

# CHEVINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on the 13<sup>th</sup> May 2015 in the Village Hall.

Present: Cllr J Melero, Cllr N Melero, Cllr C Thurston, Cllr A McCormack, Cllr A Job and Mr C Lewis (Clerk). Mrs J Pettit and Mr D Doyle were also in attendance.

## 1) Public meeting

Mrs J Pettit referred to the laurel hedge near the Village Hall which was encroaching into the Car park taking up space needed for parking. It was suggested that the hedge should be trimmed back on the village hall side after Grove Stud, the owner of the hedge, had been advised. Mrs Pettit was also concerned about a length of pavement in Chedburgh Road, just before the bend past the last bungalow. She believed that a handrail was needed to protect pedestrians as the ground dropped away at this point. It was agreed this location would benefit from a safety assessment by SCC Highways. *Action: Clerk*

## 2) Election of Chairman.

Cllr J Melero agreed to continue as Chairman. In the absence of other nominations a resolution was proposed by Cllr McCormack and seconded by Cllr Thurston: *that Cllr J Melero be elected Chairman of the Parish Council for the coming year.* This was agreed unanimously.

## 3) Chairman's Welcome and Apologies for Absence.

Cllr Melero took the chair and welcomed everyone to the Meeting. Following the Uncontested Election earlier this month, a total of five parish councillors had been returned. These were confirmed as:- Mrs J Melero, Mr N Melero, Mr A McCormack Mr CJ Thurston and Mr A Job. Each councillor signed a declaration of acceptance of office form, which were then signed by the Clerk. Register of interest forms were also issued to enable councillors to declare their financial and other interests within 28 days of election. There were no apologies.

## 4) Declarations of Interest.

There were no declarations.

## 5) Election of Vice-Chairman.

a) Cllr N Melero agreed to stand again as Vice-Chairman, and a resolution was proposed by Cllr Thurston and seconded by Cllr Mc Cormack: *That Cllr N Melero be elected as Vice-Chairman for the coming year and this was unanimously agreed.*

## b) Election of Officers.

Councillors were appointed as follows:-

- (i) **Trees and Footpaths Officer** - Cllr N Melero
- (ii) **Suffolk Association of Local Councils Representative** - vacant
- (iii) **Community Safety** - Cllr J Melero
- (iv) **Community Council Representative** - Cllr C J Thurston
- (v) **Village Hall Management Committee Representative** – Cllr A McCormack
- (vi) **Risk assessments Officer** – Cllr A Job

It was envisaged that the vacancy at 5b)(ii) above would be filled at the next meeting. In relation to 5b)(iii) above, Mrs F Betts had previously served as both parish councillor and Neighbourhood Watch (NHW) Co-ordinator. However, the two roles were not linked and it is envisaged that a new NHW Co-ordinator will be appointed by the Police in due course. The new Community Safety role for the Council will encompass all police matters and emergency planning.

## 6) Responsible Financial Officer.

A resolution was proposed by Cllr N Melero and seconded by Cllr J Melero: *That Mr C Lewis the Clerk, be confirmed as the Parish Council's Responsible Financial Officer.*

## **7) Governance Sub-Committee.**

It was agreed unanimously: *That Cllr J Melero and Cllr N Melero, together with the Clerk/RFO, be confirmed as members of the Governance Sub-Committee for 2015/2016.*

## **8) Minutes of the Last Meeting.**

The Minutes of the Meeting held 23<sup>rd</sup> April 2015 were approved as an accurate record and signed by the Chairman.

## **9) Matters arising**

These are shown under item 11.

## **10) Annual Subscriptions 2012/2013.**

It was proposed by Cllr N Melero and seconded by Cllr J Melero: *That Annual Subscriptions for the following Societies be approved and, when necessary, renewed by the Clerk/RFO for the coming year:-*

- a) *Suffolk Association of Local Councils (SALC).*
- b) *Community Action Suffolk (formerly Suffolk ACRE)*

## **11) Chairman's Report.**

Cllr J Melero confirmed that following the results of the uncontested election on 7 May there were still two vacancies for parish councillors to be filled. Mr D Doyle confirmed that he would be willing to serve again as a parish councillor and it was agreed that he could be co-opted at the next meeting.

## **12) Clerk's Report.**

- a) Repairs to pavement Church Road – SCC Highways Dept had been asked to complete repair works to the pavement as quickly as possible.
- b) Transparency Code - the Clerk confirmed he would be attending a training session at SALC on 21 May which would provide information about uploading information to the One Suffolk website in order to meet the requirements of the Code.
- c) St Edmundsbury Re-cycling credits - this incorrectly routed payment had now been refunded to St Edmundsbury Borough Council.
- d) Little Tea Pots - a grant of £175.00 had been paid. All action was now complete.

## **13) Vehicle Activated Signs(VAS) – Signing of Memorandum of Understanding with Suffolk County Council.**

Cllr N Melero confirmed that following a conversation with a parish councillor at Little Whelnetham, (with past experience of VAS) he was satisfied that the signs could be effective in Chevington and believed that their administration would not be too onerous. When in place, the signs could be alternated between the two approved sites in Chedburgh road and New Road. The sign would be shared with Chedburgh and both villages would be able to use the sign for periods up to one month. Erecting and taking down the sign would be a Parish Council responsibility as would the transfer between parishes. It would be necessary to check that the Council's insurance was sufficient to cover these risks. *Action: Clerk*

Cllr Melero felt that extra expenditure related to the sign would be minimal. High visibility clothing was already available but new batteries would be needed every 2-4 weeks. A robust padlock would also need to be purchased. If the initiative proved successful in deterring speeding traffic, the Council could consider purchasing a second sign at a cost in excess of £2,000. Following a discussion, councillors expressed a strong preference for the sign to be put up at both sites in the village for periods of two weeks at each location. Councillors then resolved to (a) accept, on a shared basis, a VAS purchased by County Cllr Clements and (b) sign the Memorandum of Understanding with Suffolk County Council, which explains how the signs must be installed and operated. *This was proposed by Cllr N Melero and seconded by Cllr Thurston. All agreed.* *Action: Clerk*

#### 14) Planning matters

The Clerk reported that since the last meeting two applications seeking planning consent, had been referred to the Parish Council for consideration. These were:-

- **Old Mill House, Mill Road** - *application for consent for a single storey and rear side extension removing redundant chimney stack; raise pitch of roof and insert new window on rear elevation (DC/15/0905/HH)*
- **5 Maltings Close** – *application for front extension (DC 15/0875/HH)*

As councillors had insufficient time to consider the applications in detail, it was agreed that comments would be forwarded by e-mail and co-ordinated by the Clerk. *Action: Clerk*

#### 15) Annual Audit 2014/15

The Clerk/RFO presented the Accounts for the financial year ended 31<sup>st</sup> March 2015, which had been approved by the Internal Auditor, Mrs C Fitzgerald. The end of year Reconciliation stood at £24,627.41. The Clerk/RFO had completed section 1 'Accounting statements' and section 2 'Annual Governance Statement' of the Annual Return was checked and read by Cllr J Melero. The figures in section 1 had been checked and agreed by Mrs Fitzgerald and she had completed and signed section 4 'Annual internal audit report'.

A Resolution was proposed by Cllr N Melero and seconded by Cllr McCormack: *that the Accounts for the year ended 31<sup>st</sup> March 2015 be approved and the Annual Governance Statement be signed.* This was unanimously agreed and the Chairman and the Clerk/RFO then signed the Annual Return. It was agreed that the Annual Return could now be submitted for external audit at the end of the period for electors' review.

#### 16) Parish Council Finances

a) *The following Invoices were approved for payment and the cheques signed:-*

Ref 15	Date	Payee	Activity or Service	Cost (£)
09	13 May 14	Chris Lewis (Clerk/RFO)	Clerical and admin services from 11 Apr -15 May 2014 incl.non taxable charges)	140.67
10	“ “ “	HMRC	PAYE income tax on Clerk's salary	30.34
11	30 Apr 15	McGregor Services	Grasscutting –parish cemetery	180.00

b) Lloyds TSB Bank Treasurer's Account balance on 30/04/2014 was confirmed as £31,239.85. – this included a receipt of £6900.00 from St Edmundsbury Borough Council in respect of precept and a £335.00 refund of VAT.

#### 18. Correspondence

Items of correspondence received since the last meeting were placed on the Council's correspondence folder for members' perusal.

#### 19. Any other business

There was no other business

#### 18) Date of Next Meeting.

It was agreed that the meeting arranged for 25<sup>th</sup> June should be cancelled as it was likely to be inquorate. It was also agreed that the following meeting arranged for 13<sup>th</sup> August should be brought forward. The next Parish Council Meeting will now held on Wednesday, 5<sup>th</sup> August 2015 in the Village Hall, commencing at 7pm.

There being no further business, the Meeting ended at 8.50pm.

Chairman ..... Date .....