

**^CHEVINGTON PARISH COUNCIL  
AGENDA FOR ANNUAL PARISH COUNCIL MEETING 13<sup>TH</sup> MAY 2020**

<b>Clerk: Frances Betts</b>	<b>Old Apple Farm</b>
	<b>Barrow</b>
<b>Tel: 01284 810508</b>	<b>Bury St Edmunds</b>
	<b>Suffolk</b>
<b>Email:chevington-pc@outlook.com</b>	<b>IP29 5DT</b>

**To: Cllr McCormack, Cllr Doyle, Cllr Agazarian, Cllr Keegan, Cllr Briggs, Cllr Nicholas, SCCllr K Soons, and West Suffolk District Cllr M Chester**

**I hereby give notice that a meeting of the Parish Council will be held on Wednesday 13th May 2020 via email trail starting at 7pm**

*[On 4th April The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force. This means legislation is now in place that allows councils to hold remote meetings.]*

**Members of the public and press are welcome to attend. At Item No 1, the public will be invited to give their views/questions to the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins duration and will be followed by the Parish Council. PLEASE CONTACT THE CLERK IF YOU WISH TO TAKE PART IN ANY WAY OR HAVE ANY QUESTIONS**

**Frances Betts  
Clerk to the Parish Council  
chairman-pc@outlook.com**

**Agenda**

- 1)Open Forum**
- 2) Election of Chairman.**
- 3) Welcome by Chairman and apologies for absence.**
- 4) To receive Declarations of Interest by Councillors.**
- 5) Election of**
  - (a) Vice-Chair.**
  - (b) Trees & Footpaths Officer**
  - (c) Suffolk Association of Local Councils Representative (SALC)**
  - (d) Community Council Representative.**
  - (e) Village Hall Management Committee Representative**
  - (f) Risk assessments Officer**
  - (g) Neighbourhood Watch Officer/CSW**
- 6) To Confirm the Clerk as Responsible Financial Officer.**
- 7) To Approve and Sign the Minutes of the virtual Meeting held 9<sup>th</sup> April 2020**

8) To receive the Chairman's Report:

9) To receive Councillor's reports

1. Cllr McCormack
2. Cllr Doyle:
3. Cllr Keegan
4. Cllr Briggs
5. Cllr Nicholas

10) To receive the County Councillor's Report (see attached)

11) To receive District Councillor's Report (to follow)

**12) Parish Council Finances:**

1. Annual Audit 2019-20

- a) *To receive the Report from the Internal Auditor, Mrs C Fitzgerald.*
- b) *To approve and sign the Accounts for the Financial Year 2019-20.*
- c) *To authorise the signing of the Annual Return by the Chairman and Responsible Financial Officer.*

2.Receipts:

Receipt date	Received from	Details of Receipt	Amount
08.04.2020	Mrs F Eden	For purchase of cremation plot (No 6) LGA1972s1	£90
27.04.2020	St Edmundsbury Borough Council	Precept for 2020-21(Power – Local Government Finance Act (LGFA) 1992.s41	£7377.00

3. To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
47	Mrs F M Betts (Clerk/RFO) Admin expense - stationery-stamps (from Sainsburys £16.92) and files and paper (from Staples £60.82)	£77.74	s112 LGA 1972	
48	Mrs F M Betts (Clerk/RFO expense) Mileage: 2 round trips to Chevington from Barrow 6 miles a trip and two round trips to Chedburgh 8 miles a trip and one trip around Chevington at 8 miles at 45p a mile	£18.90	s112 LGA 1972	
319	Internal Auditor Invoice (Mrs C Fitzgerald)	£110	s112 LGA 1972	

3982	McGregor Services – 2 x cemetery grass cutting	£180	ss9-10 Open Spaces Act 1906	
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4. Discuss and sign off all bank transactions since last meeting as per Financial Regulation 1.3.3 (self governance)

***NB By Virement means a payment not budgeted for (and does not come under a statutory power) but is a necessary expense for the running of the Council.***

5. Confirmation of Lloyd's TSB Bank Account balance as of 28<sup>th</sup> April 2020. Balance £32,829.54. Needs to be signed as seen and verified.

6. Clerk to drive to two signatories and wait until they have signed off cheques, invoices and other documents requiring signatures.

7. Final Accounts for 2019-20

<b>FINAL 2019-20 ACCOUNTS</b>					
<b>Expenditure details</b>	<b>Actual yearly spend</b>		<b>Half yearly spend</b>		<b>Yearly budget amount</b>
	£		£		£
Clerk's salary	3196		2405.4		3213.6
PAYE (HMRC)	511.4		378		0
Clerk annual use of home payment	60		0		160
Clerk's expenses	393.86		312.52		130
Admin Costs inc Stationery	181.12		90.52		0
Annual Subs inc website	564.29		354.3		450
Audit	110		110		110
Insurances	223.44		223.44		239.65
Training	180		180		175
Councillor expenses	34.45		34.45		100
s19 LGA 1972- sports facilities	0		0		125
s133 LGA 1976-provision of a hall	80		50		125
s137 LGA 1972- charitable donations	300		25		260
Totals	6734.56		4973.63		6388.25
<b>Amount overspent (£) <u>346.31</u></b>					
<b>5.4% overspend</b>					

**Overspend due to the cost of the burial ground maintenance and annual subscriptions have risen in the past year.**

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Reducing speed/Speed bumps savings/CSW	s19/s133 for village hall	Equipment maintenance/Burial ground	New technologies	New Councillor training	s137 donations	Other - spend	TOTALS
18,000.00	3,000.00	1,000.00	1,000.00	1,000.00	1,000.00	£804.70	<u>£25,804.70</u>

**VIRTUAL SAVINGS POTS – AS OF 1<sup>ST</sup> APRIL 2020 (all 2019-20 invoices paid)**

**13) To receive the Clerk's Report**

**14) Planning applications:**

**1. DC/20/0618/H – 3 Barn Fields, Chevington. Erection of single storey extension to front of house. Consultation ends 11.05.2020. No Objection from Parish Council sent.**

**15) Clerk's pay and hours (s111 Local Government Act 1972)**

**16) Agenda Items for next meeting:**

**17) Date of next Meeting – Thursday June 25th 2020 at 7pm**

**NB: Deeds for the village hall and the burial ground can be found at Greene & Greene Solicitors in Bury St Edmunds**

**VILLAGE WEBSITE CAN BE FOUND ON:- <http://chevington.onesuffolk.net/>**