

CHEVINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on the 10th May 2017 in the Village Hall.

Present: Cllr A McCormack, Cllr C Thurston, Cllr D Sweny, Cllr D Doyle and Mrs F Betts (Clerk). Suffolk Councillor Karen Soons, Ruth Sidney, Gordon Sidney, Liz Williams and Sue Bruton were also in attendance.

1. Election of Chairman.

Cllr A McCormack was proposed as continuing Chairman by Cllr Thurston and seconded by Cllr Doyle. Cllr A McCormack accepted and was duly elected as Chairman of Chevington Parish Council for another year. The acceptance form was signed and dated and witnessed by the Clerk.

2. Chairman's Welcome and Apologies for Absence.

Cllr McCormack welcomed everyone to the meeting. Apologies for absence were received from Borough Councillor A Rushen. Mrs Frances Betts was introduced as the new Clerk for the Parish Council.

3. Declarations of Interest.

There were no declarations.

4. Election of Officers.

Councillors were appointed as follows: -

- (I) **Vice Chairman.** Cllr D Sweny was proposed by Cllr C Thurston, seconded by Cllr D Doyle. Cllr D Sweny duly accepted and signed and dated the acceptance form which was witnessed by the Clerk.
- (II) **Trees and Footpaths Officer** – Acting Officer Sue Bruton agreed to continue in this role until a Cllr is found to take on the responsibility.
 - (ii) **Suffolk Association of Local Councils Representative** – Cllr D Doyle proposed by Cllr C Thurston and seconded by Cllr D Sweny
 - (iii) **Community Safety** - vacant
 - (iv) **Community Council Representative** - Cllr A McCormack proposed by Cllr Doyle and seconded by Cllr C Thurston
 - (v) **Village Hall Management Committee Representative** – Cllr D Sweny, proposed by Cllr D Doyle and seconded by Cllr C Thurston
 - (vi) **Risk assessments Officer** – Cllr D Sweny proposed by Cllr C Thurston and seconded by Cllr D Doyle

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

5. Responsible Financial Officer.

A resolution was proposed by Cllr D Doyle and seconded by Cllr C Thurston: That Mrs Frances Betts, the Clerk, be confirmed as the Parish Council's Responsible Financial Officer.

6. Election of Governance Sub-Committee members

Cllr A McCormack was proposed by Cllr D Sweny and seconded by Cllr C Thurston and Cllr D Doyle was proposed by Cllr D Sweny and seconded by Cllr C Thurston to become members on the Governance Committee. Dates for future meetings would be discussed at the next parish Council Meeting.

7. Minutes of the Last Meeting.

The Minutes of the Meeting held 5th April 2017 were approved as an accurate record and signed by the Chairman, Cllr A McCormack.

8. Matters arising from the Minutes – under Chairman's and Clerk's Reports.

Nothing to report.

9. Annual Subscriptions 2017/2018.

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

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

10. Chairman's Report

Nothing to report

11. To receive the Clerk's Report

The Clerk reported that she had read through the list of upcoming workshops being held by Suffolk Association of Local Councils' Head Offices in Claydon, Suffolk. She felt that they would help her in her future duties to the Council. Council members agreed that she could apply for a place on the following courses: Cemetery Management, Clerks 2 day course and Clerks' workshop: Bookkeeping, Audit, Precept and Annual Returns, and that payment would be met by the Council. Proposed by Cllr C Thurston seconded by Cllr A McCormack. The Clerk also informed the Council that Suffolk Waste Partnership had a list of discounted items available to Suffolk households and that to order any items there was a website: <http://www.getcomposting.com> or call 0844 571 4444 Ref SUF17L. Also SC Cllr Soons mentioned the Councils road pothole reporting webpage on: <https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/potholes/report-a-pothole>. The Clerk was asked to send

both of these webpages to the Editor of the local Benefice magazine for inclusion into the next edition.

Action: Clerk

12. Planning matters:

Cllr A McCormack reported that a verbal report had been sent to the Borough Council Planning Department stating that there were no objections to applications Ref DC/17/0649/HH Broad Green Farm and Ref: No: DC/17/0650/LB Broad Green Farm/.

13. Annual Audit 2016/17

[a] The Clerk received the Report from the Internal Auditor, Mrs C Fitzgerald and read the report to the Council.

[b] The Clerk/RFO presented the Accounts for the financial year ended 31st March 2017 which had been approved by the Internal Auditor, Mrs C Fitzgerald. The end of year Reconciliation stood at £28,620.48.

[c] 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 A McCormack. Councillors then reviewed the accounting statements in Section 2 which had been independently verified by Mrs C Fitzgerald, the Council's internal auditor and she had completed and signed the Annual Internal Audit Report on page 5.

A Resolution was proposed by Cllr A McCormack and seconded by Cllr Thurston that the Accounts for the year ended 31st March 2017 be approved and the Annual Governance Statement be signed. -all agreed.

The Clerk will keep these signed papers so that electors can inspect the records if wanted. To be sent to BDO by July 17th2017.

Action:Clerk

APPENDIX 5 to be placed on the village notice board

Action: Clerk & Chairman

14. Parish Council Finances

a) to note the following receipts during April

<u>Ref</u>	<u>Receipt</u>	<u>£</u>
a)	St Edmundsbury Borough Council - Precept (inc grant)	
	27 th April 2017	£6,520.

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

Ref for 2017	DATE	PAYEE	ACTIVITY OR SERVICE	COST [£]
6	May 15 th 2017	S.A.L.C.	Annual Subscription	309.92

7	May 15 th 2017	McGregor Services	Grass cutting – parish cemetery	90.00
8	May 15 th 2017	Mrs F M Betts	Clerical and admin Services from 1 st May-9 th May 2017 incl. Expenses – basic office stationery	43.60 35.50

b) Lloyds TSB Bank Treasurer's Account balance on 27/04/2017 was confirmed as £34,779.17.

15. Correspondence

There will be no correspondence file this month as the Parish Clerk is new to post and has not collected any correspondence to distribute.

Suffolk County Councillor advised that her email for all correspondence will be: karen.soons@suffolk.gov.uk. She advised that all email is encrypted so all correspondence will be safe.

16. Any Other Business

The acting footpath's officer gave a brief report stating that she had walked all the footpaths over the past twelve months and that all were in good order. She requested a copy of a map detailing all footpaths and rights of way as well a list of the trees with preservation order on them.

Action: Clerk

There was a discussion about the street lights on Old Post Office Road just beside the entrance to the footpath. The lights have been changed and are now too dim. Two village residents present at the meeting requested copies of all previous Minutes from Council Meetings regarding this issue.

Action: Clerk

A discussion also ensued regarding the VAS unit that sits on a pole in Chedburgh Road and a question was asked as to why this did not sit on a pole in Old Post Office Road as the traffic was fast along this route too. A decision was made to send copies of Minutes that discussed this and to send to the same two residents.

Action: Clerk

Clr Doyle advised the Chairman that he would be on holiday between May 22nd and June 24th incl. and Karen Soons gave her apologies for not being able to attend the next meeting.

19) Date of Next Meeting.

This was arranged for Thursday 29th June at 7.00pm in the Village Hall.

The meeting ended at 8.56pm.

Chairman Date