

KPC 128-08
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 7th FEBRUARY 2023
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

Present: Cllr Ann Naylor (Chair)
 Cllr Terry Wheeler
 Cllr Lynda Woodward
 Cllr Sharon Eames
 Cllr Jeffery Potter
 Cllr Peter Deeks

In attendance: John Boxall (Parish Clerk)

Also in attendance: Suffolk County Councillor David Roach (at 7:50) and West Suffolk Councillor Karen Richardson. Four Parishioners and Davina Neale, the Clerk of Clare Town Council.

1. **Acknowledge agenda items of interest to members of the public present.**
 Mr Kevin Betts has an interest in agenda item 10.2
 Mr Roy Wyatt has an interest in agenda item 11.1
2. **Welcome and Apologies.**
 Cllr Standeven due to work commitments and Cllr Wilsher for personal reasons. Councillors present unanimously accepted their apologies.
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 20th December 2022 (emailed to Councillors)**
 Councillors confirmed they had received a copy of the minutes and had read them. A resolution was put forward by Cllr Potter and seconded by Cllr Deeks to agree the minutes of the meeting of Kedington Parish Council held on 20th December 2022 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.

With Councillors permission, the Chair brought forward agenda item 10.2

Mr Kevin Betts updated Council that five trees have now been planted on Silver Street Park; an Oak, a Field Maple, an Ash and two Crack Willows.

Mr Betts has also met on site with Matt Vernon, the West Suffolk Council Environmental Officer responsible for the upkeep of the nature reserve also known as the Risbridge Meadow. Mr Vernon has agreed to some tree planting here also as Mr Betts went on to describe, along with other actions Mr Vernon plans to take. These trees are mainly from his son Isaac's tree nursery. They have also bought some Willow trees for planting here that the Parish Council agreed to fund at about £50.00. Mr Betts will provide the Clerk with an invoice for this.

Clerk to thank Mr Vernon for meeting with Mr Betts and for his interest in maintaining the Risbridge Meadow.

Chair thanked Mr Betts on behalf of the Parish Council for his work on this matter.

Clerk to chase Thurlow Estates as they've not been in contact with Mr Betts despite their previous positive response to him.

Mr Betts left the meeting at 7:13 pm.

ACTION

Mr Betts

Clerk

Clerk

With Councillors permission, the Chair brought forward agenda item 11.1

Mr Wyatt asked the Council to consider moving the Speed Indicator Device that is currently mounted on its pole on the east side of Haverhill Road on the approach to the Mill Road junction, to a location further north in the direction of the A143. Following a discussion, the Councillors agreed that the Speed Indicator Device location should not change. Cllr Wheeler recalls that when the location was decided on he thinks that approval had to be gained from Suffolk County Council for it.

Chair advised Mr Wyatt that as he now lives in Little Wratting Parish area, he could if he wanted to contact Suffolk County Council Highways, who deal with matters relating to Little Wratting as it doesn't have a Parish Council, or Great Wratting Parish Council, to see if they would consider placing a Speed Indicator Device at another location.

5. Receive visitor's reports and reports from District and County Councillors (emailed to Councillors)

Chair confirmed that Councillors had received the District Councillors report earlier that day (ANNEX 1). No questions from Councillors.

Cllr Richardson brought attention to the new Voter ID requirement when voting and that out of date documents can be used as long as you still resemble the photograph. Cllr Richardson advised that postal voting is also an option. Cllr Richardson advised that there may not be toilet facilities available at some Polling Stations as the caravans are not allowed to have them anymore.

ANNEX 1

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 Precept application for financial year 2023/2024 (Clerk to update)

Clerk reminded Councillors that at the last meeting on 20th December 2022 the budget was set at £85,576.40. However, the precept application could only be made for £85,576.00 as the automated application form only allows for rounded up/down amounts. One to remember for next year. The application was submitted on 5th January 2023.

6.3 Internal Auditor appointment (Clerk to update)

Clerk advised that he has received a quote from Trevor Brown, who has conducted the audit in previous years, for a total cost of £290.00 including (£40) travel costs (last year's audit cost was £276.40 inc travel costs). Clerk advised that for a Council with a precept of £50,001.00 to £100,000.00 the Suffolk Association of Local Council would appoint one of their Internal Auditors at a net cost of £307.00 i.e. excluding VAT. Cllr Wheeler proposed that Trevor Brown is asked to conduct the Internal Audit, seconded by Cllr Eames There were no other resolutions; unanimously agreed.

Clerk

6.4 PAYE quarterly payment (Clerk to update)

Clerk advised that the 2022-2023 Quarter 3 PAYE payment totalling £2,921.31 was made on 10th January 2023. This is for the Clerk and the Village Cleaner's PAYE and National Insurance contributions.

6.5 VAT quarterly refund claim (Clerk to update)

Clerk advised that the 2022-2023 Quarter 3 VAT claim totalling £817.63 was submitted on 10th January 2023. However, this payment was received on 20th January 2023 but for only £811.47. This is a difference of £6.16 that relates to a payment to Came & Company on 28th October 2022 for the Employers Liability Insurance, this being Insurance Premium Tax and not VAT.

6.6 Review Salary for Village Cleaner for 2023/2024 (Clerk to update)

Clerk advised that the National Living Wage for those aged 23 years and over will increase to £10.42 per hour from 1st April 2023, an increase of 9.7% on the previous year's £9.50. The Village Cleaner's pay is based on the National Living Wage. A resolution was put forward by Cllr Eames and seconded by Cllr Potter that the Village Cleaner's wage should rise to

Clerk

£10.42 per hour with effect from 1st April 2023. There were no other resolutions; unanimously agreed.

6.7 Regular payments; approve for financial year 2023/2024 (emailed to Councillors)

Chair confirmed that Councillors had received the regular payments list for the financial year commencing on 1st April 2023. Cllr Wheeler suggested that the Royal British Legion be removed from the list as we no longer hire the hall for our meetings from them on a regular basis. The regular payments were then agreed under a resolution put forward by Cllr Wheeler and seconded by Cllr Woodward. There were no other resolutions; unanimously agreed. The regular payments list is attached to these minutes at ANNEX 2.

ANNEX 2

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 Complaints Procedure (emailed to Councillors)

Cllr Potter advised that at paragraph 11 the word "make" should say "made". It was also confirmed that as stated in paragraph 12 there is no right of appeal. A resolution was put forward by Cllr Eames and seconded by Cllr Woodward to make this amendment and adopt the Complaints Procedure. There were no other resolutions; unanimously agreed.

8.2. Review and agree Dignity at Work Policy (emailed to Councillors)

A resolution was put forward by Cllr Potter and seconded by Cllr Woodward to adopt the Dignity at Work Policy. There were no other resolutions; unanimously agreed.

8.3. Review and agree Disciplinary Policy (emailed to Councillors)

A resolution was put forward by Cllr Potter and seconded by Cllr Eames to adopt the Disciplinary Policy. There were no other resolutions; unanimously agreed.

8.4. Review and agree Equality and Diversity Policy (emailed to Councillors)

A resolution was put forward by Cllr Woodward and seconded by Cllr Potter to adopt the Equality and Diversity Policy. There were no other resolutions; unanimously agreed.

8.5. Review and agree Safeguarding Policy (emailed to Councillors)

A resolution was put forward by Cllr Wheeler and seconded by Cllr Deeks to adopt the Safeguarding Policy. There were no other resolutions; unanimously agreed.

8.6. Review and agree Sickness Absence Policy (emailed to Councillors)

Following a discussion, a resolution was put forward by Cllr Eames and seconded by Cllr Deeks that the Council's Sick Pay, also known as Occupational Sick Pay, would be at the rate detailed in accordance with the Green Book terms on page 6 of this policy. There were no other resolutions; unanimously agreed.

8.7. Ownership of Silver Street Park and Old School Field (Clerk to update)

Clerk advised that the Chair has obtained an estimate of value of these two pieces of land from Cheffins Estate as follows "The value of land like this can vary quite a lot depending on location, services available and of course size. There is no set value but £15,000 - £20,000 per acre is often mentioned, however the value of the land in Kedington could achieve more due to its location." The conveyance deed for Old School Field details that it is 1.8 acres in size. Silver Street Park is slightly larger at approximately 2 acres. Therefore, for insurance purposes only, an estimated valuation could be:-

- Old School Field = £36,000
- Silver Street Park = £40,000

A resolution was put forward by Cllr Eames and seconded by Cllr Potter to value the two pieces of land at these values and for the Clerk to update the Council's insurers. There were no other resolutions; unanimously agreed.

Clerk

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 3rd February 2023 and that all work had been completed or was in hand.

10. Environmental / Grounds Maintenance matters.**10.1 Management of Elm trees on land adjacent to Silver Street Park (Clerk to update)**

Clerk advised that on 2nd February 2023 he received an email from Suffolk County Council Highway Records department stating "After further research we consider the footpath and the tree area as shown on the attached map (ANNEX 3) in green to form part of the maintainable highway at public expense. I will transfer your customer report (379763) on to our Winter and Cyclic team to attend to the trees in question." Clerk has asked for the Winter and Cyclic team to keep him up to date with their actions and has had a response by email stating "I've added a note to the system to keep you updated, hopefully the team will be in touch soon." Clerk has also advised Mr Bob Dellar of the outcome.

ANNEX 3

10.2 Tree planting in Silver Street Park (Chair to update)

Already discussed, agenda item brought forward

11. Highway/Footpath/Street Furniture matters.**11.1 Location of Speed Indicator Device on B1061 Haverhill Road.**

Already discussed, agenda item brought forward

12. Outstanding estimates awaited or work ordered.**12.1 Kedington village sign (Clerk to update)**

Clerk advised that Etienne Egloff of Artisteel was hoping to install the sign before the Christmas break. This hasn't happened and in an email to the Clerk on 16th January 2023 says "The laser parts from the supplier were delayed due to the frost last year and caused some big issues their end. They said we should receive the parts on the 12th of this month but hasn't arrived yet. I have chased last week and we are expecting delivery today. We will be able to assemble the sign onto the frame within the next couple of weeks and send it to paint. We are aiming to re-install the sign beginning of Feb." The sign hasn't been installed as yet.

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

Clerk confirmed that Councillors had received the revised drawings with 2 options that were emailed to them on 3rd February 2023. A resolution was put forward by Cllr Potter and seconded by Cllr Naylor to opt for Option 1. There were no other resolutions; unanimously agreed.

Clerk

13. Any other reports (on-going matters).**13.1 King's Coronation (Chair to update)**

Chair advised that following "working together" meetings, the last of which was on the 24th January, the Kedington Community Association and the Royal British Legion will be working in partnership with the Parish Council to arrange the Big Lunch celebrations on Sunday 7th May 2023.

Chair advised that she has applied for grants and thanked West Suffolk Councillors for agreeing that. Chair hoped to also obtain a grant from Suffolk County Councillor David Roach. There is £1,000.00 allocated for this event in next year's budget.

The plan is to have some live music, food and a bar and some inflatables and games for the children.

The inflatables are provisionally booked with Prestige Sports pending Councillors decisions at this meeting. Prestige Sports have said they will provide two members of staff for the inflatables at £15.00 per hour per member of staff for a maximum of four hours. A resolution

Chair &
Clerk

was put forward by Cllr Eames and seconded by Cllr Potter to agree this cost. There were no other resolutions; unanimously agreed.

Councillor David Roach arrived at 7:52pm.

Following a discussion amongst Councillors it was agreed to hire the same jazz band that performed at the Picnic In The Park on Sunday 5th June 2022 for the Queen's Platinum Jubilee celebrations.

Chair

With regards to the purchase of commemorative mugs for the pupils at Kedington Primary Academy and the children who attend Ketton Early Birds (as then suggested by Cllr Woodward). Clerk advised he has contacted Kedington Primary Academy and they suggest purchasing enough mugs for a minimum 211 pupils, this figure can and does fluctuate. They hope to purchase commemorative medals or coins for the pupils. Clerk has not been in contact with Ketton Early Birds regarding their attendance numbers but it's likely to be around 50. These could be purchased from CommuniCorp following the Clerk receiving an advert for this company in the Clerks and Councils Direct magazine. Chair advised that this may cost over £2,000.00 (inc VAT). Clerk advised that the Local Government Act 1972 s111 is the power to be used for this purchase and that there are sufficient funds in the general reserves for this. A resolution was put forward by Cllr Eames and seconded by Cllr Potter to purchase the mugs as detailed above. There were no other resolutions; unanimously agreed.

Clerk

13.2 **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)**

Chair advised that a parishioner had been in contact regarding using these funds to update the play equipment for the younger children in the enclosed play area on Old School Field. One of his comments was that "the play equipment and setting should be attractive, useful, challenging to use and accessible for all, including children with disabilities. I really don't think that area is ticking those boxes anymore and meeting the needs of all in the village".

Cllr Wheeler suggested making contact with West Suffolk Council for advice regarding the suitability of the current equipment and that a site visit might be appropriate. He further suggested the existing equipment could be cleaned and repainted as necessary.

Clerk

Chair asked Councillors if when they are travelling around, they could have a look at the play equipment for the younger children in other villages and towns to see what they think of it and take some photos for viewing at the next meeting. These could be sent to the Chair prior to that meeting.

All
Councillors

Clerk advised he has also been in contact with David Burkin at West Suffolk Council regarding the s106 funding and he states:-

"We currently have s106 monies that can be spent in Kedington (£6,696.52) and this has been initially allocated by our Green Space team for environmental improvements to Risbridge Meadows.

There is a development which is due to pay (at 25 house occupations) circa £90k when it gets built out at Hall Road, which is to be spent on open space/facilities/play, however I would expect that this money will not be paid until the end of this year at the earliest, since the development has not really started yet."

14. Housing/Planning.

14.1 Applications for discussion at meeting

- 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 of his previous email advising them that at its meeting on 24th January 2023, the Delegation Panel decided that this application will be referred to the Development Control Committee for determination as it was "considered to have significant public interest, raising material planning issues that justify wider discussion and debate."

Chair further updated that the Development Control Committee meets on the first Wednesday of the month at 10am and this may be 1st March 2023.

Chair advised that she intends to attend this meeting and express the Parish Council's observations in relation to the material planning considerations, in accordance with its observations submitted so far.

With regards to concerns about the safety of crossing the B1061 Haverhill Road, the number and nature of accidents and the speed of vehicles, Cllr Roach advised that the Development Control Committee will consider Highways comments and if they raise no issues then no highways issues will be considered.

Chair spoke about the loss of 1.2 acres of agricultural land and the volume of wheat and therefore number of loaves of bread that is produced, a maximum of 3330 loaves per year, in comparison to the volume produced nationally, 11 million loaves per day.

Chair reminded the Councillors of Policy DM5 concerning the loss of agricultural land.

Chair also commented that such an investment into the village could be seen as a positive step in sustaining our village amenities, especially with other villages and small towns losing their local shops and amenities.

Cllr Roach advised that the Parish Council has to have a view on the application and decide whether it is going to speak for or against the application at the Development Control Committee meeting as anyone who wishes to speak at the meeting has to register as a supporter or an objector. Cllr Roach advised that the Parish Council's view will be given some weight, especially if the Chair speaks at the meeting. Cllr Roach advised that if the Parish Council doesn't speak at the meeting then the Development Control Committee may assume it doesn't object to the application. Chair could attend as an observer only.

Councillors awareness of parishioners' thoughts were discussed and there was no consensus in favour or against the application. Those parishioners that had been spoken to had divided opinions.

Councillors were unable to decide whether to support the application or not and whether then to attend the Development Control Committee meeting or not. Cllr Deeks said it would be a huge mistake to go to the meeting and state an objection just as it would be a huge mistake to go and state a preference.

Cllr Roach confirmed that the Development Control Committee will be fully aware of the Parish Council's comments that have been submitted to the Planning Officer so far. He further confirmed that more comments can be added.

A parishioner said he has no problem with the application, it will help slow the traffic down. There may one day even be a new footpath if further development takes place on the road.

Another parishioner said he was not against the application as long as it comes with the relevant traffic restrictions then he can only foresee it being a good thing. He said that the Parish Council should represent the views of the village and if the village is divided then the Council can't be in favour or against the application.

Clerk to confirm with Charlotte Waugh, the Planning Officer, to establish:-

- does the Parish Council have to register as a supporter or an objector or
- can the Parish Council just submit its observations

Clerk

Councillor David Roach left at 9:00pm.

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

- a. DC/21/0938/FUL - Old Karro Foods Site, Little Wratting - Planning application - change of use from general industrial (class B2) to open air storage (class B8).
Clerk reminded that this application had been refused on 31st March 2022. Clerk advised that this decision was appealed and on the 16th December 2022 the Council was advised that if it wished to “withdraw or modify comments made in respect of the original application in any way or if you wish to make any additional comments” it had to do so before 17th January 2023.

Following responses by email from Councillors and in accordance with the resolution made at the last meeting on 20th December 2022, agenda item 14.1, in accordance with the Local Government Act 1972 s101 the Clerk responded on 16th January 2023 as follows “Kedington Parish Council does not wish to withdraw or modify comments made in respect of the original application nor make any additional comments.”

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

- a. DC/22/1758/HH - 5 Dash End, Kedington, CB9 7QR – 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 updated that this application was approved on 21st December 2022
- b. DC/22/1841/TPO – 15 Risbridge Drive, Kedington, CB9 7ZE – TPO 280 (1999) tree preservation order - one Poplar (T6 on plan, T6 on order) crown lift to three metres above ground level.
Clerk updated that this application was approved on 1st February 2023
- c. DC/22/2003/HH – Europa, White Horse Road, Kedington - Householder planning application – detached garage/outbuilding (demolition of existing outbuilding).
Clerk updated that this application was approved on 13th January 2023

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 21st March 2023 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 9:05 p.m.

Signed A E Naylor Date.....21st March 2023.....

ANNEX 1

KEDINGTON PARISH COUNCIL REPORT – TUESDAY 7 FEBRUARY 2023

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

Locality Funding / Coronation Events

With the Coronation to be held later in the year local events will be held around the country. These events are seen as bringing communities together, celebrating communities and forging new relationships. We hope to support and offer funding from our locality budget (budget allowing) for your local celebrations. If Stradishall Parish Council would like to request funds, to avoid issues with the pre-election period, applications for funding to support these events should be received by 23 March 2023, in order that they can be processed and finalised within this year's budget and in advance of the pre-election period. Given the timing of the election, it has been agreed that no funds will be ring fenced from or allocated from next year's locality budgets (2023/2024).

West Suffolk planning applications: unavailability of 'Public Access' system

Please be advised that the Public Access system will be unavailable from 7pm on Friday 10 February until 8am on Monday 13 February due to essential work.

Cost Of Living

Link: [Cost of living \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk/cost-of-living)

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](https://www.helpforhouseholds.campaign.gov.uk) helpforhouseholds.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.

ANNEX 2

KEDINGTON PARISH COUNCIL

REGULAR PAYMENTS @ 7th February 2023 KPC 128-08

FINANCIAL YEAR 1st APRIL 2023 – 31st MARCH 2024

1. Clerk's monthly salary
2. Village Cleaner's monthly salary
3. Ana Lopes (office cleaning)
4. Arthur J. Gallagher Insurance Brokers Ltd (Employers Liability Insurance)
5. Bob Dellar RMS Tree Services (strimming contract)
6. Dropbox (yearly subscription paid by Clerk and refunded to him)
7. HMRC (PAYE and National Insurance)
8. Information Commissioner's Office (Registration fee paid by Direct Debit)
9. Kedington Community Association (electricity)
10. MD Landscapes (grass cutting contract)
11. Nicholas Leonard Pest Control Services (mole control contract)
12. One Com (telephone and broadband paid by Direct Debit)
13. Protect & Detect (servicing of fire extinguishers in Parish Council Office)
14. Scribe (yearly subscription)
15. Suffolk Association of Local Councils (yearly subscription)
16. Suffolk Cloud (website)
17. Suffolk Local History Council (yearly subscription)
18. TalkTalk (email paid by Direct Debit)
19. Thurlow Estate Management (yearly rent of the Cut)
20. West Suffolk Council (emptying of dog and litter bins)
21. Zoom (online training & forums)

ANNEX 3

