

KPC 128-04
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 6th SEPTEMBER 2022
HELD IN THE KEDINGTON COMMUNITY CENTRE, ARMS LANE, KEDINGTON

Present: Cllr Ann Naylor (Chair)
 Cllr Stella Wilsher (Vice-Chair)
 Cllr Terry Wheeler
 Cllr Lynda Woodward
 Cllr Sharon Eames
 Cllr Peter Deeks

In attendance: Mr John Boxall (Parish Clerk)

Also in attendance: Six Parishioners, West Suffolk Councillors Marion Rushbrook, Karen Richardson and Nick Clarke and Suffolk County Councillor David Roach.

- 1. Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present.**
- 2. Welcome and Apologies.**
 Councillor Potter is unable to attend for personal reasons.
 Councillor Standeven is unable to attend due to work commitments.
- 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.**
 Cllr Deeks declared an interest in item 7.2.a.
 Cllr Eames declared an interest in item 7.2.c.
- 4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 19th July 2022 (emailed to Councillors)**
 A resolution was put forward by Cllr Wilsher and seconded by Cllr Woodward to agree the minutes of the meeting of Kedington Parish Council held on 19th July 2022 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.
- 5. Receive visitor's reports and reports from District and County Councillors (to be emailed to Councillors following receipt)**
 Chair confirmed that she received the report earlier this evening (ANNEX 1). Cllr Rushbrook gave an overview of the report. Cllr Rushbrook updated that with regards to the Little Wratting water plant, she has been advised they are going to do some planting in October.
 Cllr Roach advised that Suffolk County Council have started producing a monthly Parish Newsletter. Clerk was provided with a copy for Councillors to look through and it could be emailed in the future if thought to be useful.
 Chair asked the Councillors if the Library was going to be used as a Warm Bank. Cllr Rushbrook advised that they had only become aware of this today on the news. She will find out and get back to Council. Chair advised that these are places where people can go to keep warm in the coming winter months. Chair advised that Council will help where it can.
 Cllr Clarke advised that he emailed Jon Eaton today (West Suffolk Council Families & Communities Officer) asking if support groups were being put together, as was done during COVID.

ACTION

ANNEX 1

Clerk

Cllr
Rushbrook

AE Naylor

6. Financial Statements: Receive budget statements and any other financial reports and consider action.

6.1 Receive budget statements effective to date (emailed to Councillors)

Chair confirmed that Councillors had received the relevant documents. No questions from Councillors.

6.2 External Audit (emailed to Councillors)

Clerk advised that in August he received an email from the Smaller Authorities Audit Appointments (SAAA) regarding the appointment of the External Auditor for the 5-year period from 22/23 to 26/27 in accordance with the Local Audit (Smaller Authorities) Regulations 2015. All authorities require an appointed external auditor. Clerk advised that if Council wishes to continue as part of the SAAA sector led auditor appointment regime then no action is required and we will remain part of central scheme. However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities. Clerk advised we must advise SAAA by 28th October 2022 if Council wishes to opt out.

Clerk advised that for the 2021/2022 period Council paid £360.00 inc VAT. Clerk assumes there will be an increase for the current 2022/2023 period.

Clerk advise that Council has a budget of £800.00 for Audit, £276.40 of which has been paid to the Internal Auditor, leaving a balance of £523.60.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Wilsher to continue as part of the SAAA regime. There were no other resolutions; unanimously agreed.

6.3 Underspend for 2021/2022 earmarked reserve (Clerk to update)

At the last meeting on 19th July 2022 Clerk advised Council that the balance remaining in the 2021-2022 Underspend earmarked reserve was £14,863.77. This was to be used to pay for the Old School Field play surfaces at £10,814.00 net, leaving an underspend for 21/22 of £4,049.77.

However, as item 9.2 below, the final play surfaces cost was £11,624.80 net, leaving a current underspend for 21/22 of £3,238.97.

6.4 Queens Platinum Jubilee earmarked reserve (Clerk to update)

Clerk advised that the current balance is £175.84 that is the VAT applicable to part of the 45% deposit payment to Artisteel on 6th June 2022 regarding the Queens Jubilee bench. Clerk asked Council what should be done with this balance and suggested it is transferred into the General Reserve fund and this earmarked reserve is left with a nil balance. Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Woodward to transfer the balance to the General Reserve fund as above. There were no other resolutions; unanimously agreed.

Clerk

6.5 Employers' Liability Insurance (Clerk to update)

Clerk advised that following the removal of the skate park centre box in June 2021 he received an email from the insurers on 29th July 2022. This was to advise that, effective from 7th April 2022, the Property Damage section of the Pen/Axa policy has been amended to reduce the Playground Equipment sum insured by £38,785.00 to a new total of £203,997.00. This is an increase from the asset register reduction value of £33,186.06 as it takes inflation into account and is for insurance purposes only, it does not change the asset register valuation.

This does not alter the existing policy terms, however the pro rata return premium due until the next renewal date on 1st October 2022 is £81.66 including Insurance Premium Tax. Council has three options as to how they want to deal with this:-

- i. Use as a credit against the forthcoming 2022/23 renewal premium.
- ii. A cheque.
- iii. A bank transfer.

Clerk updated that at the Parish Council meeting on 6th October 2020 a three-year agreement with Pen Underwriting Ltd was agreed. Clerk advised that on 1st September 2022 he received by email details of the renewal for the 3rd year of our agreement for 2022/2023. The renewal price is £2,365.58 (last year was £2,335.15) that will decrease to £2,283.92 if Council decides to have the £81.66 as a credit. Following a discussion amongst Councillors a resolution was put forward by

AE Naylor

Cllr Wheeler and seconded by Cllr Eames to use the £81.66 as a credit against the forthcoming 2022/23 renewal premium. There were no other resolutions; unanimously agreed.
A further resolution was put forward by Cllr Wheeler and seconded by Cllr Woodward to pay the £2,283.92 renewal price. There were no other resolutions; unanimously agreed.

Clerk

6.6 VAT quarterly refund claim (Clerk to update)

Clerk advised that the 2022/2023 Quarter 1 claim totalling £1,103.33 was received into the Barclays on 29th July 2022.

Clerk

6.7 Dropbox renewal (Clerk to update)

Clerk advised that the Dropbox document storage facility subscription is due for renewal by 27th October 2022. It should be £95.88 for a year or £9.99 per month totalling £119.88. However, the annual premium can only be paid for by card or PayPal and the Parish Council has neither of these facilities. As happened last year, the Clerk is happy to make the payment from his personal account and be refunded the money back or to make payment by another means if the Council decides to do so. A resolution was put forward by Cllr Eames and seconded by Cllr Deeks that the Clerk pays the annual subscription at £95.88 for a year and be refunded the money. No other resolutions, unanimously agreed.

Clerk

6.8 Huws Gray Buildbase (Clerk to update)

Clerk advised that Huws Gray have acquired Buildbase and as of 1st August 2022 Council has a new Huws Gray Buildbase account, details of which have been sent to him.

6.9 Approve payment for Community Centre Hall hire (Clerk to update)

Clerk advised that the charge for hiring for this area of the Hall is £6.50 per hour. A resolution was put forward by Cllr Wilsher and seconded by Cllr Eames to pay the full cost once we know how long this meeting lasts. No other resolutions, unanimously agreed.

7. Grants.

Clerk

7.1. Uptake.

a. Ketton Early Birds (Clerk to update)

Clerk advised that the agreed £500.00 was paid on 16th August 2022.

b. St Peter & St Paul Mothers and Toddlers Group (Clerk to update)

Clerk advised that the agreed £500.00 was paid on 16th August 2022. Chair advised that the Group sends its thanks to Council and to Cllr Wilsher, Mr Wilsher and everyone who helped install the shed.

7.2. Applications.

a. Kedington Film Club (emailed to Councillors)

Following a discussion Cllr Wheeler proposed and Cllr Woodward seconded granting £250.00 to the Club. There were no other resolutions; unanimously agreed.

b. Ketton Players (emailed to Councillors)

Following a discussion Cllr Wheeler proposed and Cllr Eames seconded granting £200.00 to the Players. There were no other resolutions; unanimously agreed.

Clerk

c. Kedington Women's Institute (emailed to Councillors)

Following a discussion Cllr Deeks proposed and Cllr Woodward seconded granting £350.00 to the Women's Institute. There were no other resolutions; unanimously agreed.

Clerk

8. Clerk's report: Discuss and agree action on Clerk's Report and correspondence received.

Clerk

8.1 Remembrance Day Parade Sunday 13th November 2022 (Clerk to update)

Clerk advised that a Special Events Order Application and an Operational Plan were submitted to Suffolk County Council on 18th July 2022. Cllr Wheeler has volunteered to shadow the incumbent Parade Coordinator this year, Steve Brown of the Royal British Legion, and will take over the role next year.

AE Naylor

8.2 Unused filing cabinets (Clerk to update)

Clerk advised that there are currently four four-drawer filing cabinets in the Clerk's office. However, due to a reduction in the paperwork retained (scanned onto computer, saved from emails) and the disposal of paper records with regards to the Council's Document and Data Retention and Destruction Policy, a large volume of documents has been disposed of using Doxbond confidential waste disposers. Therefore, two of the cabinets are no longer needed and Clerk asked that these be donated to Kedington Primary Academy for use in the office. The existing cabinets there are old and becoming difficult to use, drawers jam, keys stick, sections don't slide very well. Following a discussion Cllr Wheeler proposed and Cllr Eames seconded donating two cabinets to Kedington Primary Academy. There were no other resolutions; unanimously agreed.

Clerk

8.3 Thermal Imaging Camera (Clerk to update)

Information regarding this was sent to Councillors on 18th July 2022 but the closing date for the survey, 1st August 2022, passed before Council could respond.

8.4 Certificate in Local Council Administration (Clerk to update)

Clerk advised there is an introduction to the CiLCA qualification via Zoom on the 12th September 2022. This workshop is designed to help inform and prepare Clerks for CiLCA including an independent review of any training needs. The cost is £26.00+VAT, totalling £31.20, per person and the workshop lasts for 2 hours. Cllr Naylor proposed and Cllr Wilsher seconded paying for the Clerk to attend the workshop. There were no other resolutions; unanimously agreed.

8.5 Review and amend Grant Award Policy (Clerk to update)

Clerk advised that the current Grant Award Policy has the following wording in the Application Procedure section; "The Finance committee will make the decision on grants up to £500. Above £500 the application will go to Full Council". Clerk asked for this to be deleted as the Parish Council no longer has a Finance Committee. Cllr Deeks proposed and Cllr Wheeler seconded making this deletion. There were no other resolutions; unanimously agreed.

Clerk

9. Play Equipment.

Clerk

9.1. Receive defect report(s) (if any); agree action

Clerk advised he has not received a report.

Cllr Wheeler asked when the cross scales seats would be replaced. Cllr Wilsher advised she has been to Powerdrive for advice regarding the best way to secure the quick links. As a result of which she purchased some Loctite thread locking oil. Clerk offered to refit the seats and secure the quick links with the Loctite. Agreed by all Councillors.

9.2. Play surfaces (Clerk to update)

Clerk advised and Councillors were already aware, that when Playquip commenced work on Wednesday 20th July 2022 they found that the swing bay surface had previously been overlaid several times by other surfacing meaning there were two to three surfaces below the top surface. On 21st July 2022, following a number of emails and phone calls between the Clerk and Playquip, the Clerk sent an email to all Councillors advising there were two ways to resolve this. Following a number of emails to and from Councillors the agreement was for Playquip to remove all the swing bay surfaces and install a thicker new surface to compensate for the lower level of the base structure, increasing the cost for that area alone by £810.00 + VAT. The work was subsequently completed and on 27th July 2022 £13,949.76 inc. VAT was paid to Playquip.

Clerk asked Council to formally ratify this increased payment. Cllr Wheeler proposed and Cllr Woodward seconded ratifying this payment. There were no other resolutions; unanimously agreed.

Clerk

9.3 Graffiti (Clerk to update)

On 20th July 2022 Cllr Potter contacted Evolution Skate Parks with regards to the best way of dealing with removing the graffiti on the two skate ramps in Old School Field. They said that having spoken to the powder coating company regarding 'safe' removal, the product they might have recommended is deemed to 'harsh' for the powder coat to remain unaffected. Therefore, the quickest and cheapest option is to literally paint over it and they have a can of the correct paint if we want it. Clerk has asked for the paint to be sent to us, it hasn't arrived yet.

A E Naylor

10. Environmental / Grounds Maintenance matters.

10.1 Tree planting Silver Street Park (Clerk to update)

Clerk advised he has been in contact with Mr Kevin Betts. His sons Isaac and William have today sent him a letter that he will send out to other organisations that own the land they are interested in planting trees on; Thurlow Estates, West Suffolk Council and the Kedington Community Association. The area for potential planting that involves the Parish Council is in Silver Street Park. They would like to plant one or more trees in the area to the right after you have gone over the metal bridge at the School Road entrance of the Park. Mr Betts suggested replacing the Willow tree that was lost as well, although they don't have any at the moment.

Clerk advised that Isaac and William have proposed to plant one Field Maple in October/November this year and three Oaks in October/November 2023 and/or 2024.

Mr Betts added that Mr Bob Dellar also has an Oak tree that is ready to be planted, so they would like to plant three or four trees in total in October to "get the ball rolling". He suggested a meeting at Silver Street Park to finalise this. Cllr Wheeler proposed and Cllr Eames seconded the above course of action. There were no other resolutions; unanimously agreed.

Clerk

Cllr Wheeler advised that the Baulk footpath from White Horse Road/School Road to Haverhill Road is totally overgrown and needs cutting back. Following a discussion, it was agreed to put a report on the Highways Reporting Tool on the Suffolk County Council website requesting this be cut back.

Clerk and Chair

Cllr Wheeler also advised that the three drains on the hill leading up to the Church and the first one coming down White Horse Lane are blocked again.

Clerk/Chair

Chair reminded all Councillors that they can use the publicly available Highways Reporting Tool on the Suffolk County Council website to log any reports such as these. Clerk asked Cllr Wheeler to send him the details and he would make the report.

Clerk

Cllr Wilsher suggested moving the goal on the Meadow to its alternative position. Clerk advised he will arrange this.

Cllr Wheeler

11. Highway/Footpath/Street Furniture matters.

11.1 Installation of new plaques onto roadside Rights of Way fingerposts (Clerk to update)

Clerk advised that Mr James Stringer has agreed to do it, as have Cllr Standeven and Mrs Ann Bellamy. Clerk volunteered to do it also. Once all have watched the instruction video and read the risk assessment the Clerk will complete the volunteer form and return it to the Discovering Suffolk Project. Chair asked if there were any more volunteers and it was agreed Clerk would send the initial email to Councillors again.

Clerk

12. Outstanding estimates awaited or work ordered.

12.1 Kedington village sign (Clerk to update)

Clerk advised the sign and frame were removed by Artisteel on 24th August 2022. Artisteel agreed to do this, measure it, assess it and provide a drawing and accurate quote in case they found something they weren't expecting, then raise an invoice.

Chair advised we should have the final design for the Jubilee bench in time for the October meeting.

Clerk

13. Any other reports (on-going matters).

13.1 Children's Sports and Wellbeing Day (Chair to update)

Chair thanked everyone involved in the day, another brilliant day and the children loved it. A letter of thanks has already been sent to Terry McGerty of the Rotary Club of Haverhill And District for their donation of £600.00 towards the cost of the coaches from Dellar Sports Coaching. Chair thanked Cllr Rushbrook for the biscuits. Chair also thanked Vans4You for purchasing the ice creams for the children.

A E Naylor

Clerk advised that the Council had agreed to pay £700.00 for three coaches from Dellar Sports Coaching to attend on the day, with the remaining £100.00 to be paid for by the Council. However, only two coaches were able to attend due to illness. A late notice replacement was found for the afternoon only and the cost was reduced to £600.00. This was paid on 27th July 2022.

13.2 **Speed Indicator Device (Clerk to update)**

Clerk advised that the Speed Indicator Device has been assessed and "is working just fine, no faults found. The only thing that we have done is a firmware upgrade free of charge." Clerk is waiting for the invoice but total cost expected to be in the region of £102.40. Cllr Eames proposed and Cllr Wilsher seconded paying the invoice on receipt. There were no other resolutions; unanimously agreed.

Chair to arrange the Speed Indicator Device being placed in the Parish.

14. **Housing/Planning.**

Clerk

14.1 **Applications for discussion at meeting (Chair/Clerk to update)**

a. **Re-consultation in respect of a Planning Proposal DC/22/0336/FUL - Land West Of Haverhill Road, Kedington – Planning application - one retail unit (class E) and associated vehicular and pedestrian access as amended by plans received 16th August 2022 (emailed to Councillors)**

Chair

Cllrs Roach and Clarke left the meeting at this point.

Chair asked for Councillors comments on the re-consultation.

Cllr Wilsher stated she couldn't really see much difference to it; another door has been added, more planting, height has been reduced but it would still be there and whatever height it is, it's not a field.

Cllr Eames stated she couldn't really see much difference either so no further comments.

Cllr Wheeler asked and it was confirmed that the owners of Cornerways were selling part of their front garden to allow a footpath to be placed there. Cllr Wheeler also commented that a zebra crossing was going to be placed in the road.

Cllr Deeks stated there is a difference; the height has been reduced and he's fine with the application.

Cllr Woodward commented that there are definitely a few positives; the zebra crossing, the car park looks less busy, more planting and the reduced ridge height.

Cllr Wheeler asked and it was confirmed that the Council's views previously submitted to Planning remain the same.

Chair commented that for the village it would be a new shop and investment in it would bring with it employment. Also people may not travel to Haverhill bringing sustainability to a new shop. Chair commented that she personally thinks it would be a positive thing for the village to have a new shop. However, as discussed at the previous meeting it would mean the loss of agricultural land that she is not in agreement with.

Chair commented that Kedington is one of five villages that are Key Service Centres and it has to take some of the responsibility of servicing surrounding villages.

Parishioner Mr Betts commented that he is against the application because it would result in the loss of agricultural land.

Another Parishioner commented that she didn't know why a second entrance facing the road had been added. It became apparent that the Parishioner wasn't aware that this re-consultation contained a Planning Design and Access Statement and also comments from Public Health and Housing. Chair confirmed that this information was available on the Parish Council's website. Chair commented that Public Health and Housing had no objections to the application. Chair confirmed that the website is updated with new documents when we get them.

Cllr Clarke returned to the meeting.

Clerk

b. **DC/22/1402/HH - Ancroft, Silver Street, Kedington – Householder planning application - orangery extension (following demolition of existing conservatory) (emailed to Councillors)**

Clerk advised that no objections had been received by email from all Councillors prior to this meeting.

AE Naylor

- c. **AP/22/0043/STAND – Appeal to the Secretary of State in respect of DC/21/1806/HH - Calford Green Cottage, Calford Green, Kedington – Householder planning application - Installation of dark framed solar panels to the front elevation (emailed to Cllrs)**
- d. **AP/22/0044/STAND – Appeal to the Secretary of State in respect of DC/21/1807/LB - Calford Green Cottage, Calford Green, Kedington – Application for listed building consent - Installation of dark framed solar panels to the front elevation (emailed to Cllrs)**

Clerk advised that with regard to items 14.1.c and 14.1.d above, an appeal had been made to the Secretary of State and this had started on 30th August 2022, the applications having been refused. The Council has been advised in case it wishes to withdraw or modify comments made in respect of the original application in any way or if it wishes to make any additional comments. Council has five weeks from 30th August 2022 to do so. Clerk advised that the Parish Council in 2021 had no objections to the applications. Councillors had no comment to make.

14.2 Planning Applications – Observations conveyed by Parish Council (Clerk to update)

- a. **DC/22/1210/HH - The Ferns, 39 School Road, Kedington – Householder planning application - a. one front porch with pitched roof b. two storey side and rear wrap around extension (following demolition of existing garage) c. new gravel parking d. roof mounted solar panel array and new air source heat pump e. one roof light to be installed on main roof.**

Clerk advised that no objections were submitted on 25th July 2022.

- b. **DC/22/1389/HH - 2 Fern Cottages, Kings Hill, Kedington – Householder planning application - single storey rear extension with flue.**

Clerk advised that no objections were submitted on 24th August 2022.

14.3 Planning Applications – Decisions received from District Council (Clerk to update)

- a. **DC/22/0911/HH - 29 Dane Close, Kedington – Householder planning application - a. front porch b. single storey rear extension.**

Clerk advised the application was approved on 19th July 2022

- b. **DC/22/0804/HH - 28 Risbridge Drive, Kedington – Householder planning application - garage conversion to office/utility.**

Clerk advised the application was approved on 21st July 2022

- c. **DC/22/1113/HH - 29 Barton Grove, Kedington – Householder planning application - a. front porch b. two storey side extension c. single storey rear extension (following demolition of existing garage) d. raised terrace**

Clerk advised the application was approved on 18th August 2022

15. Events: Please bring your diaries

15.1 Date and location of next meeting

Next Parish Council meeting to be held on Tuesday 18th October 2022 at 7 pm at a location to be confirmed.

The meeting closed at 8:20 p.m.

Signed

AE Naylor

..... Date.....18th October 2022.....

AE Naylor

ANNEX 1

KEDINGTON PARISH COUNCIL MEETING TUESDAY 6 SEPTEMBER 2022

Joint report from West Suffolk District Councillors: Nick Clarke, Karen Richardson and Marion Rushbrook

We hope you have enjoyed a break over the summer months. It is good to see the grass is green again!

We are all aware of the winter ahead of us, rising prices on food, utilities etc. Please look out for people around you and direct, anyone who needs assistance, to the relevant bodies that can help. We are hearing how food banks are being stretched and it is only September and we have not turned out heating on yet.

Not much to report after the summer – here are a few updates.

HMP Highpoint

You may have seen approval was given for the above to go ahead despite concerns about the 40mph speed limit along that road. Your district and county councillors will continue to fight for this speed limit to be reduced to 30mph.

The Community Chest funding round for 2023-24 - now open

Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk.

The minimum amount that can be applied for is £2,500. This funding can be for one off projects or revenue funds for services. Before organisations apply, they are advised to read [West Suffolk Council Community Chest Funding 2023-24 Guidance for applicants](#)

Please note, the Community Chest online application does not have a 'SAVE' function and will time out after inactivity over 1 hour, so applicants are advised to allow adequate time to plan and complete the application process. We would suggest drafting the application in Word in first instance and then cutting and pasting the section in to the form where appropriate. To view the content of the application ahead of completing it please read the [West Suffolk Council Community Chest Grant Sample Application Form Community Chest Online Application Form](#) Please note - Community Chest applications will only be accepted by completing **the form online**. Reminder - The PDF sample application template is designed to help organisations plan and prepare for submission.

To discuss potential applications prior to submission and request a Word sample application form please contact families.communities@westsuffolk.gov.uk or phone 01638 719235.

AE Naylor

The deadline for applications is 6pm on Friday 30 September 2022.

PUBLIC MEETINGS WITH POLICE- Your Police Your Say

Suffolk Police & Crime Commissioner Tim Passmore, a chief officer and the local policing team. Meetings start at 6.30pm, the online meeting starts at 6pm. **No need to book, just turn up**

Thursday 29 September	Wherry Hotel, Bridge Road, Oulton Broad, Lowestoft NR32 3LN
Monday 3 October	Online via Microsoft Teams. Go to www.suffolk-pcc.gov.uk to register
Thursday 6 October	Cedars Hotel, Needham Road, Stowmarket IP14 2AJ
Tuesday 11 October	Suffolk New College, Rope Walk, Ipswich IP4 1LT
Tuesday 18 October	Mildenhall Hub, Sheldrick Way, Mildenhall, Bury St Edmunds IP28 7JX

For more details go to www.suffolk-pcc.gov.uk.

AE Naylor