

CHEVINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on the 11th May 2016 in the Village Hall.

Present: Cllr J Melero, Cllr N Melero, Cllr C Thurston, Cllr A McCormack, Cllr A Job and Mr C Lewis (Clerk} Mrs J Pettit was also in attendance.

1) Election of Chairman.

Cllr J Melero announced that as previously indicated, she would be stepping down as Chair. Cllr N Melero and Cllr A Job confirmed that they would also step down with immediate effect. In addition, the Clerk confirmed that due to a forthcoming house move he expected to have to hand in his notice within the next four weeks. In the absence of any nominations for the Chair it was resolved that Cllr A McCormack would assume the office of Vice Chairman with immediate effect which would enable him to chair the current meeting. – all agreed.

2) Chairman's Welcome and Apologies for Absence.

Mrs J Pettit's application to join the Parish Council was welcomed. It was agreed that she be co-opted with immediate effect. *This was proposed by Cllr McCormack and seconded by Cllr Thurston.* The Acceptance of Office form including the declaration was duly signed by Mrs Pettit and witnessed by the Clerk. A personal interests form was also completed. Having completed these formalities, Cllr Pettit was welcomed to the Council.

3) Declarations of Interest.

There were no declarations.

4). Annual Audit 2015/16

The Clerk/RFO presented the Accounts for the financial year ended 31st March 2015, which had been approved by the Internal Auditor, Mrs C Fitzgerald. The end of year Reconciliation stood at £26,449.54. The Clerk/RFO had completed section 2 'Accounting statements' and section 1 'Annual Governance Statement' of the Annual Return was checked and read by Cllr J Melero. The figures in section 1 had been checked and agreed by Mrs Fitzgerald and she had completed and signed the 'Annual internal audit report on page 5'.

A Resolution was proposed by Cllr J Melero and seconded by Cllr Thurston that the Accounts for the year ended 31st March 2016 be approved and the Annual Governance Statement be signed. -all agreed.

5) Parish Council Finances

a) to note the following receipts during April

Ref	Receipt	£
2016 a)	St Edmundsbury Borough Council - Precept (inc grant)	6,550.00

b) the following Invoices were approved for payment and the cheques signed: -

Ref 15	Date	Payee	Activity or Service	Cost (£)
05	11 May 16	Chris Lewis (Clerk/RFO)	Clerical and admin services from 15 Apr - 11 May 2016 incl. non-taxable charges)	183.10
06	" " "	HMRC	PAYE income tax on Clerk's salary	43.82
07	30 Apr 16	McGregor Services	Grass cutting –parish cemetery	180.00
08	25 Apr 16	C Fitzgerald	Internal audit report	100.00

b) Lloyds TSB Bank Treasurer's Account balance on 30/04/2014 was confirmed as £32,535.42.

5) Minutes of the Last Meeting.

The Minutes of the Meeting held 14th April 2016 were approved as an accurate record and signed by the Cllr J Melero.

At this point, Cllrs J & N Melero and Job left the meeting.

6) Election of Vice-Chairman.

Cllr Mc Cormack agreed to accept the position of Vice-Chairman for the coming year. This was proposed by Cllr Thurston and seconded by Cllr Pettit. Cllr McCormack then took the chair vacated by Cllr J Melero.

7) Election of Officers.

Councillors were appointed as follows: -

- (i) Trees and Footpaths Officer** - Cllr J Pettit
- (ii) Suffolk Association of Local Councils Representative** – Cllr Doyle
- (iii) Community Safety** - vacant
- (iv) Community Council Representative** - Cllr C J Thurston
- (v) Village Hall Management Committee Representative** – Cllr A McCormack
- (vi) Risk assessments Officer** – vacant

It was envisaged that the vacancies at 6 (iii) and (vi) would be filled either at the next meeting or as additional councillors are recruited.

8) Responsible Financial Officer.

A resolution was proposed by Cllr A McCormack and seconded by Cllr C Thurston: *That Mr C Lewis the Clerk, be confirmed as the Parish Council's Responsible Financial Officer. This responsibility would transfer to a new Clerk when appointed.* It was hoped that a Clerk for a neighbouring parish might take over following Mr Lewis' departure. He will contact the individuals concerned to see whether they would be interested.

9) Governance Sub-Committee.

No decision was taken as to membership of the Governance Sub-committee. This would be addressed at the next meeting.

10) Matters arising

The Clerk reported that he has spoken to Mr J Meade of Savills, the Land Agents for Stonebridge Farm, about the alleged sewage spill. Savills will investigate and advise the Parish Council of the outcome.

11) Annual Subscriptions 2012/2013.

It was proposed by Cllr Thurston and seconded by Cllr McCormack that annual subscriptions be approved for the following organisations: -

- a) *Suffolk Association of Local Councils (SALC).*

12) Chairman's Report.

There was no Chairman's report.

13) Clerk's Report.

There was no Clerk's report. However, in response to a request from the householder at No 5 Garrods End, he confirmed that the grass strip fronting the hedge to this property had been added to the Borough Council's cutting schedule.

14) Ongoing management of the Vehicle Activated Signs(VAS)

Cllr N Melero had previously indicated that he was not prepared to continue managing VAS transfers and placements etc. following his retirement from the Council. In the absence of volunteers to take over the responsibility, it was agreed that a decision on this would be deferred until the next meeting.

15) Planning matters

An application for planning consent to extend **Old Post Office Cottage, Old Post Office Road** to the north, west and east elevations (DC/15/0724 /HH) was referred for the Council's consideration. Following discussion councillors found no reason to object to the proposal.

16. Footpaths

The Rights of Way, Suffolk County Council had written to the Council about claimed footpaths in the parishes of Chevington, Ickworth and Horringer. In reviewing these paths the County Council is seeking evidence of usage. However, the map showing the paths was not very clear and there was uncertainty about which routes were affected. It was agreed that the Clerk would write to Suffolk CC seeking clarity about what was proposed. If written evidence was to be collected the parish would need much longer than the 28 day deadline set out in the original correspondence. **Action: Clerk**

17. Correspondence

Items of correspondence received since the last meeting were placed on the Council's correspondence folder for members' perusal.

18. Any other business

There was no other business

19) Date of Next Meeting.

This was arranged for Thursday 28th July at 7.00pm in the Village Hall.

Chairman Date