

**MINUTES OF A VIRTUAL MEETING OF KEDINGTON PARISH COUNCIL  
TUESDAY, 27 APRIL 2021 – 7.00 p.m.  
MEETING HELD BY ZOOM PLATFORM**

**Present:** Cllr Ann Naylor (Chair)  
Cllr Tracey McAllister  
Cllr James Stranger  
Cllr Stella Wilsher  
Cllr Terry Wheeler  
Two vacancies pending

**In attendance:** Ms Marion Farrant – Parish Clerk  
Mr John Boxhall (Clerk's replacement)

**Also in attendance:** Suffolk County Councillor David Roach, West Suffolk District Councillor Karen Richardson; West Suffolk District Councillor Marion Rushbrook; Nick Clarke – prospective candidate for West Suffolk District Councillor in forthcoming local elections. Three Parishioners present.

Meeting held under Regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020.

**1 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present**

One of the Parishioners present declared an interest in agenda item 17.4.1.

**With Councillor's permission, the Chair brought forward agenda item 17.4.1.**

The Parishioner said he had learned through a newspaper article in the East Anglian Daily Times that the old Karro Foods site (which housed the Sports & Social Club and old buildings belonging to Karro Foods) at Little Wrattling was being developed and asked if the Parish Council had received any notification about this.

The Clerk said the Parish Council had only just learned that Nic Rumsey, a local developer, had purchased 20 acres of unused land from Karro Foods, adjacent to the A143 at Little Wrattling. The development is to be called the Stour Business Park with six acres already allocated for employment use in West Suffolk Council's adopted local plan, Rural Vision 2031 [RV4(k)]. Mr Rumsey's company Jaynic, will be making representations to West Suffolk Council to seek an extension to the existing employment allocation in the new emerging Local Plan for the remaining 14 acres on the site (which includes the disused Karro Sports & Social Club) which may also include land for recreation sport and open space.

The Clerk suggested to the Parish Council that Mr Rumsey should be asked to attend the Annual Parish Meeting scheduled for Tuesday 25 April 2021, to outline his plans for the site. The Clerk further suggested that, as the site is not in Kedington, the Parish Council request the Planning Department at West Suffolk Council send any copies of Planning Applications for this site to Kedington Parish Council. Councillors were in favour of this.

**ACTION**

MF

**2 Welcome and Apologies**

The Chair welcomed all present. Apologies for absence were received from Councillor Karen Barber (work) and Councillor Debbie Pateman (personal). Councillors unanimously agreed Councillor Barber and Councillor Pateman's apologies.

**3 To receive members' declarations of Disclosable Pecuniary Interests and Local Non- Pecuniary Interests in accordance with the Suffolk Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items**

The Chair declared a Non-Pecuniary Interest in agenda item 13.2.

Councillor Stranger declared a Non-Pecuniary Interest in agenda item 15.3.

**4 To agree as a true record the minutes of the virtual meeting of Kedington Parish Council held on 16 March 2021 and Extraordinary Meeting held on 06 April 2021 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting**

Councillor Stranger asked if the Parish Council had heard anything from West Suffolk Council regarding the s106 money discussed under agenda item 8.4 at the 16 March 2021 meeting. The Clerk replied that to date, no response had been received from West Suffolk Council and she would chase this.

A resolution was put forward by Councillor Wilsher and seconded by Councillor Stranger that the minutes of the virtual meeting of Kedington Parish Council held on 16 March 2021 be agreed as a true record and for the Chair to sign the minutes outside the meeting. There were no other resolutions; unanimously agreed.

Minutes of the Extraordinary Meeting held on 06 April 2021 deferred to next meeting

**5 Ratify decision of Interview Panel for appointment of new Clerk/RFO**

The Chair informed the meeting that interviews for the new Parish Clerk/RFO were held on Sunday 11 April 2021. There were five candidates who applied for the position but one candidate withdrew before interview. Four candidates were interviewed by the Chair, Councillor McAllister and Councillor Wheeler (agreed interview panel) and Mr John Boxhall was appointed. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher to ratify the decision of the Interview Panel for the appointment. There were no other resolutions; unanimously agreed.

**6 Receive Visitor's Reports and reports from District and County Councillors**

**West Suffolk District Councillors Karen Richardson and Marion Rushbrook**

A joint report from West Suffolk Councillors Karen Richardson and Marion Rushbrook had been emailed to all Councillors and is attached to these minutes as Annex 1.

Annex 1

One of the Parishioners present asked if the West Suffolk District Councillors could help to get a permanent Post Office back in the village. The Parishioner acknowledged that the mobile Post Office is of benefit to local people but this is only for 1 hour per week. The District Councillors said they would look into this.

KR/MR

**Suffolk County Councillor David Roach**

Councillor Roach reported that he would be standing again as Suffolk County Councillor for Kedington and that at the present time he was in "election mode". Councillor Roach said Suffolk County Council were putting out weekly "Coronawatch Briefings".

Councillor Roach spoke about the recent closure of the A143 and the disruption it caused in Kedington on the B1061. He said he has spoken to Suffolk Highways and Network Assurance regarding introducing a 7.5T Lorry Ban on the B1061. Councillor Roach said he would work with the Parish Council to try and get this ban introduced. Councillor Roach was asked about a covered bus stop near to Westward Deals. The Clerk said there was money from the s106 agreement for The Orchard Development (behind The Limes) to provide a covered bus stop on the grass at the front of Westward Deals.

## **7 Clerks' Report – to include noting of correspondence received**

Email received from the new Sudbury & Haverhill Locality Commander at Suffolk Constabulary, Inspector Matt Paisley. The email was to introduce himself and to identify key problems in local areas. Inspector Paisley said he would be happy to have a virtual meeting with any Councils who feel this may be of benefit to them.

Email received from the Operations Manager at London Hearts, the leading heart charity dealing with the funding, procurement and supply of life saving defibrillators all over the UK. The charity is currently offering a minimum £200 grant towards the cost of a Defibrillator. The charity also provides free online CPR/Defibrillator training. The cost (including the grant) is £895.00 for a defibrillator (including battery, case, pads, starter kits, wall sign). In addition to this a cabinet can be provided at a cost of £995.00.

Email received from West Suffolk Council's Monitoring Officer detailing help for people who had not submitted their Census 2021 information by the deadline of 21 March 2021. Two Census Support Centres, based in Mildenhall and Brandon were offering telephone support or via email at [admin@gyros.org.uk](mailto:admin@gyros.org.uk)

Clerk reported a VAT reclaim of £4,412.93 has been made to H M Revenue & Customs for the period 01 October 2020 – 31 March 2021.

### **Noting of correspondence sent out to Councillors:**

- Suffolk Constabulary – Speeding Guidance
- SALC Expiry of Remote Meetings
- SALC Meetings Update
- SALC – Managing good performance - webinar
- BHIB How to hold Covid-19 safe council meetings after 7 May 2021
- David Roach – ANPR Guidance notes
- Suffolk County Council Legal Services – Proposed amendments to Traffic Orders (Parish of Kedington)
- West Suffolk Council – Parish Council Surveys (sports and leisure facilities)

## **7.1 Consider further action (on action taken or reports received since last meeting:**

It was agreed that the Chair and Clerk and new Clerk should hold a meeting with Inspector Matt Paisley.

Councillors discussed the provision of another defibrillator for the village to be located more centrally than the one installed outside the G.P. Surgery in School Road. It was noted that another defibrillator is located inside the Community Centre and could only be used when the centre was open. It was suggested that a survey should be carried out via face book/ website to see if residents would like another defibrillator in the village and the results brought back to another meeting for discussion. County Councillor David Roach said if needed, he would be able to help fund the purchase from his Locality Budget

## **8 Finance Committee**

Clerk reported the precept payment of £84,070 for Kedington Parish Council for the financial year 2021/2022 (which includes the one off LCTSG for 2021/2022) will be credited to the Bank of Ireland account on 29 April 2021.

Annex 2

**8.1 Ratify budget statements effective 31 March 2021 (emailed to all Councillors):**

Financial position at 31 March 2021, end of financial year satisfactory with £73,160.79 (87.02%) of the budget spent, leaving a balance of £10,909.21 (note these figures do not include the Covid-19 grant of £10,000 awarded by West Suffolk Council or the £7,500 already paid out from the grant (these figures are shown in Reserves). Reserves carried forward to the financial year 2021/2022 are £79,620.00. Financial statements and payments effective 31 March 2021 were ratified under a resolution put forward by Councillor Wheeler and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed. Budget statements attached to these minutes as Annexes 3 – 6.

Annexes  
3 - 6

**8.2 Receive Unaudited Income & Expenditure Account for financial year ending 31 March 2021 and agree earmarked reserve headings carried forward to financial year 01 April 2021 – 31 March 2022:**

Unaudited Income & Expenditure Account for financial year ending 31 March 2021 was received and earmarked reserve headings agreed. These figures will be put forward for the Internal Audit and Annual Return (External Auditors). A copy of the Unaudited Income & Expenditure Account is attached to these minutes as Annex 4.

Annex 4

Balance of 31 March 2021 accounts to be carried forward to Reserves is £12,109.21. It was agreed that £600 of this amount be put into earmarked reserves for the War Memorial and the remaining £11,509.21 be put in General Reserves (balance £70,620.00). It was noted that the balance of the Covid-19 grant of £2,500 will be carried forward under the Covid-19 grant heading in Reserves. Total reserves going forward to 01 April 2021 will be £79,620.00. It was agreed that the Clerk's Gratuity will be paid from General Reserves when she retires on 31 May 2021. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that these figures be agreed. There were no other resolutions; unanimously agreed.

**8.3 Review Salaries for School Crossing Supervisor and Village Cleaner for 2021/2022:**

Clerk reported the Minimum Wage from 01 April 2021 had risen to £8.91 per hour, an increase of 2.2% on the previous year. The Village Cleaner's pay is based on minimum wage and the School Crossing Supervisor is paid a higher hourly rate and increases for her position are based on the % increase of minimum wage. A resolution was put forward by the Chair and seconded by Councillor Wilsher that the Village Cleaner's wage should rise to £8.91 per hour and the School Crossing Supervisor's wage should rise to £9.14 per hour (£4.57 retainer) with effect from 01 April 2021. There were no other resolutions; unanimously agreed.

**8.4 Receive Non-Domestic Rate Demand for 2021/2022:**

Clerk reported the Non Domestic Rate Demand 2021/2022 for Kedington Parish Council had been received and, as in previous years, there is nothing to pay.

**8.5 Ratify purchase of two new dog bins and three new litter bin liners:**

A resolution was put forward by Councillor Wilsher and seconded by Councillor McAllister to ratify the purchase of two new dog bins and three new metal litter bin liners from Earth Anchors Ltd at a cost of £579.95 plus vat @ 20%. There were no other resolutions; unanimously agreed.

**8.6 Agree to close Bank of Ireland UK deposit account and source new deposit account:**

Clerk reported that the Bank of Ireland UK deposit account did not pay any interest on monies held and asked if Councillors would like to source a new deposit account that paid interest. Councillor Stanger stated that with the precept for the new financial year being paid into the Bank of Ireland account,

this would take the amount in the bank over the £85,000 limit for the Financial Services Compensation Scheme (FSCS) so the balance of monies in the bank over the £85,000 limit would not be protected by the scheme. It was agreed that Kedington Parish Council should look into a new deposit account which paid some interest and a report brought to next meeting.

**8.7 Receive Asset Register for year ending 31 March 2021:**

Asset Register for year ending 31 March 2021 was received; total assets were £340,140.38, an increase of £1,434.55 on the previous year. A resolution was put forward by Councillor Wilsher and seconded by the Chair that the Asset Register be agreed. There were no other resolutions; 4 votes in favour, one against. Resolution carried.

**8.8 Grants – Uptake and Applications (Sn 137, LGA 1972):**

Uptake (thank you letters, etc.) received from Dedham Vale AONB and Stour Valley for their grant of £100; Citizens Advice West Suffolk for their grant of £100; 1<sup>st</sup> Kedington Scout Group for their grant of £500 and MAGPAS Air Ambulance for their grant of £100. All grants paid from Sn 137, LGA 1972 with the exception of Citizens Advice West Suffolk which was paid from Sn 142, LGA 1972. All as being of benefit to local people.

**8.8.1 East Anglia's Children's Hospices (EACH):**

Clerk read out a letter from EACH requesting financial assistance from Kedington Parish Council to help support their work. Councillor Stranger put forward a resolution that a grant of £500 be awarded, but this was not seconded. Councillor Wheeler put forward a further resolution that a grant of £250 be awarded under Sn 137, LGA 1972, as being of benefit to local people and this was seconded by the Chair. There were no other resolutions; unanimously agreed.

**8.8.2 Fresh Start – New Beginnings**

Clerk read out an email from Fresh Start – New Beginnings requesting a grant from Kedington Parish Council to help support their work. Clerk gave information to Councillors regarding the work of this organisation. A resolution was put forward by Councillor Stranger and seconded by Councillor Wheeler that a grant of £150 be awarded under Sn 137, LGA 1972 as being of benefit to local people. There were no other resolutions; unanimously agreed.

**9 Implement GDPR Policy and Privacy Policy for Kedington Parish Council**

The Chair informed the meeting that a GDPR Policy and Privacy Policy for Kedington Parish Council had been agreed by the Policy Committee to be recommended to full Parish Council for ratification. As resolution was put forward by Councillor Stranger and seconded by Councillor McAllister that Kedington Parish Council adopts these policies and for them to be put on the website. There were no other resolutions; unanimously agreed.

**10 Risk Assessments / Risk Assessor for Kedington Parish Council**

Clerk confirmed she had updated many of the general Risk Assessments for the Parish Council for 2021. With regard to a Risk Assessment for the entrances and exits from Old School Playing Field, the Clerk reported there was no current Risk Assessment. With the Chair's agreement a quotation had been sought from The Play Inspection Company to carry out such an assessment. The cost of this would be £350.00 plus vat. It was agreed that this cost was very high to carry out a Risk Assessment and that the Chair, assisted by Councillors McAllister and Stranger would meet at Old School Field and put together a Risk Assessment. The Clerk said she would speak to the Parks Department at West Suffolk Council to see if they could offer advice. Suffolk County Councillor said he would look in to providing 20's plenty signs for School Road near to the field.

AN/TM/JS

DR

**11 Policies & Procedures and Training updates**

The Chair reported that training for new Councillors had been organised with Suffolk Association of Local Councils. The Policy Committee will shortly be looking into an H R Policy for Kedington Parish Council.

**12 Recovery programme for communities (Covid-19) and Covid-19 Vaccine Programme update**

The Chair reported the Kedington Volunteer Group for Covid-19 has been needed less and less as lockdown restrictions were easing. There are only a few people in the village who still need assistance at present, with medication collection, etc. The EPI Centre in Haverhill will continue with vaccine delivery until the middle of June and then all vaccines will be delivered at the old Parkway School in Haverhill.

**13 Play Equipment**

**13.1 Receive defect report(s) (if any); agree action:**

Play Inspection Report for March 2021 received. Any defects noted on the report are in hand for repair.

Councillor Stranger said he would take down the old net on one of the junior goals as this was in a poor state of repair and replace the missing net on the other goal post with a new one currently in the Parish Office. Councillor Stranger said he had enquired about replacing the grass between the junior goals with astro-turf and the cost of this was £50 per square metre. Councillors were not in favour of this because of environmental issues and cost.

**At this point the Chair declared a Non Pecuniary Interest in agenda item 13.2**

**13.2 Skate Ramp – Receive email from Environmental Health and agree action:**

Clerk read out an email received from Karen Cattle, Senior Public Health and Housing Officer at West Suffolk Council. The email stated that further complaints had been received with regard to the use of the skate ramp on Old School Field, especially over the Easter period. The complaints were again regarding the noise when users of the skate ramp landed on the middle box.

At the Chair's request, the Clerk had sent to all Councillors a resume of what had been happening with the skate ramp since its installation in July 2018 and the problems with noise, even though the Parish Council had tried several noise dampening options. After discussion a resolution was put forward by Councillor Wheeler, seconded by Councillor Wilsher that in order for the Parish Council to alleviate a Noise Abatement Order being served on them by West Suffolk Council, the middle box between the skate ramps should be removed to see if the situation improved. Four votes in favour, one against. Resolution carried. Clerk will ask DKN Services Ltd to remove the middle box.

MF

**13.3 Provision of Junior Goals on Great Meadow (pending agreement from Kedington Community Association:**

The Chair reported that the Parish Council had been asked about putting in junior goal posts on the Great Meadow subject to agreement from the KCA, which was given at their Committee Meeting on 26 April 2021. The idea of this is that there is no "netted" goal for use when young people are playing football on the Great Meadow. It was agreed that a better solution than junior goals would be one solid football goal with a net as it tends to be older children who play football on the Great Meadow. A resolution was put forward by Councillor Wilsher and seconded by Councillor McAllister that the Parish Council could use the £2,500 remaining from the Covid-19 grant to provide a goal and net. There were no other resolutions; 4 votes in favour and 1 against. Resolution carried.

**14 Environmental / Grounds Maintenance Matters**

**14.1 Agree revision of Grounds Specification "A":**

The Chair reported that she had carried out some research which would attach special conditions with regard to cutting in the Churchyard. As the

Churchyard's wildlife areas are visited by residents in the village and because the public footpath runs through the side of the Churchyard, the Parish Council could continue to cut the grass. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that grass cutting in the Churchyard should be reinstated because of these conditions. There were no other resolutions; unanimously agreed.

**Open Spaces Act 1906, para 10(b)**

**14.2 Any other environmental/grounds maintenance matters:**

Clerk read out a report from Urban Forestry regarding the Poplar Tree in Silver Street Park. The report stated that further examination of the tree would only be justified if, when the tree comes into leaf it is a native black poplar which are relatively rare and justifies further examination which would cost in the region of £528 plus vat. The report will be kept on file for information.

**15 Highway/Footpath/Street Furniture matters**

**15.1 Vehicle entrance gate to Old School Field from School Road:**

A question had been raised as to whether this gate should be kept locked. It was agreed that this would form part of the Risk Assessment to be carried out (agenda item 10).

**15.2 Vehicle Activated Sign:**

Clerk reported that when the contractors tried to install the post for the Speed Indicator Device in Mill Road on 9 April 2021, they were thwarted by mains services at the location. A further location has been agreed as the top of the grass triangle before the entrance to Risbridge Drive. It is hoped this will slow down traffic as they approach the exit from The Cut where children try to cross Mill Road after leaving Old School Field.

**At this point Councillor Stranger declared a Non-Pecuniary Interest in this agenda item**

**15.3 Receive quotation for refurbishment of picnic benches on Old School Field and Gate at entrance to Junior Play Area:**

A quotation was received for refurbishment of the picnic benches and gate at entrance to junior play area. The quotation for both works was £850 plus vat. Councillor Wheeler said he thought the quotation was high and it was agreed the Clerk should source a further quote.

MF

**15.4 Any other highway/footpath/street furniture matters:**

Clerk reported she had received a reply to her concerns sent to Passenger Transport at Suffolk County Council regarding the bus stop opposite Westward Deals entrance following removal of some trees on the land behind the bus stop and the Health & Safety Risk of people falling down the steep bank behind the bus stop. The Safety Team had replied and sent photographs to the Clerk stating there are not currently concerned about the bus stop. Clerk has replied stating the photographs do not give an accurate picture and at the very least a safety rail at the back of the bus stop should be installed.

**16 Any other reports (on-going matters)**

None.

**17 Housing / Planning**

**17.1 Applications for discussion at meeting:**

None.

**17.2 Planning Applications – Observations conveyed by Parish Council:**

None.

- 17.3 Planning Applications – Decisions received from District Council:**  
None.
- 17.4 Any other housing / planning matter:**
- 17.4.1 Proposed development of site next to A143 at Little Wratting (Rural Vision 2031 – Policies Map Book, Inset 56, Site RV4 (k):**  
Agenda item moved to beginning of meeting.
- 18 Consultations**
- 18.1 Kedington Community Association – Discuss and agree proposed Constitutional Change:**  
Councillors had been emailed some proposed Constitutional Changes to the Kedington Community Association constitution. The changes were clearly highlighted in red. Councillors confirmed they had received the email and a resolution was put forward by Councillor Wheeler and seconded by Councillor McAllister to accept the changes. There were no other resolutions; four votes in favour; one abstention. Resolution carried. Clerk will inform Kedington Community Association.
- 19 Events**
- 19.1 Great British Spring Clean:**  
Clerk asked Councillors if they wished to hold this event in May/June 2021. It was agreed due to Covid-19 restrictions and the easing of lockdown, the Parish Council would not take part in this event this year.
- Clerk reported Clare Town Council had sent an email to advise that on Monday 21 June 2021 they would be hosting the launch of Suffolk Day at 9.30 a.m. and planning activities to showcase their historic town. Formal invitations will be sent out nearer the time.
- 19.2 Councillors Absences:**  
The Chair reminded Councillors to inform the Clerk of any planned absences.
- 20 Any new matters (for discussion only)**  
Identity badges for Councillors were discussed, as well as responsibilities for Ketton Review and Contact Magazine.
- The meeting closed at 9.15 p.m.
- The date of the next meeting of Kedington Parish Council will be **Tuesday, 18 May 2021** commencing at 7.00 p.m.

MF

Signed .....

Dated .....