

KPC 130-10
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY 18th MARCH 2025
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 Lynda Woodward
 Cllr Dean Willett

In attendance: John Boxall (Parish Clerk)

Also in attendance: Suffolk County Councillor David Roach. Mr Mike Shearer and Mr Colin Jenkinson.

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

None declared.

2. Welcome and Apologies.

The Chair welcomed everyone present.

Councillors Brooker and Standeven are unable to attend for work reasons and Councillor Woodley is unable to attend for personal 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 3rd party recordings. The Parish Council will audio record the meeting.

3. To receive members' declarations of Disclosable Pecuniary Interests and Other Registerable and Non-Registerable Interests in accordance with the Local Government Association Model Councillor Code of Conduct and/or with regard to Section 106 of the Local Government Finance Act 1992 and to receive any applications for dispensations on agenda items.

None declared.

Clerk asked Councillors to check and update their register of interests as necessary. If there are any updates, please send to the Clerk and he will forward to West Suffolk Council Democratic Services.

4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 18th February 2025.

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 draft minutes of the meeting of Kedington Parish Council held on 18th February 2025 as a true record. The resolution was unanimously agreed.

Chair signed the minutes during the meeting.

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

West Suffolk Councillors Richardson and Clarke are unable to attend as they are at the full Council meeting this evening. West Suffolk Councillor Rushbrook is unable to attend for personal reasons. Chair confirmed that a written report had not been received from the West Suffolk Councillors.

Chair confirmed that a report has been received from County Councillor Roach that was forwarded to Councillors (ANNEX 1).

ACTION

All
Councillors

ANNEX 1

Cllr Roach confirmed that at last week's full County Council meeting it was the view of the Council that one unitary authority would be the best solution for Suffolk. An outline proposal goes to government next week and a full business case has to be worked up for submission in early autumn. Government will then decide the next steps early in the new year.

Cllr Roach advised that with regards to libraries, following a tendering process the County Council has decided to take back the running of the library service. All staff will be retained and all libraries will be kept open as they are now and in terms of opening hours. They are going to replace all the mobile libraries and replace computer equipment. New books will also be purchased.

Cllr Roach advised that in the next week or two he will be having a drive round the parish with the highways engineer.

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

6.1 Review and agree accounting statements.

Chair confirmed that Councillors had received the relevant documents.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Woodward 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 2). The resolution was unanimously agreed.

ANNEX 2

6.2 Review and approve the use of variable direct debits.

Clerk advised that paragraph 7.9 of Financial Regulations states "With the approval of the council in each case, regular payments may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years."

Clerk advised that the Council currently has two direct debits; one for Onecom for the office telephone and broadband and one for the Information Commissioner's Office that is in accordance with the Data Protection (Charges and Information) Regulations 2018 that require data controllers for public authorities pay a data protection fee to the Information Commissioner's Office unless exempt.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Woodward to approve the continued use of these two variable direct debits. The resolution was unanimously agreed.

6.3 Review and agree Internal Control Statement.

Clerk advised that, as agreed at the last meeting, Cllr Willett conducted a review of the Council's system of internal control with the Clerk on 14th March 2025. The Internal Control Statement for year ending 31st March 2025 was duly signed by Cllr Willett and was emailed to Councillors on 14th March 2025.

A resolution was put forward by Cllr Potter and seconded by Cllr Naylor to approve the Internal Control statement. The resolution was unanimously agreed.

Clerk

Chair and Clerk signed the Internal Control Statement during the meeting.

6.4 Discuss and agree renewal of Pest Control Services mole control contract.

Clerk advised that following email and verbal conversations with Cllr Wheeler, the previous Clerk and Luke from MD Landscapes (the contracted grass cutters) regarding areas maintained by the Council; the current mole control contract does not cover Silver Street Park nor Old School Field that are owned by the Parish Council, nor does it cover the Watermill Meadow that MD Landscapes cut as part their grass cutting contract. It also does not cover the top of the grass bank along West End Lane that MD Landscapes have been cutting since their contract began and that the Council has previously asked Pest Control Services to attend to.

Clerk therefore asked Nick Leonard to add these four areas to his contract renewal quote. He has done so and has quoted £980.00 for the year 2025/2026. This contract quote was emailed to Councillors on 14th March 2025.

Clerk advised this can be paid in accordance with the Public Health Act 1875 s.164.

Following a discussion amongst Councillors a resolution was put forward by Cllr Potter and seconded by Cllr Willett to pay Mr Leonard £980.00 for the mole control contract for 1st April 2025 to 31st March 2026. The resolution was unanimously agreed.

Clerk

6.5 Discuss and approve payment of Clerk's expenses for September 2024 to March 2025.

Clerk advised that his expenses from 20th September 2024 to 14th March 2025 amount to £32.40 (ANNEX 3) and can be paid in accordance with the Local Government Act 1972 s.111. The claim form was emailed to Councillors 14th March 2025.

ANNEX 3

A resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to agree payment of £32.40 to the Clerk. The resolution was unanimously agreed.

Clerk

Claim form signed by Cllr Naylor as Chair of the Parish Council during the meeting.

6.6 Agree by a resolution the increase in the Clerk's pay scale following him obtaining the Certificate in Local Council Administration.

Chair reminded Councillors that at the previous meeting on 18th February 2025 the Council had agreed in line with the Clerk's contract, to add two salary points to his salary for obtaining the Certificate in Local Council Administration and that he would then be at Spinal Column Point 30 at £20.48 per hour.

Clerk advised Councillors that on 20th February 2025 he confirmed with the Chair that this increase was to take place from the day he was qualified, being the 12th February 2025.

Clerk advised that this can be paid in accordance with the Local Government Act 1972 s.112.

Clerk advised this should be confirmed by a resolution.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to confirm the increase to Spinal Column Point 30 at £20.48 per hour as of 12th February 2025. The resolution was unanimously agreed.

Clerk

6.7 Discuss making a one-off payment to the Clerk for his work in obtaining the Certificate in Local Council Administration.

Clerk reminded Councillors that at the last meeting they had agreed that they would like to make a one-off payment to the Clerk but they would first consult with the Suffolk Association of Local Councils (SALC).

Clerk advised that SALC have confirmed that "Section 112 of the Local Government Act 1972 grants local councils the power to appoint and remunerate employees, including making payments for additional work or qualifications that benefit the council. To proceed, the decision should be approved by the full council in a closed session, excluding the public."

Clerk advised that in accordance with Standing Orders a motion to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest, may be moved at a meeting without written notice to the Proper Officer/the Clerk.

Clerk further advised that the Public Bodies (Admission to Meetings) Act 1960 s.1(2) states that where a meeting is open to the public, a body may, by resolution exclude the public from the meeting.

Chair advised that the outcome of the discussion itself will be given after re-opening the meeting and will form part of the minutes of the meeting.

A resolution was put forward by Cllr Potter and seconded by Cllr Willett to exclude the public from the meeting during discussion of this agenda item as it will concern confidential information regarding remunerating the Clerk for his work to obtain this qualification that will benefit the council. The resolution was unanimously agreed.

Chair delayed the exclusion of the public and the discussion of this agenda item until after agenda item 14.4.

At 2040 hrs the Clerk, Councillor Roach and the members of the public present left the meeting,

Clerk returned at 2050 hrs.

Chair advised the Clerk that following a discussion the Councillors had agreed unanimously by a resolution to make a payment of £750.00 to the Clerk for his work in obtaining the Certificate in Local Council Administration. This is to be paid as part of the Clerk's wage at the end of this month and is to be subject to PAYE and NI contributions.

Clerk

7. Grants.

7.1. Uptakes.

Clerk advised there were none.

7.2. Applications.

a. 1st Kedington Rainbows.

Following a discussion amongst Councillors a resolution was put forward by Cllr Willett and seconded by Cllr Woodward to grant £500.00 to the 1st Kedington Rainbows. The resolution was agreed by a majority of 4 to 1.

Clerk

Clerk advised that this can be paid in accordance with the Local Government Act 1972 s.137.

b. Haverhill & District Twin Town Association.

Following a discussion amongst Councillors a resolution was put forward by Cllr Potter and seconded by Cllr Willett not to grant £250.00 to the Haverhill and District Twin Town Association. The resolution was unanimously agreed.

Clerk

8. Clerk's report.

8.1 Review and adopt Financial Regulations.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Woodward to adopt these reviewed Financial Regulations. The resolution was unanimously agreed.

Clerk

8.2 Review and adopt Internet Banking Policy.

A resolution was put forward by Cllr Potter and seconded by Cllr Woodward to adopt this reviewed Internet Banking Policy. The resolution was unanimously agreed.

Clerk

8.3 Review and adopt Financial Management Risk Assessment.

A resolution was put forward by Cllr Willett and seconded by Cllr Potter to adopt this reviewed Financial Management Risk Assessment. The resolution was unanimously agreed.

Clerk

8.4 Review and agree Effectiveness of Internal Control/Management of Risk and Internal Audit.

A resolution was put forward by Cllr Woodward and seconded by Cllr Willett to agree this reviewed Effectiveness of Internal Control/Management of Risk and Internal Audit. The resolution was unanimously agreed.

Clerk

8.5 Review and adopt Safeguarding Policy.

Cllr Wheeler queried and it was confirmed that there was a suggested amendment to this policy by Cllr Brooker as discussed at the last meeting.

Clerk confirmed that the original version of the Policy is a Suffolk Association of Local Councils template via the Suffolk Safeguarding Partnership.

Following a discussion amongst Councillors a resolution was put forward by Cllr Willett and seconded by Cllr Woodward to adopt this reviewed Safeguarding Policy in its original form. The resolution was agreed by a majority of 4-0, there being one abstention.

Clerk

8.6 Review and adopt Anti-Bullying and Harassment Policy.

Clerk advised this is a new template from the National Association of Local Councils as of the 6th March 2025 and they state "We've worked with our employment law, HR, and health and safety services partner, WorkNest, to update our anti-bullying and harassment policy template. The updates are based on the latest advice and legislation relating to these policies. Parish and town councils should review their existing policies and update them to ensure they include the most up-to-date advice, similar to when they were advised about significant changes to sexual harassment legislation last year."

A resolution was put forward by Cllr Potter and seconded by Cllr Woodward to adopt this reviewed Anti-Bullying and Harassment Policy. The resolution was unanimously agreed.

Clerk

8.7 Review and agree the Asset Register and the Street Furniture Condition Report for year ending 31st March 2025.

Following a discussion amongst Councillors regarding:-

- discrepancies between the Asset Register and Street Furniture Report recorded numbers of dog litter bins and general litter bins.
- locations of a number of the dog litter bins recorded on the Asset Register as "various locations" but actual locations being recorded on the Street Furniture Report.
- discrepancies between the Asset Register and Street Furniture Report recorded numbers of benches.

It was agreed that the Clerk and Cllr Wheeler would meet to resolve the discrepancies and bring back to the next meeting.

Clerk and
Cllr
Wheeler

Cllr Wheeler read out his Parish Council Street Furniture Report March 2025 (ANNEX 4)

ANNEX 4

8.8 Parish Council office lease update.

Clerk advised that the new solicitor acting for the Kedington Community Association has queried what lease or agreement there should be, if any, and is awaiting contact from the Parish Council's solicitors. Steve Brown of the Kedington Community Association is dealing with it and we await the solicitors communicating with each other.

9. Play Equipment.

9.1 Receive defect reports and agree any necessary action.

Chair confirmed that Councillors had received the reports that relate to inspections carried out on 13th March 2025.

All findings are low or very low risk and it was agreed that no further action is therefore necessary.

9.2 Hightech Window Cleaning Ltd. to clean the play equipment and two green metal benches on Old School Field and the outdoor exercise equipment and bandstand and on Silver Street Park update.

Clerk advised that in the meeting on 26th March 2024 Council agreed quotes from Wayne Blackman to clean the play equipment and two green metal benches on Old School Field and the outdoor exercise equipment and bandstand on Silver Street Park. Clerk has spoken to Mr Blackman since then but he has not been able to do the work.

On Tuesday 4th March 2025 Clerk spoke to Nigel Trunks from Hightech Window Cleaning Ltd and he confirmed he could do this work. The following day, Wednesday 5th March, Nigel quoted £300.00 +VAT to carry out this work.

Clerk advised that this can be paid in accordance with the Open Spaces Act 1906 ss.9 and 10.

A resolution was put forward by Cllr Potter and seconded by Cllr Willett to accept this quote. The resolution was unanimously agreed.

Clerk

10. Environmental/Grounds Maintenance matters.

Clerk advised there are none.

11. Highway/Footpath/Street Furniture matters.

11.1 Discuss placing lighting along the Silver Street Park footpath.

Cllr Woodward hasn't been able to look into this as yet. It was agreed to carry this forward to the next meeting.

Cllr
Woodward

11.2 Discuss replacing the wooden picnic benches in the Old School Field with plastic or resin benches update.

Clerk reminded Councillors that this had been discussed at a previous meeting and it had been agreed to look into it again in the spring. It had also been agreed to look into what benches Haverhill Town Council have placed in the market square.

Clerk advised that the benches on the market square are from a company called Realise Futures Eco Furniture. They are made of 100% recycled plastic. Using another monitor, he showed Councillors the benches on their website.

Clerk believes the benches on the market square are the extra large heavy duty picnic table priced at £882.99 +VAT.

Following a discussion Clerk is to email a link to the website to Councillors for them to have a look at and to carry this forward to the next meeting to consider:-

Clerk

- repainting the existing benches again
- oiling the existing benches
- purchasing new benches
- moving the existing benches to the Watermill Meadow

11.3 Discuss parking on Mill Road from the Primary School to the West End Lane junction.

Clerk advised Councillors that he had had an email from Mr James Stranger on 14th February 2025 as follows:-

"Would you please in your capacity as Parish Clerk bring to the notice of the Parish Council the dangers arising from parked vehicles on the road outside the Primary School and down as far as West End Lane which in fact make it a single lane road

I know that yellow lines have been painted on the road surface in the hope that this would help with parking, however having just witnessed a near head on collision between two vehicles it does not seem to help.

With the new housing development under construction this is only going to add to the amount of extra vehicular traffic using this road.

Would the council please consider applying to Suffolk County Council to make the portion of Mill Road from Risbridge Drive through to West End Lane one way only.

There will one day be a serious collision on this road resulting in death or serious injury unless something is done to solving the problem, in my view this would be an easy solution."

Clerk advised that Mr Stranger is unable to attend the meeting this evening as he has a prior engagement. Clerk asked Mr Stranger to let him know if there's anything else he'd like him to tell the Councillors. Mr Stranger hasn't been back in contact.

Cllr Roach advised that a one-way street application would not pass any of the Highways tests for suitability. Costs alone would be 10's of £1,000.00s and he doesn't think it would actually solve the problem. He suggested getting District Councillors to ask the Enforcement Team to police the yellow lines at school drop off and pick up times.

Clerk

Following a discussion amongst Councillors it was agreed to take no further action. Clerk to advise Mr Stranger.

Clerk

11.4 Discuss installing a bus shelter at the entrance to Westward Deals from West End Lane.

Clerk advised that on Monday 17th February 2025 he received a phone call from Mr Gerald Young. Mr Young asked if a bus shelter could be installed at the entrance to Westward Deals. He stated he is approaching 90 years old and like other older people would like to have somewhere to wait undercover for the bus.

Clerk advised he has been in contact with David Burkin, the West Suffolk Council Planning Obligations Officer regarding the current situation with the s106 funding relating to the Limes development at Hall Road. He has been advised that the development has not yet reached the trigger to pay the s106 £90,000 as yet (at 25 house occupancy), but just to confirm this money cannot be spent on a bus shelter, it has to be spent on public open space and/or play/sport facilities.

Mr Burkin further advised that bus shelters are matters that the County Council deal with, given they are highway related and indeed for this development, Suffolk County Council have already been paid £18,018.29 on 14th October 2024 that must be spent on two new bus shelters on Hundon Road.

Mr Burkin advised Clerk to contact Adrian Buxton, the Suffolk County Council 106 Monitoring Officer. Clerk did so and asked:-

- what funding, if any, might be available for a bus shelter to be installed adjacent to the entrance to Westward Deals in Kedington and what agreement/authority/conditions there would need to be from SCC. As I understand from David Burkin that the s106 money can't be spent on a bus shelter, it has to be spent on public open space and/or play/sport facilities.
- Could you let me know whereabouts on Hundon Road the two new bus shelters are going to be located.

Mr Buxton replied "I agree that if the s106 agreement specifies a public open space use, then it cannot be used on a different piece of infrastructure as we are audited to make sure we get it right per the terms of the agreements. I have forwarded your query to Robert Kemp who oversees the bus stop infrastructure requirements and hopefully he should be able to help."

Clerk replied "I've attached a letter from 19th October 2021 that says there's a potential of £15,000 from the s106 money for bus stops improvement. I'm hoping this will be the case, but no doubt Robert will be able to confirm."

As yet Clerk has not had a reply from Mr Kemp.

Following a discussion amongst Councillors it was agreed Clerk should respond to Mr Young saying the Council were looking into it and will update him as necessary.

Clerk

12. Outstanding estimates awaited or work ordered.

12.1 Maintenance of planting areas in Silver Street Park update.

Clerk advised that phase one of three has been completed and Mr Winters has advised the works will be completed this coming Saturday morning, 22nd March 2025.

13. Any other reports (on-going matters).**13.1 Suffolk County Council's inclusion in the government's Devolution Priority Programme update.**

Clerk reminded Councillors that the consultation regarding establishing a Mayoral Combined Authority ends on 13th April 2025 and that at the last meeting it had been agreed to put it on the agenda for discussion at this meeting.

Following a discussion Councillors decided they would reply individually.

All
Councillors

13.2 Children's Sports and Wellbeing Day 22nd July 2025 update.

Clerk advised that he has successfully applied for a £450.00 grant from West Suffolk Councillors Rushbrook, Richardson and Clarke (£150.00 each) to pay for Prestige Sports. The funding should be received before the end of financial year. Thank you to the West Suffolk Councillors for this.

Cllr Willett confirmed that he and Mr Russell Cannon will pay for the ice cream van.

Cllr Willett

13.3 Celebrations of the 80th Anniversary of VE Day on 8th May 2025 update.

Chair advised the event will be published very soon.

Chair advised that she has successfully applied for a £300.00 grant from West Suffolk Councillors Rushbrook, Richardson and Clarke (£100.00 each) to help fund the celebrations. Thank you to the West Suffolk Councillors for this.

14. Housing/Planning.**14.1 Planning applications for discussion at meeting.****a. DC/24/1257/FUL - 103 Westward Deals, Kedington - Planning application - construction of driveway with access.**

Clerk advised that an appeal has been made to the Secretary of State by Mr Greg Pyke regarding the District Council's decision to refuse this planning application. The appeal start date is 4th March 2025, appeal reference AP/25/0009/STAND. The Parish Council's representations will be sent to the Planning Inspectorate and to Mr Pyke and will be taken into account by the Inspector in determining the appeal.

If Council wishes to withdraw, modify or make additional comments in respect of the original application, it can do so within five weeks of the appeal start date.

The planning file and appeal documents are available for inspection on West Suffolk Council's website.

Following a discussion amongst Councillors they agreed that they did not want to withdraw, modify or make additional comments in respect of the original application.

14.2 Planning applications observations conveyed by the Parish Council.**a. DC/25/0073/HH - Sunnycroft, Mill Road, Kedington - Householder planning application - a. removal of door and replacement glass fronted two storey porch to front of dwelling b. alterations to doors and windows on all elevations c. two storey extension to side of dwelling d. raise roof of annex to make into habitable space e. roof lights to annex**

Clerk advised that no objections to this application were submitted on 20th February 2025.

b. DC/25/0093/HH - Dowlands, Calford Green – Householder planning application - a. two storey rear extension b. detached double garage (following demolition of existing garage)

Clerk advised that no objections to this application were submitted on 20th February 2025.

- c. DC/25/0095/LB - Dowlands, Calford Green – Listed building application - a. two storey rear extension b. detached double garage (following demolition of existing garage) c. rerender all elevations d. creation of window in wall between front entrance hall and rear porch e. replacement window and door to rear porch f. creation of partition wall to subdivision room into two rooms g. internal alterations
Clerk advised that no objections to this application were submitted on 20th February 2025.

14.3 Planning applications decisions received from the District Council.

Clerk advised there are none.

14.4 West Suffolk Local Plan Main Modifications consultation.

On 4th March 2025 Clerk forwarded to Councillors an email received from Cllr Jim Thorndyke, West Suffolk Councillor Cabinet Member for Planning, regarding this consultation. The consultation is limited to the legality and soundness of the main modifications. It does not offer the opportunity to repeat or raise further representations on other parts of the plan or seek wider changes.

The consultation opened that day for six weeks and will run until 15th April 2025. Once this has closed, the inspector will consider the comments received, decide if the plan is sound, and make final recommendations before the plan comes back to the council to formally adopt.

Anyone who finds viewing or commenting on the main modifications online difficult, can email planning.policy@westsuffolk.gov.uk or call the strategic planning team on 01284 757368 for help.

The Poster and the email have been published on the Parish Council website. The poster is also on the Parish Council's noticeboards and Facebook page.

Following a discussion amongst Councillors they decided they would reply individually.

All
Councillors

15. Date and location of next Parish Council meeting.

Clerk advised the next Parish Council meeting will be held on Tuesday 15th April 2025 at 7pm in the Parish Council Office Meeting Room.

The meeting closed at 8:52 p.m.

Signed *A E Naylor* Date 15th April 2025

ANNEX 1

Devolution.

A new Suffolk County Council cabinet role responsible for devolution and local government reform has been created, following a reshuffle. This has meant that I have stepped down from my deputy position for fostering and adoption.

Cllr Richard Rout has been appointed to the role – which comes as Suffolk is one of only six areas in the country chosen by the government to be fast-tracked for devolution and local government reform.

The reforms will see all six of Suffolk's district, borough and county councils disbanded, to be replaced by one or more unitary (singular) authorities responsible for delivering all local services that are currently delivered by the different tiers of local government.

It will also see the election of a mayor (covering Suffolk and Norfolk) in May 2026, who will take control over strategic policy areas like transport infrastructure, economic development, health improvement and blue light services – along with devolved government funding to deliver positive change. The mayor would not run the unitary councils or have oversight of them.

After last week's full council meeting on Thursday it is the view of the council that ONE Unitary authority would be the best solution for Suffolk. An outline proposal goes to government next week and a full business case has to be worked up for submission early autumn. Government will then decide early in the new year next steps.

Libraries.

There has been a lot of discussion on this topic after a tendering exercise for the service. Subject to a formal Cabinet decision today 18th March 2025, staff running Suffolk's library service – along with their years of experience and love for libraries - will transition to the direct employment of the council on 1st June 2025.

The county council would invest £200,000 in replacing Suffolk's aging mobile libraries with a further £157,000 for new books and to replace public computers in libraries across Suffolk. This is in addition to the £6.6 million a year budget available for Suffolk's libraries.

Fire Service

Suffolk County Council is proposing to invest an extra £1.6 million over two years into Suffolk Fire and Rescue Service (SFRS) following a government inspection.

Inspectors from His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) found SFRS effectively operates its 35 stations, 43 fire engines and a range of specialist vehicles strategically situated around Suffolk.

The inspectors rated the service as good at preventing fires and risk, and protecting the public through fire regulation, and that it met requirements for responding to major incidents, plus managing and developing its leaders.

However, the assessment highlighted areas where inspectors feel the service needs to improve – leadership, culture, commitment to equality, diversity and inclusion, and IT infrastructure.

Octopus Energy project

Octopus reveals first 'Zero Bills' green tech upgrade for existing homes, offering no energy bills for at least 5 years.

- Kicking off trials in Suffolk, with county council offering £15k interest-free loan for residents to kit out their homes with solar panels and a battery
- Octopus Energy estimates 500,000 UK properties built since 2013 could be eligible to be upgraded to 'Zero Bills' standards

Octopus Energy, the UK's largest energy supplier, is taking its world-first 'Zero Bills' initiative to the next level by trialling an upgrade offer for existing homes, allowing more householders across the UK to eliminate their energy bills.

Octopus's upgrade trials will transform existing homes by installing cutting-edge green tech - a heat pump, a battery and solar panels - bringing them up to Octopus' 'Zero Bills' standard, where customers receive no energy bills for at least 5 years, guaranteed.

The energy supplier is kicking off a series of trials in new homes in Suffolk. The company is teaming up with Suffolk County Council to help more local people benefit from low-carbon tech through the County Council's £15,000 interest-free Warm Homes Loan.

The loan covers the upfront costs of installing solar panels and a battery, allowing Suffolk homeowners who already have a heat pump to embrace low-carbon living while unlocking major savings on their energy bills.

Octopus is reaching out to local Suffolk customers with homes built since 2015, offering them a chance to join the revolutionary trial and take advantage of the council's funding.

For more information on Suffolk County Council's Warm Home Loan, please visit: <https://www.warmhomessuffolk.org/warm-homes-loans>

ANNEX 2

14 March 2025 (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)

| | | | |
|----------|---|-----------|-------------------|
| A | Bank Reconciliation at 14/03/2025 | | |
| | Cash in Hand 01/04/2024 | | 82,553.72 |
| | ADD Receipts 01/04/2024 - 14/03/2025 | | 95,696.40 |
| | | | 178,250.12 |
| | SUBTRACT Payments 01/04/2024 - 14/03/2025 | | 77,211.17 |
| | Cash in Hand 14/03/2025 (per Cash Book) | | 101,038.95 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash 14/03/2025 | 0.00 | |
| | Natwest Bank - Kedington Parish 14/03/2025 | 85,716.72 | |
| | Barclays - Kedington Parish Council 14/03/2025 | 15,322.23 | |
| | | | 101,038.95 |
| | Less unrepresented payments | | |
| | | | 101,038.95 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 101,038.95 |
| | A = B Checks out OK | | |

Kedington Parish Council
PAYMENTS & RECEIPTS LIST

14 March 2025 (2024-2025)

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------------------|------------|----------------------------|----------------------|-------------------|-------------------------------|----------------------------|----------|------------------|----------------|------------------|
| 126 | Equipment New | 18/02/2025 | KPC 130-07 17-12-24 | Barclays - Kedington | | Payment - Noticeboard purchas | Greenbarnes Ltd. | S | -1,201.10 | -240.22 | -1,441.32 |
| 126 | Asset Maintenance | 18/02/2025 | KPC 130-07 17-12-24 | Barclays - Kedington | | Payment - Noticeboard purchas | Greenbarnes Ltd. | S | -728.35 | -145.67 | -874.02 |
| 127 | Stationery | 27/02/2025 | KPC 130-09 18-2-25 | Barclays - Kedington | | Payment - Precept Letter | Red Side Up Ltd | Z | -40.00 | | -40.00 |
| 129 | Clerk Salary | 28/02/2025 | KPC 129-08 16-1-24 & KPC 1 | Barclays - Kedington | Routine Payment/I | Payment - Wages John Bowall | John Bowall Clerk | Z | -2,117.08 | | -2,117.08 |
| 130 | Village Cleaner | 28/02/2025 | KPC 129-07 19-12-23 & KPC | Barclays - Kedington | Routine Payment/I | Payment - Wages Dennis Brow | Dennis Brownlow Village Cl | Z | -146.44 | | -146.44 |
| 128 | Telephone and Broadband | 28/02/2025 | KPC 129-08 16-1-24 | Barclays - Kedington | Routine Payment/I | Payment - Telephone and Broa | Onacom Ltd | S | -60.96 | -12.19 | -73.15 |
| 131 | Grounds, Contract A (Inc Churc | 03/03/2025 | KPC 129-08 16-1-24 & KPC 1 | Barclays - Kedington | Routine Payment/I | Payment - Grass cutting | M D Landscapes (Angle) U | S | -742.56 | -148.51 | -891.07 |
| 131 | Grounds, Contract B (Old Sch F | 03/03/2025 | KPC 129-08 16-1-24 & KPC 1 | Barclays - Kedington | Routine Payment/I | Payment - Grass cutting | M D Landscapes (Angle) U | S | -75.86 | -15.17 | -91.03 |
| 131 | Grounds, Contract E (Great Me | 03/03/2025 | KPC 129-08 16-1-24 & KPC 1 | Barclays - Kedington | Routine Payment/I | Payment - Grass cutting | M D Landscapes (Angle) U | S | -121.38 | -24.28 | -145.66 |
| 131 | Grounds, Contract D (Calford G | 03/03/2025 | KPC 129-08 16-1-24 & KPC 1 | Barclays - Kedington | Routine Payment/I | Payment - Grass cutting | M D Landscapes (Angle) U | S | -45.52 | -9.10 | -54.62 |
| 132 | Asset Maintenance | 07/03/2025 | KPC 130-07 17-12-24 | Barclays - Kedington | | Payment - Postfix | Huws Gray Buldbase | S | -28.16 | -5.63 | -33.79 |
| 133 | Electricity | 10/03/2025 | KPC 129-08 16-1-24 | Barclays - Kedington | Routine Payment/I | Payment - Electricity | Kedington Community Assc | X | -316.24 | -15.81 | -332.05 |
| Total | | | | | | | | | -5,623.65 | -616.58 | -6,240.23 |

Kedington Parish Council
Net Position by Cost Centre and Code

14 March 2025 (2024-2025)

Cost Centre Name

| <u>Administration</u> | | <u>Bal. B/Pwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-----------------------|----------------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 7 | Clerks Expenses | | | | 100.00 | 21.60 | 78.40 |
| 8 | Councillors Expenses | | | | 50.00 | | 50.00 |
| 9 | Clerks and Councilor Trail | | | | 1,000.00 | 180.00 | 820.00 |
| 10 | Insurance | | | | 2,000.00 | 1,671.56 | 328.44 |
| 11 | Scribe Accountants Softw | | | | 561.60 | 561.60 | |
| 16 | Website | | | | 130.00 | 120.00 | 10.00 |
| 38 | Subscriptions | | | | 710.00 | 719.83 | -9.83 |
| 50 | Dropbox | | | | 80.00 | 79.90 | 0.10 |
| 54 | Audit | | | | 655.00 | 655.00 | |
| 55 | Electricity | | | | 1,000.00 | 479.08 | 520.92 |
| 56 | Telephone and Broadband | | | | 700.00 | 718.08 | -18.08 |
| 57 | Post | | | | 20.00 | | 20.00 |
| 58 | Stationery | | | | 175.00 | 302.42 | -127.42 |
| 60 | Email | | | | 175.00 | 217.53 | -42.53 |
| 61 | Office Cleaning | | | | 250.00 | 155.00 | 95.00 |
| 67 | Shared Office Costs with | | | | 360.00 | | 360.00 |
| 72 | TV Licence | | | | 169.50 | 169.50 | |
| 73 | Portable Appliance Testing | | | | 180.00 | 150.00 | 30.00 |
| | | | | | 8,318.10 | 88,201.10 | 2,116.00 |

Asset Register

| <u>Asset Register</u> | | <u>Bal. B/Pwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-----------------------|-----------------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 39 | Community Asset | | | | | | |
| 40 | Infrastructure Asset | | | | | | |
| 41 | Vehicle, Plant, Furniture E | | | | | | |

Earmarked Reserves

| <u>Earmarked Reserves</u> | | <u>Bal. B/Pwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|---------------------------|----------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 48 | War Memorial | | | 462.00 | | | 462.00 |
| 49 | Recreation Equipment | | | | | 807.00 | -807.00 |
| 63 | Legal Fees | | | | | 230.00 | -230.00 |
| 64 | Training | | | | | | |
| 71 | Elections | | | | | | |
| | | | | 8482.00 | | 81,037.00 | -676.00 |

General Parish Requirements

| <u>General Parish Requirements</u> | | <u>Bal. B/Pwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|------------------------------------|-------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 46 | Asset Maintenance | | | | 4,000.00 | 1,380.98 | 2,619.02 |
| 59 | Pest Control | | | | 600.00 | 600.00 | |
| 74 | D-DAY 80 | | | | 1,000.00 | 973.90 | 26.10 |
| | | | | | 5,600.00 | 22,954.88 | 2,846.12 |

General Reserves

| <u>General Reserves</u> | | <u>Bal. B/Pwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-------------------------|--------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 45 | Reserve | | | -462.00 | | | -462.00 |
| | | | | 2,482.00 | | | -482.00 |

Grants and Donations

| <u>Grants and Donations</u> | | <u>Bal. B/Pwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|-----------------------------|---------------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 36 | Grants and Donations - St | | | 580.00 | 5,000.00 | 3,975.00 | 1,605.00 |
| 51 | Poppy Appeal - Sec 138B | | | | 100.00 | 100.00 | |
| | | | | 6680.00 | 6,100.00 | 24,075.00 | 1,606.00 |

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

Created by [] Scribe

14 March 2025 (2024-2025)

Kedington Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

| <u>HMRC VAT</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> |
| 44 | Reclaimed VAT | | | | | | |
| <hr/> | | | | | | | |
| <u>PRECEPT</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> |
| 43 | Precept | | | 88,746.00 | | | 88,746.00 |
| | | | | 88,746.00 | | | 88,746.00 |
| <hr/> | | | | | | | |
| <u>Salary</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> |
| 1 | Clerk Salary | | | | 33,684.00 | 31,040.23 | 2,643.77 |
| 3 | Village Cleaner | | | | 2,300.00 | 2,040.24 | 259.76 |
| 4 | National Insurance Contrib | | | | 3,400.00 | 3,267.35 | 132.65 |
| | | | | | 38,384.00 | 36,347.82 | 3,036.18 |
| <hr/> | | | | | | | |
| <u>Village Maintenance</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> |
| 20 | Grounds, Contract A (Inc C | | | | 8,910.72 | 8,168.16 | 742.56 |
| 21 | Grounds, Contract B (Old I | | | | 910.35 | 834.46 | 75.89 |
| 22 | Grounds, Contract E (Gret | | | | 1,456.56 | 1,335.18 | 121.38 |
| 23 | Grounds, Contract D (Calf | | | | 546.21 | 500.20 | 46.01 |
| 25 | Grounds - Extras | | | | 1,000.00 | 1,115.00 | -115.00 |
| 26 | Grounds - Strimming | | | | 2,520.00 | 2,688.00 | -168.00 |
| 28 | Equipment New | | | 400.00 | 1,000.00 | 1,400.00 | |
| 30 | Contingencies / Sundries | | | | 500.00 | 710.45 | -210.45 |
| 31 | Recreation Equipment | | | | 4,000.00 | 5.11 | 3,994.89 |
| 32 | War Memorial | | | | 200.00 | | 200.00 |
| 33 | Tree Maintenance | | | | 3,000.00 | 850.00 | 2,150.00 |
| 35 | Amenity Cleansing | | | | 6,300.00 | 4,483.53 | 1,816.47 |
| 68 | The Cut Peppercom Rent | | | | 1.00 | 1.00 | |
| 69 | Office Extension Pepperco | | | | 1.00 | | 1.00 |
| | | | | 400.00 | 30,346.84 | 22,081.08 | 8,864.76 |
| <hr/> | | | | | | | |
| NET TOTAL | | | | 88,726.00 | 88,746.84 | 272,708.89 | 105,786.05 |

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

Created by [] Scribe

14 March 2025 (2024-2025)

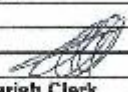
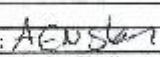
Kedington Parish Council
Reserves Balance
2024-2025

| <u>Reserve</u> | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|------------------------|-----------------------|------------------|-----------------|-----------------|-----------------------|
| Capital | | | | | |
| General Reserves | 62,130.48 | 11,162.25 | | -462.00 | 72,830.73 |
| Total Capital | 62,130.48 | 11,162.25 | | -462.00 | 72,830.73 |
| Earmarked | | | | | |
| Recreation Equipment | 1,314.90 | 4,000.00 | 807.00 | | 4,507.90 |
| War Memorial | 728.00 | 200.00 | | 462.00 | 1,390.00 |
| Legal Fees | 4,000.00 | | 230.00 | | 3,770.00 |
| Training | 300.00 | | | | 300.00 |
| Elections | 2,918.09 | | | | 2,918.09 |
| Total Earmarked | 9,260.99 | 4,200.00 | 1,037.00 | 462.00 | 12,885.99 |
| TOTAL RESERVE | 71,391.47 | 15,362.25 | 1,037.00 | | 85,716.72 |
| GENERAL FUND | | | | | 15,322.23 |
| TOTAL FUNDS | | | | | 101,038.95 |

ANNEX 3

KEDINGTON PARISH COUNCIL

CLERK'S MILEAGE & EXPENSES

| DATE | PURPOSE OF JOURNEY | MILES | CAR PARK | EXPENSES |
|----------|--|--------------|--------------|---------------|
| 20/9/24 | PC agenda from and Notice of Vacancy re Cllr Bull to noticeboards | 3.00 | | |
| 11/10/24 | PC agenda to and Notice of Vacancy re Cllr Bull from noticeboards | 3.00 | | |
| 17/10/24 | PC Agenda removed from noticeboards | 3.00 | | |
| 24/10/24 | Routers posted at Hundon Post Office for return to Onecom | 7.00 | | |
| 5/11/24 | Family Christmas Event posters to noticeboards | 3.00 | | |
| 15/11/24 | PC Agenda and Public Meeting notice to noticeboards | 3.00 | | |
| 21/11/24 | PC Agenda from and updated Family Christmas Event posters to noticeboards | 3.00 | | |
| 13/12/24 | PC Agenda to and Family Christmas Event poster from noticeboards | 3.00 | | |
| 19/12/24 | PC Agenda and 2024 meeting dates from noticeboards | 3.00 | | |
| 23/12/24 | 2025 meeting dates to noticeboards | 3.00 | | |
| 4/1/25 | Halfords to buy threadlock glue for OSF swing seat bolts. | 9.00 | | |
| 17/1/25 | PC Agenda to noticeboards and grit bin check | 4.00 | | |
| 23/1/25 | PC Agenda removed from noticeboards | 3.00 | | |
| 14/2/25 | PC Agenda to noticeboards | 3.00 | | |
| 20/2/25 | PC Agenda removed from noticeboards | 3.00 | | |
| 25/2/25 | 2025 amended meeting dates to noticeboards | 3.00 | | |
| 28/2/25 | Precept letters collected from Red Side Up | 7.00 | | |
| 6/3/25 | Precept letters and West Suffolk Local Plan posters to noticeboards | 3.00 | | |
| 14/3/25 | PC Agenda to noticeboards | 3.00 | | |
| | | | | |
| | Total miles | 72.00 | | |
| | | | | |
| | 0.45 pence per mile = | 32.40 | | |
| | Car park = | | £0.00 | |
| | Expenses = | | | £0.00 |
| | Total claim = | | | £32.40 |
| | | | | |
| | Signed:  | | | |
| | Parish Clerk | | | |
| | | | | |
| | Signed:  | | | |
| | Chair - Kedington Parish Council | | | |

ANNEX 4

Parish Council Street Furniture Report March 2025

Just to remind you, our street furniture assets total 82 pieces, they comprises of the following: 23 Dog bins, 20 litter bins, 15 benches, 8 grit bins, 6 notice boards, 1 youth shelter with seat, 1 gazebo with circular seat, 1 village sign, 2 children crossing signs, plus 5 other signs around the village.

Because of our yearly rolling maintenance program, the amount of items which need maintenance or replacement is now minimal. However, several items I listed last year still have not been addressed.

These are:

A bench in Dash end, at the junction with Hundon road needs treating.

Village sign plinth and plaque needs attention.

Silver street gazebo rust on most main supports.

Two benches on watermill field need the back frames painting.

The Items to be noted and added this year are:

Two picnic benches in old school playing field need rubbing down and painting.

The youth shelter: part of the underside of the roof, which was replace in July 2020, still has not been treated with paint.

The only other items to make note of are; the dog bin at Barton Grove, the litter bin in the lower bed in Silver street park and the litter bin in West end lane opposite church walk, will need attention or replacement next year or the year after.

Lastly, I have to report that I could not find the dog bin at the west entrance to Risbridge meadow i.e. the entrance from Saints walk. I cannot explain why this has occurred.