

**KPC 130-02**  
**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL**  
**TUESDAY 18<sup>th</sup> JUNE 2024**  
**HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

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

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

**Also in attendance:** Suffolk County Councillor David Roach, West Suffolk Councillors Marion Rushbrook and Karen Richardson, Mr Steve Price and Mr Mike Shearer.

**ACTION**

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

Mr Price had an interest in agenda item 13.2.

**2. Welcome and Apologies.**

The Chair welcomed everyone present. Cllr Brooker is unable to attend for personal reasons and Cllr Woodley is unable to attend for work reasons. Apologies were accepted by all Councillors present.

Clerk advised that the Council, members of the public and press may audio record, film, photograph or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Parish Council cannot control 3<sup>rd</sup> party recordings. The Parish Council will audio record the meeting.

**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 Annual meeting of Kedington Parish Council held on 21<sup>st</sup> May 2024.**

Councillors confirmed they had received a copy of the draft minutes and had read them. A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to agree the minutes of the Annual meeting of Kedington Parish Council held on 21<sup>st</sup> May 2024 as a true record. The resolution was unanimously agreed. Chair signed the minutes outside the meeting.

**With Councillors permission, the Chair brought forward agenda item 13.2 (see below)**

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

Cllr Rushbrook advised there is no report this month, it is very quiet for them at the moment due to the upcoming General Election. However, the dementia village in Little Wratting has got another approval. Cllr Rushbrook will send the press article about it.

Cllr Roach advised that his work is also quiet at the moment for the same reason.

## 6. Receive budget statements and any other financial reports and agree any necessary action.

### 6.1 Review and agree budget statements.

Chair confirmed that Councillors had received the relevant documents. A resolution was put forward by Cllr Wheeler and seconded by Cllr Bull to agree the Bank Reconciliation, the Payments and Receipts List, the Net Position by Cost Centre and Code report and the Reserves Balance report (ANNEX 1). The resolution was unanimously agreed.

### 6.2 Ratify payment to RMS Tree Services for reducing the limbs of an Alder tree leaning over a footpath on the Cut.

Clerk advised that on Tuesday 28<sup>th</sup> May 2024 Cllr Wheeler and Chair advised him that a tree was leaning across a path on the western side of the Cut at lower than head height. Clerk contacted Bob Dellar of RMS Tree Services who quoted £160.00 to reduce the tree limbs, leaving them cut into logs for the use of residents. This was agreed by the Chair and Clerk on Thursday 30<sup>th</sup> May in accordance with Financial Regulation 4.1, it being a value up to £500.00.

Bob Dellar subsequently reduced the tree limbs on Monday 3<sup>rd</sup> June 2024 and the £160.00 payment was made to him on 10<sup>th</sup> June 2024 following receipt of his invoice.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to ratify this payment. The resolution was unanimously agreed.

### 6.3 External Audit.

Clerk advised that the Annual Governance and Accountability Return 2023/24 was submitted by email to PKF Littlejohn, the External Auditors, on 30<sup>th</sup> May 2024. Clerk has received an email confirming receipt of the submission.

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

- Section 1 – Annual Governance Statement 2023/24
- Section 2 – Accounting Statements 2023/24
- Bank Reconciliation Summary at 31<sup>st</sup> March 2024
- Explanation of Variances 2023/24
- Confirmation of the dates of the period for the exercise of public rights 2023/24
- Annual Internal Audit Report 2022/23

All of these documents are available on the Parish Council website, except the “Confirmation” that states it should not be published on the 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 3<sup>rd</sup> June and 12<sup>th</sup> July 2024, was placed on the Parish notice boards and website on 31<sup>st</sup> May 2024.

Clerk advised that the variances related to a decrease in receipts mainly due to a decrease in the VAT refund and an increase in staff payments; the village cleaner's increase in line with the National Living Wage and the Clerk's increase as agreed at meetings.

### 6.4 Ratify £23.90 payment to Councillor Naylor for her purchase of treasure hunt prizes for the D-DAY 80 celebrations to commemorate the 80<sup>th</sup> anniversary of D-Day.

Clerk advised that on 23<sup>rd</sup> May 2024 Cllr Naylor paid £23.90 for Haribo sweets for treasure hunt prizes. This was refunded to her on 13<sup>th</sup> June 2024 from the previously agreed D-DAY 80 budget.

A resolution was put forward by Cllr Willett and seconded by Cllr Standeven to ratify the payment of £23.90 to Cllr Naylor. The resolution was unanimously agreed.

### 6.5 Ratify £15.04 payment to Councillor Naylor for her purchase of drinks and nibbles for the Annual Parish Meeting.

Clerk advised that on 27<sup>th</sup> May 2024 and 28<sup>th</sup> May 2024 Cllr Naylor paid a total of £15.04 for coffee, tea, milk, nuts and biscuits for those that attended the Annual Parish Meeting on 28<sup>th</sup> May 2024. This expenditure had been agreed at the previous Council meeting and was refunded to Cllr Naylor on 13<sup>th</sup> June 2024.

A resolution was put forward by Cllr Potter and seconded by Cllr Bull to ratify the payment of £15.04 to Cllr Naylor. The resolution was unanimously agreed.

## 7. Grants

### 7.1. 1<sup>st</sup> Kedington Scout Group uptake.

Clerk advised that the £1,500.00 grant was paid on 28<sup>th</sup> May 2024. A letter of thanks was received on 6<sup>th</sup> June 2024 by email and forwarded to Councillors that day.

Clerk advised that on 10<sup>th</sup> June 2024 he received an email from Paul Farr, the Secretary, stating "Following the funding award of £1500 that we received from the Parish Council towards the purchase of new tents for the group, I wanted to let you know that we did not need the full amount awarded to purchase the tents. If acceptable to the Parish Council, we would like to use the balance to go towards a forthcoming event that is being attended by our cub scouts, which will help reduce the overall cost of attendance, and hopefully result in more of our young people being able to attend. Of course, if this is not acceptable, then we will arrange for the balance to be returned."

Paul subsequently advised the Clerk that the unspent balance was £280 that they would like to use it to go towards the cost for the cub pack to attend the district camp at the beginning of July.

Clerk advised that the Grant Policy states "Any grant must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to the Council by the anniversary of when it was awarded, unless the written approval of the Council has been obtained" and "Only one application for a grant will be considered from any organisation in any financial year."

Clerk stated that his advice is that Council does not agree to the 1<sup>st</sup> Kedington Scout Group keeping the £280.00. It is quite a substantial amount, more than the Council grants to some other organisations, and it could be seen to be a second grant to them in the financial year.

Cllr Standeven excused himself from this item as his children attend the Scout Group.

Following a discussion amongst the remaining six Councillors, Chair proposed and Cllr Wheeler seconded that the £280.00 be returned to the Council. Three Councillors were in favour and three were against. Chair has the casting vote and so the resolution was passed.

It was also agreed to discuss at the next meeting the removal of the wording "unless the written approval of the Council has been obtained".

### 7.2. Applications. NONE

### 7.3. Kedington Carpet Bowls Club grant update.

Clerk advised that on 3<sup>rd</sup> June 2024 he received a telephone call from Bill Summers advising that the grant was no longer required as Wickhambrook Bowls Club has folded and have donated their equipment to the Kedington Carpet Bowls Club i.e. a mat roller and balls.

Clerk advised that £400.00 was granted on 16<sup>th</sup> April 2024 but hasn't yet been paid as since then he has been waiting for details of an account to pay it into as the one given was a personal account, not one in name of the Bowls Club. So no further action is required regarding this grant.

Clerk

Clerk

**8. Clerk's report.****8.1 Parish Council office lease update.**

Clerk advised he is still waiting for a response. On 11<sup>th</sup> June 2024, the lady who has been dealing with it advised him that she's been off work for personal reasons but will respond.

**8.2 Community Emergency Plan update.**

Clerk advised that the Plan was submitted on 3<sup>rd</sup> June 2024 to Freddie Gulliver at West Suffolk Council, he acknowledged receipt the following day. It was also sent to representatives of the Kedington Community Association, the Royal British Legion and the Church. The Plan was put on the website the same day and the Chair has put it on Facebook.

Cllr Standeven advised that a parishioner had said to him that it wasn't clear what the plan was for. He has explained it to the parishioner.

**8.3 Haverhill Running Club 5K Race 8<sup>th</sup> August 2024 to discuss any comments or concerns to be addressed.**

Clerk confirmed that on Thursday 6<sup>th</sup> June 2024 he received an email from Andrew Bell, the Race Director, that he forwarded to all Councillors. Following a discussion amongst Councillors, there were no comments to make or concerns to be addressed.

Clerk

**8.4 Discuss quotes to make repairs to Old School Field entrance gate.**

Clerk advised that on Tuesday 28<sup>th</sup> May 2024 Cllr Wheeler and Chair advised him that there was some damage to the Old School Field pedestrian gate where part of the top rail had broken off leaving the rail unattached at one end.

Clerk

Clerk subsequently sent out two requests for quotes and following a discussion amongst Councillors a resolution was put forward by Cllr Potter and seconded by Cllr Wheeler to accept the quote from Dale Barnes. The resolution was unanimously agreed.

This quote included a new bespoke hand built pedestrian gate, removal of the damaged vehicle gate post and fitting of a new one, replacement of the horizontal bracing to the fence line and the decorating of any new timbers fitted.

**9. Play Equipment.****9.1 Receive defect reports and agree any necessary action.**

Clerk advised he had not received any reports.

**10. Environmental / Grounds Maintenance matters.****10.1 Discuss strimming comfrey on Watermill Meadow.**

Following a discussion amongst Councillors, Cllr Bull proposed and Cllr Standeven seconded removing the smaller patch of comfrey and keeping the larger patch but ensuring it doesn't spread outwards any further. The resolution was unanimously agreed.

Clerk

**10.2 Removal of windblown Poplar tree adjacent to Silver Street Park update.**

Clerk updated that on 29<sup>th</sup> May 2024 he received an email from Havebury advising they have requested a quote for removal of the tree. Clerk to keep Council updated.

Clerk

**10.3 Discuss conducting crown lifts and/or trims to trees on the Cut.**

Clerk reminded Councillors of the email he sent to them on Monday 3<sup>rd</sup> June 2024 advising that Trevor from MD Landscapes, who cut and trim the grass etc. on the Cut, has advised him that some of the trees on the east bank of the Cut need a crown lift or a good trim. This is because at the moment he can't get the mower/trimmer under some of them at all and the others have low hanging broken branches that could possibly injure him or others.

Clerk advised he has checked on "Find My Nearest" on West Suffolk Council's website and none of the trees have Tree Preservation Orders.

Clerk

Clerk

Following a discussion amongst Councillors it was agreed to obtain the permission of Thurlow Estate and to obtain quotes.

Cllr Richardson suggested checking that the trees are not in a conservation area. This can also be done on "Find My Nearest" on West Suffolk Council's website.

#### **10.4 Discuss clearance of the path area outside the rear fence line of the Old School House Cottages.**

The location of this path area was confirmed with Councillors, it being on the land known as the Cut.

Chair advised that during the late summer of 2023 she was approached by a resident who had concerns regarding the rear of their property at Old School House Cottages. The resident was concerned that they were not able to exit their rear garden gate due to overgrown vegetation on the Cut. Chair spoke with the Clerk regarding this matter and it was decided to monitor the situation. Chair did walk the path area and although overgrown it was at the time passable. However, there was clear signs of a small amount of fly tipping of garden debris from one or more of the properties, not actually on the path area but just off it; cut trees, grass cuttings etc. At the time there was a lot of movement of occupants within the houses: a couple of them are rented.

Chair advised that whilst out walking the Cut on Monday 20<sup>th</sup> May 2024 she noticed a large amount of garden rubbish had been thrown over the fence of one of the properties. During the week the heap became larger.

Chair advised that on Thursday 23<sup>rd</sup> May 2024 she was out with her dog when she was stopped at the rear of the gardens by the partner of the of initial reporting person. The partner showed her the rear entrance to their property. The partner was frustrated with the rear path area again; it was totally blocked with overgrown nettles etc. The partner asked if they could cut it down for access from their rear gate and expressed concerns regarding safety, fire etc. and access not just to their property but to the others. It was agreed that the partner could cut and clear their rear entrance. Chair advised the partner that she would discuss the matter with Cllr Wheeler who is the Parish Council's lead for open spaces, grass cutting and maintenance etc.

Chair advised that she and Cllr Wheeler met at the location on Saturday 25<sup>th</sup> May 2024. The pathway of the reporting person and partner was clear and tidy, they now had full access from their gate onto the path area. However, access to the other properties was extremely limited. There were once again clear signs of fly tipping of garden rubbish.

Chair and Cllr Wheeler visited the reporting person, they apologised and once again discussed their concerns. They agreed to action this as soon as possible as a priority.

Chair and Cllr Wheeler meet with the Clerk at the office on Tuesday 28<sup>h</sup> May 2024. They discussed the situation and the comments made by the residents of Old School House Cottages. Their concerns were taken on board and for safety reasons the decision was made to cut and clear the path area at the rear of Old School House Cottages as soon as possible and to ask Bob Dellar to undertake the initial clearance.

On Thursday 30<sup>th</sup> May 2024 the Clerk viewed the path area and in a phone conversation spoke to Bob about clearing it.

On Monday 3<sup>rd</sup> June 2024 the Clerk was on the Cut meeting with a contractor. Bob was also there to start work on the fallen Alder tree (item 6.2 above). The Clerk didn't speak with him.

On Tuesday 4<sup>th</sup> June 2024 Clerk viewed the fallen Alder tree and also the path area. Bob had already done some work on the path area the previous day. However, the path area needed more clearance; it had been partially cleared by removing the two mounds of grass cuttings and general garden cuttings. Clerk intended to contact Bob regarding this on his return to work on Thursday 6<sup>th</sup> June 2024.

However, before contacting Bob on Thursday 6<sup>th</sup> June 2024, the Clerk received an email from him asking if he'd received an email he had sent to him on Monday 3<sup>rd</sup> June 2024. The Clerk hadn't and Bob resent it to him. It said "I moved the piles of garden debris to the rear of School Cottages to clear the path but didn't trim because (a resident) who lives in one of the properties asked me not to as she likes to maintain it as a wildlife area. Moving the debris piles has opened it up a bit so hopefully that's sufficient. I didn't take long so an extra £20 should cover it." The Clerk then spoke with Bob on the phone to ask if he could clear the path area more but this was to be confirmed following approval of the £20.00 payment with the Chair.

On Monday 10<sup>th</sup> June 2024 the Clerk made contact with the Suffolk Fire and Rescue Service and spoke to Watch Manager Stuart Hunter regarding the path area giving safe access and exit to the residents. This was identified to Stuart via Google maps. He was of the opinion that a clear path area would make it safer. He also said it would be "good practice" for a 3m fire break to be made at the rear of the fence line. He also said that mounds of grass cuttings and general garden cuttings in such circumstances have a "large fire load" and should not be allowed to accumulate. The fact that they were against a wooden fence only added to his concerns.

This was discussed with Bob and he provided an estimate of £180 that included the aforementioned £20, to brush cut the mixed vegetation to as near to ground level as possible at the rear of the Cottages and stack the debris on site.

On Thursday 13<sup>th</sup> June 2024 the Clerk received an email from Bob saying "I'm still a bit concerned as to whether it's necessary to brush cut the entire area to the rear of School Cottages. I hold entirely with prohibiting residents from discarding garden waste, which is effectively fly-tipping, and a source of fire risk as we discussed, but to clear the entire area seems a tad excessive, especially as "The Cut" and its surrounds, according to information (he's previously received) is managed to encourage nature and biodiversity. A possible alternative may be to cut a path through the vegetation to allow egress in the event of an emergency, rather than flattening the lot."

Clerk replied saying "So are you thinking of clearing a pathway along the fence line, maybe 1-2m wide, as it currently is behind the first of the Cottages but also a pathway or pathways at 90 degrees to the fence line through the vegetation?"

Bob replied saying "Yes, that's right. But bear in mind it's only a thought, I know safety considerations are paramount"

With regards to the quote for £180.00, Bob has advised there is "room for manoeuvre" if he does less.

Clerk

Following a discussion amongst Councillors, Cllr Wheeler proposed and Cllr Potter seconded brush cutting clear the path area by 1.5 to 2m wide parallel to the fence line and to brush cut a pathway 1m wide through the vegetation at 90 degrees to the fence line from the middle of the path area. The resolution was agreed by a 6-1 majority.

Clerk

Cllr Standeven who was against the proposal said it was because he would have liked to go with what the Fire and Rescue Service said and widen the path area to 3m.

Clerk

Cllr Naylor also proposed and Cllr Wheeler seconded agreeing Bob Dellar's quote to clear the path area as above. The resolution was agreed: all in favour.

It was further agreed that the Clerk will compose and deliver a letter to the Old School House Cottages' residents advising them what will be happening and asking them not to deposit any garden waste onto the Cut. The letter shall also:-

- explain that the land at the rear of their properties known as the Cut is private land owned by Thurlow Estate Management Ltd. for which the Parish Council pays an annual peppercorn rent of £1.00. This, in accordance with the Open Spaces Act



1906, sections 9 & 10, allows the Parish Council to manage and maintain that land and

- include information regarding the garden waste collection service provided by West Suffolk Council and
- a request not to obstruct the path area i.e. by placing logs on it.

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

### 11.1 Discuss installing a surfaced path and picnic benches on Watermill Meadow.

Clerk confirmed that Councillors had received the email from Cllr Willett that he forwarded to them on 29<sup>th</sup> May 2024. Cllr Willett asked Councillors to consider having a meandering surfaced path around the outside of the meadow, similar to the one around the Risbridge nature reserve. He thinks it may need to be 5m in from the river bank and to join up the two seating areas. That way parishioners can enjoy a number of walks around the village. His wife had also suggested maybe having a couple of picnic benches there also.

Clerk

Following a discussion amongst Councillors it was agreed to:-

- Establish how far from the river a path would need to be that may involve getting a permit from the Environment Agency.
- Seek permission from Thurlow Estate.
- Establish if it is in a conservation area.
- Obtain quotes for a path and prices of picnic benches.

### 11.2 Placing wooden bollards along West End Lane grass verge update.

Clerk advised that he received an email from Chris Miller, Highways Licensing Officer, on Thursday 23<sup>rd</sup> May 2024 advising that on receipt of payment of the fee the application will be approved. The fee is £160.00.

Clerk

The Council will also need to provide:-

- Evidence of the design of the posts intended to be installed, which must include reflective strips.
- Confirmation of an NRSWA Streetworks-qualified contractor able to undertake the necessary underground apparatus surveys and install the posts to Highways standards.
- Confirmation that the position of the posts, which will need to be a minimum 500mm from the carriageway edge, will achieve the aim of deterring parking.

Clerk

Clerk

Clerk has made enquiries with three other Parish and Town Councils and has obtained details of three streetworks qualified contractors whom he can ask to quote.

Cllr Standeven suggested Mighty Oak may be able to do the work. He doesn't know if they are streetworks qualified contractors or not.

### 11.3 Claimed Public Footpaths in Kedington update.

Clerk advised that on 4<sup>th</sup> June 2024 he received an email from David Last, the Definitive Map Officer for Suffolk County Council, advising that "The orders received objections, which means they have had to be sent to the Planning Inspectorate in Bristol for determination, probably by way of a Public Inquiry.

The Planning Inspectorate have an enormous backlog of cases and it is likely to be over a year at least before an inquiry is held.

In the meantime, the situation remains as it is until the orders are either confirmed, not confirmed or modified by the Planning Inspectorate."

Clerk

**11.4 Discuss extending the concrete base of the Platinum Jubilee Bench.**

Following a discussion amongst Councillors it was agreed to install an area around the bench to "sympathetically" extend the base area by 1m to 2m. It was agreed this should be a membrane with a topping on top. The area is to have an edging that should be at ground level to minimise any trip hazard. Clerk to contact Shawn Winters.

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

Clerk

**12.1 Maintenance of planting areas in Silver Street Park update.**

Clerk advised that Shawn Winters has nearly completed the work. He has removed the two large rosemary plants and replaced them with one from his own garden that he is happy to gift and a much smaller one he's had from a cutting. He has also brush painted the log roll in a dark oak colour as a first coat. He has also pulled out the choisya as it had split out at the base and died; he will replace it. He has also put other plants in the bed.

Shawn suggests a second spray coat of the log roll and to cap the tops off with a different product. Councillors agreed this.

**13. Any other reports (on-going matters).****13.1 D-DAY 80 celebrations to commemorate the 80<sup>th</sup> anniversary of D-Day update.**

Chair updated that the day was enjoyed by those that attended. Cllr Potter agreed with her thoughts. There will be a debrief.

Clerk updated that on 6<sup>th</sup> June 2024 the balance of £270.00 was paid to KBL Event Hire for the inflatable assault course and the balance of £325.00 was paid to the Hannah Horton Trio jazz band.

**13.2 Actions from the Annual Parish Meeting update**

Chair and Clerk updated that:-

- With regards to the River Stour overflowing at the Cut and Silver Street Park and flooding residents' gardens, Chair advised that on 31<sup>st</sup> May 2024 she sent a letter to the Environment Agency. She awaits a response that she expects to have by 28<sup>th</sup> June 2024.
- With regards to a drainage camera survey report regarding the Limes development and flooding, Mr Steve Price attended. Mr Price is the Contract Manager and Construction Manager for EHA, the builders. He has been working on the development for two years. Mr Price advised that he paid for the camera survey and the report has only been given to the Parish Council and to Suffolk County Council as they are the only ones that need to see it. The report is "commercial in confidence" and must not be disseminated outside those Councils. The report shows that there is a 97% blockage on Suffolk County Council land and it is 10.7m along the pipe from Dash End Lane towards the Limes (house) and the culvert is collapsing. Mr Price has been in contact with Hannah Purkiss, the Flood & Water Manager at Suffolk County Council, and having seen his report she completely understands and he is dissolved of responsibility. He is not aware what if any action they will take. He confirmed that a pipe is not blocked on his land. Mr Price further advised that when the pipe leaves his property and goes into his neighbour's property, Mulberry House, it goes from a round shape to being partially squashed down and so takes approximately 35% less water than it should. Mr Price can't tell what's underneath the Limes (house) from this end because he can't put a camera underneath it but he can see where it goes into Mulberry House from his boundary. Mr Price advised he has repaired the pipes from the start of his land to the end of it at a cost of £30,000.00.  
Clerk is to forward Mr Price's report to the Councillors.
- The claimed public footpath on the Cut is a separate agenda item at 11.3.

Clerk

Chair

Cllr Roach



- With regards to the Millennium Oak that grew from an acorn planted in 2002. Chair has spoken with Mr John Brett and Mr Peter Deeks. Mr Deeks is going to do a short story for the Ketton Review. The Parish Council will also speak to Father Chris regarding getting a plaque for the tree, recording that it was so planted.
- At the Annual Parish Meeting, Cllr Roach advised he will get the highways engineer to come out with him to have a look at the area of Dash End junction with Westend Lane to see if flood warning signage would be suitable. Cllr Roach advised it is in hand.

Clerk

**13.3 Children's Sports and Wellbeing Day update.**

Cllr Brooker

Clerk advised that all places should be filled. He is still waiting for replies from some regarding details required. Closing date to apply is Monday 24<sup>th</sup> June and places will be confirmed the following day Tuesday 25<sup>th</sup> June 2024.

Chair advised that Cllr Willett and parishioner Russell Cannon had kindly offered to sponsor an ice cream van to attend on the day.

Clerk

**13.4 Flower Festival 2024 update.**

Clerk advised that he has no update from Cllr Brooker.

**13.5 Remembrance Day Parade update.**

Clerk

Clerk advised that the Special Events Order Application and an Operational Plan for Sunday 10<sup>th</sup> November 2024 were submitted to Suffolk County Council on 13<sup>th</sup> June 2024 and receipt was confirmed on 17<sup>th</sup> June 2024. Clerk will inform the Police and the Fire Service once the application has been granted.

Cllr  
Wheeler

The road closure is organised by Suffolk County Council, hopefully free of charge again.

The Clerk will ensure that the Parish Council is covered for this event by its Employer's and Public Liability Insurance when it renews on 1<sup>st</sup> October 2024, as it is an event being organised by, or on behalf of the Parish Council.

All  
Councillors

Cllr Wheeler will be the Parade Coordinator and Kirk Pearson will be the Parade Marshall, to be confirmed.

Chair asked that all Councillors who can, attend the event.

Clerk

**14. Housing/Planning.**

**14.1 Planning applications for discussion at meeting.**

- a. **DC/24/0647/VAR - 22 Haverhill Road, Kedington - Planning application - variation of condition 2 (approved plans) of DC/24/0060/HH to allow for use of amended plans for a single storey rear extension.**

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

**14.2 Planning application observations conveyed by the Parish Council. NONE**

**14.3 Planning applications decisions received from the District Council.**

- a. **DC/24/0310/HH - The Limes, Mill Road, Kedington - Householder planning application - detached garage with first floor home office.**

Clerk advised that this application was approved on 6<sup>th</sup> June 2024.

**15. Date and location of next Parish Council meeting.**

The next Parish Council meeting will be held on Tuesday 30<sup>th</sup> July 2024 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 8:44 p.m.

Signed ..... *AE Naylor* ..... Date.....30<sup>th</sup> July 2024.....

# ANNEX 1

14 June 2024 (2024-2025)

## Kedington Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 14/06/2024</b>		
	Cash in Hand 01/04/2024		82,553.72
	<b>ADD</b> Receipts 01/04/2024 - 14/06/2024		91,622.41
			174,176.13
	<b>SUBTRACT</b> Payments 01/04/2024 - 14/06/2024		15,633.26
<b>A</b>	Cash in Hand 14/06/2024 (per Cash Book)		<b>158,542.87</b>
	Cash in hand per Bank Statements		
	Petty Cash 14/06/2024	0.00	
	Natwest Bank - Kedington Parish 14/06/2024	86,753.72	
	Barclays - Kedington Parish Council 14/06/2024	71,789.15	
			<b>158,542.87</b>
	Less unrepresented payments		
			158,542.87
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>158,542.87</b>
	<b>A = B Checks out OK</b>		

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

14 June 2024 (2024-2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Office Cleaning	20/05/2024	KPC 129-08 16-1-24	Barclays - Kington	Routine Payment/	Payment - Office cleaning	Ana Lopes	Z	-17.00		-17.00
19	Email	24/05/2024	KPC 129-08 16-1-24	Barclays - Kington	Routine Payment/	Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
20	Grants and Donations - Sec 13:	28/05/2024	KPC 130-01 21-5-24	Barclays - Kington		Payment - Grant	1st Kedington Sea Scouts	Z	-1,500.00		-1,500.00
22	Clerk Salary	31/05/2024	KPC 129-06 21-11-23 & KPC	Barclays - Kington	Routine Payment/	Payment - Wages John Bowell	John Bowell Clerk	Z	-2,004.08		-2,004.08
23	Village Cleaner	31/05/2024	KPC 129-07 19-12-23 & KPC	Barclays - Kington	Routine Payment/	Payment - Wages Dennis Brow	Dennis Brownlow - Village	Z	-146.44		-146.44
21	Telephone and Broadband	31/05/2024	KPC 129-08 16-1-24	Barclays - Kington	Routine Payment/	Payment - Telephone and Broa	Onecom Ltd	S	-60.96	-12.19	-73.15
24	Audit	03/06/2024	KPC 129-06 21-11-23	Barclays - Kington		Payment - Internal Auditor	Trevor Brown	E	-340.00		-340.00
25	Grounds, Contract A (Inc Churc	06/06/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kington	Routine Payment/	Payment - Grass cutting	M D Landscapes (Angle)	U S	-742.56	-148.51	-891.07
25	Grounds, Contract B (Old Sch F	06/06/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kington	Routine Payment/	Payment - Grass cutting	M D Landscapes (Angle)	U S	-75.86	-15.17	-91.03
25	Grounds, Contract E (Great Me	06/06/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kington	Routine Payment/	Payment - Grass cutting	M D Landscapes (Angle)	U S	-121.38	-24.28	-145.66
25	Grounds, Contract D (Calford G	06/06/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kington	Routine Payment/	Payment - Grass cutting	M D Landscapes (Angle)	U S	-45.52	-9.10	-54.62
26	Grounds - Strimming	06/06/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kington	Routine Payment/	Payment - Strimming	M D Landscapes (Angle)	U S	-336.00	-67.20	-403.20
27	D-DAY 80	06/06/2024	KPC 129-09 20-2-24	Barclays - Kington		Payment - D-DAY 80 Inflatable	KBL Event Hire	S	-225.00	-45.00	-270.00
7	D-DAY 80	06/06/2024	KPC 129-09 20-2-24	Barclays - Kington		Payment - D-DAY 80 Jazz Band	Hannah Horton Tilo	Z	-325.00		-325.00
28	Tree Maintenance	10/06/2024	KPC 130-02 18-6-24	Barclays - Kington		Payment - Tree maintenance	RMS Tree Services	Z	-160.00		-160.00
29	Contingencies / Sundries	13/06/2024	KPC 130-02 18-6-24	Barclays - Kington		Payment - Annual Parish meeti	Ann Naylor	Z	-15.04		-15.04
30	D-DAY 80	13/06/2024	KPC 130-02 18-6-24	Barclays - Kington		Payment - D-DAY 80	Ann Naylor	Z	-23.90		-23.90
<b>Total</b>									<b>-6,142.91</b>	<b>-322.28</b>	<b>-6,465.19</b>

31 June 2025

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

**Cost Centre Name**

<u>Administration</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>
7	Clerks Expenses				10.00		10.00
8	Councillors Expenses				50.00		50.00
9	Clerks and Councillor			100.00			100.00
10	Insurance			200.00			200.00
11	Scribe Accountants			561.60	561.60		
15	Website			10.00			10.00
38	Subscriptions			70.00			70.00
50	Dropbox			80.00			80.00
54	Audit			655.00	30.00		36.00
55	Electricity			100.00			100.00
56	Telephone and Broad			20.00	13.92		57.08
57	Post			20.00			20.00
58	Stationery			15.00			15.00
60	Email			15.00	8.34		16.66
61	Office Clean ing			20.00	3.00		26.00
67	Shared Office Cost s w			30.00			30.00
72	TV Licence			19.50			19.50
73	Portable Applian ce T			80.00			80.00
					8,318.10	£1,066.88	7,260.24

<u>Asset Register</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>
3	Community Asset						
40	Infrastructure Asset						
41	Vehicle, Plant, Furn						

<u>Earmarked Reserves</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>
48	War Memorial						
49	Recreation Equipment						
63	Legal Fees						
64	Training						
71	Election s						

<u>General Parish Requirements</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>
46	Asset Maintenance			400.00			400.00
59	Pest Control			600.00	600.00		
74	D-DAY 80			100.00	973.90		5.10
					6,800.00	£1,673.90	4,928.10

<u>General Reserves</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>
46	Reserve						

<u>Grants and Donations</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>
35	Grant s and Donat ion s			5,000.00	200.00		3,000.00
51	Poppy Appeal - Dec 88			100.00			100.00
					6,100.00	£2,000.00	3,100.00

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

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

<u>Cost Centre Name</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>
<b>HMRC VAT</b>							
44	Reclaimed VAT						
<b>PRECEPT</b>							
43	Precept		88,746.00				88,746.00
			<b>88,746.00</b>				<b>88,746.00</b>
<b>Salary</b>							
1	Clerk Salary			33,684.00	6,094.06		27,589.94
3	Village Cleaner			2,300.00	392.88		1,907.12
4	National Insurance Contrib			3,400.00	790.32		2,609.68
				<b>39,384.00</b>	<b>67,277.26</b>		<b>32,106.74</b>
<b>Village Maintenance</b>							
20	Grounds, Contract A (Inc C			8,910.72	1,485.12		7,425.60
21	Grounds, Contract B (Old I			910.35	151.72		758.63
22	Grounds, Contract E (Gret			1,455.56	242.76		1,213.80
23	Grounds, Contract D (Calf			546.21	91.04		455.17
25	Grounds - Extras			1,000.00			1,000.00
26	Grounds - Strimming			2,520.00	672.00		1,848.00
28	Equipment New			1,000.00	98.90		901.10
30	Contingencies / Sundries			500.00	15.04		484.96
31	Recreation Equipment			4,000.00			4,000.00
32	War Memorial			200.00			200.00
33	Tree Maintenance			3,000.00	230.00		2,770.00
35	Amenity Cleansing			6,300.00			6,300.00
68	The Cut Peppercorn Rent			1.00			1.00
69	Office Extension Peppercorn			1.00			1.00
				<b>30,346.84</b>	<b>62,886.68</b>		<b>27,369.28</b>
<b>NET TOTAL</b>			<b>88,746.00</b>	<b>88,746.84</b>	<b>£14,903.60</b>		<b>182,688.34</b>

14 June 2024 (2024-2025)

**Kedington Parish Council  
Reserves Balance  
2024-2025**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserves	62,130.48	11,162.25			73,292.73
<b>Total Capital</b>	<b>62,130.48</b>	<b>11,162.25</b>			<b>73,292.73</b>
<b>Earmarked</b>					
Recreation Equipment	1,314.90	4,000.00			5,314.90
War Memorial	728.00	200.00			928.00
Legal Fees	4,000.00				4,000.00
Training	300.00				300.00
Elections	2,918.09				2,918.09
<b>Total Earmarked</b>	<b>9,260.99</b>	<b>4,200.00</b>			<b>13,460.99</b>
<b>TOTAL RESERVE</b>	<b>71,391.47</b>	<b>15,362.25</b>			<b>86,753.72</b>
<b>GENERAL FUND</b>					<b>71,789.15</b>
<b>TOTAL FUNDS</b>					<b>158,542.87</b>