

**KPC 129-07**  
**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL**  
**TUESDAY, 19<sup>th</sup> DECEMBER 2023**  
**HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

**Present:** Cllr Ann Naylor (Chair)  
 Cllr Terry Wheeler (Vice-Chair)  
 Cllr Ross Standeven  
 Cllr Jeffery Potter  
 Cllr Kris Woodley  
 Cllr Lynda Woodward  
 Cllr Annette Brooker  
 Cllr Dean Willett  
 Cllr Eleanor Bull

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

**Also in attendance:** Suffolk County Councillor David Roach and one parishioner.

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

None.

**2. Welcome and Apologies.**

The Chair welcomed everyone present. There were no apologies.

**3. 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.**

None declared.

**4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 21<sup>st</sup> November 2023.**

Councillors confirmed they had received a copy of the minutes and had read them. A resolution was put forward by Cllr Willett and seconded by Cllr Potter to agree the minutes of the meeting of Kedington Parish Council held on 21<sup>st</sup> November 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.**

Chair confirmed that Councillors had received the District and County Councillor's reports (ANNEX 1). West Suffolk Councillors Rushbrook, Richardson and Clarke are all at full Council meeting this evening.

Cllr Roach advised that the St Pauls Drive soakaway issue continues in that there is now a discrepancy between what Bloor Homes are doing and what the residents thought they were going to do and what the County engineer had said they were going to do. So it's now between Bloor Homes and the residents as to whether or not they are satisfied with the repairs.

Cllr Roach then confirmed that it's the Parish Council's 130<sup>th</sup> anniversary and that in recognition of that and that Kedington Parish Council is a very good Parish Council, he presented the Chair with a Suffolk County Councillor certificate in recognition of its hard work and commitment to the community. He advised that Suffolk County Councillors are only allowed to present one or two of these during their 4-year term and that the Parish Council should be very proud of what it does in Kedington. He said Kedington is a really good community and the work of the Parish Council doesn't go unnoticed; it is really appreciated by everybody.

**ACTION**

**ANNEX 1**

**6. Financial Statements: Receive budget statements and any other financial reports and consider action.****6.1 Review and verify budget statements.**

Chair confirmed that Councillors had received the relevant documents.

Cllr Wheeler asked and it was confirmed that the file copy of the bank reconciliation is named and dated and it is this that is placed on the website.

Cllr Wheeler asked and it was confirmed that the receipts of £89,975.28 detailed on the bank reconciliation is the precept plus VAT refunds plus a grant from Cllr Roach for the King's Coronation plus income from the sale of King's Coronation mugs.

Cllr Wheeler asked and it was confirmed that with regards to the VAT, the budget sheets record the net figures only.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to verify the bank reconciliation, the list of payments and receipts and the net position (ANNEX 2). There were no other resolutions; unanimously agreed.

ANNEX 2

**6.2 Barclays signatories.**

Clerk advised that as discussed and agreed at previous meetings, Cllr Wheeler has been removed as a signatory for the Barclays account and Cllr Potter has been added as a signatory for the Barclays account.

**6.3 Ratify payment to Shawn Winters for felling fallen tree on the Cut.**

Clerk asked Councillors to ratify by a resolution the payment of £925.00 on 24<sup>th</sup> November 2023 to Shawn Winters for felling a white Poplar tree that was found leaning dangerously across the Cut footpath on 4<sup>th</sup> November 2023. This included chipping the brash (the above ground parts of the tree not generally removed from the site after felling; the foliage, branches and crown of the tree) and cutting logs for the use of residents. This was initially agreed following an email sent to Councillors about it on 7<sup>th</sup> November 2023.

A resolution was put forward by Cllr Woodley and seconded by Cllr Brooker to ratify this payment. There were no other resolutions; unanimously agreed.

**6.4 Ratify payment to Shawn Winters for felling fallen tree adjacent to the larger Silver Street Park bridge.**

Clerk asked Councillors to ratify by a resolution the payment of £225.00 on 28<sup>th</sup> November 2023 to Shawn Winters for felling a Viburnum tree that was found leaning over the end of the larger Silver Street bridge on 18<sup>th</sup> November 2023. This included removing the brash and cutting logs for the use of residents. This was initially agreed by the Chair and Clerk.

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

**6.5 Ratify payment to Clerk for stationery supplies.**

Clerk asked Councillors to ratify by a resolution the payment to him of £193.46 inc VAT on 28<sup>th</sup> November 2023 for stationery supplies; printer ink, A4 paper and a replacement SDHC memory card for the audio recorder. The supplies were purchased from "Complete" that day by the Clerk using his debit card for his personal account as that was the only payment option available. This was initially agreed by the Chair and Clerk.

A resolution was put forward by Cllr Woodward and seconded by Cllr Woodley to ratify this payment. There were no other resolutions; unanimously agreed.

**6.6 Ratify payment to Bloomfield Electrical Supplies for the Portable Appliance Testing.**

Clerk asked Councillors to ratify by a resolution the payment of £180.00 inc VAT on 4<sup>th</sup> December 2023 to Bloomfield Electrical Supplies for the Portable Appliance Testing on 30<sup>th</sup> November 2023. This was initially agreed by the Chair and Clerk.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Woodley to ratify this payment. There were no other resolutions; unanimously agreed

**6.7 Review salary for Village Cleaner for 2024/2025.**

Clerk asked Councillors to ratify by a resolution an increase in the Village Cleaner's wage to £11.44 per hour with effect from 1<sup>st</sup> April 2024. Clerk advised that the National Living Wage for those aged 21 years and over will increase to £11.44 per hour from 1<sup>st</sup> April 2024. It is currently £10.42 for those aged 23yrs and over. The Village Cleaner's wage is based on the National Living Wage.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to increase the Village Cleaner's wage to £11.44 per hour with effect from 1<sup>st</sup> April 2024. There were no other resolutions; unanimously agreed.

Clerk

**With Councillors permission, the Chair brought forward agenda item 8.1 (see below)**

**With Councillors permission, the Chair brought forward agenda item 10.1 (see below)**

**With Councillors permission, the Chair brought forward agenda item 13.3 (see below)**

**6.8 Agree budget/precept for financial year 2024/2025.**

Clerk confirmed that following the informal meeting on 4<sup>th</sup> December 2023 a draft budget was emailed to Councillors on 15<sup>th</sup> December 2023. Councillors present confirmed they had received and read the draft budget.

Clerk advised that the precept demand for the financial year 2024/2025 has to be submitted by 22<sup>nd</sup> January 2024.

A budget of £88,745.94 was agreed by all Councillors present (ANNEX 3).

ANNEX 3

As the Clerk discovered last year the precept demand has to be a whole number and so he asked that Councillors agree the precept demand of £88,746.00 and the following amendments to Scribe by a resolution:-

- delete the cost codes for Elections, Hall Hire, Protect & Detect, Silver Street Park and King's Coronation.
- add cost codes for the TV Licence and Portable Appliance Testing and add these to the regular payments list.
- add a cost code for D-DAY 80.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter that the precept demand for the financial year 2024/2025 for Kedington Parish Council be set at £88,746.00 and the above detailed amendments to Scribe be made. There were no other resolutions; unanimously agreed.

Clerk

**7. Grants.****7.1. Uptake.****a. Suffolk Accident Rescue Service**

Clerk advised that the agreed £250.00 was paid on 24<sup>th</sup> November 2023 and that thanks were received by email on 30<sup>th</sup> November 2023.

**7.2. Applications. NONE****8. Clerk's report: Discuss and agree action on Clerk's Report and correspondence received.****8.1 Parish Council email.**

Clerk advised that this had been discussed at the pre-budget meeting on 4<sup>th</sup> December 2023 and a budget of £175.00 had been agreed. This was based on information from Nick Rutter at NicomIT subsequent to the discussion at the 17<sup>th</sup> October 2023 Parish Council meeting. The cost being made up of £25.00 for the annual registration and £1.25 per month per email billed annually.

Following an email conversation with Mr Rutter it became apparent that this price was based on Mr Rutter administering the emails' account. Mr Rutter advised that he gets a cheaper deal if he administers the account as he pays a yearly subscription that allows him to do it cheaper for the many customers he has.

Mr Rutter advised that if the Council wished to do it independently then using Go Daddy it would cost £258.78 inc VAT for the first year introductory offer and £618.78 inc VAT per annum thereafter plus any increases.

Mr Rutter confirmed that if for some reason he could no longer administer the account the Parish Council could simply take it over at an increased cost as above.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to continue as agreed at the budget meeting and allow Mr Rutter to administer the account. There were no other resolutions; unanimously agreed.

Clerk

## 9 Play Equipment.

### 9.1 Receive defect reports (if any); agree action.

Clerk had not as yet received the inspection reports.

### 9.2 Consider quotes to repair/maintain playground equipment identified from the inspection reports.

Since the last meeting Cllrs Woodward, Brooker, Wheeler and Potter have met and reviewed the quotes from Playquip and Online Playground.

Following an update from Cllr Woodward and a discussion amongst Councillors, Cllr Wheeler proposed and Cllr Willett seconded accepting the quote from Playquip and to also ask them to replace the whole of the basketball goal surface area with wet pour including the removal and disposal of the old surface, totalling £9,159.00 plus VAT. There were no other resolutions; unanimously agreed.

Clerk

Cllr Woodward asked if Playquip could provide a programme of works and to avoid the school holidays.

Clerk

Clerk advised that yesterday, Monday 18<sup>th</sup> December 2023, the Village Cleaner brought to him one of the cross scales seats that he had found on the ground in Old School Field. One of the quick links was still attached to it intact. Clerk later examined the cross scales and the other three were in place. Clerk advised that each one was attached with the use of at least two quick links. Clerk asked and it was agreed that he could ask Playquip to replace the quick links with one instead of two as he had struggled to find a suitable single quick link.

Clerk

### 9.3 Playground Equipment Policy/Procedure to maintain and repair.

Following a discussion amongst Councillors it was agreed that: -

- the Clerk and Cllr Brooker will produce a draft Risk Management/Play Equipment Policy.
- the Clerk will make enquiries with Playquip regarding a maintenance contract.

Clerk and  
Cllr  
Brooker

## 10. Environmental / Grounds Maintenance matters.

### 10.1 West Suffolk Council's review of their grass cutting and wider grounds maintenance service.

Clerk advised that at the previous meeting it was agreed that the first course of action would be for him to contact West Suffolk Council to identify exactly where they cut in the Parish and when/how often.

It was also agreed the Clerk would contact MD Landscapes to see if they would be able to take on the extra work.

Clerk was also to confirm that we can respond later than Friday 24<sup>th</sup> November 2023 and if so, by when, as this was a short response deadline.

Clerk updated that he obtained maps of the areas of the Parish that are cut by West Suffolk Council and that these were emailed to the Councillors on 15<sup>th</sup> December 2023.

Clerk updated that MD Landscapes have quoted £450.00 excluding VAT per cut to cut these areas.

Clerk updated that he submitted the response on 5<sup>th</sup> December 2023.

Clerk advised that in the text of an email from West Suffolk Council on 14<sup>th</sup> December 2023 that contained the Executive Summary of the review, they say "West Suffolk Council will continue to work closely with Parish and Town Councils to augment standards, adapt grounds maintenance regimes or transfer responsibility."

Clerk advised that in the Executive Summary, Stradishall Parish Council ask "The PC has its own contractor who cuts its playing field and would probably do a much better job if he cut other areas in the village. If SCC/WSC paid the parish they'd ask their contractor to do it." The reply is "Whilst we'd not pay for it if the PC wants to take on those areas to enhance amenity, then we'd happily relinquish it."

Following a discussion amongst Councillors it was decided not to take over cutting the grass areas currently cut by West Suffolk Council.

## **10.2 Bird boxes.**

Chair emailed all Councillors on 1<sup>st</sup> December 2023 stating "Whilst out and about this morning I spoke to Shawn Jarvis and another resident. They were busy maintaining and cleaning our nesting bird boxes that are located all around the village. They explained that some of the bird boxes have seen better days and unfortunately one was located in the Poplar tree that has now been felled and is broken."

Chair advised that six new boxes would be ideal; the 'small hole' ones not open ones, and that the RSPB do a good selection and suggested the one priced at £20.00.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Naylor to purchase six bird boxes from the RSPB. There were no other resolutions; unanimously agreed.

Clerk

## **11. Highway/Footpath/Street Furniture matters.**

### **11.1 Youth Shelter.**

Clerk advised that the bench was re-installed and he inspected it on Friday 1<sup>st</sup> December 2023. Another good job by Wayne Blackman. £250.00 was paid to Wayne on 1<sup>st</sup> December 2023 and £50.71 inc VAT was paid to Huws Gray for the Hammerite paint on 8<sup>th</sup> December 2023 following receipt of their invoice. These payments were approved by a resolution at the meeting on 19<sup>th</sup> September 2023.

### **11.2 Speed Detection Radar traffic survey.**

As discussed at a previous meeting, Chair advised that a Speed Detection Radar traffic survey will be conducted by the Road Safety Camera Team on Mill Road. Chair updated that this hasn't happened yet due to a change of staff and the new person, Emma Richmond, is working her way through the list of sites that require speeding data. Emma advised that Kedington is on the list and will be done in due course, but it may be after Christmas now as the Christmas traffic will affect the results of the Speed Detection Radar and not give a true reflection of any speeding issues. Emma will email once she has collected the Speed Detection Radar and processed the results to ascertain what actions we can take to deal with the problem as necessary.

### **11.3 Speed Indicator Device on Hundon Road.**

Chair advised that a parishioner contacted the Clerk regarding some concerns she had about the speed of vehicles on Hundon Road.

Clerk advised that the parishioner is a new resident of Kedington and asked if there was a possibility of placing a Speed Indicator Device on Hundon Road, possibly one of the ones with the happy and sad faces on it. Clerk advised the parishioner that we already have a Speed Indicator Device that is placed at different locations around the parish. The parishioner had

intended to attend this meeting but is unwell and can't. Since this the Speed Indicator Device has been placed on Hundon Road from 1<sup>st</sup> to 17<sup>th</sup> December and we await the results of this.

Chair advised that initial results indicate no speeding issues, similar to the last check that had 85% compliance. Chair also wants to check that the location of the Speed Indicator Device is suitable i.e. is it the correct distance from the 30 mph sign.

Clerk asked Councillors to consider purchasing another Speed Indicator Device. He has asked for a price of a happy/sad face Speed Indicator Device from Westcotec, whom our current one was purchased from. Clerk advised that our Speed Indicator Device is on our Asset Register for £2,975.00 dated 15<sup>th</sup> December 2015.

Following a discussion Councillors decided not to purchase another Speed Indicator Device for Hundon Road but to continue using the Speed Indicator Device as we currently do on a rotation basis.

#### **11.4 Grass verge West End Lane.**

Chair advised that she has had contact with Matthew Fox from West Suffolk Council who would be happy for wooden posts to be placed along the verge, similar to those on the grass area on Mill Road near the junction with Hall Road. Mr Fox says signs would not be acceptable as they are not suitable, they would be removed and they are not enforceable.

We are still waiting for full confirmation from West Suffolk Council as to what we could place on the verge.

#### **11.5 Claimed Public Footpaths in Kedington.**

On 19<sup>th</sup> December 2023 the Chair and Clerk received an email from parishioner James Stringer advising that Suffolk County Council had that morning resolved to make the necessary legal order to record the two paths alongside the Cut as Public Rights of Way.

Suffolk County Council must now advertise the legal order for a period of 42 days and anyone can make a formal statutory objection during the relevant 42-day period. To be relevant, objections should relate solely to the question of the existence or otherwise of the rights that are described in the Order.

If objections are not received, then the Order will be confirmed by Suffolk County Council and be added to the legal record. From this point, the path should be made available again for public use.

If objections are received and not withdrawn, then Suffolk County Council must refer the Order to the Planning Inspectorate, who will then consider the case. The Inspectorate would likely choose to consider the case via a local public inquiry, whereby the evidence for and against is heard in person. Suffolk County Council would present the case in support of the Order.

Any opposed Order would delay the conclusion of the matter into 2024 or possibly 2025.

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

#### **12.1 Queens Platinum Jubilee bench.**

Clerk updated that Dan Mayes advised him on 8<sup>th</sup> December 2023 that the concrete base is dry enough for the bench to be installed. Clerk advised Etienne at Artisteel that same day and he will send the bench for powder coating and update the Clerk with an installation date as soon as it's painted.

### **13. Any other reports or on-going matters.**

#### **13.1 D-DAY 80.**

Clerk advised that at the last meeting the Chair spoke briefly about the D-DAY 80 celebrations. This wasn't on the agenda for that meeting so the Clerk has placed it on today's agenda for clarification. To confirm, each West Suffolk Councillor agreed to fund £200.00 and the Parish

Chair

Councillors agreed a budget of £1,000.00 from Parish Council funds. Clerk had already allowed for a £1,000.00 budget for this in the 24/25 Precept.

Clerk reminded Councillors of the following from the Council's Standing Orders:-

**Standing Order 5**

Subjects for Agenda:

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

**Standing Order 9b**

Motions

"No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting."

Cllr Roach advised he has funds remaining in his Locality Budget if required.

**13.2 Father Christmas visits the Parish on Saturday 9<sup>th</sup> December 2023.**

Chair advised this was a very successful event. Chair thanked Cllr Potter and Cllr Woodward for their assistance. Chair reminded Councillors that these types of events are a great opportunity to meet and talk to parishioners.

The issue of DBS (Disclosure and Barring Service) checks for Councillors was discussed and whether or not they are transferable. Clerk advised he is signed up to the DBS update service and these are transferable between jobs.

**13.3 Office Lease.**

Clerk advised that Cllr Willett raised with him the question of whether or not Stamp Duty Land Tax would need to be paid as this is a long term land lease. Clerk asked Steve Brown to raise it with their solicitors and he received their reply that in short says "On the face of the document the nominal rent does not give rise to a liability for SDLT, but the question is whether the Parish Council has given any other consideration for the grant of the lease. At the time the project was agreed, did the parties consider that the building work being paid for by the Parish Council was consideration for and would lead to the grant of a lease in the current terms. The Parish Council as the tax payer is the body/legal person which has to decide whether, at the time it agreed to pay for the extension to the Association's premises, that it did so in consideration of the grant of a lease in the terms set out in the Heard of Agreement with which I have been supplied."

Clerk advised he also submitted a query to the Suffolk Association of Local Councils regarding this and received a reply from their solicitors advising that the Parish Council should take its own legal advice.

Clerk advised he has read through the draft lease and the extra the Parish Council will need to pay is an annual peppercorn rent and a fair proportion of the water, building insurance and consumables such as toiletries, cleaning products, sanitary products and paper products.

Following a discussion Councillors agreed that the Parish Council should seek its own legal advice regarding the lease and Stamp Duty Land Tax.

Clerk

Councillors also agreed that no more needed to be added to the Legal Fees earmarked reserve of £4,000.00 as there was sufficient funds in the General Reserve rather than increasing the Precept.

**13.4 Community Emergency Plan.**

Chair confirmed that Councillors received the latest draft plan that was emailed to them on 15<sup>th</sup> December 2023.

Chair asked that First Aid kits and blankets is placed on the next meeting's agenda.

Clerk

Clerk has received Cllr Standeven's First Aid Certificate and Cllr Woodley will send his.

#### 14. Housing/Planning.

##### 14.1 Applications for discussion at meeting.

- a. **DC/23/1940/VAR - Land West of Haverhill Road, Kedington – Planning application - variation of conditions 2, 5, 17 and 22 of DC/22/0336/FUL to allow use of amended plans and for delivery times to be amended to between the hours of 04.30-20:00 on Monday to Saturday for one retail unit (class E) and associated vehicular and pedestrian accesses.**

Councillors discussed this whole application and only had concerns with the regard to amending the delivery times. During the discussion the Clerk advised that the Planning Statement variation of condition application states "Delivery / opening times. Condition 22 also states that deliveries are to be within the hours of 0700 to 2000hrs. This condition is fully accepted by the applicant for the main deliveries to the shop, However, as it occurs today, the 'Newspaper' delivery (via a small van, similar to a VW Caddy) is at approx. 0430hrs. The delivery is usually only one or two small bundles of newspapers/magazines which take less than 5 minutes to off load. This application also requests the re-wording of condition 22 to permit this delivery outside of the original condition".

Following the discussion Councillors had no objections to this whole application on the condition that the variation of the delivery time application is restricted to only allow a small VW Caddy sized van to deliver newspaper/magazines and that every other delivery is restricted to the original condition of 0700hrs to 2000hrs.

##### 14.2 Planning Applications – Observations conveyed by Parish Council.

- a. **DC/23/1740/HH – 15 Mill Road, Kedington - Householder planning application - single storey rear extension.**

Clerk advised that no objections to this application were submitted on 21<sup>st</sup> November 2023.

- b. **DC/23/1772/FUL – Land rear of Dane Lodge, Haverhill Road, Kedington – Planning application - change of use from agricultural land to garden land.**

Clerk advised that no objections to this application were submitted on 21<sup>st</sup> November 2023.

##### 14.3 Planning Applications – Decisions received from District Council.

- a. **DC/23/1458/HH - Stonebridge Farm, Aviemore, Hundon Road, Kedington - Householder planning application - Single storey rear extension b. single storey side extension c. loft conversion c. existing entrance door changed to window.**

Clerk advised that this application was approved on 23<sup>rd</sup> November 2023.

#### 15. Events: Please bring your diaries.

##### 15.1 Date and location of next meeting.

The next Parish Council meeting will be held on Tuesday 16<sup>th</sup> January 2024 at 7 pm in the Parish Council Office Meeting Room.

##### 15.2 Meeting dates for 2024.

It was agreed that the July 2024 meeting will take place on Tuesday 30<sup>th</sup> July 2024.

The meeting closed at 8:52 p.m.

A E Naylor

Signed ..... Date ..... 16<sup>th</sup> January 2024.....



# ANNEX 1

## Report for Kedington Parish Council – Tuesday 19 December 2023

From West Suffolk District Councillors: Nick Clarke, Karen Richardson and Marion Rushbrook

Very small report this month – we will keep you up to date when we have information.

### Grass Cutting Review Update

We believe this will be available in the new year.

Hopefully Kedington PC put their feedback in for the report. I am sure we are all looking forward to reading the report and seeing improvements to the systems next Spring.

### Locality budgets

A reminder that each of us has a budget to be spent in the villages/town in our ward. The forms to apply are easy to complete and there is help if needed. We have until April to use the funds or lose them. Please email us with your requests, there is criteria to meet for funds but we can get this checked quickly.

### Warm Hubs / Community Cafes

Of course we have an excellent café in Kedington and there are others around.

These are now starting to open for the winter. Most libraries have hot drinks available and in some venues have clothes that people are donating (eg coats) they no longer use.

Some communities will be serving tea and cakes (mostly homemade) and meals at discounted prices, some are just asking for contributions towards the cost or the amount you can afford. These are great places to meet up with friends and neighbours, run by volunteers.

### Council Meeting

The above meeting is on Tuesday 19 December. This is open to the public where you can come along and ask questions (you will have to register before the day). If you would like further details, please email [marion.rushbrook@westsuffolk.gov.uk](mailto:marion.rushbrook@westsuffolk.gov.uk).

### Christmas and New Year bin collection days

Collections will take place as normal up to, and including, Friday 22 December 2023. Collections return to normal from Monday 8 January 2024.

Usual collection	Revised collection	Change
Monday 25 December	Saturday 23 December	2 days early

Usual collection	Revised collection	Change
Tuesday 26 December	Wednesday 27 December	1 day late
Wednesday 27 December	Thursday 28 December	1 day late
Thursday 28 December	Friday 29 December	1 day late
Friday 29 December	Saturday 30 December	1 day late
Mon 1 January	Tuesday 2 January	1 day late
Tuesday 2 January	Wednesday 3 January	1 day late
Wednesday 3 January	Thursday 4 January	1 day late
Thursday 4 January	Friday 5 January	1 day late
Friday 5 January	Saturday 6 January	1 day late

### Promoting NHS Long Covid services and Citizens Advice support

Citizens Advice West Suffolk has asked us to share information regarding the support available to people with Long Covid.

[Long Covid Project - Suffolk West Citizens Advice \(suffolkwestcab.org.uk\)](https://suffolkwestcab.org.uk)



## County Council Report for Kedington Parish Council 19/12/23

May I take this opportunity to wish you all a very Merry Christmas and a Happy New Year.

### 1. Suffolk County Council News

Trading Standards warns people to beware the five scams of Christmas  
[Trading Standards warns people to beware the five scams of Christmas - Suffolk County Council](#)

The scams of concern are:

- Scam delivery texts and emails – You may get an email or text message saying your package has been delayed and it asks you to click on a link to track its status. This leads you to a phishing site that steals your personal information. Malicious texts are where someone clicks on a link and provides information, they may then get a phone call from someone claiming to be from their bank who offers to help safeguard funds by trying to convince them to transfer money into a bogus 'safe account'. Forward any suspicious text messages to 7726 and send scam emails to [report@phishing.gov.uk](mailto:report@phishing.gov.uk)
- Fake and copy-cat websites - The holiday season brings endless emails offering deals, sales and bargains. Some lead to lookalike websites that trick people into downloading malware, making non-existent purchases, and sharing private information. Authenticate a website by checking the address is spelled correctly. Ideally, type it in rather than clicking on a link, or go to [getsafeonline.org/checkawebsite](https://getsafeonline.org/checkawebsite)
- Bogus charities - Only donate to trusted, well-known charities. Before giving, check the charity's name and registration number, which can be verified at the Charity Commission's website at [charitycommission.gov.uk](https://charitycommission.gov.uk)
- Gift Card scams - Fraudsters impersonate one of your email contacts to ask you to buy a gift card for them as a favour. They will typically say they need help to buy it as a present as they are too ill, too busy or have an issue with their payment card. The scammer then asks you to share the serial numbers of gift cards to steal the value purchased. If you receive an email asking for personal information or any form of financial help, call that friend or family member on a trusted number and let them know their account may have been hacked.
- Fake social media contests, giveaways and bogus sellers - Social media platforms are full of bargains but are also where scammers lie in wait with too-good-to-be true offers. Fraudsters set up fake pages with offers to catch your eye and encourage you to share. These are designed to "pharm" any personal information that you have publicly available on your own profile. Search for the official page to see if an offer or giveaway is legitimate.

Trading Standards advise that anyone losing money to fraud should contact their bank immediately and report it to Action Fraud on 0300 123 20 40 or at [www.actionfraud.police.uk](https://www.actionfraud.police.uk)

### Local Area SEND Inspection

Still Awaiting the final OFSTED report, but the passage below is text from Cabinet Member for Education Rachel Hood.

The Local Area SEND Ofsted and CQC Inspection commenced on Monday, 30 October and concluded on Friday, 17 November. Final Inspection reports are usually published around 6 weeks after the end of the Inspection, once it has been through 1 Graduated Approach from the SEND Code of Practice: 0 to 25 years, January 2015 105 QA processes and comments from the Local Authority and the

Integrated Care Boards. Although the inspection was challenging, there is developing evidence that, since May 2021, Suffolk has started on the path to improvement. This is evidenced in the improved trajectory of Education, Health and Care Plans (EHCP) being issued in 20 weeks, alongside the positive feedback provided after a final EHCP plan has been issued and the continued positive feedback received from schools.

### **Delivering Better Value Programme**

Suffolk has been awarded a grant of £1m for the Council's proposed project to improve outcomes for children and young people with SEND as part of the Government's Delivering Better Value project. There was a delay with recruiting a suitable Programme Manager for this post. The second round of advertising has enabled a new Programme Manager to be appointed and recruitment of the Assistant Psychologists to staff the team is underway. The programme will work with schools to support them to identify and implement evidence-based interventions targeted at improving the core basic skills of children and improve their confidence to engage with the wider curriculum, preventing needs escalating.

### **Libraries Consultation**

The consultation asks for people's views on the whole service and specifically the outreach library services. As of 7 November 2023, over 680 responses have been received. Please promote the consultation within your locality area.

### **Warm Homes Healthy People**

Additional funding of £300,000 has been awarded to the Warm Homes Healthy People programme, which aligns with the government's Warm Homes initiative to improve energy efficiency of homes for eligible residents. You are eligible for a grant if you are a homeowner or private tenant without mains gas central heating and the total gross income of everyone in the property is under £31,000. Landlords whose tenants qualify for support can receive up to two-thirds subsidy of costs for improvement work if they own fewer than five rental properties. There is also a range of eligibility free support available e.g., free advice on energy efficiency and staying warm, and free loans of heaters. More information on the schemes can be found on the providers website Warm Homes Healthy People » East Suffolk Council. The funding, which comes from the contain outbreak management fund (COMF), will support vulnerable residents to access help with completing the grant applications. The funding will also provide more resource to promote the service across the county and facilitate additional referrals from health partners.

### **Healthy Lifestyles**

From 1 October, Public Health and Communities introduced an innovative new approach in delivering the healthy behaviours offer to Suffolk residents. Working in partnership with District and Borough Councils and Health Partners, information around stopping smoking, managing a healthy weight, and being more active are now being delivered via a digital offer/website developed and maintained by Suffolk County Council [www.feelgoodsuffolk.co.uk](http://www.feelgoodsuffolk.co.uk), and face to face support within the community, via District and Borough Councils. Healthy lifestyle service provision will no longer be delivered via a single provider allowing District and Borough Councils to utilise their close links within communities to understand local need and work with a host of providers to offer choice, quality, and tailored support within their localities.

## **2. Haverhill's New Recycling Centre**

I have received confirmation from budget review that the Haverhill Site will continue to be delivered for a 2024 opening. This had been under threat due to pressures on the budget. Representations were

made and I hope all councillors will be relieved to hear that this project will be delivered this coming year.

### 3. Highways -

Update on Winter Service from Cllr Paul West. The winter season commenced on the 1 October and Suffolk Highways are ready to undertake winter gritting duties as and when the temperatures drop. The fleet is located back in Suffolk, safely stored within our eight winter depots located across the county. Grit bin restocking has been completed and details on how to get further refills undertaken throughout the season can be found on our winter pages which can be viewed using the following link: <https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/check-which-roads-are-gritted/grit-bins>

Drain cover, Kings Hill, Kedington.

This has already been ordered for repair – along with the potholes we observed when passing.

School markings, Kedington.

The Assessment Officer is visiting site to order these to be refreshed – these are single yellow lines with a TRO in place to prevent parking between 0800-0930 and 1430-1630 rather than the traditional school zig-zags. Hopefully when these are renewed, the parking issues will be reduced – although as you know, this is a common problem at most schools.

# ANNEX 2

15 December 2023 (2023-2024)

## Kedington Parish Council

Prepared by: John Boxall (Clerk/RFO) Date: 15/12/23  
Name and Role (Clerk/RFO etc)

Approved by: Ann Taylor (Chair) Date: 19/12/23  
Name and Role (not Chair of Finance etc)

Bank Reconciliation at 15/12/2023		
	Cash in Hand 01/04/2023	85,528.43
	<b>ADD</b> Receipts 01/04/2023 - 15/12/2023	89,975.28
		175,503.71
	<b>SUBTRACT</b> Payments 01/04/2023 - 15/12/2023	59,323.74
<b>A</b>	Cash in Hand 15/12/2023 (per Cash Book)	115,979.97
	Cash in hand per Bank Statements	
	Petty Cash                      15/12/2023                      0.00	
	Barclays - Kedington Parish Council    15/12/2023                      33,858.59	
	Natwest Bank - Kedington Parish      15/12/2023                      82,121.38	
		115,979.97
	Less Unpresented payments	
		115,979.97
	Plus unpresented receipts	
<b>B</b>	Adjusted Bank Balance	115,979.97
	<b>A = B Checks out OK</b>	

**Kedington Parish Council**  
**PAYMENTS & RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
116	24/11/2023	KPC 129-07 19-1	Barclays - Kedington I		Payment - Tree maintenance	Shawn Winters	Z	-925.00		-925.00
117	24/11/2023	KPC 129-06 21-1	Barclays - Kedington I		Payment - Grant	Suffolk Accident Rescue Serv	Z	-250.00		-250.00
115	24/11/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
118	28/11/2023	KPC 129-07 19-1	Barclays - Kedington I		Payment - Tree maintenance	Shawn Winters	Z	-225.00		-225.00
119	28/11/2023	KPC 129-07 19-1	Barclays - Kedington I		Payment - Office supplies	John Bowall Clerk	S	-161.23	-32.23	-193.46
121	30/11/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Wages John Bowall	John Bowall Clerk	Z	-2,471.61		-2,471.61
122	30/11/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Wages Dennis Brow	Dennis Brownlow - Village Ci	Z	-133.52		-133.52
120	30/11/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Telephone and Bro	Onecom Ltd	S	-56.50	-11.30	-67.80
124	01/12/2023	KPC 129-01 16-5	Barclays - Kedington I		Payment - Village maintenance	Wayne Blackman	Z	-250.00		-250.00
123	01/12/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Office cleaning	Ana Lopes	Z	-16.00		-16.00
125	04/12/2023	KPC 129-07 19-1	Barclays - Kedington I		Payment - Portable Appliance	Bloomfield Electrical Services	S	-150.00	-30.00	-180.00
126	05/12/2023	KPC 129-05 17-1	Barclays - Kedington I		Payment - CILCA	Society of Local Council Clerk	Z	-315.00		-315.00
127	08/12/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-707.20	-141.44	-848.64
127	08/12/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-115.60	-23.12	-138.72
127	08/12/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-72.25	-14.45	-86.70
128	08/12/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Strimming	M D Landscapes (Angle) Ltd	S	-300.00	-60.00	-360.00
127	08/12/2023	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Direc	Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-43.35	-8.67	-52.02
129	08/12/2023	KPC 129-04 19-9	Barclays - Kedington I		Payment - Youth shelter	Huws Gray Buldbase	S	-42.26	-8.45	-50.71
130	14/12/2023	KPC 129-06 21-1	Barclays - Kedington I		Payment - Xmas refund	Ann Naylor	Z	-36.60		-36.60
<b>Total</b>								<b>-6,275.29</b>	<b>-330.49</b>	<b>-6,605.78</b>

15 December 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	43.65	56.35	
8	Councillors Expenses				100.00		100.00	
9	Clerks and Councilor Trai				1,000.00	555.00	445.00	
10	Insurance				3,000.00	1,836.48	1,163.52	
11	Scribe Accountants Softw				561.60	561.60		
16	Website				130.00	120.00	10.00	
19	Elections				3,000.00			
38	Subscriptions				750.00	654.32	95.68	
50	Dropbox				100.00	79.90	20.10	
52	Hall Hire				200.00		200.00	
54	Audit				607.00	605.50	1.50	
55	Electricity				2,000.00	394.49	1,605.51	
56	Telephone and Broadband				700.00	555.50	144.50	
57	Post				20.00		20.00	
58	Stationery				175.00	161.23	13.77	
60	Email				60.00	33.36	26.64	
61	Office Cleaning				250.00	96.00	154.00	
62	Protect and Detect - Fire e							
67	Shared Office Costs with I				360.00		360.00	
					<b>£-3,000.00</b>	<b>13,113.80</b>	<b>£6,887.83</b>	<b>4,418.67</b>

Asset Register

<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						

Earmarked Reserves

<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				2,310.00	1,190.00
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				1,050.50	
71	Elections				3,000.00	81.91	2,918.09
						<b>£3,442.41</b>	<b>18,979.88</b>
			<b>£20,761.37</b>	<b>£1,871.03</b>			

General Parish Requirements

<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	1,844.59	1,655.41
59	Pest Control				600.00	600.00	
70	King's Coronation	350.00		370.00	1,000.00	1,720.00	
			<b>£360.00</b>	<b>£370.00</b>	<b>£,100.00</b>	<b>£4,164.59</b>	<b>1,666.41</b>

General Reserves

<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		1,298.25	45,792.58
			<b>£45,761.86</b>	<b>£1,328.97</b>		<b>£1,298.25</b>	<b>45,792.68</b>

Grants and Donations

<u>Grants and Donations</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>
36	Grants and Donations - Se	230.00			5,000.00	2,500.00	2,730.00
51	Poppy Appeal - Sec 138B				100.00	100.00	

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

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15 December 2023 (2023-2024)

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

<u>Cost Centre Name</u>					
	£230.00		6,100.00	£2,800.00	2,730.00
<b>HMRC VAT</b>					
<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
44 Reclaimed VAT					
					<u>Current Balance</u>
					<u>Budget</u>
<b>PRECEPT</b>					
<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
43 Precept			85,576.00		
					85,576.00
			85,576.00		85,678.00
<b>Salary</b>					
<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
1 Clerk Salary				29,400.00	20,017.99
3 Village Cleaner				2,100.00	1,361.16
4 National Insurance Contrib				3,000.00	1,951.92
				34,500.00	23,331.07
					11,168.83
<b>Village Maintenance</b>					
<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
20 Grounds, Contract A (Inc C				8,486.40	5,657.60
21 Grounds, Contract B (Old I				867.00	578.00
22 Grounds, Contract E (Gret				1,387.20	924.80
23 Grounds, Contract D (Calf				520.20	346.80
24 Silver Street Park				500.00	
25 Grounds - Extras				1,000.00	419.99
26 Grounds - Strimming				4,000.00	2,250.00
28 Equipment New				1,000.00	365.46
30 Contingencies / Sundries				1,000.00	390.20
31 Recreation Equipment					
32 War Memorial					
33 Tree Maintenance				3,000.00	1,150.00
35 Amenity Cleansing				6,000.00	2,860.30
68 The Cut Peppercorn Rent				1.00	1.00
69 Office Extension Pepperc				1.00	
				27,782.80	14,844.16
					12,818.86
<b>NET TOTAL</b>	<b>£87,083.23</b>		<b>£86,848.00</b>	<b>86,678.40</b>	<b>£66,477.60</b>
					<b>183,138.13</b>

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

# ANNEX 3

## Kedington Parish Council BUDGET FOR 2024-2025

Budget Headings	2023-2024	Budget Headings	2024-2025
<b><u>Salary</u></b>		<b><u>Salary</u></b>	
Clerk Salary	£29,400.00	Clerk Salary	£33,684.00
Village Cleaner	£2,100.00	Village Cleaner	£2,300.00
National Insurance Employer Contributions	£3,000.00	National Insurance Employer Contributions	£3,400.00
<b><u>Administration</u></b>		<b><u>Administration</u></b>	
Post	£20.00	Post	£20.00
Stationery	£175.00	Stationery	£175.00
Clerks Expenses	£100.00	Clerks Expenses	£100.00
Councillors Expenses	£100.00	Councillors Expenses	£50.00
Clerks and Councillor Training	£1,000.00	Clerks and Councillor Training	£1,000.00
Insurance	£3,000.00	Insurance	£2,000.00
Accountants Software - Scribe	£561.60	Accountants Software - Scribe	£561.60
Audit	£607.00	Audit	£655.00
Electricity	£2,000.00	Electricity	£1,000.00
Telephone Broadband	£700.00	Telephone Broadband	£700.00
Subscriptions	£750.00	Subscriptions	£710.00
Email	£60.00	Email	£175.00
Website	£130.00	Website	£130.00
Office Cleaning	£250.00	Office Cleaning	£250.00
Dropbox	£100.00	Dropbox	£80.00
Shared Office Costs with KCA	£360.00	Shared Office Costs with KCA	£360.00
Elections	£3,000.00	TV Licence	£169.50
Hall hire	£200.00	Portable Appliance Testing	£180.00
<b><u>Grants and Donations</u></b>		<b><u>Grants and Donations</u></b>	
Grants and Donations	£5,000.00	Grants and Donations	£5,000.00
Sec 138B (Poppy Appeal)	£100.00	Sec 138B (Poppy Appeal)	£100.00

Kedington Parish Council  
BUDGET FOR 2024-2025

Budget Headings	2023-2024	Budget Headings	2024-2025
<b><u>Village Maintenance</u></b>		<b><u>Village Maintenance</u></b>	
Grounds, Contract A (Incl. Churchyard & the Cut)	£8,486.40	Grounds, Contract A (Incl. Churchyard & the Cut)	£8,910.72
Grounds, Contract B (Old School Field & Silver St Park)	£867.00	Grounds, Contract B (Old School Field & Silver St Park)	£910.35
Grounds, Contract D (Calford Green)	£520.20	Grounds, Contract D (Calford Green)	£546.21
Grounds, Contract E (Great Meadow)	£ 1,387.20	Grounds, Contract E (Great Meadow)	£ 1,456.56
Grounds - Extras	£1,000.00	Grounds - Extras	£1,000.00
Grounds - Strimming	£4,000.00	Grounds - Strimming	£2,520.00
Equipment New	£1,000.00	Equipment New	£1,000.00
Contingencies / Sundries	£1,000.00	Contingencies / Sundries	£500.00
Recreation Equipment	nil	Recreation Equipment	£4,000.00
War Memorial	nil	War Memorial	£200.00
Tree Maintenance	£3,000.00	Tree Maintenance	£3,000.00
Amenity Cleansing	£6,000.00	Amenity Cleansing	£6,300.00
The Cut Peppercorn Rent	£1.00	The Cut Peppercorn Rent	£1.00
Office Extension Peppercorn Rent	£1.00	Office Extension Peppercorn Rent	£1.00
Silver Street Park	£500.00		
<b><u>General Parish Requirements</u></b>		<b><u>General Parish Requirements</u></b>	
Asset Maintenance	£3,500.00	Asset Maintenance	£4,000.00
Pest Control	£600.00	Pest Control	£600.00
King's Coronation	£1,000.00	D-DAY 80	£1,000.00
<b><u>TOTAL</u></b>	<b><u>£85,576.40</u></b>		<b><u>£88,745.94</u></b>