

**KPC 129-02**  
**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL**  
**TUESDAY, 20<sup>th</sup> JUNE 2023**  
**HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

**Present:** Cllr Ann Naylor (Chair)  
 Cllr Terry Wheeler (Vice-Chair)  
 Cllr Jeffery Potter  
 Cllr Peter Deeks

**In attendance:** John Boxall (Parish Clerk)

**Also in attendance:** One parishioner.

**1. Acknowledge agenda items of interest to members of the public present.**

None

**2. Welcome, Apologies and Resignations.**

The Chair welcomed everyone present. Cllr Woodley and Cllr Standeven are absent due to work commitments. Apologies accepted by all Councillors present. Cllr Eames resigned 16<sup>th</sup> May 2023. Both former Councillors Wilsher and Eames vacancies are now available for Co-option, along with former Councillor Barber's vacancy.

**3. Co-option of Parish Councillor.**

The applicant did not attend.

**4. To receive members' declarations of Disclosable Pecuniary Interests and Other Registerable Interests in accordance with the Local Government Association Model Councillor Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items.**

Cllr Deeks declared an Other Registerable Interest in item 9.2.a regarding the Kedington Community Association grant application for a projector. He is President of the Kedington Community Association and Secretary of the Film Club.

**5. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 16<sup>th</sup> May 2023.**

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 Potter to agree the minutes of the meeting of Kedington Parish Council held on 16<sup>th</sup> May 2023 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.

**6. Discuss and agree Councillor Responsibilities for year 2023/24.**

Councillor Responsibilities for the year 2023/2024 were discussed and agreed following the resignation of Cllr Eames (Facebook) after the last meeting and Cllr Deeks (Ketton Review) not attending the last meeting. Cllr Naylor agreed to be responsible for Facebook and Cllr Deeks agreed to be the contact with the Ketton Review (ANNEX 1). The website is to be updated.

Cllr Deeks asked, as he is responsible for footpaths, which ones they are. During this discussion Cllr Wheeler advised that the Baulk is a complete mess and needs clearing. Clerk asked who is responsible for that as the Parish Council do not own it. Cllr Wheeler advised that years ago the Parish Council had it edged with concrete and an asphalt path but this can't now be seen as it is full of debris. Chair advised the footpath is owned by West Suffolk Council, there is a sign regarding this and they are responsible for it.

**ACTION**

Clerk  
ANNEX 1

**7. Receive visitor's reports and reports from District and County Councillors.**

No District or County Councillors were present. Chair advised that they do have another meeting in Bury St Edmunds this evening.

**8. Financial Statements: Receive budget statements and any other financial reports and consider action.****8.1 Review and verify budget statements effective to date.**

Chair confirmed that Councillors had received the relevant documents. Following a query from Cllr Potter regarding the payments to Onecom, Clerk is to contact Onecom regarding a date for changing to the SOGEA broadband line as discussed at the last meeting. A resolution was then put forward by Cllr Wheeler and seconded by Cllr Naylor to verify the bank reconciliation, the list of payments and receipts and the net position (ANNEX 2). There were no other resolutions; unanimously agreed.

Clerk

ANNEX 2

**8.2 External Audit.**

Clerk advised that the Annual Governance and Accountability Return 2022/23 was submitted by email to PKF Littlejohn, the External Auditors on 22<sup>nd</sup> May 2023. Clerk has received an email confirming receipt of the submission.

Clerk advised that the following documents were submitted to PKF Littlejohn:-

- Section 1 – Annual Governance Statement 2022/23
- Section 2 – Accounting Statements 2022/23
- Bank Reconciliation Summary @ 31<sup>st</sup> March 2023
- Explanation of Variances 2022/23
- Confirmation of the dates of the period for the exercise of public rights 2022/23
- Annual Internal Audit Report 2022/23

All of these documents are available on the Parish Council website. The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return that includes notification of the right to inspect and make copies of the accounting records between 5<sup>th</sup> June and 14<sup>th</sup> July 2023, was also placed on the Parish notice boards and website on 2<sup>nd</sup> June 2023.

**9. Grants.****9.1. Uptake.**

- a. NONE

**9.2. Applications.****a. Kedington Community Association.**

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to grant £500.00 to the Kedington Community Association. There were no other resolutions; agreed by a majority.

Clerk

**10. Clerk's report: Discuss and agree action on Clerk's Report and correspondence received.****10.1 Signatories for Barclays and NatWest accounts.**

Clerk advised that the fully completed Barclays mandate change application form for Cllr Potter to be a signatory for the Barclays account was received by Barclays on 25<sup>th</sup> May 2023. This was confirmed in a telephone conversation on 15<sup>th</sup> June 2023. We await confirmation of the application.

On 13<sup>th</sup> June Cllr Potter had a text from NatWest stating "Thanks for your request to update the signatories on your Business Account. We've now done this for you."

**10.2 Community Emergency Plan.**

Chair advised that Vince Williams, the Suffolk County Council Emergency Planning Officer, has confirmed that Kedington Community Centre is a designated Rest Centre but there is currently no Community Emergency Plan (CEP) in place for Kedington. Mr Williams has provided two template Community Emergency Plans for use if wished. Following a discussion, it was agreed that all other community groups should be involved if a Plan is to be progressed. It was also agreed that it would be a good idea to have a meeting with Mr Williams and the other community groups, as suggested by him, to discuss it further. Cllr Potter volunteered to take the lead on this, assisted by Cllr Naylor.

Cllr Potter  
and Chair**10.3 Review and agree updated Financial Regulations.**

Clerk advised that Financial Regulation 11 deals with contracts.

Paragraph b) states "Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations."

Paragraph h) states "When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £1000 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply."

Clerk advised that the threshold is now £30,000.00 as updated from 21<sup>st</sup> December 2022.

Clerk advised that The Public Contracts Regulations 2015 also require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts. The thresholds currently detailed as applicable in our Financial Regulations are:

- a. For public supply and public service contracts £189,330
- b. For public works contracts £4,733,252

Clerk advised that as updated from 21<sup>st</sup> December 2022 those thresholds are now £213,477 inc. VAT and £5,336,937 inc. VAT respectively.

Clerk asked Councillors to agree by a resolution amending the Financial Regulations accordingly. Cllr Wheeler proposed and Cllr Deeks seconded amending the Financial Regulations accordingly. There were no other resolutions; unanimously agreed

Clerk

**10.4 Annual Parish Meeting actions.**

Chair and Clerk updated Cllrs on actions received from the Annual Parish Meeting on 23<sup>rd</sup> May 2023 from the attached Action Plan (ANNEX 3).

Clerk advised that in order to establish ownership of the two sets of steps on Haverhill Road, the Clerk conducted Land Registry searches on line at a cost of £53.88 inc VAT. However, as the area to be searched included more than one Title there was an extra charge of £18.00 inc VAT for the two relevant Title Registers and Plans. These are only payable online using bank card details. The Parish Council does not have a bank card for use with its Barclays account. With the Chair's approval the Clerk made both payments using his personal Lloyds account and the monies were refunded to him from the Parish Council's Barclays account. Clerk asked Council to ratify the refunds of £53.88 paid to him on 25<sup>th</sup> May 2023 and £18.00 on 5<sup>th</sup> June 2023 for the relevant Land Registry searches, having been authorised by Cllr Naylor and the Clerk at the time. Cllr Wheeler proposed ratifying the payments and Cllr Potter seconded the proposal. There were no other resolutions; unanimously agreed.

ANNEX 3

**10.5 Air Memorial.**

As a result of receiving the attached suggested agreement document from Marion Farrant (ANNEX4) and emailing it to Councillors, Clerk advised that gifting of the Air Memorial including the Scroll of Honour, from the Kedington Air Memorial Group to the Parish Council to be held in perpetuity for the benefit of the Parish is recorded in the minutes of the Parish Council meetings on:-

- 20<sup>th</sup> November 2018, KPC 124-04
- 18<sup>th</sup> December 2018, KPC 124-05
- 21<sup>st</sup> June 2022, KPC 128-02
- 18<sup>th</sup> October 2022, KPC 128-05
- 15<sup>th</sup> November 2022, KPC 128-06

Clerk advised that the Air Memorial was added to the Asset Register with a nominal value of £1.00 in accordance with the Joint Panel on Accountability and Governance Practitioners' Guide.

Clerk advised that the Parish Council's insurers were contacted and the policy sum insured was increased by £14,100.00 being the amount gifted to the Parish Council by the Kedington Air Memorial Group to purchase the Air Memorial. This incurred a pro rata additional premium due until the next renewal date on 1<sup>st</sup> October 2023 of £57.52 including Insurance Premium Tax, that was paid.

All of this information is recorded on the Asset Register held on the Scribe accounting system. The Scroll of Honour makes mention of it too.

Following a discussion amongst Councillors, a resolution was put forward by Cllr Wheeler and seconded by Cllr Deeks that the agreement document is not necessary. There were no other resolutions; unanimously agreed.

**10.6 D-DAY 80.**

Clerk advised that on 6<sup>th</sup> June 2023 he received an email from the Suffolk Association of Local Councils that he forwarded to all Councillors that day, regarding the D-DAY 80 celebrations taking place on 6<sup>th</sup> June 2024. A guide for what is taking place will be available towards the end of June 2023 and the Clerk will forward this to the Councillors. Cllr Wheeler will raise this at the next British Legion meeting.

**11 Play Equipment.****11.1 Receive defect reports (if any); agree action.**

Clerk confirmed that Councillors had received the reports that were emailed to them today Tuesday 20<sup>th</sup> June 2023, but they relate to inspections carried out on 2<sup>nd</sup> May 2023, that was before our last meeting on 16<sup>th</sup> May 2023. Cllr Potter suggested and it was agreed that in those circumstances there is no point in reviewing them.

**12. Environmental / Grounds Maintenance matters.****12.1 Watermill Field.**

At the last meeting Cllr Naylor had agreed to research the cost of planting flower bulbs on the Watermill Field later this year, September to November. Following a discussion amongst Councillors, a resolution was put forward by Cllr Deeks and seconded by Cllr Wheeler to purchase 500 daffodil bulbs at a cost of £44.00 inc VAT. There were no other resolutions; unanimously agreed.

ANNEX 4

Clerk

Clerk  
Cllr  
Wheeler

Clerk

### 13. Highway/Footpath/Street Furniture matters.

#### 13.1 20's Plenty for Suffolk.

During a discussion amongst Councillors about whether or not to join this campaign, it was decided to make further enquiries about it first, including with other Parish Councils that are looking into joining the campaign or have done so. Other points raised were how would it be enforced and consulting with the Parishioners.

Clerk and  
Chair

#### 13.2 Maintenance of Arms Lane.

Clerk updated that he has confirmed to James Pickerin that the Council has agreed to pay £122.20 +VAT towards the cost of the pot hole repairs. Mr Pickerin will now raise an order for the works to be done.

#### 13.3 Bench at entrance to Westward Deals.

Clerk reminded Councillors that at the last meeting it was decided that Councillors should consider this item for discussion at this meeting and possible options were:-

- a. canvas the views of Westward Deals residents regarding having a bus shelter
- b. rub down and repaint the bench and paint the white sides in black
- c. replace the bench.

Councillors agreed to carry forward to the next meeting the discussion around having a bus shelter.

Following a discussion amongst Councillors, a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to ask Wayne Blackman to rub down and repaint the bench and paint the white sides of it in black cement paint. There were no other resolutions; unanimously agreed.

Clerk

#### 13.4 Silver Street Park bridges.

Clerk reminded Councillors that at the last meeting it was decided to advise Suffolk County Council Highways that the bridges at the School Road and Silver Street entrances were falling into disrepair and could they send someone to assess them and undertake any necessary work. Clerk reported this on 2<sup>nd</sup> June 2023, reports 00406427 and 00406428.

On the 19<sup>th</sup> June 2023 the Clerk sent an email to Highways regarding 00406427 (School Road entrance) stating "I've just seen on the Highways reporting tool that this report has disappeared and I'm not aware of the outcome. Please could you let me know what your decision is regarding this report."

On the 19<sup>th</sup> June 2023 an email was received from Highways regarding 00406428 (Silver Street entrance) stating "The issue you have raised is not on a highway maintained by us and we are therefore unable to take any action." Clerk advised he has reviewed the Land Registry Title Plans previously obtained (ANNEX5) and it appears that the bridge is not owned by the Parish Council or Suffolk County Council. Clerk advised that Title SK4896 showing the area owned by Suffolk County Council stops short of this bridge and Title SK23237 showing the area owned by the Parish Council shows that it owns the area under the bridge.

ANNEX 5

Following a discussion amongst Councillors, a resolution was put forward by Cllr Naylor and seconded by Cllr Potter for Clerk to make enquiries with the Land Registry to establish ownership of the bridges and that Clerk is to pay for this from his personal account and be refunded from the Parish Council's Barclays account. There were no other resolutions; unanimously agreed.

Clerk

#### 13.5 Village Sign.

Clerk reminded Councillors that at the last meeting it was decided by a resolution to ask Wayne Blackman to rub down and paint the village sign post. Following a discussion amongst Councillors it was agreed that this this work was not required.

**13.6 Litter bin Arms Lane.**

Clerk advised that this relates to the brown plastic bin that was attached to the wall at the wooden gated entrance to the Meadow opposite the Barnardiston Arms PH. It came away from the wall during preparation for the Meadowlark and a new one is required. The ivy around this bin was cut back and the bin was removed as the only thing holding it in place was the ivy around it.

Following a discussion amongst Councillors, a resolution was put forward by Cllr Deeks and seconded by Cllr Potter to purchase a new litter bin, the Earth Anchors HGN 45 litter bin with wall mounted bracket at a cost of £186.00 +VAT. There were no other resolutions; unanimously agreed.

Clerk

**14. Outstanding estimates awaited or work ordered.****14.1 Queens Platinum Jubilee bench location.**

Clerk reminded Cllrs that following a conversation he had had with Mike Shearer after the Annual Parish Meeting on 23<sup>rd</sup> May 2023 and subsequent emails to Councillors, a new location needs to be decided on.

Following a discussion amongst Councillors, it was agreed to locate the bench on the west side of the Cut, about half way down in the area between the main path and a path that arches off it and then back onto it. A resolution was put forward by Cllr Potter and seconded by Cllr Wheeler to this effect. There were no other resolutions; unanimously agreed.

Clerk

Cllr Wheeler suggested that the strimming contract may need to be amended.

Clerk

Clerk updated that he has been in contact with Dan Mayes and awaits quotes for both footings/base options. Mr Mayes has said that he would recommend having one concrete base installed instead of having two footings. It would be easier for maintenance. Mr Mayes hasn't quoted yet as the location of the bench will have an impact on the quote due to accessibility. Following a discussion amongst Councillors, a resolution was put forward by Cllr Wheeler and seconded by Cllr Deeks to have one base rather than two footings.

Clerk

Mr Mayes has also confirmed that he is not now installing the base for the Women's Institute bench. Following a discussion, it was agreed to obtain a quote from Mr Mayes and email it to Councillors for their approval or otherwise.

Clerk

**14.2 Rower on Silver Street Park.**

Clerk reminded Cllrs that the outcome of the 16<sup>th</sup> May meeting was that Cllr Wheeler would see if the section containing the buffers could be dismantled by means other than potentially paying Wicksteed two labour charges.

Cllr Wheeler subsequently advised that access to the buffers is via tamper proof bolts requiring a special tool to remove them. Cllrs were advised of this by email and a majority agreed that Council should in that case accept Wicksteed's quote of £373.58 +VAT to replace the buffers, in the hope that this would be the required repair. If not, then it could be £373.58 +VAT if repaired on the first visit or two lots of £300.00 for labour plus parts +VAT if a second visit is required.

Clerk

Clerk contacted Wicksteed on 5<sup>th</sup> June 2023 and requested they proceed with the repair. An order acknowledgement was received and accepted on 8<sup>th</sup> June 2023 and the Clerk will be contacted closer to the time by a contractor to confirm the exact date of the works. Clerk to chase this date.

Clerk

A discussion also took place regarding securing the rower and the purchase of a chain and padlock for this purpose was agreed.

Clerk

Clerk asked Council to agree by a resolution the agreed actions above. This was proposed by Cllr Wheeler and seconded by Cllr Deeks. There were no other resolutions; unanimously agreed.

**15. Any other reports or on-going matters.****15.1 Land at Junction of Hall Road and Mill Road.**

Cllr Naylor advised Cllrs that a parishioner reported to her that there had been breaches of the EHA Construction, Environmental Management Plan construction work times on Wednesday 14<sup>th</sup> June 2023. Cllr Naylor attended the site and spoke to Steve Price, the site manager and his line manager. The Clerk subsequently sent an email to the Planning Officer outlining the breaches and he in turn contacted EHA who have assured him "that they will do everything they can to minimise the disturbance to residents and to ensure that working outside permitted hours does not happen again".

**15.2 Children's Sports and Wellbeing Day.**

Chair updated that after last year's very successful event, she would like Council to organise another for Tuesday 25<sup>th</sup> July 2023 from 9:30 am to 3:30 pm at the Community Centre and on the Meadow. Cllr Rushbrook has kindly granted £230.00 towards this event from her Locality Budget. The Clerk has contacted Prestige Sports to see if they can run and staff it. Once Prestige Sports reply with a quote the Clerk will advise all Councillors by email for their agreement. All Councillors were in agreement with this course of action and organising this event. A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to take this course of action and to pay the balance from the Parish Council Contingencies/Sundries budget. There were no other resolutions; unanimously agreed. Cllr Deeks advised that the Friendship Club normally use the Community Centre on a Tuesday but they are happy to use other facilities.

Clerk

**15.3 King's Coronation mugs.**

Clerk reminded Councillors that there are 30 mugs left over and following a discussion at the last meeting it was agreed to advertise their availability for a donation of £5.00 each. However, there have been other suggestions from Councillors since then. Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to also gift a mug to those who had helped at the Community Hub and during the COVID pandemic at the Chair's discretion and that any money raised should go towards funding the Children's Sports and Wellbeing Day. There were no other resolutions; unanimously agreed.

Chair

Chair  
Clerk**15.4 Litter pick and general parish tidy up day.**

Chair updated that this was cancelled on 16<sup>th</sup> June 2023 due to the hot weather forecasted. To be rearranged.

Chair

**16. Housing/Planning.****16.1 Applications for discussion at meeting.**

- a. **DC/23/0884/HEDGE - Access Road, Building Site Between Greys Lane and Church Lane, Barnardiston – Hedgerow Removal Notice - removal of 5 metre length hedgerow in association with DC/23/0253/HEDGE.**

Following a discussion amongst Councillors there were no objections to this application.

Clerk

**16.2 Planning Applications – Observations conveyed by Parish Council.**

- a. **DC/23/0635/VAR - 24 Barton Grove, Kedington – Planning application - variation of condition 4 of DC/16/2344/HH to remove car parking restriction for two storey side/rear extension.**

Clerk updated that no objections were submitted to the Planning Officer on 18<sup>th</sup> May 2023.

**16.3 Planning Applications – Decisions received from District Council.**

- a. **DC/23/0519/HH - 15 Barton Grove, Kedington - Householder planning application - a. front porch b. two storey and single storey rear extension.**

Clerk updated that the application was approved on 16<sup>th</sup> June 2023.

**17. Clerk/RFO Performance Development Review.**

Chair updated that the Clerk's Performance Development Review was conducted by the Chair and Cllr Potter on Monday 12<sup>th</sup> June 2023. There are no issues to report and objectives were set for the forthcoming year.

**18. Events: Please bring your diaries.**

**18.1 Date and location of next meeting.**

Parish Council meeting to be held on Tuesday 18<sup>th</sup> July 2023 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 8:50 p.m.

Signed ..... A E Naylor ..... Date.....18<sup>th</sup> July 2023.....



# ANNEX 1

## Councillors' Responsibilities

<b>Children/Youth</b>	Chair Parish Council	<b>Footpaths</b>	Councillor Deeks	<i>Representative at</i> <b>Planning Meetings</b>	Parish Council
<b>Church/Churchyard</b>	Parish Council	<b>Grass cutting</b>	Councillor Wheeler	<b>Play Equipment</b>	Parish Council
<b>Cleansing/Litter</b>	Councillor Potter	<b>Grounds</b>	Parish Council	<b>Policing/Public Order</b>	Parish Council
<b>Clerk &amp; Office</b>	Chair	<b>Housing (Affordable)</b>	Parish Council	<b>Risk Assessments</b>	Chair Councillor Potter
<b>Human Resources</b>	Parish Council	<b>KCA Representative</b>	Councillor Naylor (Chair)	<b>Risbridge Meadow</b>	Parish Council
<b>Dogs</b>	Chair	<b>Ketton Review</b>	Councillor Deeks	<b>Riverside Walk</b>	Councillor Wheeler
<b>Emergencies</b>	Chair and Vice-Chair	<b>Old School Field Dev</b>	Lead: Cllr Wheeler	<b>Road repairs/traffic</b>	<b>Vice-Chair</b>
<b>Website</b>	Chair and Clerk	<b>Old School Field Dev</b>	Chair	<b>Royal British Legion</b>	Cllr Wheeler
<b>Facebook Page</b>	Chair	<b>Old School Field Dev</b>	Vice-Chair	<b>SALC</b>	Chair, Clerk
<b>Planning</b>	Parish Council	<b>Old School Field Dev</b>		<b>Street Furniture</b>	Cllr Wheeler
<b>Wildlife, environmental &amp; green matters</b>	Parish Council				

# ANNEX 2

13 June 2023 (2023-2024)

## Kedington Parish Council

Prepared by: John Boxall (Clerk/RFO) Date: 16/6/23  
Name and Role (Clerk/RFO etc)

Approved by: Ann Daylor (Chair) Date: 20/6/23  
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 16/06/2023			
	Cash in Hand 01/04/2023		85,328.43
	<b>ADD</b> Receipts 01/04/2023 - 16/06/2023		67,137.21
			172,465.64
	<b>SUBTRACT</b> Payments 01/04/2023 - 16/06/2023		14,785.02
<b>A</b>	<b>Cash in Hand 16/06/2023</b> (per Cash Book)		<b>157,680.62</b>
	Cash in hand per Bank Statements		
	Petty Cash 16/06/2023	0.00	
	Barclays - Kedington Parish Council 16/06/2023	70,612.73	
	Netwest Bank - Kedington Parish Council 16/06/2023	87,067.83	
			157,680.62
	Less unpresented payments		
			157,680.62
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>157,680.62</b>
<b>A = B Checks out OK</b>			

15 June 2023 (2023-2024)

Kedington Parish Council  
PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3 King's Coronation	07/06/2023		Barclays - Kedington I		Receipt - Kings Coronation	Suffolk County Council	E	350.00		350.00
24 Email	25/05/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
25 Contingencies / Sundries	25/05/2023	KPC 129-02 20-6	Barclays - Kedington I		Payment - Land Registry	John Boxall Clerk	S	-44.90	-8.98	-53.88
26 Audit	25/05/2023	KPC 128-08 7-2:	Barclays - Kedington I		Payment - Internal Auditor	Trevor Brown	E	-290.50		-290.50
27 Clerk Salary	30/05/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Wages John Boxall	John Boxall Clerk	Z	-1,710.01		-1,710.01
28 Village Cleaner	30/05/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Wages Dennis Brown	Dennis Brownlow - Village Cl	Z	-133.32		-133.32
29 King's Coronation	30/05/2023	KPC 128-08 7-2:	Barclays - Kedington I		Payment - Kings Coronation	Prestige Sports	S	-355.00	-71.00	-426.00
30 Telephone and Broadband	01/06/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Telephone and Broad	Onecom Ltd	S	-65.52	-13.10	-78.62
31 Grounds, Contract A (Inc Chi	02/06/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-707.20	-141.44	-848.64
32 Grounds, Contract B (Old Sc	02/06/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-72.25	-14.45	-86.70
33 Grounds, Contract E (Great I	02/06/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-115.60	-23.12	-138.72
34 Grounds, Contract D (Calford	02/06/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-43.35	-8.67	-52.02
35 Grounds - Strimming	02/06/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direct	Payment - Strimming	M D Landscapes (Anglia) Ltd	S	-300.00	-60.00	-360.00
36 Contingencies / Sundries	05/06/2023	KPC 129-02 20-6	Barclays - Kedington I		Payment - Land Registry	John Boxall Clerk	S	-15.00	-3.00	-18.00
<b>Total</b>								<b>-3,506.82</b>	<b>-344.59</b>	<b>-3,851.41</b>

16 June 2023 (2023-2024)

**Kedington Parish Council**  
Net Position by Cost Centre and Code

Cost Centre Name

<u>Administration</u>		<u>Bal. B/Pwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7	Clerks Expenses				100.00		100.00
8	Councillors Expenses				100.00		100.00
9	Clerks and Councilor Trail				1,000.00		1,000.00
10	Insurance				3,000.00		3,000.00
11	Scribe Accountants Softw				561.60	561.60	
14	New Office Equipment						
16	Website				130.00		130.00
17	Zoom						
18	Legal Fees						
19	Elections			-3,000.00	3,000.00		
38	Subscriptions				750.00	639.32	110.68
50	Dropbox				100.00		100.00
52	Hall Hire				200.00		200.00
54	Audit				607.00	290.50	316.50
55	Electricity				2,000.00		2,000.00
56	Telephone and Broadband				700.00	131.04	568.96
57	Post				20.00		20.00
58	Stationery				175.00		175.00
60	Email				60.00	8.34	51.66
61	Office Cleaning				250.00	16.00	234.00
62	Protect and Detect - Fire e						
67	Shared Office Costs with P				360.00		360.00
				£-3,000.00	13,113.80	£1,848.80	8,488.80

<u>Asset Register</u>		<u>Bal. B/Pwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39	Community Asset						
40	Infrastructure Asset						
41	Vehicle, Plant, Furniture E						

<u>Earmarked Reserves</u>		<u>Bal. B/Pwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48	War Memorial	3,500.00					3,500.00
49	Recreation Equipment	10,571.90					10,571.90
63	Legal Fees	4,000.00					4,000.00
64	Training	300.00					300.00
66	2021-2022 Underspend	2,379.47		-1,328.97		1,050.50	
71	Elections			3,000.00			3,000.00
			£20,761.37	£1,871.03		£1,050.50	21,371.80

<u>General Parish Requirements</u>		<u>Bal. B/Pwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
46	Asset Maintenance				3,500.00		3,500.00
59	Pest Control				600.00	600.00	
70	King's Coronation	350.00	350.00		1,000.00	1,132.25	567.75
			£350.00	£350.00	£5,100.00	£1,732.25	4,087.75

<u>General Reserves</u>		<u>Bal. B/Pwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
45	Reserve	45,761.86		1,328.97			47,090.83
			£45,761.86	£1,328.97			47,090.83

<u>HMRC VAT</u>		<u>Bal. B/Pwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
44	Reclaimed VAT						

Current Balance = Balance B/Pwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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16 June 2023 (2023-2024)

**Kedington Parish Council**  
**Net Position by Cost Centre and Code**


Cost Centre Name



<u>PRECEPT</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Precept			85,576.00			85,576.00
				85,576.00			85,576.00
<u>Salary</u>							
	<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
	1	Clerk Salary			29,400.00	5,278.79	24,121.21
	3	Village Cleaner			2,100.00	360.84	1,739.16
	4	National Insurance Contrib			3,000.00	650.64	2,349.36
	5	Pension Contributions					
					34,500.00	6,290.27	28,209.73
<u>Subscriptions, Grants and Donations</u>							
	<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
	36	Grants and Donations - Se	230.00		5,000.00	500.00	4,730.00
	51	Poppy Appeal - Sec 138B			100.00		100.00
			230.00		5,100.00	600.00	4,830.00
<u>Village Maintenance</u>							
	<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
	20	Grounds, Contract A (Inc C			8,486.40	1,414.40	7,072.00
	21	Grounds, Contract B (Old I			867.00	144.50	722.50
	22	Grounds, Contract E (Gres			1,387.20	231.20	1,156.00
	23	Grounds, Contract D (Calf			520.20	86.70	433.50
	24	Silver Street Park			500.00		500.00
	25	Grounds - Extras			1,000.00		1,000.00
	26	Grounds - Strimming			4,000.00	600.00	3,400.00
	27	Equipment Repairs					
	28	Equipment New			1,000.00		1,000.00
	30	Contingencies / Sundries			1,000.00	104.80	895.20
	31	Recreation Equipment					
	32	War Memorial					
	33	Tree Maintenance			3,000.00		3,000.00
	35	Amenity Cleansing			6,000.00		6,000.00
	68	The Cut Peppercom Rent			1.00		1.00
	69	Office Extension Pepperco			1.00		1.00
					27,792.80	6,261.60	26,181.20
<b>NET TOTAL</b>			<b>887,083.23</b>	<b>886,826.00</b>	<b>86,678.40</b>	<b>£13,801.42</b>	<b>224,784.21</b>


Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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# ANNEX 3

Reporting Person	Issue /Concern	Action	Comments	Updates
Marion Farrant	Dash End Lane – Flooding On-going issue  Highways Issue NOT PC	Re send email with details of work to TW to discuss with resident  Re_ _ ~205457 _ SCC Highways Report 357!	Email sent TW 24/3/2023  16/6 email to Highways by JB to confirm what has been reported, when and that all have been considered in the response.  19/6 2x reports and emails to Highways by JB re blocked drains x2 on Taylors Farm Road following meeting with Neville Smith.	Awaiting reply from Highways JB
Marion Farrant	Rectory Road – Baythorne Lodge – Joan Ford Flooding of road 24/5/23  Highways issue NOT PC	Contact David Ford - ascertain details and discuss options	Highways – completed the work week before meeting Resident has had no further issues	Completed no further actions required AN

<p>Ann Naylor – Chair</p>	<p>General concern of sewage system within village</p>	<p>FOI request made to Suffolk Highways to have sight of full survey carried on at the beginning of the year and view any relevant documents – work plan etc 24/5/2023</p>  <p>23110 - Information Request – Acknowledged</p>	<p>Request sent – waiting response</p>	<p>Awaiting response AN</p>
<p>Marion Farrant</p>	<p>Condition of ‘Steps’ located at Dane Common – directly onto the Sturmer/Haverhill Road</p> <p>West Suffolk Issue ?</p>	<p>Report and photo sent to West Suffolk Council</p> <p>Land Register enquiry request completed £53.88 authorised and refunded to JB</p>  <p>Automatic confirmation of receipt</p>	<p>One set owned by Trundles Limited. 16/6 email to Accountants to get Trundles to contact JB. 19/6 email from Accs, JB email and Land Reg docs posted to Trundles.</p> <p>The other owned by Havebury (outside 26 H’hill Rd – email and photos sent 5/6/23, tel call 8/6/23 steps have been inspected and has been passed to contractor</p>	<p>Awaiting response JB</p>

Marion Farrant	Give Way Sign – West End Lane, bushes obscure sign, location now confirmed as outside Chalet Bungalow – home of Mrs Peacock <a href="#">Highways Issue</a>	Contacted Sean Peacock – bush will be trimmed over weekend 27/5/2023		Completed no further actions required AN
Mike Shearer	Report of broken Glass at back of bench located within planting area Silver Street Park <a href="#">Parish Council Issue</a>	To be cleared ASAP	John cleaned area 08:30 am on Wednesday 24/5/2023 with dust pan and brush- all glass removed	Email sent to Mr Shearer to update  JB will speak to village cleaner – done 30/5
Mike Shearer	Stated a music license was required when Parish Councillors undertake Father Christmas visit in Jeep with Elves - Christmas period <a href="#">Parish Council Issue</a>	Contacted Steve Brown for advice and PPL/PRS  Telephone PPL 0800 051 4652 25/5/2023	Waiting call back from PPL PRS – telephoned 8am on 25/5/2023 – however they did say they are quite lenient when it's for one off fund raising events	Pending 25/5/2023 AN
Marion Farrant	Dirty Layby opposite church <a href="#">West Suffolk Issue</a>	Email sent to West Suffolk – Road Sweeping service.  Requesting information regard this service. 25/5/2023 – Road sweeper seen cleaning Roads – further information requested.   Automatic confirmation of receipt	Email sent to West Suffolk 24/5/23 Waiting for reply to confirm they sweep the roads twice a year.	Pending 25/5/23 AN



# ANNEX 4

## AGREEMENT BETWEEN KEDINGTON AIR MEMORIAL GROUP

AND

## KEDINGTON PARISH COUNCIL

This agreement dated 01 October 2022 is made between Kedington Air Memorial Group and Kedington Parish Council.

The Officials and Members of Kedington Air Memorial Group hereby give ownership of the sculpture known as Kedington Air Memorial and accompanying Roll of Honour, sited in the foyer of Kedington Community Centre to Kedington Parish Council (as previously agreed and minuted by Kedington Parish Council) to hold in perpetuity for the benefit of the Parish of Kedington.

Permission for siting the Memorial and Scroll in the foyer of Kedington Community Centre was given by Kedington Community Association in agreement with Kedington Parish Council.

The Kedington Air Memorial is gifted to Kedington Parish Council with no associated financial matters outstanding, as all costs have been met by Kedington Air Memorial Group. Responsibility for the insurance and upkeep of the Memorial and Roll of Honour will rest with Kedington Parish Council.

Signed:

Kevin Betts - Chair

Kedington Air Memorial Group

Signed:

Marion Farrant - Secretary

Kedington Air Memorial Group

Signed:

Ann Naylor - Chair

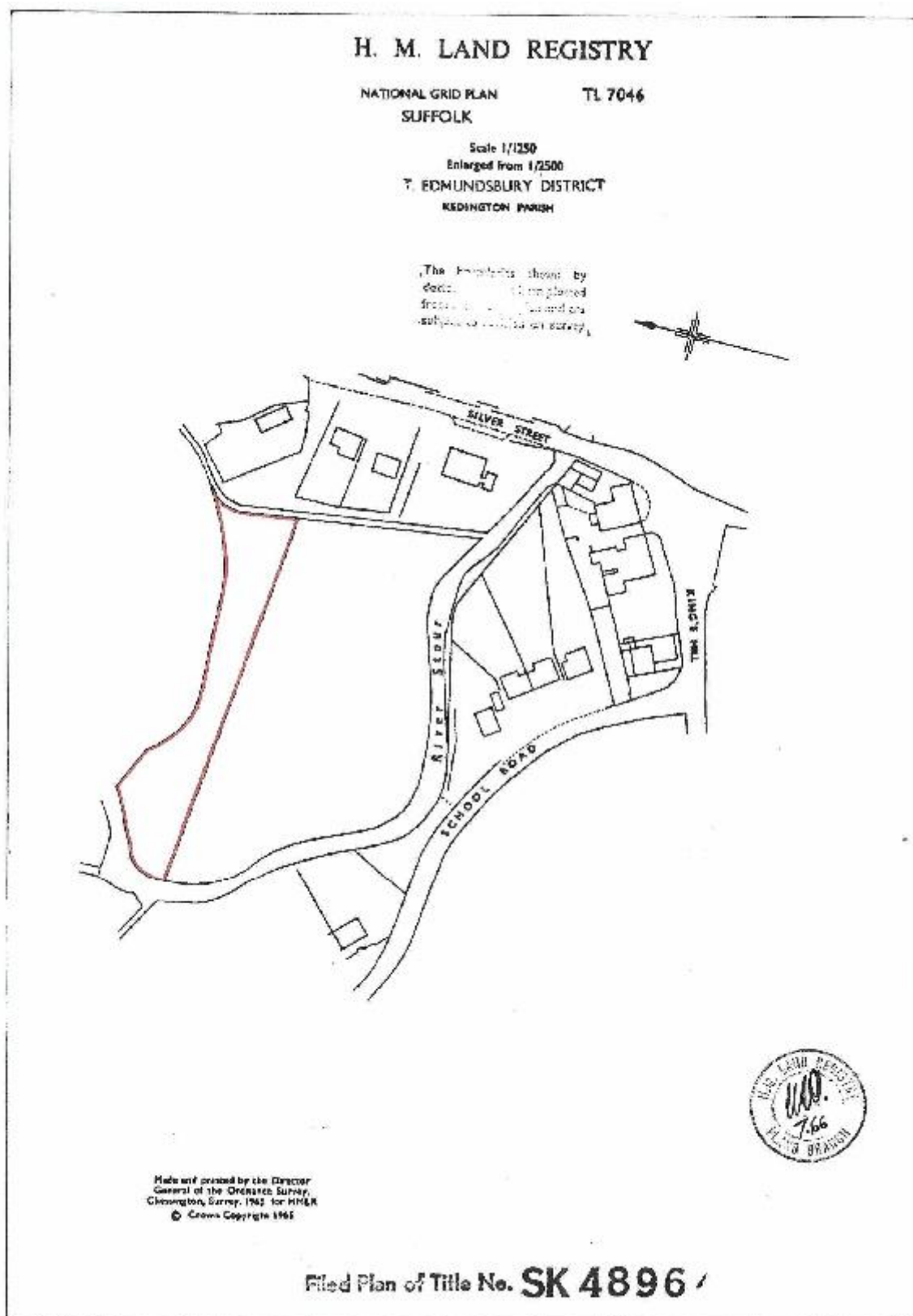
Kedington Parish Council

Signed:

John Boxall - Clerk

Kedington Parish Council

# ANNEX 5



H.M. LAND REGISTRY			TITLE NUMBER	
			SK 23237	
ORDNANCE SURVEY PLAN REFERENCE	COUNTY SUFFOLK	SHEET	NATIONAL GRID TL 7046	SECTION
Scale: 1:1250 Enlarged from 1:2500			ST. EDMUNDS CUM DISTRICT	
© Crown copyright 1973				

ST. EDMUNDS CUM DISTRICT



The boundaries shown by dotted lines have been plotted from the original plan and are subject to correction on site.



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