

## CHEVINGTON PARISH COUNCIL

<b>Clerk: Frances Betts</b>	<b>Old Apple Farm</b>
	<b>Barrow</b>
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### Wednesday August 2<sup>nd</sup> 2017

**Attendees: Cllr A McCormack (Chairman), Cllr D Doyle, Cllr C Thurston, Cllr D Sweny, Mrs F Betts (Clerk) and SCllr K Soons.**

**Apologies: Cllr J Pettit**

- 1. Public participation session (15 minutes). No members of the public attended therefore nothing to report.**
- 2. Chairman welcomed everyone to the meeting and gave apologies for absence**
- 3. Cllr McCormack declared an interest in item 5:3 as the tree surgeon is a wider family member.**
- 4. The Minutes of the meeting of the Council held on 29<sup>th</sup> June 2017 were signed as a true and accurate record.**
- 5. The Chairman reported -**
  - 1. The VAS machine can be mended but Chedburgh is debating the cost of the repair. Cllr McCormack will keep in contact with their Chairman and report any progress at the next meeting.**
  - 2. The Chairman has decided to leave discussing the water supply at the Burial Ground for a later time as there are plans to investigate having a toilet at the Church and it would make sense to incorporate adding an outside tap at the same time.**
  - 3. There is no preservation order on the large tree growing in the Burial Ground, and he has asked a tree surgeon to cut it down.**
  - 4. Planning permission has been granted to the felling of a preserved tree at Ruffin's Farm. They have been requested to plant two new trees to replace the one to be felled.**
- 6. There was no Borough Councillor's report due to the post being vacant. However, a Conservative candidate has been confirmed and the date of the election is to be confirmed at a later date.**
- 7. The County Councillor read her report out to the Council. This consisted of:**

- Suffolk County Council voted to accept the proposals made by an independent body called the Independent Remunerations Panel, to increase allowances of the Cabinet, Deputy Leader and Leader.
- Suffolk Highways continues to be a challenge this financial year. The reorganisation of the highways department structure should be completed by the 2<sup>nd</sup> week of September. The new post of Warden will be the first point of contact for parishes after they have used the online reporting tool.
- In preparation for the Special Olympics Great Britain National Summer Games 2017, Suffolk County Council is to host an official send off for the athletes from Suffolk, who have been selected for the Games.
- A new route designed to provide a quick, safe and easy route for cyclists to West Suffolk Hospital to Bury St Edmunds town centre has officially opened. The 620 metre cycle path, which begins in the Hardwick Lane/Cullum Road area of Bury St Edmunds, was officially opened by representatives from Suffolk County Council, West Suffolk NHS Foundation Trust, Suffolk Highways and the Bury Local Links team.
- Suffolk County Council is this month publishing a report that highlights possible alternative locations for providing accommodation for 2,400 of the workers that would be needed for the construction of the proposed Sizewell C power station.
- At this month's Suffolk Health and Wellbeing Board Meeting, Suffolk County Council, reiterated its support of the motor neurone disease (MND) charter in support of local people living with this terminal disease and their carers. Suffolk County Council, who committed to the charter in December after all councillors voted unanimously in favour of supporting it, is one of only 14 county councils to adopt the charter. As part of the charter, Suffolk County Council will promote the charter, campaigning to recruit volunteers to help support people affected by MND.

Cllr McCormack asked the Councillor if she knew of any possible funding that could be obtained which could be used against the cost of installing a toilet in the church. Councillor Soons then asked the Council to consider holding a meeting where she would invite the Locality Officer to come and talk to all her Parish Councils about raising funding through grants. The Council will discuss this at the next meeting.

**8. The following Parish Councillors had reports.**

- (a) Cllr McCormack reported that over £5,000 was raised as Chedburgh's Fete in June. The monies raised are to go into the Community Council's pot.
- (b) Cllr McCormack (Chair) asked Cllr Sweny if he would like to attend a new Councillor's training course. Cllr Sweny said he would be interested in attending. The Clerk is to find out about the upcoming courses held at SALC HQ and send them onto Cllr Sweny.

**ACTION: Clerk**

(c) Cllr Doyle was concerned about the overgrown hedge bordering an empty house which is up for sale at the top of Church Road. It could become a visual hazard for car drivers leaving this road onto Mill Road/New Road. Cllr Doyle will contact the estate agent (Haart) whose board is visible and request they contact the seller to have the hedge cut, or to give Cllr Doyle the contact details so that the Council can contact them.

**ACTION: Cllr Doyle/Clerk**

(d) Cllr Doyle requested to have an expenses form so that he can claim his mileage from the last Governance meeting held last month

**ACTION: Clerk**

9. To receive the Clerk's report.

1. The Clerk informed the Council that the course had been extremely informative and that she has ordered a book to help her with directing the Council in future business.

2. The last Governance meeting held at the Clerk's home in July did not discuss any details of Council spending as the Clerk explained to Cllr McCormack and Cllr Doyle why Governance meetings were not necessary and that SALC had advised her that no other Councils had such meetings.

She went on to explain that the Council's Financial Regulations should cover all governance.

3. The Clerk explained why there was a need to update Standing Orders, Financial Regulations and Code of Conduct. Each Councillor has a copy of all Models and each Councillor will read these at their leisure and discuss this further at the next meeting.

4. Councillors debated the need to have a Planning Committee and it was decided not to implement a Planning Committee at the moment but to discuss it once there was a full complement of Councillors on the Council.

5. The Clerk explained about the need for Data Controller Insurance to protect all Councillors and the Clerk from data protection risks especially as the Clerk has to maintain the Village Website and write reports in the local Benefice magazine. Cllr McCormack proposed and Cllr Sweny seconded and the vote was unanimous with none against for the proposal to buy insurance from IOC.org.uk Re: Data Controller Insurance (£35) under LGA s111. The Clerk will organise this. It was also decided to add the need and reason to buy this insurance at every Annual Council Meeting each May so that all new Councillors knew it was needed.

**ACTION: Clerk**

6. The Village Hall deeds are held with Greene and Greene in Bury St Edmunds in their fireproof safe. The Village Hall Committee organise the insurance. It was decided to add this information to the agenda at every Annual Council Meeting so that future Councillors knew this information.

7. The Clerk's salary is to be organised via the SALC payroll and will start at the next meeting.
8. The External Audit was posted to BDO in July, but was returned with a request for further information. A fee of £30 will be charged at a later date. The Clerk has spoken to the accountants and has collated all information requested and send back via next-day-postal service. NB The present Clerk did not organise the writing of last year's accounts.
9. The Clerk visited Little Tea Pots Pre-School, Chedburgh Road as per item 4:2 from last meeting's Minutes and gave them a donation cheque as per item 14:2 of the last meeting's Minutes. Little Tea Pots sent back a card made by the children which was handed around for all the Council to see.
10. Councillor vacancy adverts have been posted in various places throughout the village as per item 5:1 of last meeting's Minutes.
11. Lloyds Bank change of address forms have been sent back to the bank as per item 14:1 of last meeting's Minutes
12. Since the last meeting the Clerk has sold two Exclusive right of Burials and informed all Funeral Directors in Bury St Edmunds of the change of Clerk.
13. The Clerk explained that Cllr Pettit is still legally a full Councillor as she has only missed three meetings and the time needed for expulsion from a Council due to nonattendance is 6 months or 6 meetings. No letter of resignation has been received. All Cllr Pettit's correspondence can be left at the village hall for her to pick up.

**10. To consider planning applications: None**

NB DC/17/1267, Queen's Hill, Chevington is actually within Chedburgh's boundaries and therefore Chedburgh Parish Council did not need to discuss this application.

11. Cllr Doyle spoke of the Street Lights in Mill Road opposite the Old Rectory and at the top of Church Road. He asked County Councillor Soons to investigate moving the light in the field in Mill Road as the County owns this field. She told the Council about a webpage where anyone can take a photo of overgrown trees obscuring streetlights and how to download the photo so that they can be put onto the work list for the council. Cllr Sweny has a smartphone and will duly take a photo of the said street light and send it off via this website.

**ACTION: Cllr Sweny**

The Clerk will mention this service (<https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue>) in the Benefice magazine report.

**ACTION : Clerk**

12. Cllr Doyle mentioned that the house bordering the piece of grassy land at the edge off Chedburgh Road and Garrod's End was up for sale and

that the occupant had cut this piece of grass regularly over the years. Cllr Thurston suggested the Clerk researches previous correspondence with this occupant and to follow up with a final letter of thanks for cutting this grass and keeping it tidy.

**ACTION: Clerk**

13. Following on from previous meetings item 10:2 and item 13 from the last meeting's Minutes there was a discussion of Chevington Parish Burial Ground prices. The current price list has been in use since 2011. SALC suggest prices increase by 4% yearly so it was decided to put to a vote an increase of the prices by 20% as it has been over 6 years since they have increased and to review it every five years from here on. Cllr Doyle proposed, Cllr Thurston seconded and the following vote was all in favour with non against the proposal. Power: Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970 s1 and LGA 1972 S214(2).

Cllr Sweny asked that the last price on the price list; 'To add an inscription on an existing memorial for £25' be removed. After a discussion on the other prices it was decided to put to a vote the proposal that this line be removed but all other lines to remain intact. Cllr Sweny proposed, Cllr Thurston seconded and the following vote was all in favour with non against the vote to allow the proposal. The Clerk is to type up the new list of prices which are to be put into use from September 1<sup>st</sup> 2017 and to distribute the list to all those who need it.

**ACTION: Clerk**

#### 14. Parish Council Finances:

The following invoices were authorised:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
003	F M Betts Clerk expenses	£127.29	LGA 1972 s111	0839
3188	MacGregor Services Re two grass cutting	£180	LGA 1972 s214(2)	0840
19375	SALC for Cemetery and Burial Ground course	£96	By Virement	0841
19467	SALC Book Keeping workshop	£36.00	By Virement	0842
19432	SALC Clerk Networking – Grant, Fundraising and VAT	£19.20	By Virement	0843

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.

**ACTION: Clerk**

15. Lloyd's TSB Bank Account balance as at end of 12<sup>th</sup> July 2017 was confirmed as £34,060.96.

A discussion then followed where it was decided that the Clerk would research savings accounts so that the Council could transfer monies to be earmarked for certain projects These projects would be discussed at a later date alongside the budget meetings.

**ACTION: Clerk**

16. The following items were put forward for discussion at the next meeting and would appear on the as Agenda Items for the next meeting:

- Apology from SCllr K Soons
- Discussion of the Standing Orders, Financial Regulation and Code of Conduct
- Lloyds Bank saving accounts
- SCCLr Soons meeting to invite the Locality Officer to talk about applying for funding and grants
- Parking in Tan Office Lane
- Boundary issues Re: overgrown hedges and dumping garden waste
- Street light progress

17. Correspondence File:

1. Model form for Standing Orders
2. Model form for Financial Regulations
3. Model form for Code of Conduct
4. Current prices for Chevington Burial Ground
5. New Anglia Growth Hub
6. Being a good employer booklet
7. Havebury Housing Partnership booklet
8. Dispensation for pecuniary interest information
9. A single New Council
10. Annual Electoral Canvas
11. Chevington Street Lighting
12. New Footpath Info – Chevington to Horringer
13. Section 106 pot information

18. The date of the next Meeting is Thursday September 14<sup>th</sup> at 7pm in the Village Hall

**MEETING CLOSED AT 9PM**

Chairman's Signature:.....

Date:.....