

KPC 127-09

**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 15th FEBRUARY 2022
HELD IN THE ROYAL BRITISH LEGION HALL, HAVERHILL ROAD, KEDINGTON**

Present: Cllr Ann Naylor (Chair)
Cllr Stella Wilsher (Vice-Chair)
Cllr Terry Wheeler
Cllr Karen Barber
Cllr Ross Standeven
Cllr Lynda Woodward
Cllr Jeffery Potter

In attendance: Mr John Boxall (Parish Clerk)

Also in attendance: Mrs Marion Rushbrook (West Suffolk Councillor) and Mr Nick Clarke (West Suffolk Councillor)
Four Parishioners present.

ACTION

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

Two Parishioners wished to discuss the issue of Calford Green common land boundary marking and the Village History Recorder. Chair advised these items of interest were on the agenda and the Parishioners confirmed they were happy to discuss them then.

2 Welcome, apologies and resignations.

The Chair welcomed everyone present.
Apologies accepted for Cllr Eames who cannot attend for personal reasons.

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.

None declared.

4 Councillors who were present to agree and Chair to sign as a true record the minutes of the meeting of Kedington Parish Council held on 18th January 2022.

A resolution was put forward by Cllr Potter and seconded by Cllr Wilsher to agree the minutes of the meeting as a true record. There were no other resolutions; unanimously agreed. Cllr Naylor duly signed the minutes.

The Chair sought Councillor's permission to bring forward Agenda item 11.3. This was agreed by all Councillors present.

11.3 Civil Enforcement of parking.

Mr Wayne Naylor is one of West Suffolk Council's Civil Enforcement Supervisors. He gave an input to those present regarding Civil Enforcement of parking. This included when and why the team was introduced and the resourcing of the team. He advised that the team can only deal with parking restrictions that are accompanied by the correct signage and are the subject of a correct Traffic Regulation Order in accordance with The Road Traffic Regulation Act 1984. He confirmed that the "zig zag" lines on West End Lane are not enforceable as they are not subject to a Traffic Regulation Order. With regards to blocking people's driveways, Mr Naylor

confirmed that if there is a dropped kerb and the occupant/tenant of the address gives permission then the team can enforce that parking issue. Parking issues can be reported to the team online at the West Suffolk Council website by clicking on the "Parking and travel" option on the homepage.

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

Cllr Rushbrook confirmed she had sent in their report (ANNEX 1). All Councillors had received a copy of this prior to the meeting and there was nothing to add.

ANNEX 1

6 Receive Clerk's report: To include noting of correspondence received.

- 6.1. Queen's Platinum Jubilee 2nd June 2022 beacon and gas.
Clerk advised he has been chasing M&M Leisure for an invoice for the gas before any expected future price increases and on 1st February 2022 he received an email saying "Just a courtesy to let you know I have not forgotten".
- 6.2. Football goal post for Meadow.
Clerk advised that the first location was installed on Monday 7th February 2022. The second location will be installed once the first has dried and the ground has dried out sufficiently.
- 6.3. Defibrillator installation on Westward Deals.
Clerk has had no update since the last meeting regarding the CAT scan and a suitably qualified Streetworks installer. Clerk requested an update by email on 7th February 2022.
- 6.4. Fire extinguishers annual service.
Clerk advised this was completed on the 31st January 2022 and £54.00 was paid on 4th February 2022.
- 6.5. Scribe Accounts annual software licence renewal.
Clerk advised that as discussed at the Finance Committee meeting on 9th November 2021 this is paid for a year in advance. Therefore, having received the invoice, Clerk paid £561.60 on the 31st January 2022 for the subscription for 2022/2023. Receipt of the payment was acknowledged on 1st February 2022.
- 6.6. Renewal of Pest Control mole control contract.
Clerk confirmed that the renewal invoice for £600 was received on 7th February 2022 and was emailed to Councillors. This is the same price as last year. A resolution was put forward by Cllr Wheeler and seconded by Cllr Barber to agree this renewal and payment. There were no other resolutions; unanimously agreed.
- 6.7. Strimming contract.
Clerk advised that requests for quotes have been sent out with a return date of Friday 4th March 2022.
- 6.8. Calford Green common land boundary marking.
Clerk advised that up to and including last Thursday 10th February 2022 he had received seven replies from a total of twelve people and that ten people were in favour of the stakes and two were against. Clerk confirmed he had not been at work since that date. There followed a discussion around existing and possible further signage, no conclusion was reached. A resolution was put forward by Cllr Potter and seconded by Cllr Standeven to agree this placement of stakes and payment for it. Cllr Wilsher abstained. There were no other resolutions; agreed by a majority.
- 6.9. Office cleaning contract.
Clerk advised that on Thursday 10th February 2022 he was told by Natasha from Dazzle n Shine that she will no longer be cleaning the Kedington Community Centre nor the Parish Council office due to staffing changes. Natasha advised that Ana Armstrong has taken over the Kedington Community Centre cleaning contract and would be happy to take over the Parish Council office cleaning contract at the same price of £15 per month. Ana was one of the original three quoters. Clerk has confirmed this with Ana. A resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to agree this change. There were no other resolutions; unanimously agreed.
Clerk asked if Council would agree to Ana being added to the routine payments list and Dazzle n Shine being deleted from it. A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to agree this change. There were no other resolutions; unanimously agreed.

Clerk

Clerk

Clerk

Clerk

7 Finance Committee

- 7.1. Receive Budget update from Chair of Finance Committee.
Cllr Wilsher read out the contents of the document at ANNEX 2.
- 7.2. Grants – Sn 137, LGA 1972
Uptake:
- a. 1st Kedington Sea Scout Group.
Clerk advised that as agreed at the Parish Council meeting on 18th January 2022 £680 was paid on 21st January 2022 and thanks have been received.
 - b. 1st Kedington Rainbows.
Clerk advised that as agreed at the Parish Council meeting on 18th January 2022 £350 was paid on 21st January 2022 and thanks have been received.
- Applications:
- a. 1st Kedington Guides.
Clerk confirmed that this application had been emailed to all Councillors (ANNEX 3). Clerk advised that at its meeting on 8th February 2022 the Finance Committee had agreed by a resolution to pay £370 made up of £170 from the Sec 137 Grant budget and £200 from the remainder of the Sec 137 Sundry budget. All Councillors were in favour of this.
- 7.3 Internal Auditor.
Clerk advised that he had received a quote from Trevor Brown, who has conducted the internal audit in previous years, for a total cost of £276.40 including travel costs. Clerk advised that for a Council with a precept of £50,001.00 to £100,000.00 the Suffolk Association of Local Council would appoint one of their Internal Auditors at a total cost of £350.40 inc VAT. Clerk advised that at its meeting on 8th February 2022 the Finance Committee had agreed by a resolution to ask Trevor Brown to conduct the Internal Audit. All Councillors were in favour of this.

ANNEX 2

ANNEX 3

Clerk

Clerk

8 Play Equipment

- 8.1. Receive defect report(s) (if any); agree action.
Clerk confirmed that all Councillors had received the reports and that all work had been completed or was in hand (see item 8.2 below).
- 8.2. Repair/replace play surfaces.
With regards to repairing or replacing the play surfaces as discussed at the Parish Council meeting on 18th January 2022, Clerk advised that requests for quotes have been sent out with a return date of Friday 4th March 2022.

9 Environmental / Grounds Maintenance Matters

- 9.1 Cutting/trimming the river area along the Cut, in Waterfield Meadow and Silver Street Park.
Clerk advised this was completed on the 20th January 2022 by MD Landscapes and £840.00 inc VAT was paid on 4th February 2022.
- 9.2 General upkeep of open space.
Clerk advised that Andy Lyle has completed 9.5 hours work for which he was paid £104.50 on 31st January 2022. All individual items of work authorised by Cllr Naylor and the Clerk as they became necessary. Payment was ratified at Finance Committee meeting on 8th February 2022 by all Councillors present.

10 Highway/Footpath/Street Furniture matters

- 10.1. Extra signage on each side of the road where the children cross West End Lane to go to school and back via Church Walk.
Clerk advised that two "Slow Down Children Crossing" signs were fitted 27th January 2022 by Andy Lyle and £16.50 was paid as part of the payment at item 9.2 above.
- 10.2 Kedington village sign.
Clerk advised that he has been in contact with Kevin Betts regarding repairing the sign. Mr Betts' initial thought was that if it is badly rotted it could possibly be filled and used as a casting pattern for an aluminium one. He has since then looked at the sign and says that from the ground it's clear that there is significant rot in it especially at the bottom and it looks

as if there is also some rot in the carved buildings in the top left area. He suspects that carving the "Kedington" in capitals alone would cost around £300. He further suspects that re-carving the whole sign, staining and refitting would be around £2,000. He further said that the sign will be very wet and in truth will take a long time to dry out before any new paints or stains could be applied.

Clerk advised that at its meeting on Tuesday 8th February 2022 the Finance Committee also discussed having a new sign made in metal.

Clerk advised that at the same meeting Cllr Naylor suggested Council also considers having a bespoke Queen's Platinum Jubilee bench made to place in Silver Street Park where the Poplar tree was felled last year (item 11.2 below). The outcome of the discussions was that Cllr Wilsher will be conducting further research into these, in particular having them made in metal. Cllr Wilsher has contacted a local blacksmith, Etienne Egloff, who will prepare a quote to replace the Kedington sign with a metal one. Cllr Standeven suggested the possibility of having a new sign made in composite material that Cllr Wilsher will also look into.

Cllr Wilsher

Cllr Wilsher

10.3 Repaint benches in Silver Street Park.

Clerk advised that following discussions at the Finance Committee meeting on 14th December 2021 a request for a quote was emailed to Stuart at "Helions Forge", the same company that refurbished the bandstand in 2020. Stuart has provided one quote for the two benches in Silver Street and another for the same two benches plus the two in Old School Field. Council requested that two further quotes be obtained before any decision is made.

Clerk

11 Any other reports (on-going matters)

11.1 Queen's Platinum Jubilee celebrations.

Cllr Woodward outlined the plans for the celebrations.

Thursday 2nd June 2022 there will be the lighting of the Beacon at 9:45 p.m. up on the hill behind the Royal British Legion Hall. Around 1,500 Beacons across the UK are being lit. There is the possibility of bagpipes and a bugle call prior to lighting of Beacon. There will be refreshments before and after the lighting of the Beacon at Royal British Legion Hall.

Saturday 4th June 2022 there will be a Party at the Palace, a ticketed event at the Kedington Community Centre from 7:00 p.m. There will be an outside area for food and drinks.

Sunday 5th June 2022 there will be a Picnic in the Park, an open event, not ticketed, where people can bring a picnic to the Meadow. The Centre Cafe will be open for refreshments and there will be a Jazz band and a bar tent. Also looking at the possibility of children's play events and a drawing competition. Both to be confirmed.

Announcements will be made via Facebook, Ketton Review and notice boards over the coming months.

Cllr Naylor has completed an Event Outline Plan for the Picnic In The Park (ANNEX 4).

Clerk to check the insurance cover.

ANNEX 4
Clerk

11.2 Queen's Platinum Jubilee bespoke bench.

As item 10.2 above. Cllr Wheeler asked all Councillors to let her know of any ideas they may have for the design of the bench.

All Councillors

11.3 Civil Enforcement of parking.

Please see above.

11.4 History of Kedington archiving.

Chair updated that she has spoken to the archiving department at West Suffolk Council and they don't hold any archived material for Kedington Parish Council other than the minutes that she took to them in October 2021. Cllr Wheeler has discovered relevant material in the Parish Council office that will need preparing for archiving. Cllr Woodward offered to help.

Cllr Wheeler
and Cllr
Woodward

11.5 Village History Recorder.

Cllr Potter updated Council on his enquiries into identifying a Village History Recorder. As a result of his enquiries he identified the Suffolk Local History Council who have a special group that look after Historical Recorders across the whole County. In fact, most parishes have a Historical Recorder. Cllr Potter asked that Council support trying to recruit a Historical Recorder for Kedington and that he will take that search on. A resolution was put forward by Cllr Standeven and seconded by Cllr Woodward to agree this course of action. There were no other resolutions; unanimously agreed.

Cllr Potter

12 Housing/Planning**12.1 Applications for discussion at meeting:**

- a. DC/21/2490/RM - Land at junction of Hall Road and Mill Road, Kedington, CB9 7QX – reserved matters application.

Clerk confirmed that details of this reserved matters application had been emailed to all Councillors. Following a lengthy discussion Councillors were asked by Chair to email their concerns to the Clerk and they would be submitted as one to the allocated Planning Officer. Chair also asked Councillors to submit their concerns to Planning individually. Cllr Rushbrook will also look into whether or not a reserved matters application can be called in and if it can, is it the right course of action.

All Councillors

Chair outlined Council's position that Cllrs Rushbrook and Clarke will call in this reserved matters application. Cllr Wilsher proposed that course of action, seconded by Cllr Wheeler. There were no other resolutions; unanimously agreed.

Cllr Rushbrook
and Cllr Clarke**12.2 Planning Applications – Observations conveyed by Parish Council**

- a. DC/22/0006/HH – 23 St Pauls Drive, Kedington, CB9 7HS – no objections

12.3 Planning Applications – Decisions received from Borough Council: None**12.4 Any other housing / planning matters: None****13 Events: Please bring your diaries****13.1 Date and location of next meeting.**

Next Parish Council meeting to be held on the 22nd March 2022 at 7 pm in the Royal British Legion Hall. Clerk to book the Hall.

Clerk

The meeting closed at 9:10 p.m.

Signed

A E Naylor

..... Dated22nd March 2022.....

ANNEX 1

Report to Kedington Parish Council

Tuesday 15 February 2022

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

Not much to report currently, budgets are being set now and we are heading towards the end of the Council's financial year.

[Budget to help West Suffolk be greener, healthier and more prosperous...](#)

West Suffolk Council (WSC) is due to set the budget on 22 Tuesday February. The proposals include £9 million for helping West Suffolk achieve net carbon neutral by 2030 as well as millions of pounds of investment in supporting the local economy and the most vulnerable. Council Tax only pays for 20% of the cost to deliver services and although WSC collects all the council tax from residents it only gets 11% of the total bill, the rest going to Suffolk County Council, Suffolk Police and town and parish councils.

[Omicron Hospitality and Leisure Grant \(OHLG\) for hospitality, leisure and accommodation businesses in the business rates systems \(update\)](#)

Due to changes in Government guidance the deadline for OHLG has been extended to **28 February 2022**. As of the 11 of February WSC has paid out around £1.1million to approximately 320 eligible local businesses under the scheme.

[Additional Restrictions Grant \(ARG\) to help some types of businesses, including those outside of the business rates system, who do not qualify for OHLG \(update\)](#)

Other businesses who have seen trade impacted by the Omicron variant or the restrictions that were in place, may be eligible for West Suffolk Council's **Omicron Additional Restrictions Grant** – but they only have until **18 February 2022** to apply.

The Council has been given £310,000 for this grant. This means with all previous allocations of ARG already paid out to businesses, and with limited funding for the scheme, grants may be somewhat smaller than those received under previous ARG schemes.

WSC are also modelling a scheme to distribute the **COVID-19 Additional Relief Fund (CARF)** to those businesses that need it the most and who have not already been helped and will update the webpage below.

You can find out more and share information with businesses at www.westsuffolk.gov.uk/c19business

[More than £450,000 to be invested into community projects \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk)

A Community Chest investment of more than £450,000 into the work of charities and voluntary groups across West Suffolk has been agreed by the Council's Cabinet.

The Council's Grant Working Party recommended 30 projects and organisations receive funding, offering residents in West Suffolk help with their health and wellbeing, family support as well as counselling and specialist services. Advice and advocacy services, projects designed to help build confidence and skills in young people, community activities, and support groups and support services have also been put forward for funding.

West Suffolk Council's Cabinet agreed the recommendations of the Grant Working Party when it met on Tuesday (8 February).

An example of how some of this funding is spent - Bury St Edmunds Women's Aid Centre is working with Haverhill Town Council and other partners to deliver The Freedom Programme, they received £16,225 in funding from WSC. The project should be running by May and will provide a weekly coffee morning and creche. Recorded domestic abuse offences has nearly doubled in Suffolk in the last 5 years figures up from 5,122 to 9,700.

[Levelling up](#)

Suffolk, with eight other county areas has been offered the opportunity for a County Deal as part of the levelling up, more detail on www.gov.uk.

This follows on from last year when Suffolk county, district, and borough councils, in partnership expressed an interest to Government to take this forward.

Suffolk is recognised as a forward-thinking area in this respect, the 'Suffolk System' of working is already collaborative and indeed was one of the main reasons our COVID-19 response has been so good.

HMP Highpoint Planning

Nick Clarke is focussing due to the complexities and the fact that the Ministry of Justice and HMP Highpoint work under such security. Please contact us if you have any questions.

Some of the above may overlap with Cllr David Roach's report –this is due to the West Suffolk Council and Suffolk County Council working together.

ANNEX 2

Financial Report February 2022 PC Meeting

Accounts as of 4th February 2022 for FC meeting

Precept	£84,070.00	
Spent	£53,916.13	64.13% of our Budget spent
Balance	£30,153.87	

Plus Reserves of £66,782.71 which includes our Earmarked Reserves as below

Recreation Equipment	£3,000.00 minus £1,031.82 spent = £1,968.18 balance
War Memorial	£2,900.00
West Suffolk Council	£2,500.00
Legal Fees	£2,000.00
Queen's Jubilee	£1,000.00

Live as of 10th February 2022

Payments made since 4th February £nil

Receipts since 4th February £30.00 SALC re cancelled training

Balance of Precept on 10th February £30,183.87

£53,886.13 spent = 64.09% of our budget spent

ANNEX 3



19th January 2022

Dear Kedington Parish Council,

I am writing to you on behalf of 1st Kedington Guides.

Kedington Guides has welcomed more local families this term and want to provide a great programme for the largest number of Guides we have had in recent years. I have been lucky enough to be able to provide a Guide place for local girls and I am fast reaching the maximum capacity for our group.

The group has planned for various activities throughout the year, and these include a trip to the X height (climbing wall) at the Sports Centre, Aerial Hoop in Bury St Edmunds and a two-night adventure weekend in May plus lots of variety at our weekly Guide meetings.

Regular weekly activities are generally low cost, but we do need supplies for more outside companies to visit and these do have an impact on the Guide funds which are just not covered by the subscriptions from Guide families. The subscriptions are kept in line with other groups and try to be affordable for all, however these funds mainly go towards the capitation etc charged by Girlguiding and other running costs. Although we ask for Guides families to contribute or pay for excursions it does not cover other expenses and taking additional helpers when doing activities away from the centre to give the Guides the best experiences we can.

All of the above reflect the fact that our funds are running low, and I feel that a £400 grant from the Parish Council could help me to maintain the programme with the resources needed and to prevent me from having to ask Guide families for more contributions in these difficult times.

We would really appreciate any support you can provide at this time.

Bank account: 1st Kedington Guides acc:90064658 sort:60-10-21

If you have any questions, please do call/email me.

kedingtonguides@gmail.com or 07730031539

Kind regards
Sarah Lyons
1st Kedington Guide Leader

ANNEX 4



The Big Jubilee Picnic

Event Outline Plan **Date: Sunday 5th June 2022**

Event

Picnic at the Meadow – Attendees will bring their own picnic/lunch. Refreshments will be available at the Café for visitors to purchase. Attendees are invited to share friendship, food and have fun.

Details

1. The event will NOT be ticketed – the venue is on the Meadow and so unlikely to exceed a safe capacity. (Meadow is a large open green space). Event is free of charge.
2. Start at 2pm.
3. Finish at 5pm.
4. Event Notice required from West Suffolk Council as the event will include the sale of alcohol and a live Jazz Band (confirm with Steve Brown).
5. Centre car park should be sufficient. It is anticipated that the majority of those attending the picnic will be from the village and one would assume they will walk to the venue.
6. Volunteers to set up and serve refreshments – approx. 4.
7. Children's team building water games will be hosted in the afternoon. A volunteer has been identified to manage these games. Outside water tap will be used. Extra volunteers will be required – approx. 2.

8. Estimated that we will require 6/8 volunteers to help run the event—stewarding and general cleaning after event.
9. First Aid and toilets considered sufficient.
10. Risk Assessment will be required.
11. Insurance status to be checked with our Insurance Company – (Clerk)