting of Kedington Parish Council held by Zoom platform on 21 July 2020 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

With Councillor's permission, the Chairman brought forward agenda item 8.

**Close meeting**

**8 To discuss the closure of the footpath of part of the footpath along The Cut, Mill Road and to consider whether a claim should be made for a Definitive Map Modification Order (DMMO) or alternative means of recording public rights**

The Chairman read out a preamble regarding the closure of the footpath and the decision by the owner of the Watermill to install gates adjacent to the property. The piece of land in question is owned by the Watermill.

One of the Parishioners present addressed the meeting, saying he has grown up in Kedington and is one of many people who are upset about the closure of part of the footpath, which he feels disrupts the flow of The Cut down towards Silver Street Park. The Parishioner said the footpath has been used for over fifty years and previous owners of the Watermill have never closed it off. The Parishioner acknowledged that the footpath was not on the Definitive Map held by Suffolk County Council, but added he would like to see a Definitive Map Modification Order (DMMO) applied for.

Another Parishioner addressed the meeting and explained that he works for Cambridgeshire County Council as a Definitive Map Officer and is also an associate member of the Institute of Public Rights of Way and Access Management (IPROW). The Parishioner said he would like to apply for a DMMO for the closed part of the path and the whole path down to Silver Street Park on both sides of The Cut. The Parishioner said that any evidence collected needs to be reliant on user evidence of 20 years (or longer) from when the gates were installed. It was pointed out to the Parishioner that he would have to consult with Thurlow Estate who own the rest of the land before a DMMO was applied for. The Parishioner stated there is no cost involved in applying for a DMMO as the main input was time; the idea is not to create a Public Footpath but to prove one exists. The application for a DMMO is quite lengthy and the landowner can submit a signed statement to protect their land which would be looked at by Suffolk County Council. The Parishioner said there were other avenues that could be investigated such as a Public Path Creation Agreement, but this would need the involvement of both Thurlow Estate and the owner of the Watermill.

The Chairman asked Councillors for their views and it was suggested that a Public Meeting should be called, which would give the Parish Council a mandate for what needs to be done. The Clerk explained that due to Covid-19 restrictions a Public Meeting would not be allowed. One of the Parishioners said he was happy to draft a letter of consultation to go out to the whole village. Councillors agreed to this, but subject to any changes they may see fit before any letter went out. It was also agreed that Councillor Naylor and Councillor Wilsher would arrange a meeting with the owner of the Watermill

**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

**West Suffolk District Councillor Marion Rushbrook:**

Councillor Rushbrook said she and Councillor Richardson had sent in a report which is appended to these minutes as Annex 2. Councillor Rushbrook added that West Suffolk Councillors are still having meetings via "Teams"; some staff at West Suffolk Council are working in the office but most are still working from home.

Annex 2

**Open meeting**

**6 Clerks' Report**

- Email received from The Change Manager at East Anglia Retail Operations – The Post Office to report that the mobile post office

service will commence on Wednesday 4<sup>th</sup> November 2020 from 11.00 – 12.00. The Post Office are in the process of getting posters drawn up to advertise the Mobile Post Office.

- Kedington Parish Council were awarded a £10,000.00 Business Grant from Government (via West Suffolk Council). Grant was paid into Bank of Ireland Deposit Account at the beginning of September 2020 and will be put into General Reserves.
- West Suffolk Council have sent an invitation to the Parish Council to attend a virtual workshop on Tuesday 3 November (6.00 – 7.30 p.m.) or Thursday 5 November 2020 (6.00 – 7.30 p.m.) for local community and key stakeholders to get involved with and share their views and opinions on the proposals for the Local plan. There can only be one nomination from each Parish Council.

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

## **7 Finance Committee**

### **7.1 Receive budget statements effective 31 July and 31 August 2020 and ratify payments (distributed to all Councillors):**

Financial position at 31 July 2020 satisfactory with £19,985.59 (23.77%) of the budget spent, leaving a balance of £64,084.41. Additionally, £65,010.79 is held in Reserves. Financial statements and payments effective 31 July 2020 were ratified under a resolution put forward by Councillor Wheeler and seconded by Councillor Naylor. There were no other resolutions; unanimously agreed. Budget statements effective 31 July 2020 are appended to these minutes as Annexes

Annexes  
3,4,5,6

Financial position at 31 August 2020 satisfactory with £25,395.10 (30.21%) of the budget spent, leaving a balance of £58,674.90. Additionally, £65,010.79 is held in Reserves. Financial statements and payments effective 31 August 2020 were ratified under a resolution put forward by Councillor Harrison and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed. Budget statements for 31 August 2020 are appended to these minutes as Annexes

Annexes  
7,8,9,10

### **7.2 Ratify Parish Council Insurance Renewal for 01 October 2020 – 30 September 2021:**

Clerk reported the Parish Council Insurance Renewal for 01 October 2020 – 30 September 2021 had been received from Came & Company Parish Council Insurance. Came & Company, based on the information they hold, had assessed Kedington Parish Council's needs and provided three quotations:

- Pen Underwriting Limited (a company within the Gallagher group and acts on behalf of a number of insurers) £2,265.68
- Hiscox £2,885.65
- Ecclesiastical £2,570.84
- 

All the premiums shown above are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate. Pen Underwriting Limited also offered a 3 year long term agreement option with no increase in renewal premium. The Clerk reported she had checked through all the documentation and this was in order. A resolution was put forward by Councillor Naylor and seconded by Councillor Wilsher to ratify the Parish Council Insurance Renewal for 01 October 2020 – 30 September 2021 with Pen Underwriting Limited with the option of a 3 year long term agreement. There were no other resolutions; unanimously agreed.

### 7.3 Internet banking for payment of invoices:

Councillor Naylor addressed the meeting and suggested that Kedington Parish Council should look into paying invoices through Internet Banking as many other Councils have adopted this practice and would be easier than making payment by cheque. The Clerk was requested to telephone Nat West Bank plc to gather some information about this method of payment and what safeguards are in place to protect the Parish Council. A resolution was put forward by Councillor Naylor and seconded by the Chair that Kedington Parish Council should adopt internet banking and the matter be brought back to the table when the Clerk had gathered information. There were no other resolutions; unanimously agreed. Clerk will also complete new signatory lists for both Bank of Ireland UK and Nat West Bank plc accounts.

### 7.4 Receive NJC Local Government Services Pay Agreement 2020-2021:

**At this point the Clerk left the meeting while this matter was discussed.**

The Chairman reported that on 24 August 2020 the NJC for local government services announced that the pay increase for local government staff from 01 April 2020 would be 2.75%. At the Parish Council Meeting held on 21 January 2020 the Parish Clerk was awarded a pay increase of 2.4% from the Parish Council for the financial year 2019/2020 and a further increase of 2.4% from 01 April 2020 as the NJC had not released the new pay scales for 2020/2021 at this time. Because of lockdown the Clerk has not yet claimed the increase of 2.4% from 01 April 2020. The Chairman asked Councillors if they wished to give the Clerk the 2.75% cost of living rise backdated to 01 April 2020 or remain with the 2.4%. It was agreed by a vote of 3 – 2 that the Clerk should receive 2.4% backdated to 01 April 2020 and once a Professional Development Review (PDR) has been carried out the Clerk will then receive the other 0.35% which would then give the full NJC award of 2.75%.

**The Clerk re-joined the meeting.**

### 7.5 Grants:

#### 7.5.1 Suffolk Accident Rescue Service (SARS):

A letter and update on the services offered by SARS was shared with Councillors. A resolution was put forward by Councillor Harrison and seconded by Councillor Wilsher that a grant of £250.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.

#### 7.5.2 East Anglian Air Ambulance (EAAA):

Councillors reviewed the EAAA LIFTOFF Magazine giving an insight into what has been happening since the Covid-19 pandemic and celebrating their 20<sup>th</sup> year since establishment. A resolution was put forward by the Chair and seconded by Councillor Naylor that a grant of £250.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.

#### 7.5.3 Kedington United Football Club:

The Clerk read out a letter from Kedington United Football Club requesting a grant from the Parish Council towards the cost of new goal posts, after their goal posts were vandalised on the Great Meadow. A resolution was put forward by Councillor Naylor and seconded by Councillor Wheeler that a grant of £500.00 be awarded under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.

**At this point Councillor Wheeler declared a Non-Pecuniary Interest in that he is Treasurer for the Kedington Branch.**

**7.5.4 Kedington Royal British Legion Poppy Appeal 2020:**

Councillors discussed this application and a resolution was put forward by Councillor Naylor and seconded by Councillor Wilsher that a grant of £250.00 be awarded to purchase a Poppy Wreath to be laid at the War Memorial on Remembrance Sunday with the balance of the grant being given to the Poppy Appeal 2020. There were no other resolutions; agreed by four votes with Councillor Wheeler not taking part in the vote. The grant was awarded under Sn 138B (1) (b) LGA 1972 and will be taken from the Contingencies/Sundries budget heading.

**At this point the Chairman declared a Pecuniary Interest in that his spouse works at Ketton Early Birds. The Chairman remained in the meeting but took no part in discussion or vote.**

**7.5.5 Ketton Early Birds**

The Clerk read out an email from Ketton Early Birds seeking funding from the Parish Council towards the cost of urgent repairs needs for their building. Councillors discussed this application and a resolution was put forward by Councillor Harrison and seconded by Councillor Naylor that, as the Parish Council had received the £10,000 Covid-19 grant from the Government (via West Suffolk Council), a grant of £7,500.00 be awarded under Sn 137, LGA 1972 as being of benefit to local people. There were no other resolutions; four votes in favour with the Chairman not taking part in the vote. A transfer from General Reserves of £7,500.00 will be made to the Grants budget heading.

**8 To discuss the closure of the footpath of part of the footpath along The Cut, Mill Road and to consider whether a claim should be made for a Definitive Map Modification Order (DMMO) or alternative means of recording public rights**

This agenda item brought forward to beginning of the meeting.

**Non-agenda item guillotine**

With the time at 9.45 p.m. it was agreed under a resolution put forward by Councillor Wheeler and seconded by Councillor Harrison that the guillotine be raised by 15 minutes to allow other items of business to be transacted. There were no other resolutions; unanimously agreed.

**9 Great British Clean-up 2020 (postponed from March due to Covid-19)**

Agreed that Kedington Parish Council would not hold this event during October 2020 and would wait until next year.

**10 Parish Council Website**

Councillor Naylor addressed the meeting. Kedington Parish Council's new website is up and running, with just a couple of things that need "tweaking". The new website address is: <http://www.kedington.suffolk.cloud>

**11 To give consideration to setting up a sub-committee/working party to review Kedington Parish Council Policies and Procedure**

Councillor Naylor addressed the meeting and ask Councillors to give consideration to setting up a sub-committee/working party to review Kedington Parish Council Policies; Procedures; Standing Orders and Financial Regulations. It was agreed the sub-committee should consist of the Parish Clerk, Councillor Naylor and Councillor Wheeler.

**At this point Councillor Wheeler declared a Non-Pecuniary Interest in that he is Treasurer for the Kedington Branch.**

**12 Kedington British Legion Hall**

Councillor Wheeler addressed the meeting. Councillor Wheeler reported that despite Government allowing the opening of Community Centres and Villages Halls, The Royal British Legion are not allowing Branch Hall to open, so the one in Kedington remains closed. Councillor Wheeler said he had been speaking with a Town Councillor about this and they suggested Kedington Parish Council should look into being able to take on the Legion Hall in Kedington as a Community Asset, which would be an avenue to keeping the hall open. It was agreed that the Parish Clerk should liaise with the Secretary of the Kedington Branch to look into this.

MF

**13 Play Equipment**

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

Play Inspection Report for September 2020 received. All defects on the report are in hand for repair.

One quotation from three sought had been received from Eastern Play Services for:

1. Removing the old wet pour surfacing under the cradle swings, laying new type one stone and overlay whole area with rubber mulch
2. Fill voids with soil under picnic benches (x2) and supply and install rubber safety surface mats (which grass will grow through)
3. Replace bearing on Kompan Spica

to complete all three works £2,314.00 plus vat.

A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher, that in the absence of other quotations being received and the work needing to be completed Eastern Play Services should be awarded the contract. There were no other resolutions; unanimously agreed.

**13.2 Skate ramp update:**

Clerk reported she had a telephone meeting with the Families & Communities Team Lead from West Suffolk Council regarding the skate park. The meeting included discussion regarding the proximity of the skate ramp to houses and also about the dynamics of the young people who use the ramps. The Families & Communities Team offered the use of engagement with one of their team who specialises in dialogue with young people and who could perhaps help with some of the anti-social behaviour that has been happening on the skate ramp over the past few months late at night. The Team Lead also suggested ringing their Parks Department who could advise on the installation of an acoustic audio barrier. Clerk was asked to follow this up and Councillor Wheeler requested the Clerk contact Wicksteed Playgrounds to see how much it would cost to replace the middle box with a concrete one.

**14 Environmental / Grounds Maintenance Matters**

**14.1 Receive quotations for removal of fallen willow tree across river**

Three quotations were received to remove the willow tree that had fallen across the River Stour along The Cut near to Silver Street Park.

SPS Tree Surgery £660.00 (no vat)

Urban Forestry £2,475.00 plus vat

Alex Talbot, Tree Surgery Services £2,950 plus vat

A resolution was put forward by the Chairman and seconded by Councillor Wheeler that the contract should be awarded to Urban Forestry. There were no other resolutions; unanimously agreed.

**14.2 Any other environmental/grounds maintenance matters:**

Clerk reported she was still liaising with West Suffolk Council regarding Footpath 18 clearance (The Baulk) which, although on the Definitive Map from Suffolk County Council, they are saying it is West Suffolk Council responsibility.

Clerk reported she had received a report from RMS Tree Services regarding a Poplar tree on the right of the entrance to Silver Street Park. There are signs that the tree is “leaning” and there are signs on the side of the trunk away from the lean that there is basal decay which needs investigation. There are also signs of lower stem decay and buttress root decay. The tree may also have “armillaria mellea” or honey fungus and this would need to be investigated using Decay Inspection Equipment.

**15 Highway/Footpath/Street Furniture matters**

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

Deferred to next meeting.

**15.2 Any other Highway/Footpath/Street Furniture matters:**

None.

**16 Any other reports (on-going matters)**

**16.1 Kedington Remembrance Sunday Parade:**

Deferred.

**17 Housing/Planning**

**17.1 Applications for discussion at meeting:**

Deferred to next meeting.

**17.2 Planning Applications – Observations conveyed by Parish Council:**

Deferred to next meeting.

**17.3 Planning Applications – Decisions received from Borough Council:**

Deferred to next meeting.

**17.4 Any other housing / planning matters:**

Deferred to next meeting.

**18 Consultations**

**18.1 New Model Member Code of Conduct provided by Local Government Association and endorsed by National Association of Local Councils:**

Deferred to next meeting.

**19 Business Plan for Kedington Parish Council**

Deferred.

**20 Discuss and receive information on General Data Protections Regulations for Kedington Parish Council**

Deferred.

21

**Any new matters (for discussion only)**

Budget/precept meeting for 2021/2022 set for Tuesday 03 November 2020 at 7.00 p.m. in the Meeting Room at Kedington Community Centre.

The meeting closed at 10.00 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 17 November 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 .....