

`CHEVINGTON PARISH COUNCIL
MINUTES
Thursday 27th February 2020

Attendees: Cllr McCormack (Chair), Cllr Agazarian (Vice Chair), Cllr Doyle, Cllr Keagan, Cllr Briggs, Cllr Nicholas (newly co-opted), B Cllr Chester and Clerk/RFO Mrs F Betts

1. Public participation session (15 minutes) Mrs P Nicholas stood and spoke about why she wanted to become a Parish Councillor (to fill one of the two vacancies). She is very interested in seeking funding opportunities to help with the upkeep of the village hall in order to keep this important village hub alive and up-to-date and would like to help the Parish Council with these. She was asked to leave the room whilst the Council discussed her application. Cllr Agazarian proposed her appointment to the Council and Cllr Briggs seconded the proposal and following a unanimous vote the Clerk asked Mrs Nicholas to join the Council as a co-opted Councillor. She was given all the necessary forms to sign and welcomed by the Chair.
2. Chairman welcomed everyone to the meeting and introduced everyone. S C Cllr had sent her apologies for absence.
3. No declarations of interest by councillors were received.
4. The Minutes of the meeting of the Council held on 16th January 2020 were approved and signed as an accurate record of the meeting.
5. The Chairman's report was received.
 1. Burial ground hedge. The contractor will be returning on 6th March as the electricity will be turned off so that the higher branches can be cut back. All Councillors agreed the job was being done well and made quite a difference to this area of the village.
 2. SHELAA and areas around the village that have been proposed as potential building plots were discussed. The final SHELAA (Strategic Housing and Economic Land Availability Assessment) report has been published and is available to view on the council's website at the following link:-
https://www.westsuffolk.gov.uk/planning/Planning_Policies/shlaa.cfm
Cllr Chester said that he would keep the Council updated if any plots did sell and the new owner apply for planning.
 3. Following on from a debate about the burial ground prices it was decided that the Clerk would advertise in the Benefice magazine for parishioners to have the opportunity to pre-purchase a spot in the burial ground for future use at the current price of £300 for a double plot and £90 for a 1' square grass plot for cremated remains. The Council would look at the prices again in October with a view to increase them then. This year is the 40th anniversary of the Parish Council managing this site.

ACTION:Clerk
 4. Annual litter pick is to be held on Saturday April 18th at 10.30. All to meet outside the village hall. The village will be included in The Great British Clean Up as a participating village. Clerk to advertise this event in the Benefice magazine.

ACTION:Clerk
6. The District Councillor's report was received.

1. Following on from his email to the Planning Department at WSC the parishioners who made the planning application DC/19/1268/FUL will be asked to apply for retrospective planning for the erection of the new fence.
2. This year sees the 1000 anniversary for Bury St Edmunds and he has decided to send his surplus Locality Budget money to their fundraising team. This year's Locality Budget is around £350 for local groups run in the village for the parishioners to use. Cllr Chester suggested this money could be used by the village hall management committee to have a fundraising event for village hall funds. Cllr McCormack with contact the VHMC with this idea.

ACTION:Cllr McCormack

3. He also canvassed for reactions to his idea of holding a joint meeting with the villages in his portfolio to have a networking/brainstorming workshop in one central place. The Council all thought this was a good idea and perhaps the Community Police Officer could also attend.
7. No County Councillor's report received although all Councillors did receive it via email earlier this month.

8. To receive Parish Councillors' reports

1. Cllr Agazarian

1. New village name sign. Cllr Agazarian has received several brochures from companies that sell this signage. Cllr Agazarian is currently looking at what the village has now and whether there will be the need to buy a completely new system for all four roads or just use the existing poles and add new signage.

2. Cllr Doyle

1. A map of the village's boundary was handed out to all Councillors. The fallen down tree is within this boundary and the Clerk has been asked to contact Suffolk Highways to remove the large fallen tree trunk as it a hazard to passing traffic.

ACTION:Clerk

2. He asked for the Clerk to thank Suffolk Highways for so promptly fixing the loose pavement in Chedburgh Road
3. He would also like the Clerk to continue to send the photographic evidence of the flooding down by the pumping station in Church Road to the Anglian Water and also to send then to the Environment Agency.
4. Cllr Doyle would also like the ditch that runs next to the pumping station to be cleaned so that the flooding water has an escape.

ACTION:Clerk

3. Cllr Keegan

1. Cllr Keegan reminded the Council that Chedburgh had shown interest in buying a new VAS machine with Chevington. However, following a debate, it was decided that Chevington would like to purchase the machine unaided from other Councils. The machine could always be rented out to other Councils if the matter arose. It was also decided that the new machine had to be capable of offering good data which is easily collectable. Cllr Briggs will read through the literature the Clerk had obtained and the purchasing of a machine would be debated at the next meeting.

4. Cllr Briggs

1. VAS pole application progress. Six letters had been sent to parishioners who live along Hargrave Road. Four had returned them with a positive comment. Therefore, the application can now be sent off.

ACTION:Clerk

2. There was debate about which timescale the Council wish to follow regarding the speeding problems in the village. This resulted in the following:
 1. Apply for new pole.
 2. Contact Westcotec for more information about their products and put a vote to the Council at the next meeting for purchasing a new VAS machine.
 3. Continue with setting up a Community Speed Watch (CSW) Team. Cllr Briggs has six parishioners keen to volunteer and Chedburgh are also keen to join in. The Clerk to contact Tim Passmore, Suffolk Police Commissioner to see if this scheme will be eligible for some of his Locality Budget to help pay for the camera.

ACTION:Clerk

The Clerk would like to thank Cllr Briggs for all his work on this project so far. She will also contact Whepsted Parish Council and ask about their new VAS machine and how it is working out for them.

ACTION:Clerk

9. Parish Council Finances:

1. Receipts:

Invoice No	Receipt details	Amount	Statute Power	Cheque no

2. To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
42	Clerk expenses	£25.80	s112 LGA 1972	1003
43	Clerk Annual Use of Home	£60	s112 LGA 1972	1004
44	Repay Clerk's credit card for Council's McAfee annual subscription	£89.99	s112 LGA 1972	1005
Invoice No	Details of payee	Amount £	Statute Power	Cheque No
	E.A.C.H. donation under s137 LGA 1972	25	S137 LGA 1972	1006

3. Discuss and sign the 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

Bank account balance stands at £28,014.62 on 31st January 2020

10. The following Clerk's report about progress of actions from last meeting was received.

1. Asset List for 2020-21 adopted.
2. Financial Risk Assessment for 2020-21 adopted.
3. Filming criteria in open meetings for 2020 adopted

4. VAT Reclaimed – awaiting payment
5. Contacted Anglian Water about Church Road flooding and discharge from pumping station. Field Technician contacted Clerk with information. All flood water is heavily diluted and there was no trace of any faecal matter or ammonia present in all samples tested. He thought it could be why it floods as the pumping station releases more clean water than necessary to avert contaminated water flooding out.
6. Internet banking research (see item 12)
7. Contacted Suffolk On Board regarding the bus shelter. A report has been raised and an engineer will look at the site. This was carried out in the last week of February. Tel No: 0345 6066171. Clerk to contact them to ask if the bus shelter could either be [a] moved to the opposite side of the road, [2] could another shelter be placed on the opposite side of the road, or, [3] could a new shelter be placed on the junction of Maltings Close with New Road so that the young primary school children have shelter whilst waiting for the bus.

ACTION:Clerk

8. Councillor vacancy posters have gone up around the village.
9. Benjamin Locksmith of Our Water project is leaving his post and we are now awaiting his replacement to contact us. Public meeting is therefore on hold.
10. Completed Suffolk Police questionnaire
11. Completed a SALC questionnaire on WSC Joint Meetings
12. Printed out poster regarding coronavirus for village hall notice board.
13. Several phone calls with McAfee (internet/computer security company). Yearly subscription due.

11. Current planning applications:

NONE

1. Re: planning application RE: DC/19/1268/FUL | Planning Application - 1no. dwelling (demolition of existing steel framed storage building) | 60 Chedburgh Road Chevington IP29 5QY. Although this has been granted Cllr Chester has contacted West Suffolk Planning Dept regarding the high fence and the enforcement team who have investigated this further have written to the applicant requesting they apply for retrospective planning permission.

[For future information: NATIONAL PLANNING PORTAL - FENCES/GATES/HEDGES

You will need to apply for planning permission if you wish to erect or add to a fence, wall or gate:

- *if it would be over one metre high and next to a highway used by vehicles (or the footpath of such a highway); or over two metres high elsewhere; or*
- *your right to put up or alter fences, walls and gates is removed by an article four direction or a planning condition; or*
- *your house is a listed building or in the curtilage of a listed building or*
- *if the fence, wall or gate, or any other boundary involved, forms a boundary with a neighbouring listed building or its curtilage.*

*You will **not** need to apply for planning permission to take down a fence, wall or gate, or to alter, maintain or improve an existing fence, wall or gate (no matter how high) if you don't increase its height.*

***In a conservation area**, you might need permission take down a fence, wall or gate. Find out more about conservation areas and when permission may be required.*

***You do not need planning permission for hedges** as such, though if a planning condition or a covenant restricts planting (for example, on "open plan" estates, or where a driver's sight line could be blocked) you may need planning permission and/or other consent.*

https://www.planningportal.co.uk/info/200130/common_projects/20/fences_gates_and_garden_walls

- 12. Internet banking
Following a debate and the Clerk reading through the newly written policy it was decided that this should be implemented during April 2020 in order for internet banking to be available for the start of the new financial year. The Clerk would be the Administrator and would need to go into Lloyds to complete the necessary forms to become a signatory. Cllr Agazarian and the Clerk would then apply for internet banking.
ACTION:Clerk & Cllr Agazarian

- 13 The donation request from E.A.C.H was discussed. Cllr Doyle proposed they be given £25 under s137 LGA 1972 and Cllr Agazarian seconded this proposal. The following vote was unanimous. A cheque was written. Clerk to send it to E.A.C.H.
ACTION:Clerk

- 14 Agenda items for next meeting
 - 1. Decision on purchasing VAS Machine
 - 2. Annual Litter Pick

- 15. Date of next Meeting is Thursday April 9th 2020 at 7pm

Meeting closed at 21.16 hours

SIGNED:.....

DATE:.....