

**MINUTES OF A VIRTUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 26 JANUARY 2021 – 7.30 p.m.
MEETING HELD BY ZOOM PLATFORM**

Present: Cllr Ann Naylor (Chair)
Cllr Joe Harrison (Vice-Chair)
Cllr Karen Barber
Cllr Heather Carre-Skinner
Cllr Tracey McAllister
Cllr James Stranger
Cllr Stella Wilsher
Cllr Terry Wheeler

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: West Suffolk Councillor Karen Richardson; West Suffolk Councillor Marion Rushbrook; Five 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**
One of the Parishioners present who lives in Dash End Lane, Kedington brought to the attention of the Parish Council the old water pump on Hundon Road had fractured at the bottom and fallen over. A help request was put out on face book and a blacksmith from another Parish offered to grind off the bolts and weld the bottom of the pump. The Parishioner said when the water pump was back in situ, he would re-paint it. In the interim he said he would ensure that the hole would be temporarily covered. On behalf of the Parish Council, the Chairman thanked the Parishioner and said the Parish Council would reimburse him for the cost of the paint, but he declined.
- 2 **Welcome and apologies**
The Chair welcomed all present. Apologies for absence were received from Suffolk County Councillor David Roach (Haverhill Town Council meeting).

Councillor Carre-Skinner informed the meeting she would be resigning her position as Parish Councillor at the end of January 2021 and would write a formal letter of resignation to confirm this and her reasons why.
- 3 **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**
None.
- 4 **To agree and sign as a correct record the minutes of the virtual meeting of Kedington Parish Council held on 15 December 2020 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting**

	<p>Councillor Wilsher raised a query about the proxy nomination for Councillor Wheeler to be put forward as Chair. The Clerk answered this query to the satisfaction of all present. A resolution was put forward by Councillor Wilsher and seconded by Councillor Wheeler that the minutes of the virtual meeting of Kedington Parish Council held on 15 December 2020 be agreed as a true record and for the Chair to sign the minutes outside the meeting. There were no other resolutions; unanimously agreed.</p>	
5	<p>Receive Visitor's Reports</p> <p>A joint report from West Suffolk Councillors Karen Richardson and Marion Rushbrook had been emailed to all Councillors and is attached to these minutes as Annex 1.</p>	Annex 1
	<p>Clerks' Report</p>	
6	<ol style="list-style-type: none"> 1. A report emailed from Anglian Water on 22 January 2021 2. 3. An application to Nat West Bank plc for Kedington Parish Council to do online banking from their current account has been done. After receiving confirmation by email from Nat West Bank that this had been received, the Clerk followed up after not hearing anything further and was told it could not be found on their system and the Parish Council would have to re-apply. Clerk will action this. 4. Clerk reported an email had been received from Suffolk Cloud (Parish Council website provider) to ask if the Parish Council would like them to administer the website at a cost of £120 per annum. The email also said that Suffolk Cloud were able to supply Councillor's mailboxes charged at £30 per mailbox for between 5 and 10 Councillors. To create dedicated mailboxes, the Parish Council would also need to purchase a domain name which would be approximately £15 - £20 per year. 5. Clerk reported that under The Local Government Act 1972 sch 12 para 10(2) (as amended), Councillors will be required to sign a form to give consent for "summons to meetings" to be served at their usual place of residence or in electronic form. Clerks will be issuing forms to all Councillors. 	MF
	<p>Consider further action (on action taken or reports received since last meeting:</p>	
6.1	<p>The Chair reported that she co-ordinates the Parish Council website so there would not be a need for Suffolk Cloud to do this. Councillors discussed the provision of mailboxes and confirmed that any Parish Council emails sent to them using their personal email addresses which contained any sensitive or personal information were deleted after reading. It was agreed that the Parish Council would not go down the route of using mailboxes at present.</p>	
	<p>Finance Committee</p>	
7	<p>Ratify budget statements effective 31 December 2020 (emailed to all Councillors):</p>	
7.1	<p>Financial position at 31 December 2020 satisfactory with £57,635.80 (68.56%) of the budget spent, leaving a balance of £26,434.20. Additionally, £67,510.79 is held in Reserves. Financial statements and payments effective 31 December 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 attached to these minutes as 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.</p>	Annexes 2,3,4,5
	<p>Receive information from Chair regarding gratuity payment for Clerk and agree action:</p>	

	<p>Agenda item moved to end of meeting. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed as publicity of the discussion is likely to prejudice the commercial interests of the parties involved</p>	Annex 6
7.2	<p>Finalise and agree budget/precept for financial year 2021/2022: The Chair reported she had been in contact with other Parish Councils regarding their precepts. Many had reported that in these unprecedented times they had decided to keep the precept for 2021/2022 the same as last year. The Chair asked individual Councillors for their comments and six were in favour of keeping the precept the same as last year for Kedington Parish Council with two saying to leave the budget as is. The budget sheet was looked at again and three budget headings in General Parish Requirements were amended to keep the precept the same as last year. A resolution was put forward by Councillor Harrison, seconded by the Chair that the precept demand for the financial year 2021/2022 for Kedington Parish Council be set at £84,070.00, which represents a 0% increase on last year be adopted. There were no other resolutions; unanimously vote. The Clerk will email the precept demand to West Suffolk Council and the hard copy will be signed by the Chair and Clerk and sent by post.</p>	Annex 7
7.3	<p>Consider purchase of new computer for Parish Council Office – agree action: Clerk reported further problems with the computer in the Parish Council Office and has sought advice about this. It appears there may be a problem with the hard-drive not working properly. Suffolk County Councillor David Roach has agreed to fund the purchase of a new computer from his Locality Budget. Parish Councillors asked the Clerk to thank Councillor Roach and to contract Nicom IT Services to source a new computer.</p>	
7.4	<p>Grants</p> <p>7.5.1 Uptake: None.</p> <p>7.5.2 Applications: None.</p>	MF
7.5	<p>Agree and adopt new Standing Orders and Financial Regulations for Kedington Parish Council Drafts of National Association of Local Councils Model Standing Orders (updated 2018) and Financial Regulations had been emailed to all Councillors for consideration.</p>	
8	<p>Model Standing Orders for Kedington Parish Council: A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that Kedington Parish Council should adopt the draft copy circulated to all Councillors with no amendments. There were no other resolutions; unanimous vote.</p> <p>Financial Regulations: Item 5.1.1 should read “without” not with. After 1.19 a further heading 1.20 should be added stating “full Council” means at any Parish Council Meeting.</p> <p>A resolution was put forward by Councillor Harrison and seconded by Councillor Wheeler that Kedington Parish Council should adopt the draft copy circulated to all Councillors with the amendments agreed. There were no other resolutions; unanimous vote.</p> <p>Discuss and receive quotations for fire exit door from Parish Council Office – agree action The quotations for a fire exit door had been discussed at the December 2020 meeting. The Clerk said she had a meeting (Dec 2020) with the Prevention and Protection Manager from Suffolk Fire Service and the Chair was also present when this meeting took place. The Prevention and Protection Manager from</p>	

- 9 Suffolk Fire Service looked around the office and said there was no need for a fire exit door in the office as the office front door was just inside the main entrance to the Community Centre and even if the lobby was filled with smoke she could escape via the office window. Councillor Harrison said that when he carried out the Clerk's PDR he mentioned the idea of a door, not a fire exit but to give the Clerk another access to the office rather than open up the entrance to the Community Centre. It was agreed that a new door would not be installed in the Clerk's office. There was further discussion around Health & Safety for the Parish Council Office and it was agreed that the Parish Council should carry out an Office Risk Assessment Review.

Policies and Procedures

The Chair addressed the meeting and said there were an array of policies that the Parish Council should have in place. Her suggestion was that the Policies and Procedures Committee would be looking at what the Parish Council needs to comply with Legislation and work through the policies as quickly as possible. It was unanimously agreed that Councillor McAllister and Councillor Stranger should join this committee.

AN/MF

Risk Assessments – agree Fire Risk Assessment & Covid-19 Risk Assessment for Parish Council Office

- 10 Councillors had been emailed copies of these Risk Assessment which were adopted under a resolution put forward by Councillor Wheeler and seconded by the Chair. There were no other resolutions; unanimously agreed. These Risk Assessments will be updated in December 2021 (or sooner should the need arise due to Covid-19 pandemic).

Play Equipment

- 11 Clerk reported a bulletin had been received via NALC from Play England which urges local councils to keep their playgrounds open, as many professionals have highlighted the evidence that play is vital for the health and wellbeing of children – particularly at a time of unprecedented restrictions on children's daily lives due to Covid-19.

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

Play Inspection Report for December 2020 received. Any defects noted on the report are in hand for repair.

Receive quotations for repairs to overhead see-saw on Old School Field:

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Fenland Leisure Products Ltd

To replace 4 no shackles and bushes; 4 no aerial cableway anti-wrap seats
Parts, Labour, Travel, preparation of Risk Assessments and disposal of waste -
£938.20 plus vat

Mortimer Contracts Ltd

12.1

To replace 4 no shackles and bushes; 4 no aerial cableway anti-wrap seats
Parts, Labour and disposal of waste
£545.00 plus vat

12.2

Eastern Play Services

No quotation received.

A resolution was put forward by Councillor Barber and seconded by Councillor Harrison that Mortimer Contracts Ltd should be awarded the contract. There were no other resolutions; unanimously agreed. **Statutory Provision: Public Health Act 1875, s164. Local Government (Miscellaneous Provisions) Act 1976**

Service Level Agreement from West Suffolk Council:

Clerk reported that a Service Level Agreement for Play Area Inspections had been received from West Suffolk Council who will continue to offer a standardised playground inspection to all Parish & Town Councils and Playing Field Associations without a charge for the financial year 2021/2022. This

service includes a monthly inspection by an officer from the West Suffolk Councils Parks Service and an annual inspection by an external organisation. A resolution was put forward by the Chair and seconded by Councillor Wheeler that Kedington Parish Council should sign this agreement. There were no other resolutions' unanimously agreed.

Environmental / Grounds Maintenance Matters

12.3

Poplar Trees on edge of Watermill Field – consider removal of “stem sucker” growth:

Clerk reported that the four Poplar trees on the edge of Watermill Field had numerous “stem sucker” growth which were growing out from the trunk of the trees over the path. RMS Trees had been asked to provide a quotation to remove the “stem suckers”. The quotation was £150.00 for removal of the “stem suckers” and clear away and dispose of debris. A resolution was put forward by Councillor Harrison, seconded by Councillor McAllister that RMS Trees should be asked to carry out this work. There were no other resolutions; unanimously agreed. **Statutory Provision: Highways Act 1980, ss 43**

13

Any other environmental/grounds maintenance matters:

13.1

Clerk reported she has received a complaint about the amount of litter in the village since the current lockdown. Some Parish Councillors have agreed to do some litter picking. Litter Pickers and bags can be provided by the Parish Council for anyone who wishes to do some litter picking when out walking.

Wildlife Friendly Village initiative - Parish Councillors had been sent an email about this but no positive response from anyone to take this up.

Highway/Footpath/Street Furniture matters

Any other Highway/Footpath/Street Furniture matters:

13.2

Clerk reported the Highways Safety and Speed Management Team have agreed to install a pole for the Vehicle Activated Sign in Mill Road.

Steps leading up to Dane Common are the responsibility of Suffolk County Council Highways Department.

Suffolk County Council have agreed they will inspect the safety of the bus stop opposite Westward Deals entrance in light of the trees behind the bus stop being cut down.

14

14.1

Clerk reported she had spoken to the contractor who did the grass matting under the picnic tables on Old School Field to see if some similar matting could be laid at the entrance to the field via the pedestrian gate. The contractor said the matting under the picnic tables would not be suitable and suggested some shingle be put down in the gaps on the current surface. A resolution was put forward by Councillor Harrison and seconded by Councillor Wilsher that some shingle be purchased and put down. There were no other resolutions; unanimously agreed. **Statutory Provision: Public Health Act 1875 s.164**

Any other reports (on-going matters)

None.

Housing/Planning

Applications for discussion at meeting:

DC/20/2248/FUL: Land adjacent to 7 Dash End, Kedington, CB9 7QR

Planning Application: one dwelling and new vehicular access

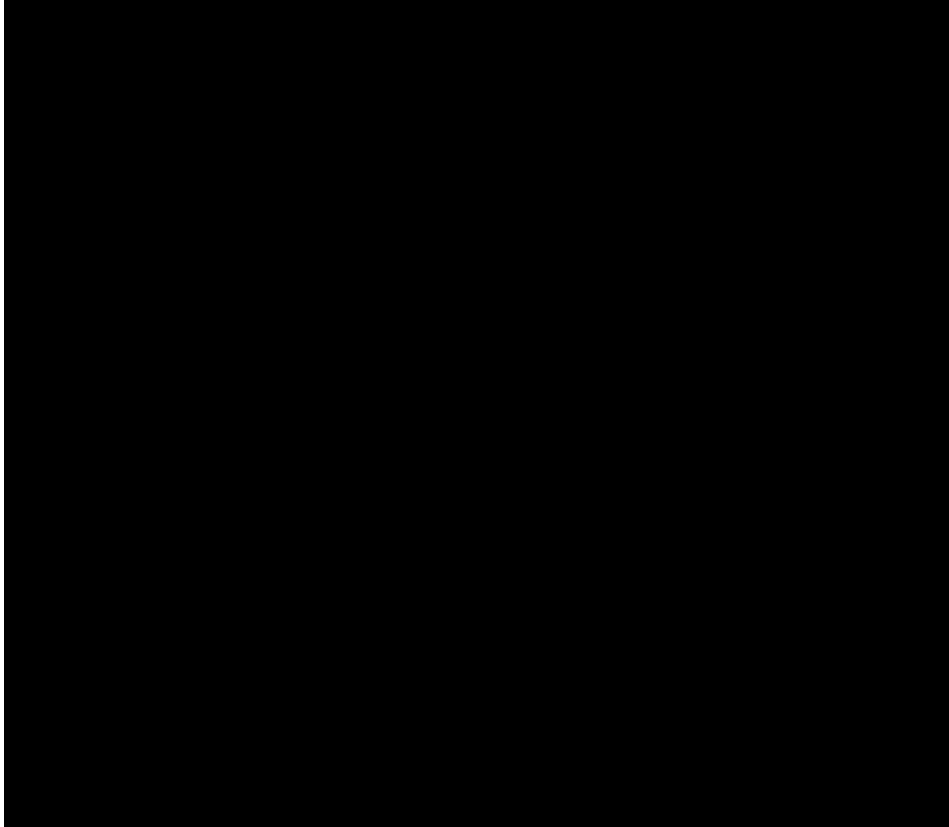
Councillors reviewed this application and there were concerns regarding the steep embankment across the pathway and over development of a small site.

- 15 A resolution was put forward by Councillor Wheeler and seconded by Councillor Harrison that the Parish Council should object to this application. Six votes in favour, two against; resolution carried.
- 16 **Planning Applications – Observations conveyed by Parish Council:**
- 16.1 **DC/20/2037/HH: 4 Barton Grove, Kedington, CB9 7PT**
Householder Planning Application – Single storey rear extension.
NO OBJECTIONS
- DC/20/2168/HH: Stonebridge Paddocks, Hundon Road, Kedington, CB9 7QT**
Householder Planning Application – Single storey side and rear extension to create annexe.
NO OBJECTIONS
- 16.2 **DC/21/0007/HH: 52A Kings Meadow, Kedington CB9 7NH**
Householder Planning Application – (a) part front and two storey side extension; (b) single storey rear extension (following demolition of existing conservatory).
NO OBJECTIONS
- Planning Applications – Decisions received from Borough Council:**
None.
- Any other housing / planning matters:**
Clerk reported that amounts from the s106 agreement for DC/14/1751/OUT land on the former Limes Cottage site are as follows:
- Community/Sports Facilities contribution - £1004.31 per dwelling
Bus Stops Contribution - £15,000
Kedington Library - £16.00 per dwelling
Primary Education - £4,412.48 per dwelling
Open Space (Play Provision) Contribution - £1,281.30 per dwelling
- 16.3 **Consultations**
- 16.4 **Update on response by Kedington Parish Council to West Suffolk Local Plan:**
Clerk reported that a response had been co-ordinated by herself and the Chair and submitted to West Suffolk Council.
- Events**
- Nominations:**
No events.
- Councillors absences (update):**
- 17 The Chairman reminded Councillors to update the Clerk with any planned absences.
- 17.1
- Any new matters (for discussion only)**
None.
- 18 **Non agenda item – guillotine**
- 18.1 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.
- 18.2
- To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of**

19 the business to be discussed as publicity of the discussion is likely to prejudice the commercial interests of the parties involved
RESOLVED

Receive information from Chair regarding gratuity payment for Clerk and agree action

7.2



The meeting closed at 10.05 p.m.

The date of the next meeting of Kedington Parish Council will be **Tuesday, 16 February 2021** commencing at 7.30 p.m. The meeting will be held virtually by Zoom platform.

Signed Dated