

CHEVINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5th April 2017 in the Village Hall.

Present: Cllr A McCormack (Chairman), Cllr D Doyle, Cllr D Sweny, Cllr C Thurston, Cllr J Pettit, Mr A Barnetson (acting Minutes Secretary); Karen Soons, Sam Colman (observers). Apologies were received from B Cllr Rushen and C Cllr T Clements.

The Chairman welcomed everyone to the meeting and introduced Mr Barnetson who had agreed to take the minutes in the absence of the Clerk.

2. Declarations of Interest.

Cllr Sweny declared an interest in relation to item 15.

3. Minutes of the Parish Council Meeting held on 23rd February 2017

These were agreed and signed as an accurate record.

4. Matters arising from the previous minutes

Item 5 – Dishwasher – Cllr McCormack confirmed that the dishwasher was likely to cost £2,000 for an 'industrial' machine including the costs for plumbing, and that £500 had been received from B Cllr Rushen from the Locality budget. In a discussion about the level of Parish Council support it was agreed that 50% of the remaining costs should be covered, thus that the Parish Council should provide £750. *This was proposed by Cllr Doyle and seconded by Cllr Thurston.*

Item 8 - Footpath No. 2 – Cllr McCormack read a report from the Clerk noting that the matter had been raised to the County Council via the internet but that no answer had been received. Cllr Thurston confirmed that he had no further information. It was proposed that the Highways Structures Team might be approached. **Action: Cllr McCormack**

5. Chairman's report

Cllr McCormack noted that the current Clerk would cease his role on 13 April and that a successor needed to be found. It was further noted that there are vacancies for two Parish Councillors. Mr Colman was invited to join the Parish Council but declined due to the pressures of work. In discussion, it was agreed that Cllr McCormack should advertise the vacancies through the Parish Newsletter. Karen Soons also volunteered to raise the matter in other local Parish Council meetings, to see if another Clerk might take on the role. Cllr McCormack agreed to provide the necessary information. **Action: Cllr McCormack.**

6. Borough Councillors Report

Cllr McCormack read the report from B Cllr Rushen that had been circulated to Parish Councillors in advance of the meeting.

7. County Councillors Report

Cllr McCormack read the report from C Cllr Clements that had been circulated to Parish Councillors in advance of the meeting. A new Campaign was noted, which sheds light on suicide. It was also noted that C Cllr Clements will become the Mayor of St Edmundsbury; he will not be standing at the Election as a County Councillor. The meeting agreed to send a letter of thanks to C Cllr Clements with best wishes for the future. **Action: Cllr McCormack**

8. Parish Councillor Reports

(a) Hedges along Mill Road – Cllr Thurston noted that this would now be delayed until after the birds had nested.

(b) Broadband at Village Hall - Cllr McCormack reported that this was likely to cost £25 per month for line rental. The meeting agreed that this was too expensive without a local business or other sponsor and that it would not be pursued at the moment.

(c) Street lights - Cllr Sweny had nothing to report

9. Report from Chedburgh, Chevington, Depden & Rede Community Council

Cllr McCormack confirmed that there was an ongoing matter between the Community Council and Little Teapots; the meeting noted the impact of recent Government changes in funding of such schools. In other developments, planning permission has been granted for a shipping container to be placed outside the Erskine Centre for storage; some electrical work is planned inside.

Cllr McCormack also reported that matters relating to the lease of the Erskine Centre need to be signed jointly by the Chairmen of both Chedburgh and Chevington Parish Councils. The meeting granted permission for Cllr McCormack to sign such documents on behalf of the Parish Council.

It was noted that the Community Council will be holding a fete on 24th June and a BBQ on 10th September.

10. Clerk's report

(a) Hardstanding at Maltings Close – Cllr McCormack read a response from Mr Simon Barnett, noting that the request had been passed to the Children's/Young Person department and that work could be conducted, subject to funding being made available

(b) Handover following Clerk's retirement – it was confirmed that the Clerk's last day would be 13 April, but that he had offered to assist with the uploading of Minutes to the website beyond that date. The meeting thanked the outgoing Clerk for this offer of assistance and confirmed that expenses reasonably incurred could still be claimed. Cllr McCormack will write to advise.
Action: Cllr McCormack

11. Planning referrals

No planning case referrals had been received. It was noted that St Edmundsbury Council had been asked to send such documents to the Chair in the absence of the Clerk.

12. Little Teapots Playgroup

Following a discussion on the impact of Government funding cuts on organisations such as Little Tea Pots it was agreed, in principle, that the Parish Council might make a contribution to their funds. *This was proposed by Cllr Doyle, Seconded Cllr Sweny It was also agreed that a representative of Little Tea Pots should be invited to present to the Annual Parish meeting on 10 May so that the Parish Council can understand how many Parish residents make use of the pre-school before a decision is made on the level of funding that might be awarded*

Action: Cllr McCormack

13. Governance Committee

Cllr McCormack noted that a recent meeting had been cancelled but that the intention was to proceed with two per year in order to oversee financial matters.

It was reported that the Parish Council's internal auditor had expressed some concern at the loss of the external auditors. Cllr McCormack to contact SALC for advice and to determine best practice.
Action Cllr McCormack

14. Chevington Parish Cemetery

Cllr McCormack reported that SALC would be holding a training course on Cemetery management and administration on 17th May (£80 + VAT) and that, ideally, it would be good for the Parish Clerk to attend. In the absence of the Clerk, Cllr McCormack confirmed that he would be prepared to attend. The meeting agreed that Cllr McCormack should attend the course. In the interim, decisions on charging levels would remain on hold.

15. Replacement lap top and disposal of existing outdated model

Cllr McCormack read a report from the Clerk, noting that the Council laptop was considered old and out of date and that he had always used his own laptop.

It was proposed that the old lap top should be disposed of by sale for a £1 bid and acknowledged that such a bid had been received from Cllr Sweny. In the absence of other bids,

the meeting agreed to accept this offer. The sum of £1 was received from Cllr Sweny by Cllr McCormack. In the interests of security, it was agreed that Cllr Sweny will take reasonable steps to destroy the hard drive of the old lap top and that Cllr McCormack will act as witness for the Council. *This was agreed by the meeting with a majority vote as a satisfactory course of action*, note Cllr Thurston abstained.

16. Parish Council Finances

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

Ref	date	Payee	Activity or Service	Cost (£)
(h)	02/03/2017	HMRC	Refund of VAT	£200
(i)	07/03/2017	Armstrong's Funeral Services	Cemetery charge	£250

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

Ref	Invoice date	Payee	Activity or Service	Cost (£)
01	05/04/2017	C Lewis	Payment of Clerk's salary (final)	202.31
02.	05/04/2017	HMRC	Income tax on Clerk's salary	50.57
03.	31/03/2017	McGregor Services	Grass cutting at the cemetery	90.00
04.	03/03/2017	WestcoTec	Provision of bracket set for VAS	60.00

(c) **Lloyds TSB Bank Treasurer's Account** balance on 31/03/2017 amounted to £28,620.48

17. Correspondence

The following correspondence had been received: -

- (i) West Suffolk Councils *Bury St Edmunds Town Master Plan -Issues & Options Consultation*
- (ii) " " " *Leah Muckleborough – newly appointed Monitoring Officer*
- (iii) *West Suffolk Operational Hub Briefing Note*
- (iv) Suffolk Association of Local Councils (SALC) *–Cemetery Management Workshop 17 May (see item 4 above)1*
- (v) Reece Security Ltd *Safety mirrors*
- (vi) Havebury Housing Partnership *- introduction of new Hosing Management System.*
- (vii)) Boundaries Commission *2018 Parliamentary Boundary Review Eastern Region*
- (viii) B Cllr A Rushen *Burglaries at Hawstead*
- (ix) SALC *S137 (4) (a) – increase to £7.57p per capita for maximum permissible donation*
- (x) DCMS *Better Broadband Subsidy scheme*

18. Any other business/ urgent matters

Cllr Sweny reported that he had received communication from Hanchets, seeking permission to erect memorials in the churchyard and that two cheques, £25 and £75 had just been received. Cllr McCormack is to liaise with the outgoing Clerk on this matter

19. Date of next meeting

The Annual Parish meeting is to be held on Wednesday 10th May at 7pm, to be followed by the Parish Council AGM.

There being no further business, the meeting was closed at 8.58 pm

Chairman