

CHEVINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 23rd April 2015 in the Village Hall.

Present: Cllr J Melero (Chairman), Cllr F Betts, Cllr N Melero, Cllr D Doyle and Mr C Lewis (Clerk/RFO). Borough Councillor Angela Rushen and Mr A Job also attended.

The Chairman welcomed everyone to the Meeting. Apologies were received from Cllr McCormack, Cllr Thurston and C Cllr Terry Clements.

2. Declarations of Interest.

There were no declarations.

3. Minutes of the last Parish Council meeting held on 19th February 2015 and minutes of the Governance Committee meeting held on 3rd March 2015:

These were agreed and signed as an accurate record.

4. Matters arising.

Item10d: Neighbourhood Watch signs Church Road/Farrows Close. - now in place.

5. Chairman's Report

Cllr J Melero confirmed that arising from the recent nomination process, 5 councillors had been elected unopposed. They were ; Cllr J Merero, Cllr N Melero, Cllr A McCormack, Cllr C Thurston and Mr A Job, the latter to assume the role of Parish Councillor at the next meeting. Cllr Doyle, did not submit a nomination form but indicated that he would be prepared to remain a councillor. It was agreed that Cllr Doyle could be co-opted back onto the Council as soon as regulations permitted. Cllr Betts had decided not to seek re-election and was standing down after the next meeting. Mr W Down, who had previously expressed an interest in becoming a parish councillor, had decided not to proceed, leaving one vacancy still to be filled.

6. Borough Councillors Report

B Cllr Rushen was congratulated on her re-election as Borough Councillor for Chedburgh in an uncontested election. A written report on Borough Council activities had previously been circulated and there were no matters arising. It was confirmed that locality money would be available again in 2015-16 and would targeted at new and innovative project ideas. Cllr Melero referred to the difficulty faced by villages without land holdings in bringing forward imaginative community proposals.

7. County Councillors Report

In the absence of C Cllr Clements, there was no report.

8. Police Report

There was no police presence at the meeting but reports confirmed that since the last meeting there had been two crimes of note involving burglaries from out buildings. In other developments it was reported that Safer Neighbourhood Team officers could soon be re-deployed to Haverhill if the Police Office at Clare is closed. It was stressed that in this event, there should be no impact on the team's operational efficiency. Councillors also noted that Suffolk's Police and Crime Commissioner would be holding a public meeting at the Farmers Club, Northgate St, Bury St Edmunds on 21 May.

9. Parish Councillors' Report

- (a) Repairs to pavement Church Road (Cllr Doyle) - the much needed repair work to the pavement had still to be completed. It was agreed that this oversight would be raised with SCC Highways. *Action: Clerk*
- (b) Poor performing street lamps (Cllr Doyle) - it was considered that some lights in the village offered poor illumination. Cllr Doyle agreed to carry out a survey later in the year to identify their location. *Action; Cllr Doyle*

- (c) Fire hydrants (Cllr Doyle) - the hydrants needing repair had either been repaired or repairs were pending. It was agreed that in one case, a Fire Hydrant sign would be erected by Anglian Water but this had not happened. It was agreed that Anglian Water should be contacted about this. *Action: Clerk*
- (d) Vehicle Activated Signs - Cllr N Melero had not yet contacted councillors at Little Whelmetham for details on responsibilities associated with management of a VAS. This would now be done as a matter of urgency. In the meantime, the Memorandum of Understanding between SCC and Chevington PC would remain "on hold"
Action: Cllr N Melero
- (e) Report from Parish Council (Cllr Betts) – topics covered included the future of RAF Mildenhall, St Edmundsbury's Sports Facilitator project, the work of Community Action:Suffolk and fixing potholes, which was now a top priority for Suffolk CC Highways. The backlog of potholes requiring repair was initially 400 but by the end of March this number had been reduced to 80. New guidelines had also been introduced to enable speed limits to be reduced or extended. However, proposals must be initiated by communities and have County Councillor support.

10. Clerk's report

- (a) St Edmundsbury Rural Youth Work - whilst there was currently no specific provision for youth in the village, there had been no calls for better facilities either from the youth themselves or parents. Councillors believed that given the apparent lack of demand from the locality, initiatives to provide targeted activities for young people were unlikely to succeed. Accordingly, Chevington would not feature in this year's programme.
- (b) Transparency Code – it was noted that compliance with the code for smaller authorities would be mandatory from July 2015. Items that would need to be published on line would include details of all expenditure above £100; end of year accounts; the annual governance statement and internal audit report and all agenda and agreed minutes. Apart from the latter two items, publication would only be necessary on an annual basis and so the amount of additional administrative work for the Clerk would be limited. However, a mechanism would be needed to enable this data to be published on –line. Councillors agreed that participation in the One Suffolk Website would be the best option for achieving compliance with the code. Clerk to contact webmaster. *Action: Clerk*
- (c) One Suffolk Transparency Sessions – it was agreed that the Clerk should attend a website familiarisation session on 21 May. *Action: Clerk*
- (d) (St Edmundsbury re-cycling credits) - arising from the auditors report it had emerged that the re-cycling credit paid to Chevington Parish Council in November 2014, totalling £545.19 was actually intended for the Erskine Centre. It was agreed unanimously that this amount should now be refunded to St Edmundsbury BC.

11. Planning cases

The Clerk reported that since the last meeting one application seeking planning consent, had been referred to the Parish Council for consideration. This related to:-

- **Field View, 3 Garrods End-** – *application for consent for the construction of a single storey extension (following demolition of existing conservatory);the construction of a two storey side extension (following demolition of an existing garage) and the enlargement of an existing front porch.(DC/15/0508/HH)* - although a neighbouring householder had serious concerns about the development, councillors did not feel there were sufficient grounds to lodge an objection in this case.
- **The Rambles, Old Post Office Road (DC15/0292/HH)** – it was noted the planning permission had been granted for a two storey side/front extension with minor ground floor alterations (*considered by the Parish Council under written procedures to achieve St Edmundsbury BC deadline*)

12. Memorandum of Understanding

It was agreed that the formal signing of this document should be deferred pending further advice from Cllr N Melero. (see also item 9(d) above.

13. Little Tea Pots Play Group – possible grant to assist whiteboard purchase

A written request had been received from the Play Group together with an invoice showing the full costs. It had also been confirmed that no other grants had been awarded in relation to the lap top purchase. Taking all these factors into account, it was decided to award a grant in the sum of £175.00 to meet the full cost of the lap top, under Section 137 of LGA 1972. This was proposed by Cllr Betts and seconded by Cllr N Melero- all agreed. *Action: Clerk*

14. Internal Audit Report

A report of an internal audit of 2014-15 accounts, carried out by Christine Fitzgerald was read by Cllr J Melero. This confirmed that all records and payments had been checked and reconciled with bank statements. A VAT refund referred to in the report had now been received. Arrangements for the external audit could now proceed.

15. Parish Council Finances

a) **Receipts** - these were noted as follows:-

| Ref | Invoice date | Payee | Activity or Service | Cost (£) |
|-----|--------------|-------|---------------------|----------|
| A | 14/04/2015 | HMR&C | VAT Repayment | 335.00 |

b) The following invoices and, claims were approved and cheques signed at the meeting:-

| Ref | Invoice date | Payee | Activity or Service | Cost (£) |
|-----|--------------|--|--|----------|
| 01 | 23/04/2015 | Chris Lewis (Clerk/RFO) | Clerical and admin services from 20 Feb 2015 to 23 Apr 2015 including non taxable expenses. | 414.49 |
| 02 | 23/04/2015 | HMRC | PAYE income tax on Clerk's Salary | 91.02 |
| 03 | 31/03/2015 | McGregor Services | Grasscutting – parish cemetery | 90.00 |
| 04 | 26/02/2015 | Little Teapots Pre-school | Donation under S137 – new laptop to control interactive-whiteboard | 175.00 |
| 05 | 01/04/2015 | Suffolk Association of Local Councils (SALC) | Annual subscription | 290.00 |
| 06 | 11/04/2015 | Christine Fitzgerald (auditor) | Internal audit fee | 100.00 |
| 07 | 23/04/2015 | St Edmundsbury BC (Waste Services) | Refund of re-cycling payment (intended for Erskine Centre, Chedburgh) | 545.19 |
| 08 | 24/04/2015 | Cllr F Betts | Refund of travelling expenses incurred in attending St Edmundsbury Parish Conference – 26 /03/2015 | 27.05 |

c) **Lloyds TSB Bank Treasurer's Account** balance on 31/03/2015 amounted to £24,627.41

16. Governance Committee – date of next meeting

It was agreed this should take place on Tuesday 11th August 2015 at 2.30pm.

17. Correspondence.

The following correspondence was circulated for information, after the meeting:-

- (i) St Eds BC – adoption of joint Development Management Policies Local Plan document
- (ii) SALC – Wings over the Brecks – project launch event
- (iii) St Edmundsbury BC – Rural News – March 2015
- (iv) St Edmundsbury BC – changes to brown bin collections

18. Any other business/ urgent matters

There was no other business.

19. Date of next meeting

This will be the annual meeting, to be held in the Village Hall on Thursday 14th May at 7.00pm.

There being no further business, the meeting was closed at 8.50 pm.

Chairman