

CHEVINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 8th December 2016 in the Village Hall.

Present: Cllr A McCormack, Cllr D Doyle; Cllr D Sweny and Mr C Lewis (Clerk/RFO). B Cllr A Rushen and Mr Rob Keyes, (owner of Red Brick Cottage), also attended. No apologies for absence were received.

The Chairman welcomed everyone to the meeting.

2. Declarations of Interest.

There were no declarations

3. Minutes of the Parish Council Meeting held on 26th October 2016

These were agreed and signed as an accurate record. The minutes of a Governance Committee meeting held on 16th November were also read and signed by the Chairman.

4. Matters arising from the previous minutes

Item 4 – Removal of Public Payphone adjacent to the Greyhound Pub in Hargrave Road– the Parish Council's objection had been submitted to BT. A final decision on the future of the telephone box was not expected until the new year.

5. Chairman's report and open forum

The Chairman had attended the Chevington, Chedburgh, Depden & Rede Community Council (CCD&RCC) Annual General Meeting on 10 November. He reported that community use of the Erskine Centre was increasing and it was hoped to build on this success. All four villages were now represented and it was hoped this could lead to closer liaison in the future.

6. Borough Councillors Report

A copy of B Cllr Rushen's extensive report had previously been circulated. There were no matters arising from the report itself but Councillors and the Clerk posed a number of questions related to the handling of planning referrals from the Borough Council. BCllr Rushen acknowledged that deadlines for parish responses had tightened and she accepted that it would not always be possible to discuss cases at parish meetings.

It was suggested that planning referrals could be circulated instead to a small group of councillors (with e-mail) for comments. In the event of differing views being expressed or for novel or contentious developments, an extension of time could be sought from the Planning Authority to facilitate a full discussion at the next meeting. Cllr Rushen agreed this could be viable, but also recognised that the public needed to be kept informed of proposed developments. This could be achieved by publishing details of planning cases received on the Parish Council's website and also on the village notice board.

Reference was also made to a recent case involving protected trees, where councillors had not been able to take a view due to the absence of key information from the Borough Trees Officer. B Cllr Rushen advised that such reports would be made available on request, and confirmed that she would try and assist personally in cases where difficulty was experienced.

7. County Councillors Report

Cllr Clements was not in attendance, and the usual update on County Council activities during the previous month had not been received.

8. Vacancies for Parish Councillors

Cllr McCormack advised that he had recently had discussions with several potential councillors. In addition, it was understood that Mr Keegan and Mr Colman, (who had attended the last meeting), were still interested in joining the Council. It was hoped they could attend the next meeting to complete the application process. **Action: Cllr McCormack**

9. Parish Councillor Reports

- (a) Obstruction to Footpath No 2 near Redbrick Cottage (Cllr McCormack) - Mr Keyes, the Owner/occupant of Redbrick Cottage was invited to speak. He confirmed that he had lived at the property for three years and had initially left the adjoining land to grass. However, more recently stables had been erected together with a perimeter fence which had necessitated a slight diversion to an existing public footpath.

Following discussion with Patrick Scrivens (Rights of Way Officer) Suffolk County Council following receipt of complaints from members of the public, it had been agreed that changes would be made to the stiles so as to reduce the number of steps from three to two. Mr Keyes confirmed that the works would be completed as quickly as possible. In the meantime, he intended to apply retrospectively for a footpath modification order, to legitimise the minor changes to the Rights of Way.

- (b) Obstruction of a pavement in Mill Road by parked vehicle- Cllr Doyle reported that on Tuesday mornings, a VW Caravelle regularly parked on the pavement blocking the path of pedestrians. It was agreed Cllr McCormack would check and if necessary, speak with the persons concerned. **Action: Cllr McCormack**
- (c) Pot holes on the road to Barrow and Bury - Cllr Doyle advised that large pot holes had Developed near Saxham Church and near the Westley Cross Roads. He believed that these potholes were of such a depth as to be a serious hazard to cyclists. It was agreed that the locations of the pot holes should be reported to Suffolk County Council. **Action: Clerk**

10. Clerk's report

- (a) Website issues – confirmation had been received from Community Action Suffolk that the document ordering issues affecting the Council's website, had been resolved.
- (b) Arrangements for VAS flashing speed signs - the Clerk had been advised by Nick Melero that he had been approached by several volunteers who were willing to erect and take down the flashing sign shared with Whepstead and Chedburgh. It was agreed that there would be no objection to allowing volunteers to be carry out this work. Cllr Doyle offered to be the Council's contact point for the volunteers.
- (c) Safety works in Chedburgh Road - confirmation had been received from Suffolk County Highways that this service has been added to the works programme. However, no date was given for start of works.
- (d) Requirement for new pavement along New Road - the Clerk's enquiries had revealed that in 2014 it had been established that the costs of a new pavement would be in excess of £50,000. This was unaffordable at the time and remains so today. Other options suggested included setting up a "Speedwatch" programme to encourage drivers to reduce their speed in New Road and asking the County education authorities to agree an additional bus stop so that children were less at risk from speeding traffic. In acknowledging current concerns councillors agreed that there was a case for asking Suffolk Highways to undertake a safety assessment. This had now been requested.
- (e) Village Hall – responsibility for payment of insurance premiums. – it had not been possible to establish from the minutes, the grounds under which buildings premiums were paid by the Village Hall Management Committee (VHMC) rather than the Parish Council, as lessor. It was felt that the existing arrangement had probably been in place since the VHMC was established although there was no written evidence to this effect. It was agreed that further investigation was needed and that the options for this should be explored at the next meeting.
- (f) Website - the Clerk had received an approach from what appeared to be a "for profit" recruitment agency seeking a link to Chevington's One Suffolk web pages. Following a short discussion, it was agreed unanimously that website links would not normally be provided to organisations outside the public sector. **Action: Clerk**

(g) Risk Assessment -parish assets – Cllr Sweny agreed to conduct an inspection of the Councils assets for report at the February meeting. The Clerk agreed to provide some proformas to assist the exercise. **Action: Clerk and Cllr Sweny**

11. Planning referrals

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) The Oaks” Bury Road Whepsted (Chevington Parish) (DC/16/2314/TPO) – crown reduction works to trees which are the subject of Tree Preservation Orders and are sited within the property and adjacent to A143 Trunk road. – *no decision due to absence of Tree Officers report.*
- (b) “Windrush” 1a Farrow Close. – construction of new single storey rear extension. (DC/16/2402/HH) - *there were no objections to this proposal.*

12. Parish Precept 2017/18

A meeting of the Budget Working Group on 16th November had identified a precept requirement of £6920. However, councillors were mindful that no grants would be payable next year from the Borough Council and that when that sum is compared with last year’s precept, (excluding grant), the increase is 13%. Following further scrutiny of budget items several economies were identified thus reducing the precept requirement to £6,520 (or 6.7%). Following a short discussion, it was resolved that the precept requirement for 2017/18 should be £6,520. *This was proposed by Cllr Sweny and seconded by Cllr Doyle – all agreed.*

13. Parish Council Finances

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

Ref	date	Payee	Activity or Service	Cost (£)
2016 F	12/11/2016	Armstrong Funeral Service	Cemetery charge – interment of late Lisa Michelle Paske	20.00

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

Ref	Invoice date	Payee	Activity or Service	Cost (£)
26.	08/12/2016	Chris Lewis (Clerk/RFO)	Clerical and admin services from 27 th October 2016 including non-taxable expenses.	318.55
27.	26/10/2016	HMRC	PAYE income tax on Clerk’s Salary	62.78

- (c) Lloyds TSB Bank Treasurer’s Account balance on 30/11/2016 amounted to £29,536.79
- (d) Clerk’s PAYE– the Clerk advised that HMRC were asking employers who paid Income Tax by cheque to do so electronically in future. Councillors raised no objection to this subject to the bank agreeing to accept a direct debit authority signed by one signatory. The Clerk is to explore the options and report to the next meeting. **Action: Clerk**

14. Correspondence

The following correspondence had been received: -

- (i) Suffolk County Council Highways *Newsletter – edition 9 -for information*
- (ii) Suffolk Association of Local Councils (SALC) *Details of the organisation’s internal audit offer*
- (iii) SALC - Local Government Finance *Consultation - response to central Government*

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| (iv) | NHS | <i>Free health checks for parishioners – for info</i> |
| (v) | Primary Care Supplies. | <i>Defibrillators in the Community - flyer and information for parishes</i> |
| (vi) | Suffolk Association of Local Councils (SALC) | <i>Suffolk Rural Fund – information</i> |
| (vii) | South West Suffolk Citizens' Advice Bureau | <i>Response to award of donation</i> |
| (viii) | B Cllr Angela Rushen, Chedburgh Ward, St Edmundsbury BC | <i>Briefing for councillors of the Benefits cap</i> |
| (ix) | Suffolk Association of Local Councils (SALC) | <i>LAIS 1394 Neighbourhood Planning Bill</i> |
| (x) | Suffolk Police and Crime Commissioner | <i>Suffolk Local Policing Review -views requested on the new policing model</i> |
| (xi) | Suffolk Association of Local Councils (SALC) | <i>Information on lobbying allowances</i> |
| (xii) | Suffolk Accident Rescue Service(SARS) | <i>Update on SARS activities</i> |
| (xiii) | Suffolk County Council | <i>Suffolk Minerals and Local Plan-issues and options consultation</i> |
| (xiv) | St Edmundsbury Borough Council | <i>Presentation slides from the West Suffolk Parish and Town Conference held in Newmarket on 14 November (50 slides uploaded to website :- www.onesuffolk.net/home/parish-councils)</i> |

15. Any other business/ urgent matters

There was no other business.

16. Date of next meeting

The next meeting will be held on Thursday 19th January at 7.00pm in the Village Hall

There being no further business, the meeting was closed at 9.16 pm.

Chairman