

# CHEVINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26<sup>th</sup> October 2016 in the Village Hall.

**Present:** Cllr A McCormack, Cllr CWJ Thurston, Cllr J Pettit, Cllr D Doyle; Cllr D Sweny and Mr C Lewis (Clerk/RFO). Two members of the public Mr P Keegan and Mr S Colman were also present. Apologies were received from B Cllr Rushen and C Cllr Clements.

The Chairman welcomed everyone to the meeting.

## 2. Declarations of Interest.

Cllr McCormack declared an interest under item 10(a)

## 3. Minutes of the Parish Council Meeting held on 15<sup>th</sup> September 2016

These were agreed and signed as an accurate record.

## 4. Matters arising from the previous minutes

Item 10f – Parish Council Insurance – the Clerk confirmed receipt of the annual insurance certificate, secured as part of a three-year agreement with Zurich Insurance.

Item 13(b) – Removal of Public Payphone Hargrave Road. – it was confirmed that an objection had been lodged. The original notice had apparently gone astray but a duplicate had been forwarded to St Edmundsbury BC for inclusion with those received from other villages.

## 5. Chairman's report and open forum

The Chairman was mindful that the Council still needed to fill two councillor vacancies and welcomed the interest shown by Mr Keegan and Mr Colman in that regard. As part of the open forum, Mr Keegan raised the issue of the lack of a paved surface in New Road, which he felt was dangerous for children awaiting the school bus. It was confirmed that this had been investigated previously but nothing happened due to the high costs of provision. However, in view of continuing concerns, it was agreed to contact Highways to request a safety assessment.

**Action: Clerk**

## 6. Borough Councillors Report

A copy of B Cllr Rushen's report had previously been circulated. There were no matters arising from the report.

## 7. County Councillors Report

Although not present, Cllr Clements had forwarded an update on County Council news for September, which had previously been circulated for members' information.

## 8. Parish Councillor Reports

- (a) Arrangements for deployment of flashing speed sign(VAS) - Cllr Pettit had still to contact Nick Melero in this regard. Contact details were supplied. **Action: Cllr Pettit.**
- (b) Obstruction to Footpath No 2 near Redbrick Cottage (Cllr McCormack) -complaints had been received about a seemingly unauthorised diversion of the footpath near Redbrick Cottage following completion of a works service. It was understood that the Footpaths Officer; Suffolk County Council was in touch with both parties.
- (c) Better Broadband for Suffolk (Cllr Doyle) - it was reported that Fibre Optic Boxes were being installed in the village and that those wishing to take advantage of faster broadband had only to contact their Internet Service Provider (ISP) to arrange connection.

## 9. Clerk's report

- (a) Recruitment of new Clerk – the position of the existing Clerk, Chris Lewis had changed since the last meeting in that he was no longer moving from the area, and had

expressed a wish to continue in post. In the circumstances, it was decided not to proceed with action to recruit a successor.

(b) Future arrangements for One Suffolk website - further to the agreement to continue using the One Suffolk website site at a cost of £50 + VAT per annum, the new operator, Community Action Suffolk had submitted a Direct Debit(DD) form for completion. It was agreed that the hosting charges were reasonable and that the DD form should be signed. *This was proposed by Cllr Thurston; seconded by Cllr Doyle.*

(c) Completion of external audit - the external audit by BDO on the Parish Council's accounts for 2016/17 was now to hand. This confirmed that the Council's finances were in order with no irregularities detected. However, reference was made to several minor matters related to the completion of the annual return. The report itself together with the auditor's supplementary comments were accepted and approved.

Cllr Sweny questioned why buildings insurance premiums for the Village Hall were not paid by the Parish Council as the facility appeared on the Council's asset register. – it was agreed this should be investigated. **Action: Clerk**

(d) Borough Council Locality Money. - £500 was still available in Cllr Rushen's Locality Fund to help fund a community based project in Chevington. A discussion ensued as to whether this funding could be used for highway safety measure such as the installation of fencing to improve public safety. It was agreed that the Clerk should enquire. A notice would also be placed in the Village Hall to raise awareness of the fund among the community groups using that facility. **Action: Clerk and Cllr Pettit**

(e) Chevington, Chedburgh, Depden & Rede Community Council (CCD&RCC) – notice had been received of the CCD&RCC AGM, to be held at the Erskine Centre on 10<sup>th</sup> November. Cllr McCormack is to attend subject to the selection of a revised date for the Council's budget setting meeting, also scheduled for that date. **Action: Clerk**

(f) Membership of Community Action: Suffolk(CA:S) (formerly Suffolk ACRE) - renewal of the Council's annual membership was confirmed. A certificate had been provided by CA;S, which would be displayed in the Village Hall. **Action: Cllr Pettit**

(g) Website issues - it appears that during the transfer phase of the One Suffolk Website from County Council to CA:S control, a glitch occurred that has rendered it impossible to organise files such as parish council minutes in chronological order. The new webmasters are hoping to find a solution within the next weeks.

## 10. Planning update

Due to short deadlines the following cases had been referred to Councillors prior to this meeting using written procedures. The cases referred to are :-

- (a) *JG Brean Ltd; Factory Lane,201(DC/16/2040FUL - construction of 2 no detached dwellings following the demolition of an existing industrial workshop*
- (b) *"The Rambles" Old Post Office Road (DC/16/0136/HH) - first floor rear extension (revisions to earlier approved scheme)*
- (c) *Cresta Bungalow, Tan Office Lane (DC/16/1954/HH) -retention of single storey side extension (retrospective application)*

There were no objections to any of the above proposals.

In addition, the following applications were reviewed by councillors at the meeting. These comprised:-

- (a) *The Rambles" Old Post Office Road (DC/16/2121/HH) – construction of first floor rear extension ( revisions to earlier scheme ref DC/16/0136/HH) - no objection*
- (b) *Thatch Cottage, Church Road (DC/16/2185/LB) – application for listed building consent to re-thatch with reed; no objection*
- (c) *The Oaks, Bury Road IP29 4UD; (DC16/2314/TPO) reduce spread of two oak trees, one of which was overhanging the A143 trunk road by up to 1.5mtrs. – it was noted that the application was being proposed so as to facilitate an access for works to the house. However, in the absence of advice from the Borough Trees Officer, councillors felt unable to reach a conclusion on the case without a site visit. This would need to be arranged before comments were submitted. **Action: Councillors***

## 11. Frequency of Parish Council meetings

Cllr McCormack invited comments on a proposal to meet at two monthly intervals instead of every six weeks as at present. Concerns were expressed about the possible length of meetings and the ability of the Council to deal with urgent matters. In addition, it would be even more difficult to service the needs of the planning system, which now requires parish councils to respond to cases within three weeks of initial referral. Taking all these factors into account it was decided not to change the current arrangements.

## 12. Suffolk West Citizens Advice Bureau - application for grant under Section 137 of LGA 1972

The above branch of the CAB had requested a donation to help support their activities. Following a short discussion, it was agreed to award the sum of £50 to support local activity. This was proposed by Cllr Doyle and seconded by Cllr Thurston –all agreed

## 13. Parish Council Finances

(a) The receipt of the following payment was acknowledged: -

| Ref       | date       | Payee                      | Activity or Service                                      | Cost (£) |
|-----------|------------|----------------------------|--|----------|
| 2016<br>E | 07/10/2016 | Andrew Bingham<br>Funerals | Cemetery charge – interment of late<br>Ms J P Waterhouse | 500.00   |

(b) The following invoices were approved for payment: -

| Ref | Invoice date | Payee                      | Activity or Service   | Cost (£) |
|-----|--------------|----------------------------|---|----------|
| 21. | 26/10/2016   | Chris Lewis<br>(Clerk/RFO) | Clerical and admin services from 16 <sup>th</sup><br>September to 26 <sup>th</sup> October 2016<br>including non-taxable expenses.    | 268.69   |
| 22. | 26/10/2016   | HMRC                       | PAYE income tax on Clerk's Salary   | 62.78    |
| 23. | 30/09/2016   | McGregor Services          | Grass cutting – Parish Cemetery<br>(September)  | 210.00   |
| 24. | 29/09/2016   | Little Tea Pots            | Grant under S137 LGA1972 for the<br>renovation of the outside play area.<br>(expenditure approved minute 14 April<br>2016 item 13(a)) | 500.00   |
| 25. | 26/09/2016   | Suffolk West CAB           | Grant under S137 LGA1972 -see item<br>12 above  | 50.00    |

- (c) **Lloyds TSB Bank Treasurer's Account** balance on 31/07/2016 amounted to £30,358.63
- (d) **Internal audit 2016/17** – the Clerk confirmed that Christine Fitzgerald had agreed to act as the Council's auditor for the accounting period 2016/17.
- (e) **Account signatories** - confirmation had been received from Lloyds Bank of the Council's updated list of cheque signatories. These comprised Cllrs Doyle, Pettit, McCormack and Thurston

## 14. Correspondence

The following correspondence had been received: -

- (i) Suffolk Association of Local Councils(SALC) *Invitation for councillors to attend SALC AGM at Elmswell Village Hall on 14 November*

- |       |   |   |
|-------|---|---|
| (ii)  | Boundary Commission – Public Hearings                   | <i>10-11 November ; Cambridge – to set out arrangements for review of constituency boundaries across England</i>  |
| (iii) | Community Emergency Planning Newsletter (West Suffolk ) | <i>For information</i>  |
| (iv)  | Hills and Holmes (Solicitor)                            | <i>Commercial Property and Local Planning Guide for Parish Councils – 1 November @ Mill Hotel, Sudbury</i>  |
| (v)   | Community Action: Suffolk                               | <i>Social Impact Measurement. A best practice model for Suffolk – Conference at Kesgrave Community and Conference Centre on 2 November th</i>                                 |
| (vi)  | St Edmundsbury Borough Council                          | <i>West Suffolk Parish and Town Conference - Monday 14 November 2016 between 6:30pm and 9pm (drinks and registration from 6pm) at the Memorial Hall in Newmarket, CB8 8JP</i> |

**15. Any other business/ urgent matters**

Mr Colman asked about the relationship between the Erskine Centre and Chevington. It was explained that Chevington together with Chedburgh Depden and Rede all had a role in supporting the Centre, proportionate to the number of households in each parish.

**19. Date of next meeting**

The next meeting will be held on Thursday 8<sup>th</sup> December at 7.00pm in the Village Hall. A meeting to agree the 2017/18 precept will also be held during mid-November. Date to be advised.

*There being no further business, the meeting was closed at 9.03 pm.*

Chairman .....