

KPC 128-09
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21st MARCH 2023
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

Present: Cllr Ann Naylor (Chair)
 Cllr Terry Wheeler
 Cllr Sharon Eames
 Cllr Ross Standeven
 Cllr Peter Deeks

In attendance: John Boxall (Parish Clerk)

Also in attendance: Three Parishioners.

- 1. Acknowledge agenda items of interest to members of the public present.**
None.
- 2. Welcome and Apologies.**
Cllr Woodward for personal reasons.
Cllr Potter for personal reasons.
Cllr Wilsher is unwell.
Apologies accepted by all Councillors present.
- 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 7th February 2023 (emailed to Councillors)**
Councillors confirmed they had received a copy of the minutes and had read them. A resolution was put forward by Cllr Wheeler and seconded by Cllr Eames to agree the minutes of the meeting of Kedington Parish Council held on 7th February 2023 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 (emailed to Councillors)**
Councillors confirmed they had received the District Councillor's report (ANNEX 1). No questions from Councillors.
Cllrs Roach, Richardson, Rushbrook and Clarke not in attendance as they are at a County Council meeting.
Clerk thanked Cllrs Richardson and Rushbrook for their grants totalling £350.00 for the King's Coronation celebrations.
Clerk thanked Cllr Rushbrook for her grant of £230.00 for the Children's Sports and Wellbeing Day later this year.
- 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.
Clerk advised that Trevor Brown, the appointed Internal Auditor, has sent him various documents including the Internal Audit plan that at paragraph 6e asks "Does the Council's published information or the Council's Minutes provide a clear record of the payments made

ACTION

ANNEX 1

	<p>by the Council (including a list of the payments approved by Council at each meeting) to provide transparency in the Council's financial transactions?"</p> <p>Clerk has not been including a list of payments/receipts in the minutes but they are available on the website.</p> <p>Following an email conversation Mr Brown stated "The publication of the payments list is very good governance practice and I see you regularly publish that, together with the monthly bank reconciliations, receipts list and net position, on the Council's website. What I would suggest is that it may be useful to be able to confirm in the body of the Minutes that the Council has approved or ratified a list of payments which is appended to the Minutes of the meeting. In this way, the appended list will link to, and confirm, the actual payments approved at each meeting."</p> <p>Clerk advised that it is therefore his intention, as of this meeting, to ask the Council to ratify the payments and receipts list and he will add it to the minutes as an Annex in addition to it being published on the website.</p> <p>A resolution was put forward by Cllr Wheeler and seconded by Cllr Deeks to ratify the payments and receipts list provided to Councillors for this meeting (ANNEX 2). There were no other resolutions; unanimously agreed.</p>	ANNEX 2
6.2	<p>Underspend for 2022/2023 (Clerk to update)</p> <p>Clerk advised that at present the Barclays account balance, being the balance of the 2022/2023 precept, is £23,903.36. Once remaining payments are made prior to the year end on 31st March 2023 i.e. to MD Landscapes for grass cutting, to Onecom for telephone and broadband, to West Suffolk Council for bin emptying, to Kedington Community Association for electricity and for wages, the balance will be £18,692.73. Clerk suggested that the year-end balance is transferred into the general reserves once the 2023/2024 precept is credited into the Barclays account.</p> <p>A resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to transfer the balance of the 2022/2023 precept at 31st March 2023 into the general reserves once the 2023/2024 precept is credited into the Barclays account. There were no other resolutions; unanimously agreed.</p>	Clerk
6.3	<p>Review and agree Asset Register for year ending 31st March 2023 (emailed to Councillors)</p> <p>Clerk advised that in a review of the Asset Register he has found the following items he would like to remove or amend and then advise the Council's insurers. Clerk reminded Cllrs that floor and land surfaces should be excluded from the Asset Register:-</p> <ol style="list-style-type: none"> Remove new rubber mulch play surface on Old School Playing Field £1,740.00 Remove wet pour safety surfacing on Old School Playing Field £6,815.00 Remove play safety surfacing on Old School Playing Field £7,626.00 Remove basketball/Siena goal surface on Old School Playing Field £2,578.80 Remove office and meeting room floor tiles in the Parish office £440.00 Amend wooden bench (donated) on riverside walk the Cut from £790.00 to a nominal £1.00 as it appears to have been a donation/gift. Clerk advised that the Silver Street Park path is also on the Asset Register with a valuation of £6,220.00. Clerk reminded Councillors that the straight path through the Park is owned by Suffolk County Council under Title number SK4896. Clerk doesn't know how much of the path the £6,220.00 valuation covers. Cllr Wheeler advised that this valuation only covers the remainder of the path that curves around the Park that the Council does own. Therefore, this should also be removed from the Asset Register. <p>A resolution was put forward by Cllr Eames and seconded by Cllr Standeven to delete or amend the items on the Asset Register as detailed at points a. to g. above and to advise the insurers. There were no other resolutions; unanimously agreed.</p>	Clerk
6.4	<p>National Non-Domestic Rate Demand for 2023/2024 (Clerk to update)</p> <p>Clerk advised that he received the Non-Domestic Rate Demand 2023/2024 for Kedington Parish Council on 16th March 2023 and, as in previous years, there is nothing to pay.</p>	
6.5	<p>Discuss and approve payment of Clerk's expenses for September 2022 to March 2023 (Clerk to update)</p> <p>Clerk advised that his expenses amount to £42.80 as ANNEX 3 attached. A resolution was put forward by Cllr Wheeler and seconded by Cllr Eames to pay the Clerk this amount. There were no other resolutions; unanimously agreed. Claim form signed by Cllr Naylor as Chair of the Parish Council.</p>	ANNEX 3 Clerk

6.6 Discuss and approve Village Cleaner Terms and Conditions of Employment (emailed to Councillors)

Deferred to the end of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1, to exclude the public as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

7. Grants

7.1. **Uptake.** NONE

7.2. **Applications.** NONE

8. Clerk's report: Discuss and agree action on Clerk's Report and correspondence received.**8.1. Review and agree Internet Banking Policy (emailed to Councillors)**

A resolution was put forward by Cllr Eames and seconded by Cllr Standeven to amend the 6th bullet point in the Procedures section to say "Each month the Clerk/RFO will prepare a full payment and receipt list, bank reconciliation and budget report documents and present to full Council" and to adopt this reviewed policy. There were no other resolutions; unanimously agreed.

Clerk

8.2. Review and agree Financial Management Risk Assessment (emailed to Councillors)

A resolution was put forward by Cllr Eames and seconded by Cllr Wheeler to approve this reviewed risk assessment. There were no other resolutions; unanimously agreed.

8.3. Review and agree Financial Regulations (emailed to Councillors)

A resolution was put forward by Cllr Eames and seconded by Cllr Standeven to amend section 2.2 to say "At each meeting of the Parish Council, and at each financial year end, the Clerk/RFO shall produce bank reconciliations for review and verification by the Councillors. This shall be recorded within the minutes of the relevant meeting" and to approve this reviewed regulation. There were no other resolutions; unanimously agreed.

Clerk

A resolution was put forward by Cllr Eames and seconded by Cllr Standeven to amend section 6.7 to say "If thought appropriate by the council, payment for certain items i.e. Information Commissioner's Office registration, telephone, broadband and email, may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years" and to approve this reviewed regulation and to renew approval of the use of variable direct debits. There were no other resolutions; unanimously agreed.

Clerk

Cllr Wheeler suggested amending section 4.3 to say that any unspent surplus shall go into the general reserves. Following a discussion amongst Councillors it was agreed that the Clerk should seek advice on this.

Clerk

Cllr Wheeler suggested amending section 6.4 with regards to payments being made to the Clerk/RFO and/or the Chair being checked first by a Councillor. Following a discussion amongst Councillors it was decided that Cllr Wheeler will send a wording for this to the Clerk.

Cllr
Wheeler**8.4. Review and agree Effectiveness of Internal Control/Management of Risk of Internal Audit (emailed to Councillors)**

A resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to remove the two references to petty cash on page 4 and to remove the reference to Covid-19 on page 6 and to approve this reviewed risk assessment. There were no other resolutions; unanimously agreed.

Clerk

8.5. Review and agree Internal Control Statement (emailed to Councillors)

A resolution was put forward by Cllr Standeven and seconded by Cllr Naylor to approve this reviewed statement. There were no other resolutions; unanimously agreed. Chair signed the Internal Control Statement outside the meeting.

Clerk

8.6. Review and agree Subject Access Request Policy (emailed to Councillors)

A resolution was put forward by Cllr Deeks and seconded by Cllr Eames to adopt this reviewed policy. There were no other resolutions; unanimously agreed.

Clerk

Subject Access Request Procedure to be submitted for review at next Council meeting.

Clerk

8.7. Advise Insurers of valuations of Old School Field and Silver Street Park (Clerk to update)

Clerk updated that on 13th February 2023 he sent an email to the Council's insurers asking for them to advise him of any changes to the policy and/or premium regarding the valuations of:-

- Old School Playing Field – valued at £36,000.00
- Silver Street Park – valued at £40,000.00

He received a reply that day stating “The policy automatically extends to cover any land that you own or maintain for both Public and Employers Liability. We do not list/hold values against any land you own as you would never have to re-purchase it, therefore no action is required following the revised valuations.”

8.8. Certificate in Local Council Administration (Clerk to update)

Clerk updated that he was recently advised that he has successfully completed Unit 1.

9. Play Equipment.**9.1. Receive defect reports (if any); agree action (emailed to Councillors)**

Clerk confirmed that Councillors had received the reports that were emailed to them on 17th March 2023 and that all work had been completed or was in hand.

A resolution was put forward by Cllr Eames and seconded by Cllr Wheeler to remove all COVID restriction signs from the Old School Field and Silver Street Park. There were no other resolutions; unanimously agreed.

Clerk

9.2. Play Inspection Service Level Agreement (emailed to Councillors)

Clerk confirmed that Councillors had received this document that was emailed to them on 17th March 2023 and are happy to continue with this agreement.

10. Environmental / Grounds Maintenance matters.**10.1 Strimming contract (Clerk to update)**

Clerk advised that he had sent out four requests to quote for the strimming contract and had received two replies, the details of which he then disclosed to the Councillors. A resolution was subsequently put forward by Cllr Naylor and seconded by Cllr Wheeler to accept the quote from MD Landscapes. There were no other resolutions; unanimously agreed. Cllr Wheeler advised he is happy to meet MD Landscapes on site to discuss the details of the strimming.

Clerk

10.2 Pest Control Services mole control contract (Clerk to update)

Clerk advised that the renewal invoice for £600.00 was received on 16th March 2023. This is the same price as last year. A resolution was put forward by Cllr Wheeler and seconded by Cllr Naylor to agree this renewal and payment. There were no other resolutions; unanimously agreed.

Clerk

10.3 Beebombs on the Meadow (Clerk to update)

Clerk updated that the scattering of the Beebombs took place earlier today. Mrs Doherty, a Governor and the Eco-Council pupils attended from Kedington Primary Academy. Ross Van de Zande, the Meadow manager supervised the scattering. Thank you Ross. The Chair and Clerk attended also. Mrs Doherty was given a bag of Beebombs for the school's wildlife area. Thank you to Ben Davidson at Beebombs for the kind donation of all the Beebombs.

11. Highway/Footpath/Street Furniture matters.**11.1 Street Furniture Report (Cllr Wheeler to update)**

Cllr Wheeler's report is attached at ANNEX 4

ANNEX 4

11.2 Claimed Public Footpaths in Kedington (Clerk to update)

Clerk confirmed that Cllrs had received the consultation letter and map from David Last, the Definitive Maps Officer from Suffolk County Council (ANNEX 5) that was emailed to them on 17th March 2023.

Clerk

ANNEX 5

Clerk advised that this relates to an application to have both sides of the Cut added to the Definitive Map of public footpaths to become Public Rights Of Way. David Last has advised that this is an opportunity for the Parish Council to make comment on an evidential basis in support or against or neutral or make no comment. The evidence could include:-

- user evidence, the relevant forms are on the Suffolk County Council website and a number have already been submitted

- old maps i.e. not Ordnance Survey
- deeds not already recorded i.e. not with Land Reg

Clerk advised he is not aware of any maps like that in the office, he hasn't seen any. Following a discussion regarding this being connected to part of the Cut being closed off by its owner, the Councillors were aware they can submit user evidence as individuals. As a Parish Council it was agreed not to make any comment on this matter.

Clerk

12. Outstanding estimates awaited or work ordered.

12.1 Kedington village sign (Clerk to update)

Clerk advised that having chased an update he received an email from Etienne Egloff of Artisteel on 14th March 2023 advising him that "The sign is back from the painters, and we need to add the final colour by hand as it was too intricate to do it by the powder coating company. So, what we did was refurbish and shot blast the outer frame, install the sign within the frame, have everything powder coated zinc rich external system protection, then powder coated black. Masked the frame and have the inner sign powder coated white, ready to apply the colour by hand. To apply the paint, we need to do this when the weather is better and warmer as we don't have any heating system in our workshop. The temperatures are going up next week, so we are hoping to do this then. I will keep you posted."

12.2 Queen's Platinum Jubilee bench (Clerk to update)

Clerk advised that having chased an update he received an email from Etienne Egloff of Artisteel on 14th March 2023 advising him that "We are starting production at the end of next week and will keep you posted on progress."

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

13.1 Election 4th May 2023 (Clerk to update)

Clerk advised that tomorrow, Wednesday 22nd March, is the start of the pre-election period and Notices of Election will be published from this date. The nomination period commences the following day, Thursday 23rd March, from when nomination papers can be delivered to West Suffolk Council. These must be hand delivered by 4pm on Tuesday 4th April. Clerk has some to deliver so far. If anyone else wants theirs delivered, please let him know by Friday 24th March so he can book a slot for the correct amount of time for the appointment. Obviously, this can be privately if you wish. Clerk also advised that he can arrange for the nomination papers to be informally checked by West Suffolk Council or candidates can do it themselves.

13.2 King's Coronation (Chair to update)

Chair reminded that the Parish Council in conjunction with the Kedington Community Association and the Royal British Legion are organising the Big Lunch celebrations on Sunday 7th May 2023. This will include a Jazz band, a bar, a café, inflatables etc. Availability of Councillors was discussed.

Clerk advised that the Bouncy Castle and Jumbo Slide inflatables and two members of staff from midday to 4pm have been confirmed with Prestige Sports. All staff are first aid trained, safeguarding trained and DBS checked. The cost will be £395.00 + VAT for the event, that is the inflatables hire and the staffing. This will be paid for from the £1,000.00 budget. Clerk has received a copy of the insurance.

Prestige Sports have also asked for confirmation that they will be placed within 40m of the electricity supply and will have two plugs available for use that cannot not be an extension lead/pack. Clerk to liaise with Steve Brown of the Kedington Community Association regarding this.

Clerk

Clerk

Clerk advised that that 8 boxes of mugs totalling 288 mugs, have been ordered and on 17th March 2023 he paid £1,875.40 + VAT, £2,250.48 gross, from the General Reserves, as previously agreed.

13.3 Kedington Library (Chair to update)

Chair advised that having spoken to Derek Raine, Chair of the Kedington Community Association, there needs to be an increase in the use of the library. Some ideas to achieve this are:-

- for the library to be an information centre signposting people to different things within the village

- for old photos and a history of the village to be displayed, including books previously written about this. Chair to try and locate these.
 - a link on the Parish Council's website to the library's website
- Chair asked all Councillors to consider other ways of increasing the use of the library.
- 13.4 **Litter pick and general parish tidy up day (Chair to update)**
- Cllr Naylor asked and it was agreed for this to be deferred until after the Elections on 4th May 2023.
- Clerk advised Council that Rachel Darvill helps run the Cadets in Haverhill and she borrowed our litter picking equipment for them to do some on Saturday 18th March 2023. She said they'd be glad to help out with ours. We have 3 litter pickers, 6 bag hoops, numerous Hi-Viz tops and bin bags.
- Cllr Eames will speak to the Cubs and Scouts etc. to see if they would like to be involved.
- Cllr Naylor suggested asking West Suffolk Council for more litter pickers and bag hoops.
- A resolution was then put forward by Cllr Naylor and seconded by Cllr Standeven for the Clerk to purchase some litter pickers and bag hoops if required. There were no other resolutions; unanimously agreed.
- 13.5 **Consider applying for funding in accordance with section 106 of the Town and Country Planning Act 1990 regarding Land at the junction of Hall Road and Mill Road (Clerk to update)**
- Cllr Naylor asked and it was agreed for this to be deferred until after the Elections on 4th May 2023.
- 13.6 **Fit Villages Programme (Chair to update)**
- Chair advised she has made initial enquiries with the lady organising this and will keep Council updated. All the forms have been sent back and she is waiting for some available dates. There are quite a few people interested.
- 14. Housing/Planning.**
- 14.1 Applications for discussion at meeting
- a. **DC/23/0373/TPO - 37 St Pauls Drive Kedington** – TPO 551 (2014) tree preservation order - a. one Sycamore (T1 on plan within G1 on order) and one Maple (T3 on plan within G1 on order) fell b. three Sycamore (T2, T7, T8 on plan within G1 on order) reduce lower lateral branch spread by up to three metres c. two Plum (T4 and T5 on plan within G1 on order) overall crown reduction by up to one metre d. one Oak (T6 on plan within G1 on order) reduce lower crown by up to 2.5 metres **(emailed to Councillors)**
- Following a discussion amongst Councillors there were no objections to this application.
- b. **DC/23/0128/FUL - Storage Depot, Haverhill Road, Little Wrattling** - Planning application - one dwelling (following demolition of existing storage building) **(emailed to Councillors)**
- Following a discussion amongst Councillors there were no objections to this application but comments as discussed were agreed to be sent to Planning.
- 14.2 Planning Applications – Observations conveyed by Parish Council **(Clerk to update)**
- a. **DC/23/0278/HH - 4 Barton Grove, Kedington** - Householder planning application - single storey side and rear extension
- Clerk updated that no objections were submitted to the Planning Officer on 2nd March 2023.
- 14.3 Planning Applications – Decisions received from District Council **(Clerk to update)**
- a. **DC/22/0336/FUL - Land West Of Haverhill Road, Kedington** – Planning application - one retail unit (class E) and associated vehicular and pedestrian access.
- Clerk reminded Councillors that his action from the last meeting was to contact Charlotte Waugh, the Planning Officer, to establish:-
- does the Parish Council have to register as a supporter or an objector in order to speak at the Development Control Committee meeting and/or
 - can the Parish Council just submit its observations

Chair
Clerk
All
Councillors

Cllr Eames
Clerk

Clerk

Chair

Clerk

Clerk

The response was “The Parish Council does not need to declare whether they object to or support an application at committee. It would be up to the speaker what they spent their 3 minutes talking about, albeit I suggest it sticks to material planning considerations, but this could cover both pros and cons of an application. The comments previously made by the Parish Council have been summarised within my committee report with a link included to the website and the comments in full.”

The Chair subsequently attended the Development Control Committee on 1st March 2023 meeting and spoke. The application was approved by the Committee by a majority vote of 12-3.

- b. **DC/23/0157/HH - 19 Risbridge Drive, Kedington** - Householder planning application - single storey rear extension.

Clerk updated that this application was approved on 8th March 2023.

14.4 **Community Rights in England and Neighbourhood Plans (emailed to Councillors)**

Following receipt of a letter from a non-Parishioner regarding the Parish Councils powers to grant planning applications in certain circumstances, County Councillor Roach made enquiries and received a reply earlier this evening from Kerri Cooper, Senior Planning Policy Officer at West Suffolk Council, as follows:-

“In relation to Mr Wright’s enquiry about how he might build a sustainable home in the area, local communities are able to use Neighbourhood Plans to set planning policies and in some cases grant planning permission for specific development. However, at present Kedington does not have a Neighbourhood Plan adopted or in progress. It would be helpful to advise Mr Wright of whether the parish has any intention of progressing a Plan in the future.

Outside of the normal planning application process, the granting of planning permission can also be done through Neighbourhood Development Orders and Community Right to Build Orders. A Neighbourhood Development Order (NDO) grants planning permission for a particular type of development in a neighbourhood area, for example housing or offices. As NDOs can grant planning permission, there is no need for a standard planning application to the local planning authority. The NDO needs to meet some minimum standards and must be approved by the community before it can come into force must be passed to the local authority which will check that it has been properly consulted on and that the development does not need an Environmental Impact Assessment. An NDO can be prepared by a town or parish council or a neighbourhood forum for a designated neighbourhood area.

A Community Right to Build Order is a form of Neighbourhood Development Order which can be created by a local community organisation, and so not restricted to a town or parish council or neighbourhood forum. This can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area.

It would also be helpful to let Mr Wright know if the parish has any intention of progressing either a Community Right to Build Order or a Neighbourhood Development Order. If not, he will need to pursue the usual planning application route and ensure the proposals accord with the West Suffolk local plan. I hope this information is helpful.”

Following a discussion it was agreed that Kedington Parish Council has no intention of progressing a Neighbourhood Plan in the future, nor a Community Right to Build Order nor a Neighbourhood Development Order and that as per Kerri Cooper’s reply the Clerk will advise Mr Wright of this.

Clerk

Cllr Standeven commented that it paves the way for people to bypass the planning system and put pressure on Parish Councils.

15. Events: Please bring your diaries

15.1 **Date and location of next meeting (Clerk to update)**

Next Parish Council meeting to be held on Tuesday 18th April 2023 at 7 pm in the Parish Council Office Meeting Room.

6.6 Discuss and approve Village Cleaner Terms and Conditions of Employment (emailed to Councillors)

Deferred to the end of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1, to exclude the public as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Following a discussion amongst Councillors a resolution was put forward by Cllr Eames and seconded by Cllr Standeven to approve the Terms and Conditions. There were no other resolutions; unanimously agreed.

The meeting closed at 8:55 p.m.

Signed A E Naylor Date.....18th April 2023.....

ANNEX 1

KEDINGTON PARISH COUNCIL REPORT – TUESDAY 21ST MARCH 2023

FROM DISTRICT COUNCILLORS – Nick Clarke, Karen Richardson and Marion Rushbrook

Locality Funding / Coronation Events

Most (if not all) of our allowances have been spent in our 8 wards with parish / town council. The officer Jon Eaton is working through the final process for each of the applications.

The last of our funds have gone towards Coronation events. These events are seen as bringing communities together, celebrating communities and forging new relationships.

Voter ID

The UK Government has introduced a requirement for voters to show photo ID when voting at a polling station at some elections. This new requirement will apply for the first time in England at the local elections on Thursday 4 May 2023.

Which forms of ID can I use to vote?

You may already have a form of photo ID that is acceptable. You can use any of the following:

- Passport
- Driving licence (including provisional license)
- Blue badge
- Certain concessionary travel cards
- Identity card with PASS mark (Proof of Age Standards Scheme)
- Biometric Immigration document
- Defence identity card
- Certain national identity cards

For more information on which forms of photo ID will be accepted, visit electoralcommission.org.uk/voterID or call their helpline on 0800 328 0280.

If you don't have an accepted form photo ID

If you don't already have an accepted form of photo ID, or you're not sure whether your photo ID still looks like you, you can apply for a free voter ID document, known as a Voter Authority Certificate. You can apply for this at voter-authority-certificate.service.gov.uk.

Alternatively, you can complete a paper application form and send this to the electoral services team at your local council.

If you need any help with applying for a Voter Authority Certificate or want to request an application form, contact your local council. To find their contact details visit electoralcommission.org.uk/voter.

Find out more

If you have any questions or would like to find out more, go to electoralcommission.org.uk/voterID, or call their helpline on 0800 328 0280.

Cost Of Living

Link: [Cost of living \(westsuffolk.gov.uk\)](http://Cost%20of%20living%20(westsuffolk.gov.uk))

The rising cost of living pressures can affect any one at any time. If you, or someone you know in West Suffolk are struggling financially at this time, there is support and advice out there that can help.

The Government website has lots of resources and links to support you and your family at this time. [The Help for Households helpforhouseholds.campaign.gov.uk](http://The%20Help%20for%20Households%20helpforhouseholds.campaign.gov.uk) campaign has been launched to raise awareness of the support that is available nationally for those that need it most.

Suffolk Infolink

infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6

details all the support in your community which is local to you and through various national charities and organisations.

This is to update you all on the Government's Energy Bills Support Scheme Alternative Funding, who is eligible and West Suffolk's role in helping eligible residents to access this funding as swiftly and simply as possible. You may recall that West Suffolk Council was one of four councils nationally chosen to pilot the scheme below on behalf of the Government's Department for Business, Energy and Industrial Strategy (BEIS). This was to a limited number of applicants so that we could feedback any issues. West Suffolk Council was also the first in the country to go live on the pilot and also the first to put payments through.

Energy Bills Support Scheme (EBSS)

The EBSS Alternative Funding scheme is now being launched nationally.

About the scheme

The majority of households are already receiving the (EBSS) to help with the cost of their energy bills. They will be receiving this in the form of six instalments, paid through their electricity supplier from October 2022 through to March 2023. These six payments will total £400.

Councils are now working with the Government's Department for Business, Energy and Industrial Strategy (BEIS) to contact and make payments of £400 to those households including vulnerable residents who have missed out on this funding because they:

- pay for energy through a landlord, housing manager or site owner
- live in a park home, houseboat or off the electricity grid

This may include:

- Care homes
- Park homes
- Caravan parks
- Moorings
- Some tenants of private and social rented homes
- Homes on a private electricity supply
- Residents of caravans and houseboats on registered sites
- Farmers living in domestic farmhouses
- Other off-grid households.

How people apply

People should visit the Government website at www.gov.uk/ebss-alt-funding which includes more details. BEIS will then carry out some initial eligibility checks before passing applications back to us and Anglia Revenues Partnership to complete the verification and process. Payments will then be made within 30 working days. **Applications will close on 31 May 2023.**

How are West Suffolk Council communicating this information

As well as writing to residents, West Suffolk Council (WSC) will also be working with The Department for Energy Security and Net Zero (DESNZ) to contact those identified as likely to be eligible including care homes, park home residents on our licensing team database, our landlords' forum, tenants in the houses of multiple occupation that we have on our register, people in temporary accommodation, and Suffolk County Council Adult Social Care.

WSC will also send a message to their town and parish councils, issue a media release and post and share messages on our social media channels to raise awareness and encourage take up particularly from those residents in private rented accommodation who we have no other way of identifying.

Help and Support

Anyone requiring help or support to either make a claim or progress an application, or discuss an outcome should be directed to the Government's helpline on:

Telephone: 0808 175 3287

Monday to Friday, 8am to 6pm

ANNEX 2

17 March 2023 (2022-2023)

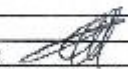
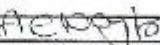
Kedington Parish Council PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
9 Section 137 - Grants	23/02/2023		Barclays - Kadington I		Receipt - Grant	West Suffolk Council	Z	350.00		350.00
166 Grounds, Contract A (Inc Ch	03/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-707.20	-141.44	-848.64
167 Grounds, Contract B (Old Sc	03/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-72.25	-14.45	-86.70
168 Grounds, Contract E (Great I	03/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-115.60	-23.12	-138.72
169 Grounds, Contract D (Calford	03/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-43.35	-8.67	-52.02
170 Amenity Clearing	16/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Office cleaning	Ana Lopes	Z	-15.00		-15.00
171 Clerk Salary	28/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Wages John Bowall	John Bowall Clerk	Z	-1,710.01		-1,710.01
172 Village Cleaner	28/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Wages Dennis Brow	Dennis Brownlow - Village Cl	Z	-133.05		-133.05
173 Email	24/02/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
174 Telephone and Broadband	28/02/2023	FC 272 1-3-22 ai	Barclays - Kadington I		Routine Payment/Direc Payment - Telephone and Bro	Oneconn Ltd	S	-48.50	-9.70	-58.20
175 Grounds, Contract A (Inc Ch	03/03/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-707.20	-141.44	-848.64
176 Grounds, Contract B (Old Sc	03/03/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-72.25	-14.45	-86.70
177 Grounds, Contract E (Great I	03/03/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-115.60	-23.12	-138.72
178 Grounds, Contract D (Calford	03/03/2023	FC 272 1-3-22	Barclays - Kadington I		Routine Payment/Direc Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-43.35	-8.67	-52.02
179 Reserve	17/03/2023	KPC 128-08 7-2:	Natwest Bank - Kadir		Payment - Kings Coronation m	Communicorp	S	-1,875.40	-375.08	-2,250.48
Total								-5,312.93	-760.97	-6,073.90

ANNEX 3

KEDINGTON PARISH COUNCIL

CLERK'S MILEAGE & EXPENSES

DATE	PURPOSE OF JOURNEY	MILES	CAR PARK	EXPENSES
15/7/22	PC Agenda to noticeboards	3.0		
22/7/22	PC Agenda removed from noticeboards	3.0		
15/8/22	Notice of the exercise of public rights removed from noticeboards	3.0		
2/9/22	PC Agenda to noticeboards	3.0		
15/9/22	PC Agenda removed from noticeboards	3.0		
30/9/22	Notice Of Conclusion Of Audit to notice boards	3.0		
14/10/22	PC Agenda to and Notice Of Conclusion Of Audit from noticeboards	3.0		
21/10/22	PC Agenda removed from noticeboards	3.0		
10/11/22	PC Agenda to noticeboards	3.0		
19/11/22	PC Agenda removed from noticeboards	3.0		
22/11/22	Attend Chapman & Son, Haverhill re TV re Community Hub	6.0		
22/11/22	Car park charge for above (receipted)		0.50	
16/12/22	PC Agenda to noticeboards	3.0		
22/12/22	PC Agenda removed from noticeboards	3.0		
3/2/23	PC Agenda to noticeboards	3.0		
10/2/23	PC Agenda removed from noticeboards	3.0		
1/3/23	BSE re Planning Committee Nisa decision	40.0		
17/3/23	PC Agenda to noticeboards	3.0		
21/3/23	PC Agenda removed from noticeboards	3.0		
	Total miles	94.0		
	0.45 pence per mile =	£42.30		
	Car park =		£0.50	
	Expenses =			£0.00
	Total claim =			£42.80
	Signed: 			
	Parish Clerk			
	Signed: 			
	Chairman - Kedington Parish Council			

WEST SUFFOLK COUNCIL
 JUBILEE WALK MC02
 DEPARTURE TIME
TU22 NOV 22
11:57 FEE PAID
 £ 0.50
 ENTRY TIME 22 NOV 10:57
 07003

PLACE ON DASHBOARD THIS SIDE UP REMINDER

ANNEX 4

Street Furniture Condition Report undertaken March 2023.

In the main the condition of most of our street furniture is in good condition due to our ongoing maintenance program. However, there are some items that will need attention this year. They are as follows:

The litter bin on Haverhill road opposite the Legion hall, the liner needs replacing now. It is very rusty at the bottom and is a potential risk to the public. The bench also needs repainting at this location.

Picnic benches in old school field need resurfacing and treating. As does the wooden slates on the litter bin.

Bench in Dash End needs treating.

Bench on entrance to Westward Deals need treatment.

Notice board opposite shops on Westward Deals needs treatment.

All guards and hand rails on all of the bridges in Silver street part need repainting this year.

The bench in the youth shelter is going rusty and must be painted this year.

The only other thing we need to keep an eye on is the gazebo. Although it was refurbished in 2020, there is rust appearing on the bottom of most of the main posts.

The work on all the above should be undertaken this year.

ANNEX 5

Your Ref:
Our Ref: CPM981/982/DL
Date: 15 March 2023
Enquiries to: David Last
Tel: 01473 264770
Email: david.last@suffolk.gov.uk



John Boxall
Parish Clerk
Kedington Parish Council

Dear Mr Boxall

Wildlife and Countryside Act 1981 – Section 53

Claimed Public Footpaths in Kedington

The Wildlife and Countryside Act 1981 requires the County Council to keep the Definitive Map and Statement under review and to investigate and determine formal applications made. This application is for public footpaths on the routes shown by the dotted lines on the attached plan.

The only criterion which the County Council may take into account under the 1981 Act is evidence. No consideration may be given to other factors such as the effect on the environment, the suitability of the route for any particular purpose, or the wishes of landowners or users. I am therefore inviting you to submit any evidence at your disposal, so that it may be included in the Committee report. I would like to stress that public rights cannot be negated by non-use.

If you wish to provide any evidence of use, please let me know, and I will supply the appropriate forms.

I should appreciate a response within 28 days, but if this causes you any difficulty, please let me know. Please respond to me preferably via my email address, if not to the postal address at the foot of this letter.

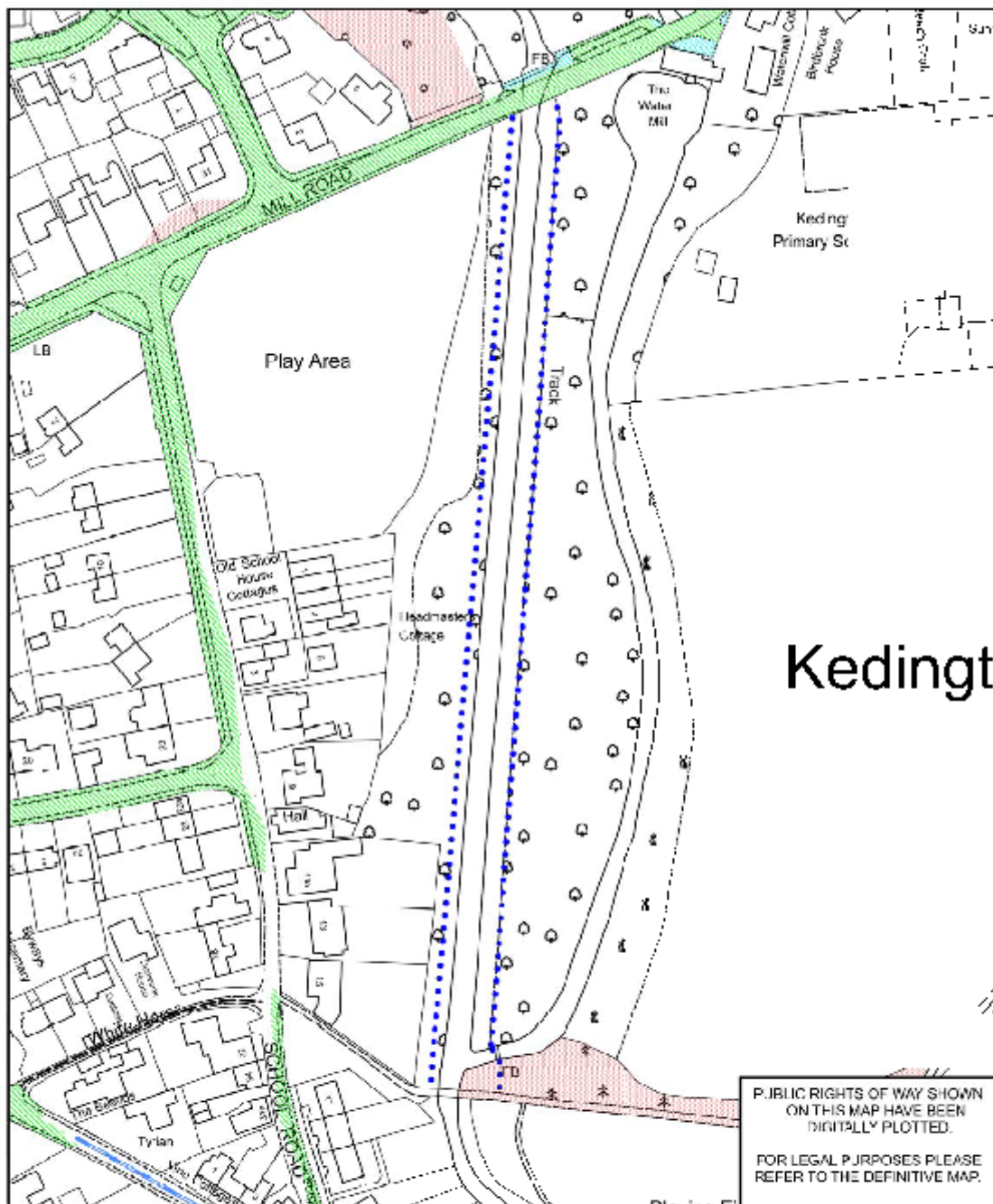
Unless there is something specific which I need to ask you, it is unlikely that I shall contact you again before sending you a copy of the draft report. I should therefore be grateful if you would treat this letter as your only invitation to submit evidence.

Yours sincerely

A handwritten signature in black ink, appearing to read "D. C. Last".

David Last
Definitive Map Officer


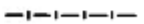



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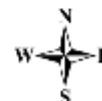
CLAIMED FOOTPATHS - BOTH SIDES OF THE CUT - KEDINGTON



Director of Growth Highways and Infrastructure
 Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX

-  Public Footpath
-  Bridleway
-  Restricted Byway
-  Byway
-  Definitive Map Parish Boundary

Scale 1:1500



Ordnance Survey MasterMap

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Filed at: