

KPC 128-06
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15th NOVEMBER 2022
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

Present: Cllr Ann Naylor (Chair)
 Cllr Stella Wilsher (Vice-Chair)
 Cllr Terry Wheeler
 Cllr Ross Standeven
 Cllr Sharon Eames
 Cllr Jeffery Potter

In attendance: John Boxall (Parish Clerk)

Also in attendance: West Suffolk Councillors Marion Rushbrook, Karen Richardson and Nick Clarke.
 Three Parishioners present.

ACTION

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

Clerk reminded Councillors that at the last meeting they had had a discussion regarding whether or not to continue having this as an item on the agenda or to amend it. The outcome was that the Clerk should seek advice from the Suffolk Association of Local Councils.

Clerk advised that he sent a query to Suffolk Association of Local Councils advising them that at its meeting on 21st September 2021 Council had previously resolved to remove agenda item "Any new matters (for discussion only)" from future agenda items. Clerk had asked whether or not it would be good practice to also remove this agenda item but also suggested another option of just removing the "Parishioners Question Time" element so that Parishioners can still express an interest in an item/items as it might be appropriate to bring this/these forward.

Clerk advised that the reply was "I would agree it is best to remove both of the items you have suggested. Most councils have a public participation session and it is up to councils whether they limit these to items on the agenda or allow general questions to be raised."

Clerk advised Councillors that our Standing Orders state at Section 5, Subjects for Agenda:-

- a. The Council will make decisions in its meetings only on those matters, which have been included on the agenda that has been issued to Councillors prior to the meeting.
- b. Councillors having matters which they wish the Council to discuss, should give the Chairman or Clerk a written request to add those matters to the agenda at least one week prior to the Council meeting.

Following a discussion Cllr Wheeler proposed and Cllr Eames seconded retaining this as an agenda item but amended to say "Acknowledge agenda items of interest to members of the public present" only. There were no other resolutions; unanimously agreed.

Clerk

2. Welcome and Apologies.

Cllr Deeks is unable to attend as he is unwell.
 Cllr Woodward is unable to attend for personal reasons.

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 declared.

4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 18th October 2022.

A resolution was put forward by Cllr Wilsher and seconded by Cllr Potter to agree the minutes of the meeting of Kedington Parish Council held on 18th October 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.

Chair confirmed that Councillors had received the report earlier that day by email from the Clerk (ANNEX 1).

Cllr Rushbrook highlighted the proposed changes to the Local Council Tax Reduction Scheme.

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

6.1 Receive budget statements effective to date.

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

6.2 External Auditor Appointment.

Clerk advised that on the 7th November 2022 he received a news bulletin from the Suffolk Association of Local Councils advising that The Smaller Authorities' Audit Appointments had that day published the External Audit Contract information on their website, that details which External Auditor has been allocated to Counties in England. This will cover the period of the contract 2022/2027 and PKF Littlejohn will again be the external auditor for Suffolk. All Town and Parish Councils should now be notified by their External Auditor to inform them that they have been appointed for the contract period.

6.3 Discuss budget for Coronation of King Charles III on 6th May 2023.

Chair updated that, as happened with the Queen's Jubilee celebrations earlier this year, the intention is for the Parish Council, the Kedington Community Association and the Royal British Legion to work together in these celebrations. Chair advised that the Kedington Community Association have suggested a family celebration day on the Bank Holiday Monday 8th May 2023. Following a discussion all Councillors were in agreement with this. Cllr Wheeler suggested the budget for this could be discussed at the Precept meeting.

6.4 VAT quarterly refund claim.

Clerk advised that the 2022-2023 Quarter 2 VAT claim totalling £3,175.54 was received on 25th October 2022.

6.5 Ratify payment to Gallagher Insurance for adding the Air Memorial to the Parish Council's Employer's Liability Insurance.

Clerk reminded Council that at its meeting on 21st June 2022 it made a resolution that the Air Memorial should be added to the Council's Employer's Liability insurance. The Clerk contacted Gallagher Insurance and the Air Memorial was added with an insurance value of £14,100.00. It is included in the War Memorial policy category as this is the most appropriate for all types of memorial assets. This incurred a pro rata additional premium due until the next renewal date on 1st October 2023 of £57.52 including Insurance Premium Tax. The Clerk and Chair authorised this payment and it was made on 31st October 2022. Clerk asked the Council to ratify this payment. Cllr Wheeler proposed and Cllr Wilsher seconded ratifying the payment. There were no other resolutions; unanimously agreed.

6.6 Ratify payments to Complete Business Solutions for stationery supplies.

Clerk advised this is two payments of £50.20 and £122.86, totalling £173.06, for stationery supplies consisting of printer ink cartridges, A4 laminating pouches, staples and noticeboard push pins. The Clerk and Chair authorised this payment and it was made on 1st November 2022. Clerk asked the Council to ratify this payment. Cllr Wilsher proposed and Cllr Potter seconded ratifying the payment. There were no other resolutions; unanimously agreed.

6.7 National Salary Award for 2022/2023.

Clerk advised that in the week commencing 31st October 2022 the Local Government Association came to an agreement on the 2022/2023 pay offer with the unions representing local government employees. The terms of that agreement include the following:

- With effect from 1 April 2022, an increase of £1,925.00 on all National Joint Council pay points 1 and above.
- With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement, pro-rata for part-time employees.

Employers are encouraged to implement this pay award as swiftly as possible.

Clerk advised that with regards to the annual leave this equates to an additional 6 hours 28 minutes.

Clerk is currently paid £15.64 per hour at Spinal Column Point 25. This award equates to a 6.4% increase at this Spinal Column Point to £16.64 per hour.

Clerk requests that as of 1st November 2022 his salary is increased from £15.64 per hour to £16.64 per hour. A resolution was put forward by Cllr Potter and seconded by Cllr Wheeler to agree the Clerk's request. There were no other resolutions; unanimously agreed.

Clerk

Clerk further advised that from 1st April 2022 to 31st October 2022 he has been paid £12,042.80 gross. Clerk advised that an increase of 6.4% to £16.64 per hour increases that by £770.00 to £12,812.80. Therefore, Clerk is due back pay of £770.00 gross. Clerk requests this be paid in his next salary payment on 30th November 2022. A resolution was put forward by Cllr Wilsher and seconded by Cllr Potter to agree the Clerk's request. There were no other resolutions; unanimously agreed.

Clerk

7. Grants.

7.1. Uptake.

a. Suffolk Accident Rescue Service.

Clerk advised he had received a letter of thanks and read out the contents (ANNEX 2).

ANNEX 2

7.2. Applications.

a. 1st Kedington Brownies.

Following a discussion Cllr Wheeler proposed and Cllr Standeven seconded granting £300.00 to the Brownies. There were no other resolutions; unanimously agreed.

Clerk

b. 1st Kedington Guides.

Following a discussion Cllr Wheeler proposed and Cllr Standeven seconded granting £300.00 to the Guides. There were no other resolutions; unanimously agreed.

Clerk

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

8.1. Certificate in Local Council Administration.

Clerk advised Council that registration is through the Society of Local Council Clerks at a cost of £410.00 (non-VATable). Thereafter there are five training sessions provided by the Suffolk Association of Local Councils. These correspond to the five units of the CiLCA and the thirty Learning Outcomes. Each of these sessions costs £55.00 +VAT = £66.00. Clerk has registered for the five training sessions, the first of which he attended yesterday. Clerk has not yet registered for the CiLCA, he intends to do this prior to the February 2023 intake commencing giving him time to complete Unit 1 before doing so, as suggested by the trainer at the introductory session. Clerk requests Council authorise him making these payments when they become due.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Eames to authorise Clerk making these payments when they become due. There were no other resolutions; unanimously agreed.

Clerk

8.2. **Unused filing cabinets.**

Clerk confirmed that having been able to empty the third of the original four 4 drawer filing cabinets and all Councillors having agreed to it, Cllr Woodward took possession of this third cabinet on the 27th October 2022 and is using it for the Kedington Community Association Lottery related paperwork. Clerk advised this leaves one 4 drawer cabinet in use, the individual value of which according to the asset register is £85.00. This is below the £100.00 threshold and so it is now recorded on the Asset Register as disposed of and will be deleted at the end of this financial year.

Clerk

9. **Play Equipment.**

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

Clerk confirmed that Councillors had received the reports and that all work had been completed or was in hand.

Clerk further advised that following on from the last meeting on 18th October 2022, he sent an email to West Suffolk Council on 4th November 2022. He has asked them to clarify with the Play Inspection Company which mounting post on which piece of equipment in Silver Street Park it is that they feel needs monitoring for fatigue, as the one shown on their report doesn't seem to match any of the four pieces of equipment in Silver Street Park. He awaits their reply.

9.2. **Graffiti.**

Chair advised that she, Cllr Woodward and Cllr Potter cleaned the inappropriate graffiti from the skate ramps and little play area in Old School Field on 25th October 2022. The signs in Silver Street Park and other areas of graffiti will be cleaned in due course.

10. **Environmental / Grounds Maintenance matters.**

10.1 **Beebombs on the Meadow.**

Clerk advised he has made contact with Ben Davidson at Beebombs who very kindly offered to supply the Beebombs at no charge. Clerk has been in contact with Ross Van de Zande, the Meadow manager, and with Vicky Doherty, the Primary Academy Headteacher, to make arrangements for pupils to be involved in scattering the Beebombs once they arrived. Mrs Doherty advised at that time that Classes would be electing their Eco-Council members last week and it would be "something lovely for them to get involved in".

The Beebombs arrived on Thursday 10th November 2022. There were 10 only, so 9 for the Meadow and 1 for the school.

Clerk has emailed Ross Van de Zande to let him know the Beebombs have arrived and asking when he would plan to scatter them so he can liaise with the school. Clerk will chase a reply.

Clerk

10.2 **Old School Field hedge trim.**

Clerk advised the hedge was trimmed on Thursday 10th November 2022 by MD Landscapes and he awaits their invoice for £189.00 +VAT as previously agreed by Council.

Clerk

11. **Highway/Footpath/Street Furniture matters: NONE**

12. **Outstanding estimates awaited or work ordered.**

12.1 **Old School Field goals to be repositioned and both entrance's gates and fences to be repainted.**

Clerk advised that Wayne Blackman has quoted £320.00 plus supplies to complete this work and Clerk has agreed this with him, it being within the budget agreed at the last meeting on 18th October 2022. On Saturday 5th November 2022 Mr Blackman repositioned the goals and started preparing the fences and gates for painting but the heavy rain that day meant painting wasn't possible. He will return and do the painting as soon as possible, weather permitting.

12.2 **Kedington village sign.**

Clerk advised that, as per the email sent out to Councillors, there was a slight change for the galvanising of the original frame, in that due to the intricacies of the scroll work and the amount of existing paint, Artisteel would not be able to completely remove the existing paint work and it would be too dangerous to dip it into the galvanising bath creating a potential risk of explosion. However, they will instead apply a rich zing external grade paint (similar to galvanising) prior the final coat. This will be the same cost as galvanising it. This change had been agreed by all Councillors by email and verbally and the deposit of £1,031.40 inc VAT was paid on 28th October 2022.

12.3 **Queen's Platinum Jubilee bench.**

Clerk advised that on 24th October he sent an email to Artisteel asking if they could decrease the size of the curl on the left arm side of the bench and attach the end of the curl to the back of the bench itself. This was because the Councillors were concerned that bearing in mind the bench is to be located on Church Walk that is an access path to the Primary Academy, there is a risk of injury to the children if it were to remain as it is.

Clerk advised he received an email reply the following day confirming Artisteel will amend the drawing with children in mind. They will look at the outcome of Primary age children and toddlers regarding slips, trips, falls from climbing on the bench, impalement risks etcetera.

Clerk is awaiting the revised drawing.

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

13.1 **Father Christmas visits the Parish.**

Chair advised that on Friday 16th December 2022 she and Cllr Wilsher will once again be escorting Father Christmas around the Parish, starting at 5:30 pm at the Barnardiston Arms PH. Chair advised that a Parishioner has offered to attach a music system onto the top of Father Christmas' vehicle for about £30.00 for the reusable fixings etc. This will enable Father Christmas' approach to be heard much more easily. Chair also advised that the Rotary Club of Haverhill and District have offered to donate £20.00 for the biscuits for the Eastcotts Nursing Home. Chair asked that the Council purchases the sweets again, she will purchase them and be refunded from the Councillor's Expenses budget.

A resolution was put forward by Cllr Standeven and seconded by Cllr Potter to authorise Clerk making these payments of £30.00 to the Parishioner and a refund for sweets to the Chair. There were no other resolutions; unanimously agreed.

Clerk

13.2 **Warm Bank.**

Chair advised that she has applied for and received the full funding that was requested, £2,531.54 from the West Suffolk Council Winter Response Fund and £1,000.00 from Suffolk County Councillor David Roach.

Chair further advised of the arrangements that had been planned including a letter going out to residents. The warm bank/community hub will run from 10am to 4pm each Thursday commencing on 1st December 2022 in conjunction with the Kedington Community Association. There will be meals and drinks available to buy at cost price. There will be various people coming in to do yoga and Tai Chi classes, the Film Club etc. The meeting room will become a quiet room with a TV and sofa to relax. The library is another warm area.

Councillors were asked to email available dates to the Chair up to and including March 2023.

Chair advised that she had forgotten to include the cost of a television licence in the funding application. This will cost £159.00 that she asks the Parish Council pays for in accordance with Sec 133 of the Local Government Act 1972.

A resolution was put forward by Cllr Standeven and seconded by Cllr Potter to authorise this payment. There were no other resolutions; unanimously agreed.

Clerk

14. Housing/Planning.

14.1 Applications for discussion at meeting.

- 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.

Clerk confirmed that all Councillors had received this re-consultation that he emailed to them on 10th November 2022.

Clerk advised that the Planning Officer has confirmed that the separate entrance for delivery and service vehicles has been added at the request of the Highways Authority to avoid any unnecessary conflict with other vehicles and pedestrians. The pedestrian crossing technical details are still under discussion. It will now be January 2023 at the earliest before this goes before the Planning Committee.

Cllr Eames said she thought it was a good idea to have a separate entrance/exit for the lorries. Chair and Cllrs Standeven and Potter agreed with this. Cllrs Wilsher and Wheeler had no further observations.

Clerk

- b. DC/22/1841/TPO – 15 Risbridge Drive, Kedington – TPO 280 (1999) tree preservation order - one Poplar (T6 on plan, T6 on order) crown lift to three metres above ground level.

Councillors had no objections to this application.

Clerk

14.2 Planning Applications – Observations conveyed by Parish Council.

- a. DC/22/1758/HH – 5 Dash End, Kedington - Householder planning application - a. new vehicular access b. addition of hard standing parking area to front c. two storey side extension (following demolition of existing structure) d. single storey side extension.

Clerk advised that Council's observations were submitted on 31st October 2022 and that by a majority of 6-2 Kedington Parish Council has no objections to the application.

14.3 Planning Applications – Decisions received from District Council.

- a. DC/22/0508/FUL - Barns, Stonebridge Farm, Hundon Road, Kedington - Planning application - one dwelling (following demolition of existing barn).

Clerk updated that this application was withdrawn on 17th October 2022 so the applicant can undertake some further biodiversity surveys at an appropriate time of year, with a view to resubmitting in due course.

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

Clerk advised that the application was approved on 14th October 2022.

- c. DC/22/1580/HH - 22 Haverhill Road, Kedington – Householder planning application - garage conversion and extension to create detached annexe.

Clerk advised that the application was approved on 19th October 2022.

- d. DC/22/1657/HH - 32 Dane Close, Kedington – Householder planning application - front bay window with roof extending over open-sided porch and minor flat roof rear projection with sliding doors.

Clerk advised that the application was approved on 25th October 2022.

15. Events: Please bring your diaries

15.1 Date and location of next meeting.

Next Parish Council meeting to be held on Tuesday 20th December at 7 pm in the Parish Council Office Meeting Room.

15.2 **Meeting dates for 2023.**

Chair suggested not having a Parish Council meeting in January 2023 and to bring the February meeting forward to Tuesday 7th. Following a discussion between Councillors a resolution was put forward by Cllr Potter and seconded by Cllr Eames to agree Chair's suggestion. There were no other resolutions; unanimously agreed.

Clerk

The meeting closed at 8:00 p.m.

Signed *A E Naylor* Date.....20th December 2022.....

ANNEX 1

Kedington Parish Council Wednesday 15 November 2022

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

We continue to ask everyone to keep an eye out for people around them who may be struggling with the current issues we are living with. Direct anyone who needs assistance to the relevant bodies that may be able to help. We know our local food banks are being stretched and it is only early November. West Suffolk Council (WSC) website has a resident's section, which contains links to get support, grants etc (under the *Resident* link). For those who do not have access to the internet Customer Services is available Monday to Friday on 01284 763233, opening hours 08.45–17.00.

West Suffolk Council is working with colleagues across Suffolk to support individuals as well as ensuring community and other groups are able to support and have help to meet their own costs. They have some external funding, via the Collaborative Communities Board, to help community groups and more may be on the way. A really useful source of advice is the cost of living page on our website. This links to sources of local and national support: [Cost of living \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk/cost-of-living). WSC remains committed to supporting their communities throughout this winter, including warm spaces, access to food and financial support.

WSC are also looking at how we can support those community groups who run public buildings such as community centres, village halls, libraries, churches and the work that they will be doing over the coming months to help people stay connected, stay warm, and provide other support and activities to look after people's health and wellbeing. Ultimately, this is to help residents reduce some of their daytime energy costs and help reduce respiratory illnesses.

Locality Budget

We are now half way through West Suffolk Council's (WSC) financial year and the three of us funds to spend on our town and parishes

WSC Families and Communities Officer can help with any questions or concerns you have in relation to the spend, as well as assisting you with questions and paperwork.

West Suffolk Parish and Town Forum

The Parish Conference will be held on Wednesday 16 November at 5.45 for a 6pm start. WSC are continuing to hold them virtually, through Microsoft Teams as they have seen an increase in attendance and participation. The agenda is being confirmed but the three likely topics are Cost of living, Community Emergency planning and District elections.

If you would like to join the event please confirm your attendance by email: families.communities@westsuffolk.gov.uk by 9/11/2022, although the deadline has passed you may be able to get on the call. The Teams meeting link will be sent through to all that have

emailed to confirm their attendance on the **11/11/2022** and will only be sent through to you if you have confirmed your attendance.

Avian Flu

Most people know this is now in our area, if you come across any issues contact WSC customer service (if the bird is on WSC land). Should there be a larger issue call **DEFRA helpline on 03459 335577** and report.

Consultations

Proposed changes to Local Council Tax Reduction Scheme 2023-24

This online consultation is open from 18 October to **18 November 2022** to take part online visit: ***Have your say***

Audience: Council Tax payers, advice and advocacy organisations, registered providers, recipients of local Council Tax support, parish and town councils, public sector partners

As part of WSC work to ease the cost of living for communities it is looking at possible options to increase for one year the discount for Council Tax given to people on low incomes.

This is known as the Local Council Tax Reduction Scheme.

In light of the national challenge of the cost of living the council seeks to engage with the public and stakeholders on options with a consultation which is open until 18 November 2022.

The changes would be temporary and would take effect from 1 April 2023. If implemented, these changes would mean that for 2023-24 only the maximum discount a working-age resident could receive on their Council Tax would increase from 91.5 per cent to either 95 per cent or 100 per cent (depending on the final decision). This would reduce the amount that many Council Tax payers have to pay and could result in some working-age residents paying zero Council Tax. From April 2024 the maximum discount would automatically revert back to 91.5 per cent.

The proposed changes do not affect pensioners, who are covered by a different element of the Council Tax discount scheme which already offers a maximum discount of 100%.

Paper copies are available on request from liz.barnard@westsuffolk.gov.uk or 01638 719454.

Feedback from the consultation will be considered by Cabinet on 6 December 2022 making its recommendation to full Council on 13 December. If agreed, the changes would come into effect for one year from April 2023.

At the moment these are just draft proposals which the council will want to hear people's thoughts on before they are considered to be taken forward. It is part of a range of ways the council is supporting communities including those with the highest risk of financial hardship as a result of the current cost of living crisis.

Final consultation on a proposed new map of parliamentary constituencies

The Boundary Commission for England (BCE) is redrawing constituency boundaries in order to rebalance the number of electors represented by each MP, and a final consultation on proposed new constituencies is now open. A new revised map of constituency proposals, which takes into account feedback sent in by the public on the initial proposals, has been published on the consultation website [BCE Consultation Portal \(bcereviews.org.uk\)](https://bcereviews.org.uk). Send in your views before the closing date of 5 December to have your say on new parliamentary constituency boundaries.

Once the consultation has closed on 5 December 2022, the BCE will look at all the feedback sent in and consider whether any changes should be made to the revised proposals for constituency boundaries. Their final recommendations will be submitted to Parliament by 1 July 2023, and the new constituencies will take effect at the next General Election thereafter

Further information:

- [Boundary Commission for England | The Commission is required by the Parliamentary Constituencies Act 1986 to review the Parliamentary constituencies in England every five years \(independent.gov.uk\)](#)
- [Guide to the 2023 Review of Parliamentary constituencies | Boundary Commission for England \(independent.gov.uk\)](#)

ANNEX 2



Suffolk Accident Rescue Service

Registered Charity 1168764

Unit 1B, Woolpit Business park, Windmill Avenue, Woolpit, Bury St Edmunds, IP30 9UP

Main Office: 01359 244186 - Email: admin@sars999.org.uk

2 November 2022

Via email

Mr J Boxall
Clerk to Kedington Parish Council
c/o NISA Village Stores
17 Silver Street
Kedington
HAVERHILL
CB9 7QG

Dear Mr Boxall

I am writing to thank Kedington Parish Council most sincerely for the very kind donation of £250.00.

Your donation will be used to continue and expand upon the work undertaken by our clinical volunteers in and around Suffolk; without such thoughtful donations SARS would not be able to operate.

The COVID 19 pandemic does still continue to provide ongoing challenges, so your support is particularly appreciated at this time and allows us to plan ahead with confidence.

I would be grateful if you could pass on our thanks to the Councillors for their continuing support, and we will update you in due course on our activity.

Yours sincerely

Sue Groom
Volunteer Fund-raiser