

CHEVINGTON PARISH COUNCIL
MINUTES
October 19th 2017

Attendees: Cllr A McCormack (Chairman), Cllr D Doyle, Cllr C Thurston, Cllr D Sweny, 3 members of the parish and the Clerk (Mrs F Betts)

1. Public participation session (15 minutes)

- 1. An application from a parishioner to join the Parish Council following the vacancy advert has been received. Parishioner Mrs Lucy Agazarian has applied to hold one of the vacant Parish Councillor positions. She has previously written to the Chair and stated her reasons for her application. She spoke to the Council sitting and on the recommendation of the Chair it was proposed that she be co-opted onto the council. Cllr Sweny seconded the proposal and a unanimous vote followed. Therefore Mrs Agazarian was asked to join the Council. The Clerk gave her the necessary forms to complete and sign. The Clerk will send these on to the Borough Council. Cllr Agazarian was welcomed to the Council by the Chair. Clerk to investigate the dates for future new Councillor training days at SALC and send them on to Cllr Agazarian**

ACTION: Clerk

- 2. Two parishioners spoke of their concern for the Clerk's finances to be made public knowledge. They were reassured that it was proper practice for all knowledge to be in the open as the Council complies with the Transparency Code.**

- 2. Chairman welcomed everyone to the meeting and, introduced all Councillors to members of the public. Apologies for absence were received from Cllr Pettit and SCCllr Soons.**

- 3. There were no declarations of interest by councillors.**

- 4. Minutes of the meeting of the Council held on 14th September 2017 were approved and signed.**

5. The Chairman's report –

- 1. Trees in the Burial Ground (Minute item 5:1 from meeting 14.09.17). A large poplar tree has been felled and is due to have its trunk ground down in a couple of weeks. Also there is a large ash tree on the boundary with the Church graveyard and it could suffer from branch drop. Due to the potential damage it could cause Cllr McCormack is going to seek advice from the Tree Surgeon and obtain quotes for the work to be done.**

ACTION: Cllr McCormack

2. New burial ground plan for future burial plots. Due to the large roots of the poplar tree which was felled, the grave digger has recommended that all future graves are dug along the top edge of the site to give the roots time to disappear.
 3. Borough Councillor Elections. Mr Mike Chester, from Chedburgh was the successful candidate at the Borough Council by-election. He was unable to attend this meeting but the Council look forward to working with him.
 4. Cllr McCormack and the Clerk had signed the B4RN papers and had sent them back to The Erskine Centre Management Team. (Minute item 5:5 September 14th 2017 meeting)
6. No Borough Councillor's report given (A belated apology has been received).
7. County Councillor's report was read out and a copy was put into the correspondence file.
8. To receive Parish Councillors' reports
1. Cllr Sweny. The peeling paintwork above the heater on the ceiling at the far end of the hall has been investigated. The peeling paintwork is evident on other parts of the ceiling far away from the heat source so the problem is most probably caused by damp rather than heat. It may mean that the ceiling needs repainting and further investigation would be needed.
 2. Cllr Doyle. To discuss the street lights later in the meeting
 3. Cllr Thurston: The boundary map for the Burial Ground and Church graveyard (as per Minute item 5:3 meeting 14.09.17) shows that there have been several changes to the positioning of the footpaths. The placement of the boundaries was not obvious so it is assumed that the boundary between the church graveyard and the burial ground with the ditch is shared with the two entities. Therefore, the Council is responsible for the maintenance of its side of this ditch. Cllr Thurston also mentioned that Lady Erskine gifted the land that the village hall stands on in 1921. The Clerk has been asked to find the deeds for this if possible.
ACTION: Clerk
 4. Cllr Pettit. Not in attendance
9. To receive the Clerk's report.
1. The clerk was unable to write to thank contractors who erected a metal fencing along Chedburgh Road as Clerk could find no mention of it in her files although it was mentioned as Minute Item 1 at meeting 13.05.15 as a request for the work to be carried out.
 2. A report from the tree warden meeting in Cockfield on 30 September 2017 was read out. The Council wish to thank Mrs Bruton for her time spent on this issue and to write a letter stating as much.

ACTION: Clerk

3. Zurich Insurance all paid and certificate received.
4. A short report was given on the history of the Village Hall and Parish Council as Custodian Trustees for the village hall. Meaning that the Parish Council holds the deeds to the village hall but has no direct dealing with the running of the hall or any financial responsibility for its maintenance or running. This has been confirmed by SALC who also state that the Parish Council cannot have the village hall as an asset on its asset list. Therefore this need to be removed. The Clerk asked the Council if they would give her the authority to do this alteration, Cllr Thurston proposed the action and Cllr Doyle seconded it. The vote was unanimous for the action.

ACTION: Clerk

This short history is to be Minuted for future reference. Cllr Doyle suggested the Clerk ask Greene & Greene to send her a copy of the deeds for future reference.

ACTION: Clerk

5. (Minute item 5 (4) from meeting 14.09.17) Having consulted SALC the Parish Council cannot buy the dishwasher and claim a VAT reclaim on purchase of dishwasher for village hall kitchen and then sell it to the VHMC. It can buy the dishwasher, reclaim the VAT and then gift it to the VHMC. This was proposed by Cllr Thurston, seconded by Cllr Doyle and it was unanimously agreed for the Parish Council to buy the dishwasher for the Village Hall kitchen. Cllr Sweny will research the buying of the said dishwasher and report back at the next meeting

ACTION: Cllr Sweny

6. (Minute item 19 from meeting 14.09.17) Deeds for Burial Ground have been found. They are held in the safe at Ellisons Solicitors in Colchester. NB. The deeds are unregistered.

Contact details:-

Jill Godfrey
 Legal Secretary
 Private Client Department
 Ellisons,
 Headgate Court, Head Street, Colchester, Essex, CO1 1NP

It was suggested that the deeds should be put together with the village hall deeds. The Clerk will look into this matter

ACTION: Clerk

7. Standing Orders, Financial Regulations and Code of Conduct have been re-written and are now up-to-date and can be found in the Clerk's file at each meeting. Copies can be sent via email on request of a Councillor although all Councillors have been issued with model statements as per last meeting. (Minute item 13 from meeting 14.09.17)
8. The suggestion to buy a file and collate all historical correspondence concerning the gifting of the burial ground

was granted unanimously by the Council having been proposed by Cllr Thurston and seconded by Cllr McCormack.

ACTION: Clerk

9. The Clerk read out a report about the Data Protection Meeting at SALC on 05.10.17 she attended so that all the Council knew what the situation is. The Council will wait for further instruction from SALC.
10. An application has been sent to SALC for a new computer under the Transparency Code funding (this fund closes in February 2018). The funding will pay £350 towards a £699.99 Asus Zenbook computer and the Council need to agree to pay the outstanding £349.99. (NB This prices may be less as it depends on what actual computer the Clerk is able to source.) Following on from the report concerning the data protection laws it was proposed by Cllr Thurston and seconded by Cllr Doyle that the Clerk continues with the application for a new computer that complies with the new legislation and rules. The vote was unanimous.

ACTION: Clerk

11. Community Action Suffolk membership has been renewed (Minute item 9:8 meeting 14.09.17)
12. (Minute item 9 (15) from meeting 14.09.17) The Clerk could find no further info re Suffolk Cloud or other website providers. Therefore, the Clerk suggests the Council stays with the present one which is supported by Community Action Suffolk. (CAS).
13. The following was bought to the Council's attention -CAS conference on Village Halls to be held at The Blackbourne Centre, Elmswell on 2nd November 2017 at 10am. £25 per delegate which includes lunch and refreshments. (notice in Correspondence File). No one showed any interest to attend.
14. The following was bought to the Council's attention -SALC AGM 7th November 6.30pm, The Blackbourne Centre, Elmswell. No one showed an interest in attending.

10. There have been no new planning applications.
DC/17/1267 – Queen's Lane : Decision pending

11. Street Lights in Mill Road opposite the Old Rectory and at top of Church Road(Cllr Doyle) (as per last meeting's Minute Item 11)Cllr Doyle showed everyone photographs he has taken of all three lights during daylight hours and night time hours. It was suggested that the trees around the lights needed to be cut in order for the light to be brighter. Clerk to contact the Highways department.

ACTION: Clerk

12. Litter Pick for 2018. Booked with St Edmundsbury Council for Saturday March 3rd. Contact Andrew Harvey. Need to decide who receives the 'kit' and advertise for help in the Benefice magazine or on the notice board.

Cllr McCormack to receive the kit and everyone to meet at the village hall. The Clerk will advertise this event in the Benefice magazine nearer the time.

ACTION: Clerk

13. Discussion of Lloyd Bank's savings accounts. (Minute item 9:3 from meeting 14.09.17) Cllr McCormack had been into the bank and was told that there was only one Business banking savings account and that the interest was less than 1%. The Council agreed it was not worth taking out a new savings account at this time.

14. Parish Council Finances:

1 Receipts:

Money received from	Amount received
F Clutterham Funeral Directors for Mrs Joyce Deverill burial	£102
Armstrongs Funeral Directors for Mr Keith Everest burial	£300

2 To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
006	F M Betts Clerk expenses	£48.77	LGA 1972 s111	857
3239	MacGregor Services Re two grass cuttings	£180	LGA 1972 s214 (2)	855
3259	MacGregor Services Re Cutting Burial ground boundary hedge (£100) and two grass cuttings (£150) and £50 VAT	£300	LGA 1972 s214 (2)	856
	Tree Warden meeting fee and expenses attended by Mrs S Bruton (Tree officer)	£24.45	By Virement	858
19658	Invoice from SALC for Data Protection Reform Briefing	£26.40	By Virement	859

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.

- 3 The bank statement since last meeting was discussed as per Financial Regulation 1.3.3 (self-governance).
 4 The half yearly accounts were discussed and compared with budget set for 2017-18 as per Financial Regulation 1.3.4 (self-governance). These account spreadsheet have previously been circulated for all Cllrs to read and the Clerk reminded all Councillors that it was in

Initials.....

their duty to examine these accounts as carefully as possible (Financial Regulation 4) and to judge that they are correct.

5 Date of Precept Budget meeting of Financial Year 2018/19 (LGFA1992s41) will be on THURSDAY 16th NOVEMBER at 7pm in the village hall. All Councillors to attend please. (Refreshments will be served)

- Confirmation of Lloyd’s TSB Bank Account balance as at end of September 2017 - £32,484.13 (1x outstanding cheque for £230.44 Zurich Insurance payment via CAS)
- Agenda Items for next meeting
 - (a) Registering Burial Ground
 - (b) Trees in burial ground
 - (c) Elect an internal auditor for next year
 - (d) Discuss contract with McGregor’s
 - (e) Internet banking
 - (f) Laptop computer
 - (g) Street lights
 - (h) Village Oil Club
 - (i) Purchase of dishwasher
 - (j) Deeds for village hall land
 - (k) Little Tea Pots donation
- Correspondence File:
 - Neighbourhood Planning in Suffolk
 - SALC leaflet LAIS1402 – Precept Consultation
 - CAS Suffolk Village hall Conference Poster
 - Erskine Community Centre AGM to be held on 9th November 2017 at 7.30pm
 - Suffolk County Councillor’s October report
 - Tree Warden Report

Date of next Meeting –

- Thursday November 16th at 7pm in the village hall. This will be a Budget Meeting and not open to the public.
- The next full Council Meeting will be on Wednesday December 6th at 7pm with the first 15 minutes open to parishioners question.

Meeting finished at 9.10pm.

Chairman’s signature.....

Date.....

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