

`CHEVINGTON PARISH COUNCIL  
MINUTES  
Wednesday 6<sup>th</sup> December 2017

Attendees: Cllr A McCormack (Chairman), Cllr D Sweny, Cllr D Doyle, Cllr J Pettit, Cllr L Agazarian, S C Cllr K Soons, B C Cllr M Chester and the Clerk/RFO Mrs F Betts.

1. Public participation session (15 minutes)  
No members of the public attended this meeting.
2. Chairman's welcome, introduction and apologies for absence. Cllr C Thurston had sent in his apologies.
3. No declarations of interest by councillors were received
4. The Minutes of the meeting of the Council held on 19<sup>th</sup> October 2017 were approved and signed as an accurate record.
5. To receive the Chairman's report
  1. Trees in churchyard (As per item 5:1 from last Minutes 19.10.17)Cllr McCormack has spoken to a tree surgeon who has given him a verbal estimate for the necessary work. He was also given to phone number for UK Network power who need to be informed of the cutting back of the large ash tree as their cables run close to the tree tops. He will also talk with the parochial council as they share the boundary the trees stand on. The Clerk will ask two other tree surgeons to look at the work and to send the Council quotes.

Action: Clerk
  2. Village Oil Club  
After a short discussion it was decided to place the advert into the local Benefice magazine giving Cllr McCormack's details as the contact. If there is interest he will look further into joining the scheme.

Action:Clerk
  3. Report from the Community Council AGM  
All is looking healthy for the Hall in Chedburgh. Reports were received from various clubs that use the hall regularly and a profit of £2697.98 was recorded at the end of their financial year.
  4. Report from the funding conference held in October  
Cllr McCormack attended this conference and has the power point from the presentation. Although it was stated that funding is getting more difficult to come by there was lots of good advice given as to how to have a successful funding request for a project.
  5. B4RN update  
Following on from the rejection of the project by the Trustees the community committee has decided to research other options as it is still

viewed as a very viable project for the local villages and future faster broadband.

6. The Borough Councillor's report was received.

He asked if there were any local issues that the Parish Council know of that he could pursue. A short discussion on dog fouling around the village ensued and it was decided that the Clerk would write a short paragraph for the Benefice magazine to ask if people wanted more dog waste bins in the village

Action:Clerk

Cllr Chester talked about fly tipping and how it is a problem he is keen to help sort out. Again the Clerk was asked to write about this in the Benefice magazine to ask the public to keep an eye open for any fly tipping to let any Councillor know of it.

Action:Clerk

The annual locality budget was also discussed. It was suggested that the village hall could do with some financial help looking into WiFi for the hall. Councillors were asked to think of any other village project that may benefit from the funding of a possible £500.

Action:All Councillors

7. The County Councillor's report was received.

Suffolk County Council have decided to raise the Council by 1.99% which is the most it can increase it by. This is the first rise in seven years and is needed to bridge the £27 million shortfall needed for services across Suffolk.

The night closure of the A14 was discussed and the fact that large lorries were driving through the village rather than follow the diversion signs. Cllr Soons gave the Council a link to go to for complaints. Go to her Facebook page and find the link for Highways England Complaints Procedure. She also asked for the Clerk to put these details into the Benefice magazine and onto the village website and on the noticeboard.

Action:Clerk

The Clerk if there was any funding to pay for the repairs to the VAS machine. Cllr Soons has a Locality Fund and will send the necessary form via email to the Clerk. The previous County Councillor, Terry Clements, had originally supplied the VAS machine that is share with Whepstead and Chedburgh.

Action:Clerk

Suffolk County Council have also decided to top dress all roads in Suffolk (having quickly fixed pot holes) as a one off treatment. This would ultimately save money on emergency repairs.

8. Parish Councillors' reports were received

1. Cllr Sweny

1. Dishwasher for village hall – update on progress (Item 9:5 from last Minutes 19.10.17). No further progress has been made. A short

discussion followed as to who would pay for the extended warranty. After a proposal by Cllr Doyle, seconded by Cllr Agazarian the council voted unanimously to buy the dishwasher for the village hall out of funds under LGA 1972,s133, but the Clerk would look into the cost of warranties and this would be discussed at a further meeting.

Action:Clerk

2. Putting WiFi into the hall was discussed. The Village Hall Management Committee has discussed this previously but need to have expert help with several question, namely who would be liable for what the WiFi would be used for. The Clerk will contact SALC and ask for guidance about village halls and WiFi

Action:Clerk

2. Cllr Doyle

1. The footpath sign leading from Chevington Hall to the Iron Gates was removed by the contractors building the new road and has not been replaced. The Clerk is to ask Highways to replace all signage

Action:Clerk

2. The hedge adjacent to the bus stop (Chedburgh Road) requires cutting back so that the bus stop is clearly seen by drivers, and other road users.

Action:Clerk

3. The new road built along Queen's Hill has not been finished off well and needs repairing. The Clerk is the contact Highways to ask for repairs to be carried out.

Action:Clerk

3. Cllr Thurston: Apologies sent

4. Cllr Pettit: no report given

5. Cllr Agazarian

1. CAS conference held on November 2<sup>nd</sup> 2017

This meeting was very interesting and Cllr Agazarian gives her wholehearted support for WiFi into the village hall. Great Barton have done this and run a computer club for everyone. It also encourages younger village members to attend as they teach older people how to use the internet. There could be funding available.

9. To receive the Clerk's report.

1. Registering Burial Ground and Deeds for the village hall and land (as per item 8:3 of meeting held on 19.10.17)

Cllr McCormack signed a release form from Green & Greene Solicitors allowing them to contact Ellisons Solicitors in Colchester to send them the burial ground deeds. Clerk to send it onto Greene and Greene, and to ask for a formal quote on costs.

Action:Clerk

2. Internet banking

A short discussion followed where it was decided to give the councillors the information from SALC and to discuss it a future meeting.

3. Laptop computer (as per item 9:10 of meeting held on 19.10.17)

The Clerk announced that SALC Transparency Fund had placed £510 into the council's current account to pay for the purchase of a new computer to comply with the Transparency Code. The Clerk will look into the purchasing of an appropriate computer.

Action:Clerk

4. New councillor training for Cllr Agazarian (as per item 1:1 of meeting held on 19.10.17) has been booked for early next year.
5. SALC is still researching the best cost for small councils to employ a Data Protection Officer to comply with the new Data Protection Regulations due to come into being May 2018. The Clerk has had an email quoting a price of £100 – 150 per annum. (As per item 9:9 of meeting held on 19.10.17)

6. What is happening with the VAS machine repairs?  
The VAS machine has been repaired and is up in either Whepstead and Chedburgh. The Clerk has contacted Chedburgh's Clerk and he thought that Chevington no longer wanted to be part of the scheme. The Clerk is to reply to him and say that Chevington is still keen to have the third share of this VAS machine and are happy to pay a third of the costs. However, the Clerk will contact S C Cllr Soons and see if the council can claim from her Locality Fund to cover the costs of repairs.

Action:Clerk

7. Historic England and the war memorial  
Cllr Doyle will take some photos of the war memorial and send them to the Clerk who will send them on the Historic England to be part of the list they are compiling.

Action:Cllr Doyle/Clerk

10. To consider planning applications:

DC/17/1267 – Queen's Lane : Decision pending

DC/17/0084/HH – Cherry Tree Cottage, 95 Chedburgh Road,  
Chevington IP29 5QX: Decision pending

DC/17/2509/HH – installation of oil tank – Batley Farm, Depden Lane, Chevington.  
I29 5RA (<https://planning.westsuffolk.gov.uk/online-applications>) to be received by  
25<sup>th</sup> December 2017

These details to be sent to all Councillors via email and the Chair to contact those  
councillors not on email.

ACTION:Cllr McCormack/Clerk

11. Street Lights in Mill Road opposite the Old Rectory and at top of Church Road(Cllr Doyle) (as per last meeting's Minute Item 11). No 20 Mill Road, No 27 Church Rd, and No 40 Chedburgh Rd were reported on 30<sup>th</sup> October 2017.

12. The burial ground maintenance contract for the next financial year was discussed. It was unanimously decided to stay with McGregor Services as they were a good competitive price and did a very good job. Clerk to write to them with the Council's appreciation of a good job being done.

Action:Clerk

13. Internal Auditor for 2017/18 accounts. To be discussed next meeting.

14. Parish Council Finances:

1 To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
Direct Debit	CAS webpage hosting annual fee	£60	LGA 1972 s 142	PAID
3282	McGregor Services (10.10.17)	£90	LGA 1972 s214 (2)	860
07	Mrs F M Betts (Clerk/RFO expenses)	£41.96	LGA 1972 s111	861
00000	Little and Great Whelnetham Parish Council (for Councillor training course)	£20	By Virement	862
20012	SALC payroll service fee (6 months)	£21.60	LGA 1972 s111	863
00000	Cllr L Agazarian travel expenses for CAS Conference 02.11.17	£11.70	LAR 2003	864

2 Discuss bank statement 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.

3 Precept Budget meeting of Financial Year 2018/19

(LGFA1992s41). To adopt the proposed Precept for Financial Year 2018/19 as discussed at budget meeting held on November 16<sup>th</sup> 2017.

The Minutes of the budget meeting held on November 16<sup>th</sup> 2017 were approved and signed as accurate record. The proposed precept stated at the budget meeting was proposed by Cllr Doyle and seconded by Cllr Pettit.

Precept for the financial year 2018-19

Heading	Proposed budget (£) 2018/19	Last financial year 2017/18	Comments
Clerk/RFO Salary inc PAYE 312 hours @£8.873/hr	3060	3060	No change
Clerk/RF) annual expenses	120	120	No change
Annual payment to Clerk for use of home as council office	160	160	No change
General admin expenses	130	130	No change
Annual audits	135	220	No external audit

			needed for 2018/19
Insurance	250	250	No change
Annual subscriptions	415	380	Increase due to increase number of annual subscriptions
Training courses	175	150	Increase by £25
Councillor's expenses	100	100	No change
New Technologies (formerly general expenses)	180	150	To be used for Data Protection Officer wage
Parish Council Burial Ground	1300	1300	No Change
Footpath maintenance	0	0	No change
Village Hall Funding (under <u>s19</u> LGA1972)	250	250	No change
LGA 1972 <u>s137</u> donations	260	250	Increase by £10
<u>Precept for last financial year 2017/18</u>		<u>6520</u>	
<u>Proposed Precept for 2018/19</u>	<u>6535</u>		

The following vote was unanimous and the precept will be sent to the Borough Council by the Clerk using the forms sent via email

Action:Clerk

4. Confirmation of Lloyd's TSB Bank Account balance as at end of November 2017 : £32,214.07

15 Agenda Items for next meeting:

1. Trees in burial ground
2. WiFi in the village hall
3. Possible funding for WiFi
4. Dishwasher warranties
5. Internet banking
6. Internal Auditor
7. Registering Deeds with Greene and Greene

16 Correspondence File:

1. Suffolk County Cllr Soons latest report
2. NALC Briefing September 2017 'General Data Protection Regulation – application to parish meetings'

3. NALC Briefing October 2017 'Payment of fees to the ICO'
4. NALC – have sent 10 documents that are all relating to the new GDPRs but there are too many to print off. If anyone wants to read these please contact me and I will send them as attachments via email
5. SALC information leaflet regarding internet banking
6. Email from Historic England regarding listing the war memorial
7. Minutes from budget meeting held on 16<sup>th</sup> November 2017

17 Proposed meeting dates for 2018:

Thursday January 18th	Thursday July 26th
Wednesday February 28th	Wednesday September 5th
Thursday April 12 <sup>th</sup>	Thursday October 18th
Thursday May 10 <sup>th</sup> (AGMs)	Thursday November 15 <sup>th</sup> (Budget)
Wednesday June 20 <sup>th</sup>	Wednesday December 5th

Clerk to contact Village Hall Booking Secretary to confirm these dates

Action:Clerk

18 Date of next Meeting – Thursday January 18<sup>th</sup> 2018 at 7pm in the village hall.

Meeting closed at 9pm.

Approved and Signed by Chairman: .....

Date: .....