

`CHEVINGTON PARISH COUNCIL  
Draft MINUTES  
Thursday 9<sup>th</sup> April 2020

DUE TO THESE EXTRAORDINARY TIMES NALC HAVE ISSUED INSTRUCTION THAT MEETINGS CAN BE HELD VIRTUALLY. THEREFORE, THIS MEETING TOOK PLACE IN THE FORM OF A SERIES OF EMAILS SO THAT ALL DISCUSSION WAS DOCUMENTED.

*Discussion in capitals and italics.*

1. Change of emergency powers for Clerk, Chair and Vice-Chair  
*THIS WILL ENABLE THESE THREE PEOPLE TO MAKE DECISIONS CONCERNING THE RUNNING OF THE COUNCIL. IT INCLUDES PAYING IMMEDIATE INVOICES (SUCH AS MCGREGOR SERVICES FOR CUTTING THE BURIAL GROUND GRASS, AND CLERK'S SALARY AND PAYE), AND ANY OTHER UNFORSEEN PROBLEM THAT MAY ARISE FROM THIS CORONOVIRUS PANDEMIC. USUALLY ALL COUNCIL MEMBERS WILL BE INFORMED VIA EMAIL OF ANYTHING GOING ON BUT IT HELPS IF JUST THREE PEOPLE MAKE A DECISION. NB. NO DECISIONS WILL BE MADE ON ONGOING PROJECTS (UNLESS THIS CONTINUES FOR MONTHS AND MONTHS)*  
Decision: Proposer Cllr Nicholas, Seconded Cllr Keegan. Five votes for proposal and one abstain. Therefore, proposal carried. To be reviewed once Council is back up and running at full strength.

2. Minutes signed as a true and accurate record of the meeting held on February 27<sup>th</sup> 2020

3. No declarations of interest from the Councillors

4. Parish Council Finances:

4:1 Receipts:

Invoice No	Receipt details	Amount	Statute Power	Cheque no
	HMRC VAT Refund	260.22	s112 LGA 1972	BACS

4:2 To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
44	Clerk quarterly salary for J,F,M 72 hours at £11 per hour	685.00	s112 LGA 1972	1007
45	Clerk quarterly P.A.Y.E. for J,F,M.	107.00	s112 LGA 1972	1008
46	Clerk expenses and mileage. 3 round trips at 18 miles @45p/mile	37.35	s112 LGA 1972	1009

	Round trip to SALC HQ 65 miles @45p/mile			
	Stuart Bradnam (Tree Surgeon) to cut burial ground hedge	1440.00	s214(2) LGA 1972	1010
22927	SALC – provision of 6 months payroll service	21.60	s112 LGA 1972	1011
23297	SALC – annual membership	330.56	s112 LGA 1972	1012
3939	McGregor Services x 1 cut	90.00	s214(2) LGA 1972	1013

4:3. Discussion and signing of 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 £28,074.05 as of 18<sup>th</sup> March 2020

4:4. Internet banking. Signing of bank details for Clerk to be added as a signatory as per item 12 of meeting held on 27<sup>th</sup> February 2020.

*CLERK TO DRIVE AROUND TO CHAIR AND VICECHAIR AND ARRANGE FOR CHEQUES AND INVOICES TO BE SIGNED. FOLLOWING ALL SOCIAL DISTANCING PROTOCOLS.*

*ALSO TO SIGN THE LLOYDS BANK MANDATE FOR CHANGE IN ADDING A NEW SIGNATORY. CLERK HAS SIGNED HER PART AND HAD HER IDENTITY AUTHORISED BY LLOYDS BANK. THEN VICE CHAIR TO SET UP INTERNET BANKING LIAISING WITH ALL OTHER SIGNATOIRES EITHER VIA PHONE OR EMAIL. I ASSUME THIS IS JUST PROCEDURAL?*

**ACTION: Cllr Agazarian & Clerk**

## 5 Burial ground

*ONLY ONE REQUEST FOR PRE-PURCHASE OF BURIAL GROUND. THIS IS PROGRESSING. HOWEVER, I HAVE HAD TO COMPLETE A FORM FOR A GOVERNMENT DEPARTMENT STATING IF WE HAVE EMPTY SPACES IN OUR BURIAL GROUND AND HOW MANY. HOW DO YOU WANT ME TO PROCEED WITH THIS? WE MAY HAVE AN INFLUX OF INTEREST FROM FUNERAL DIRECTORS ACROSS THE COUNTRY. PLEASE CONSIDER:*

- *Keeping prices the same (see attached price list)*
- *Keeping prices the same for parishioners but trebling them for non parishioners. Chedburgh parishioners remaining on double*
- *Raising all prices by a percentage as from now?*
- *Read through the attached price list and let me know your views.*

Decision: Proposed by Chair to continue as plan and raise the cost in September or October and to continue with the price list as it is for all requests during the next few months. Seconded by Cllr Agazarian. Following Vote 5 for and 1 abstainer. Proposal carried.

- 6 The following Clerk's report was received:
  1. Contacted OnBoard Suffolk regarding the bus stop in Chedburgh Road. Council need to complete a form in order for a new shelter to be erected. WHAT DO YOU WANT TO DO? LEAVE IT UNTIL THIS LOCKDOWN HAS BEEN LIFTED?
  2. Contacted Stephenson's bus company regarding new bus time tables for bus shelter. I AM SURE NOTHING HAS BEEN DONE ABOUT THIS AS YET. KEEP AN EYE ON IT FOR ME AND I WILL CHASE ONCE LOCKDOWN IS OVER
  3. Contacted Wepsted, Depden and Barrow regarding the purchasing of their VAS machines. THEY BOUGHT FROM WESTCOTEC AND IT COST THEM £3,050 plus VAT. THEY'VE NOT GOT IT UP AND RUNNING AS YET. SO THAT'S TAKEN THEM A YEAR TO GET THAT ORGANISINED
  4. Reported the flooding in Church Road to both Anglian Water and Environment Agency. I SENT ALL PHOTOS TO BOTH AGENCIES AND BOTH REPLIED WITH RECEIPT. THIS IS AN ONGOING SITUATION AND I DOUBT THEY WILL DO VERY MUCH I DO THINK IT IS WORTHWHILE LETTING THEM KNOW WHEN IT FLOODS. FUNNILY ENOUGH THOSE HOUSEHOLDERS WHO LIVE ON THIS LANE NEVER COMPLAIN TO ME.
  5. Contacted Suffolk Highways Department regarding ditches in Church Road (at the bottom by the pumping station Ref:273816 and Number 3 Ref:273818) and also about the large tree on Hargrave/Saxham Road Ref:273819. THEY ARE GOING TO DEAL WITH THIS SO AGAIN KEEP AN EYE OUT SO SEE IF ANYTHING DOES GET DONE. IF NOT, I WILL CONTACT HIGHWAYS AGAIN.
  6. Application for a new pole for a VAS machine has been sent to Suffolk Highways. HAVE NOT HEARD ANYTHING BACK FROM THEM BUT LAST TIME THEY JUST CAME OUT AND DID IT. IF NO NEW POLE IS SEEN BY JUNE PLEASE LET ME KNOW AND I WILL CHASE IT
  7. Contacted Tim Passmore, Police Commissioner for Suffolk to ask for funding for CSW equipment. HAVE HEARD NOTHING BACK BUT I SUSPECT HE HAS MORE PRESSING THINGS ON HIS MIND. REMIND ME LATER IN THE YEAR TO CONTACT HIM AGAIN
  8. Attended a Clerk's networking workshop. (included new website legislation, planning survey feedback, Coronavirus update and Suffolk Dementia Forum.
  9. Sent article to The Benefice magazine regarding the special offer of pre-buying a plot in the burial ground before the prices rise in the Autumn. REALLY USEFUL NETWORKING SESSION. OUR WEBPAGE IS COMPLIANT (THANKS TO MATTHEW MORLING FROM C.A.S.). I JUST NEED TO TWEAK A FEW THINGS.
  10. Document retention policy for website and website policies and procedures (to get ready for new legislation due to start in September 2020) I NEED TO LOOK INTO THIS FURTHER BUT HAVE NOT HAD THE TIME DUE TO THE CORONAVIRUS CRISIS.
  11. Filled three large, heavy black bin bags from tidying the burial ground of Christmas wreaths.
  12. The Annual Litter pick has been cancelled
  13. IOC have stated that the Electoral Role data can be used in a small, recorded way to help identify vulnerable parishioners. A list of sole occupancy premises has been sent to the Chairman

14. The noticeboard at the village hall has up-to-date Coronavirus information from West Suffolk Council and Suffolk Police.
  15. Details of the Suffolk Community Foundation Fund is also up on the website and noticeboard.
  16. West Suffolk Council are updating all Facebook pages with up-to-date information
  17. Local parishioners are organising volunteers to help those parishioners self-isolating or who are shielded during this extra-ordinary time.  
 Gill Colman sent me this via email: *'A bit of an update for you:  
 - So far we've supported 16 households, 15 of which are in long term self isolation.  
 - all requests have been food or medication collections, but as a result befriending calls are also taking place to these same people.  
 - I've delivered 9 veg and fruit boxes from the Happy Veg Coop. Households are invited to make a donation directly to the company.  
 This week I saw a post on Facebook from Karen Soons suggesting volunteer groups in Suffolk join Tribe. So, I've joined myself as an individual, and hopefully linked the group to me. I think it's the council's way of seeing where volunteers are, but I haven't heard any more yet. I have also joined a group on Facebook called BSE Village Coronavirus community helpers. The guy running it is in close contact with west Suffolk council, so I will keep an eye out for any updates here too.'*
  18. The Clerk has had to complete a government led form giving details on the number of available grave spaces we have. These may be commandeered by official departments if needed. A further article has been sent to the Benefice magazine so that parishioners have the chance of saving their plot.
  19. The accounts are being collated and will be sent to the Auditor within the next month
  20. Completed Suffolk County Councillor K Soon's Locality Fund application form for funds towards the Community Speed Watch equipment.
  21. Completed West Suffolk Councillor M Chester's Locality Fund application form for funds towards the Community Speed Watch equipment
  22. Have read lots of communications from various bodies including West Suffolk Council, SALC, NALC and ICO and précised these and sent as emails to all Councillors via email.
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- 7 County Councillor's report. *I WILL SEND THIS ON VIA EMAIL ONCE I HAVE RECEIVED IT. SHE IS ALSO AVAILABLE VIA EMAIL AND IS ON SOCIAL MEDIA.*
  - 8 District Councillor's report. *I WILL SEND THIS ON VIA EMAIL ONCE I HAVE RECEIVED IT. MIKE HAS TELEPHONED ME SEVERAL TIMES AND IS KEEN TO HELP ALL COMMUNITY GROUPS IN HIS PATCH. HE HAS JOINED WHATSAPP AND FACEBOOK GROUPS AND IS ALWAYS AT THE END OF THE PHONE OR EMAIL IF NEEDED.*
  - 9 All Councillors' reports

Chairman Report:

1. Burial ground hedge has been cut and all wood will be collected and taken away.
2. Local Community Group to help isolated and vulnerable parishioners has been set up. The Council are helping with communicating all official information to them.

Cllr Nicholas Report:

1. Cllr Nicholas has started to look at what grants are available to Parish Councils for village halls. More information is needed before applications can be made and this is generally a slow-moving process. Due to the lockdown Cllr Nicholas is just researching this topic and no applications will be made until later in the year. However, she has found several avenues that she may pursue.

The Clerk thanked Cllr Nicholas for her work on this and looks forward to working with her in the near future.

10 ANNUAL MEETINGS DUE TO BE HELD IN MAY.

*DO YOU WANT TO HAVE SOME PRACTICE MEETINGS ON MICROSOFT TEAMS OR SIMILAR SO THAT WE CAN HOLD THE ANNUAL MEETINGS (X2) DUE FOR MAY 13<sup>TH</sup>? OUR I.T. CONSULTANT HAS SAID HE WILL SHOW ME HOW IT WORKS AND WE CAN HAVE A PLAY AROUND IN TIME FOR MAY IF THIS IS WHAT THE COUNCIL WANT TO DO.*

Decision: To practice using this conferencing system and to run the May 13<sup>th</sup> meeting as a Microsoft Teams Conference Call at 7pm.

**ACTION:Clerk & All Cllrs**

11 Agenda items for next meeting

1. V.A.S. machines
2. Locality Budgets
3. If anyone has any items please inform the Clerk by May 6<sup>th</sup>.
4. Internal Audit
5. Annual Audit – close of year accounts

12 Date of next meeting

**Wednesday May 13<sup>th</sup> at 7pm via Microsoft Teams Conferencing Call system.**