

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18th MAY 2021
HELD IN THE ROYAL BRITISH LEGION HALL, HAVERHILL ROAD, KEDINGTON**

Present: Cllr Ann Naylor - Chair
Cllr Stella Wilsher – Vice-Chair
Cllr Karen Barber
Cllr Tracey McAllister
Cllr Debra Pateman
Cllr James Stranger
Cllr Terry Wheeler

In attendance: Ms Marion Farrant – Parish Clerk
Mr John Boxall – Clerk's replacement

Also in attendance: Suffolk County Councillor David Roach (joined meeting at 7.45 p.m.)
Three Parishioners present

ACTION

- 1 Election of Chair for 2021 / 2022**
Councillor Naylor presided over this agenda item. Councillor Wilsher proposed Councillor Naylor, seconded by Councillor Barber. There were no other nominations, unanimous vote in favour. Councillor Naylor signed the Declaration of Acceptance of Office form and took the Chair.
- 2 Election of Vice-Chair for 2021 / 2022**
Councillor Naylor proposed Councillor Wilsher, seconded by Councillor McAllister. There were no other nominations, unanimous vote in favour.
- 3 Parishioners Question Time and to acknowledge agenda items of interest to members of the public present.**
None.
- 4 Welcome and apologies.**
The Chair welcomed all present. Apologies for absence were received from Mrs Karen Richardson (West Suffolk Councillor); Mrs Marion Rushbrook (West Suffolk Councillor); Mr Nick Clarke (West Suffolk Councillor) West Suffolk Council meeting.
- 5 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.**
Councillor Wheeler declared a Local Non-Pecuniary Interest in agenda item 16.1.
- 6 To agree and sign as a true record the minutes of the virtual meetings of Kedington Parish Council held on 27th April 2021 and Extraordinary Meeting held on 6th April 2021.**
A resolution was put forward by Councillor Wilsher and seconded by Councillor McAllister, that the minutes of the meeting of Kedington Parish Council held on 27th

April 2021 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

A resolution was put forward by the Chair and seconded by Councillor Wheeler that the minutes of the Extraordinary Meeting of Kedington Parish Council held on 6th April 2021 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

7 Discuss and agree “Appointments / Councillor Responsibilities” for the Year 2021 / 2022

Appointments / Councillor Responsibilities for the year 2021/2022 were discussed and agreed.

8 Receive Visitor’s Reports and reports from District and County Councillors

West Suffolk District Councillor’s Report

No report received.

Suffolk County Councillor David Roach

In the absence of Suffolk County Councillor David Roach, the Clerk read out a report sent on his behalf. The report is attached to these minutes as Annex 3.

9 Receive Clerks’ Report – to include noting of correspondence received

- Clerk has chased s106 letter sent to West Suffolk Council to request some of the remaining s106 money for Kedington for the purchase of new benches. A reply has now been received to state the remaining s106 money has been allocated for Risbridge Meadow but the Officer with responsibility for s106 money said he would try and get approval for Kedington to have some of the money.
- Clerk requested Councillors to authorise the purchase of an audio recording machine for recording meetings. Clerk said this would help the new Clerk when taking minutes and be beneficial for future meetings.
- The Annual Parish Meeting will take place on Tuesday 25th May 2021 commencing at 7.00 p.m. in the British Legion Hall, Kedington. The Chair and Clerk will be attending but Councillors can also attend although they are not summonsed to attend as it is a Parish Meeting. Councillors will receive the agenda. Due to Covid-19 regulations there will on be 26 people allow in the hall and places to attend need to be book through the Clerk. There are 13 spaces left at present.
- The Clerk informed those present, this would be her last Parish Council Meeting before her retirement on 31st May 2021. She thanked Councillors for all their hard work and support. Thanks were put forward to the Clerk from her replacement for the handover to him.

Noting of correspondence sent to all Councillors:

SALC bulletins

NALC bulletins

Email from West Suffolk Council’s Director of Planning and Growth regarding Town Centres

Local Government Boundary Commission consultation

Email from West Suffolk Council Families and Communities team regarding the Suffolk Community Restart Fund

Annex 1

9.1 Consider further action (on action taken or reports received since last meeting):

- A resolution was put forward by Councillor Wheeler and seconded by the Chair that the Parish Council should purchase an audio recording machine. There were no other resolutions; unanimously agreed.

10 Finance Committee

The Chair reported that the Scribe account system is now up and running. There have been some issues which have now been resolved and the system is now "live".

10.1 Ratify budget statements effective 30th April 2021:

Budget statements effective 30th April 2021 had been emailed to all Councillors. There were no queries and a resolution was put forward by Councillor Stranger and seconded by Councillor Wheeler to ratify the budget statements effective 30th April 2021. There were no other resolutions; unanimously agreed.

10.2 Receive Internal Auditor's Report for year ending 31st March 2021:

The Internal Auditor's Report for year ending 31st March 2021 had been emailed to all Councillors prior to the meeting. Clerk reported the Internal Auditor found everything to be in order. A copy of the report is attached to these minutes as Annex 7.

10.3 Sign Income & Expenditure and Asset Statement for financial year ending 31st March 2021:

The Income & Expenditure and Asset Statement for Kedington Parish Council for financial year ending 31st March 2021 had been emailed to all Councillors and was signed at the meeting by Councillor Wilsher, Chair of Finance Committee. Councillor Stranger asked if there could be a more in depth description of budget headings as it was difficult for new Councillors to know what work was being carried out under the different budget headings. The Chair explained there will be a breakdown of these budget headings from Scribe in monthly and annual reconciliations.

10.4 Agree and sign Section 1 – Annual Governance Statement of the Annual Return for the financial year ending 31 March 2021:

Councillors agreed Section 1 – Annual Governance Statement of the Annual Return for the financial year ending 31 March 2021 under a resolution put forward by Councillor Wheeler and seconded by Councillor Stranger. There were no other resolutions; unanimously agreed. The Chair and Clerk signed the form which will be posted on the Parish Council website.

10.5 Agree and sign Section 2 –Accounting Statements 2020/2021 of the Annual Return for the financial year ending 31 March 2021:

Councillors agreed Section 2 – Accounting Statements 2020/2021 of the Annual Return for the financial year ending 31 March 2021 under a resolution put forward by Councillor Wilsher and seconded by Councillor McAllister. There were no other resolutions; unanimously agreed. The Chair and Clerk signed the form which will be posted on the Parish Council website www.kedington.suffolk.cloud

10.6 Ratify transfer of funds from Bank of Ireland UK deposit account to Nat West Bank plc current account:

John Boxall, Clerk's Replacement explained that following the Kedington Parish Council meeting 126-10 on 27th April 2021 with regard to agenda item 8.6, it was apparent that the Bank of Ireland deposit account had a balance of £153,152.93; this being £79,620.00 reserves and £73,532.93 precept balance. In order to

maintain no more than £85,000 in the Bank of Ireland account, in accordance with the Financial Services Compensation Scheme compensation limit, a cheque was paid into the Nat West current account for £73,532.93 (balance of precept from 1st April 2021). The Nat West account now has a balance of £75,977.52 and the Bank of Ireland account now has a balance of £79,620.00 (reserves). A resolution was put forward by Councillor Stranger and seconded by Councillor Wheeler to ratify these transactions. There were no other resolutions; unanimous vote in favour.

10.7 Bank accounts and bank signatories:

Clerk's Replacement explained that effective from 6th June 2020 Lloyds Bank plc business current accounts have 0.01% interest, the same as their deposit accounts. An online application for a new Lloyds business current account has been set up but not yet submitted. This account will have 5 signatories; Parish Clerk, Chair, Vice-Chair, Councillors Stranger and Wheeler. All of the signatories will have full online access as the account requires that any two Full Access users must authorise an online payment. The new Lloyds business current account will also issue a debit card for use by the Clerk/RFO to enable purchases from petty cash. These purchases have previously been made by the Clerk and then refunded by the Parish Council.

Benefits of Lloyds Bank current account:

- Interest rate same as deposit account
- Branch in Haverhill – easier to deal with anything that requires attendance in person
- Clerk's Replacement has accounts with Lloyds and is familiar with the online systems

A resolution was put forward by Councillor Wilsher and seconded by Councillor Barber that the Parish Council should open the current account with Lloyds Bank plc and once this account is opened, the Parish Council's present current account with Nat West Bank plc will be closed. There were no other resolutions; unanimously agreed.

Clerk's Replacement further advised, in accordance with Section 6 of Kedington Parish Council's Financial Regulations that online payments from the Lloyds account following email approval of two signatories and/or ratification at a Council meeting.

A new bank mandate to add signatories to the Bank of Ireland account is in the process of being completed. As the Bank of Ireland account pays no interest, in due course the new Clerk will be looking into other suitable banks that pay interest and once this has been agreed, the Bank of Ireland account will be closed

10.8 Grants (Uptake and Applications (Sn 137, LGA 1972):

The Clerk read out a letter from St Peter & St Paul Church, Kedington seeking a grant towards their insurance and electricity costs. A resolution was put forward by Councillor McAllister, seconded by Councillor Pateman that a grant of £800.00 be awarded under Sn 137, Local Government Act 1972, as being of benefit to local people. There were no other resolutions. Five votes in favour; 1 against; 1 abstention. Resolution carried.

8.35 p.m. Councillor Pateman left the meeting.

11 Agree update of Kedington Parish Council Financial Regulations

A resolution was put forward by Councillor Stranger and seconded by Councillor McAllister that an update be agreed to Kedington Parish Council's Financial

Regulations to change the word Accountant to Responsible Financial Officer (RFO) throughout the whole document as the Parish Council will no longer be employing an Accountant. There were no other resolutions, unanimously agreed.

12 Discuss and agree plans for a Children's Activity Day in August 2021 facilitated by Kedington Parish Council

The Chair addressed the meeting and said she would like the Parish Council to provide a Children's Activity Day in August 2021 funded by the Parish Council. The Chair said this would be a structured day of activities for up to 40 children up to the age of 14 years of age. Activities would include football, cricket, netball, inflatables and would be facilitated by Dellar Sports at a cost of £18.00 per child (total cost £720.00) and would run from approximately 8.30 a.m. – 5.30 p.m. Places would be allocated to children who live in the Parish first. Councillor Wheeler asked if the Parish Council could fund this type of activity. Clerk replied that it could be funded in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19. Councillor Barber stated her father belongs to the Rotary Club in Haverhill and she would enquire as to whether they could help sponsor the event. The Chair said she would like the Parish Council to also provide free drinks and sandwiches for the children before they go home and to have use of the Kedington Community Association Hall free of charge. Chair will made enquiries into this.

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The Clerk reminded Councillors that the Parish Council still have £2,500.00 of the Covid-19 grant remaining in Earmarked Reserves that could help fund this event. A resolution was put forward by the Chair and seconded by Councillor Stranger, that the Parish Council provide the Children's Activity Day and use some of the Covid-19 grant to pay for this. There were no other resolutions; unanimously agreed. ***Local Government (Miscellaneous Provisions) Act 1976, s19***

13 Play Equipment

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

Annual Play Inspection Report received and emailed to all Councillors. Most of the defects reported are either very low risk or in hand for repair. As requested at the last Parish Council meeting another quote had been received to repair/stain the picnic benches on Old School Field and strip/repair the metal self-closing gate on the enclosed play area. The two quotations are:

Quality Decorating Company - £850 plus vat for both

Mortimer Contracts - £265 plus vat for the picnic benches and £100 plus vat for the gate

A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that the contract should be awarded to Mortimer Contracts. There were no other resolutions; unanimously agreed.

Mortimer Contracts had also provided a quotation to strip and repaint the cross scales which could be done when they do the repairs to this item of equipment. It has been highlighted in the Inspection Report that the paint was flaking off. The cost would be £425.00 plus vat. The Clerk reported that when the cross scales were repainted 5 years ago, the cost then was £1200.00. A resolution was put forwarded by Councillor Wheeler and seconded by Councillor McAllister that as Mortimer Contracts would be doing the repairs to the cross-scales and their quotation was very reasonable, they should be awarded the contract for this work. There were no other resolutions; unanimously agreed.

Councillor Wheeler asked if there was any update on skate ramp central box removal. Clerk advised that she will chase up DKN Services for a date to carry out the work.

13.2 Discuss and agree purchase of new nets for junior goals on Old School Field:

Clerk reported that Mortimer Contracts have moved the junior goals on Old School Field and the old goalmouths had been filled and re-seeded. Councillor Stranger advised that one of the old nets is now not suitable for use. Clerk advised new nets come in pairs and can be purchased for approximately £250 to £300. A resolution was put forward by Councillor Wilsher and seconded by Councillor Barber that a new set of nets should be purchased. There were no other resolutions; unanimously agreed. It was noted that this would be the second set of nets purchased within the last eighteen months and if the new ones were stolen or vandalised as previously had happened, no more nets would be purchased.

13.2 Proposed new football goal post for Great Meadow:

The Chair reported that there has been an issue with youngsters playing football and kicking the ball against the Community Centre building and Parish Council Office, causing some damage to the cladding on the Community Centre and loosening the masonry on the Parish Council Office. This is because the goals that are on the Great Meadow are locked together as they belong to Kedington United and are not for general use. The Chair said this had been discussed with the KCA, the Clerk and Mortimer Contracts when they were visiting the office, as the youngsters have asked for a goal they can use. Mortimer Contracts suggested it would be beneficial to have a purpose-built goal as this would be structurally stronger and the crossbar would not bend. Mortimer Contracts said they would source a price for this. Clerk stated there is £2,500.00 of the Covid-19 grant in Earmarked Reserves that could help fund the purchase of this and the Parish Council could also ask District Councillors and County Councillor for a grant from their Locality Budgets towards the cost. The Chair will liaise with the KCA regarding positioning of any new goal. A resolution was put forward by Councillor McAllister and seconded by Councillor Wilsher that the Parish Council should provide a new goal. There were no other resolutions; unanimously agreed.

14 Environmental / Grounds Maintenance Matters

Clerk read out a letter from St Peter & St Paul Church, Kedington, thanking the Parish Council for continuing to cut the grass in the Churchyard.

Open Spaces Act 1906.

14.1 Any other environmental/grounds maintenance matters:

None.

15 Highway/Footpath/Street Furniture matters

Councillor Wilsher enquired if there was any update on removing the graffiti from the youth shelter on the Great Meadow. Clerk advised that on Monday 4th May, Mortimer Contracts had applied a specialist remover to the graffiti and spent an hour jet washing the shelter. They managed to get some of the graffiti off but some was still visible even after using about £20 worth of materials; Mortimer Contracts said it would take a lot more work and materials to remove it all which could be costly and said it would be cheaper to have the walls repainted. They said they could repaint the shelter inside and out for £250 + VAT. Councillor Stranger said it needed to be done in anti-graffiti paint and Councillor McAllister commented that some willing Councillors could do the work themselves. Councillor Stranger said he would speak to Quality Decorating Company and ask if they could provide a price for anti-graffiti paint.

15.1 Highways Road Signs:

Clerk reported that Suffolk County Council will not be replacing the 30mph repeater sign in West End Lane that has fallen into the verge.

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Clerk reported that Suffolk County Council have reported they cannot provide a sign depicting "Children's Playground" on the same post in Mill Road (opposite the Church) as another sign. The post housing the other sign in Mill Road does not have 2.5m clearance so another sign cannot be added. County Councillor Roach said he could help with the purchase of a sign from his Highways Budget and would be happy to pay for 20's plenty sign near to the school crossing point. Councillor Wheeler suggested recovering the old 30mph repeated sign in West End Lane, remove the 30mph sign and purchase a new pole so the sign could be reinstated. Clerk reported the "Look Both Ways" sign at the exit from Old School Field into Mill Road has now been installed.

15.2 Any other highway/footpath/street furniture matters:

The Chair reported she had been in contact with West Suffolk Council's Parks Department regarding the Risk Assessment for exiting Old School Field into Mill Road and School Road. West Suffolk Council said that Motts Field play area in Haverhill is next to a river and they do not provide any fencing to the river. Councillor Stranger said he was concerned regarding the river near Old School Field and the danger to children. Councillor Wheeler commented that he is not aware of any incidents with children coming to harm because of the river at that location. Discussion regarding the installation of gate on Old School Field at The Cut / Mill Road exit ensued and it was agreed that Kevin Betts, The Green Room and Paul Starling Handyman Services should be asked to quote for a pedestrian gate at this location and be brought to the table at the next Parish Council meeting.

Clerk stated she has communicated with Hanson Concrete in Sturmer regarding their lorries using the B1061 through Kedington as a route to the Redrow and Persimmon building developments in Haverhill. Hanson have confirmed they will ask their drivers to use the A143 via Wratting Road in Haverhill to get to these developments. However, the company stated if their drivers are required to go to Stradishall or Wickhambrook, the lorries will use the B1061 road through Kedington. Clerk has contacted Hanson to ask them if they will use Haverhill to get onto the A143 for these journeys also.

16 Any other reports (on-going matters)

At this point Councillor Wheeler declared a Non-Pecuniary Interest in that he is Treasurer of the Kedington Branch of The Royal British Legion but remained in the meeting as the matter was reporting only.

16.1 Registration of Royal British Legion Hall as an Asset of Community Value:

Councillor Wilsher read out a letter received from West Suffolk Council confirming receipt of the Parish Council's nomination of an Asset of Community Value. The letter confirmed Officers will now assess the nomination using the criteria set out in legislation and will let the Parish Council know the outcome of this by 18th June 2021.

16.2 Report from meeting with new Police Locality Commander for Sudbury and Haverhill:

The Chair reported that a virtual meeting had been held with the new Police Locality Commander for Sudbury and Haverhill, Inspector Matt Paisley. The meeting was held to discuss any issues in Kedington and Inspector Paisley said there would be targeted "pulse" patrols by his Officers in the village to help deal with any matters alerted to the Police. Inspector Paisley said he would also be looking at other areas of crime and how these could be dealt with. It is hoped that further meetings can be held in the future.

- 17 Housing/Planning**
- 17.1 Applications for discussion at meeting:**
None.
- 17.2 Planning Applications – Observations conveyed to West Suffolk Council by Parish Council:**
Observations conveyed to West Suffolk Council.
- 17.3 Planning Applications – Decisions received from West Suffolk Council:**
Decisions received from West Suffolk Council.
- Any other housing / planning matters:**
Clerk updated Councillors on the Planning Enforcement issue at the Water Pumping Station at Little Wrattling. The Principal Planning Officer has visited the site and the hedge that runs around the perimeter of the site has been planted and needs time to mature. The Enforcement Officer has stated that if the Parish Council still has concerns in one years' time, the she can be contacted again
- 17.4**
- Consultations**
- 18 West Suffolk Local Plan (update):**
The Clerk reported that an update on the West Suffolk Local Plan is now available
- 18.1** and the responses put in can be viewed on the West Suffolk Council website.
- Events:**
Save the date: Parish and Town Council Forum via Microsoft Teams on 14th July 6:00pm to 7:30pm
- 19**
- Nominations:**
None.
- 19.1**
- Councillor absences (update):**
The Chair reminded Councillors to update Clerk with any planned absences.
- 19.2**
- Any new matters (for discussion only)**
Councillor Wilsher reported she had recently attended a training webinar regarding insurance for Parish Councils facilitated by BHIB through Suffolk Association of Local Councils. One point made was that Parish Councils who owned their own offices, should get a valuation done of the property for insurance purposes. This is because if any claims are made for the property, the insurance company could pay out less it has not been properly valued. This should also be recorded on the Asset Register, as the Asset Register only shows the build cost. Chair suggested we get two valuations of Parish Council Office.
- 20**
- The date of the next meeting of Kedington Parish Council will be **Tuesday, 15th June 2021 at the British Legion Hall, Kedington**, commencing at 7.00 p.m.
- The meeting closed at 9.30 p.m.

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Signed Ann Naylor Dated 15th June 2021