

**^CHEVINGTON PARISH COUNCIL
MINUTES FOR ANNUAL PARISH COUNCIL MEETING 13TH MAY 2020**

Clerk: Frances Betts	Old Apple Farm
	Barrow
Tel: 01284 810508	Bury St Edmunds
	Suffolk
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Attendees: Cllr McCormack, Cllr Doyle, Cllr Agazarian, Cllr Keegan, Cllr Briggs, Cllr Nicholas and the Clerk, Mrs Betts

This meeting of the Parish Council was held on Wednesday 13th May 2020 via email trail starting at 7pm. This was made available to all parishioners.

[On 4th April The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force. This means legislation is now in place that allows councils to hold remote meetings.]

1)Open Forum

No members of the public asked to attend.

2) Election of Chairman.

Cllr McCormack wishes to stand down. He thanked all members of the Council for their support over the last five years particularly Cllr Doyle, who was one of three left on the Council the evening Cllr McCormack took on the job of Chair, when the Clerk's predecessor also announced he would probably be leaving. Cllr McCormack commented that he was slightly saddened to be stepping down whilst there is still a vacancy but maybe a change in leadership will bring forward candidates. He also thanked Mrs S Bruton for holding the post of Tree and Footpath Officer for the past few years and for her diligence and conscientiousness.

He has been Chair for 5 years and has overseen many changes such as bringing in new Councillors to make the Council more diverse, organising a thorough maintenance programme for the burial ground, maintaining the training of all Councillors, encouraging more signatories from within the Council to make banking a little easier, starting the process of getting the Council into internet banking, streamlining the Agenda/Minutes procedure, hired the Clerk/RFO, re-instated an annual litter pick through the village, encouraged data collection from speeding traffic and encouraged the Council to progress further with traffic calming measures, overseen the tracking down and registering of the deeds for the village hall and burial ground for future Councils, overseen an increase in s137 donations to local charities and good causes, networked and communicated with all levels of local Government and agencies such as Suffolk Highways, encouraged the VHMC and Community Councils to apply for grants for essential works and he has been active in communicating with all parishioners and making sure their problems have been sorted by the appropriate agency. I know you all wish him well as he steps down from being Chair but he does intend to carry on as a Parish Councillor. I (as Clerk) will miss working with him. Cllr McCormack would like to propose Cllr Agazarian as the new Chair. He commented that she had been a diligent Vice Chairman over the last year despite being a comparative newcomer to the Council and he believes she will make an excellent Chair.

Cllr Agazarian has registered an interest in taking up the role. She has been a Parish Councillor for three years (the last year she has been Vice Chair) and was instrumental in getting the dishwasher installed in the village hall for the VHMC and has carried out a lot of back ground research in installing the internet into the hall and also using social media platforms for the Council to get its message across to the parishioners. She is currently researching village signage and has a strong interest in planning applications and regulation. Cllr Agazarian is known across the village and has attended several workshops as part of her training in becoming a Parish Councillor. She has a strong interest in getting younger parishioners involved in village living and she is also keen to maintain and improve

social media platforms for the village. She has plans to use the village hall more for the younger parishioners and is keen to obtain any available grants and update the hall working alongside the VHMC. She is also keen to continue with the maintenance programme on the burial ground and install new village signage and continue with the traffic calming measures already in progress.

PROPOSER:- Cllr McCormack for Cllr Agazarian to become Chair of Chevington Parish Council

SECONDER:- Cllr Doyle

VOTE THAT FOLLOWED: Unanimous for Cllr Agazarian to become Chair of Chevington Parish Council.

3) Cllr Agazarian as Chairman stated that there had been no apologies or non-attendees to this meeting.

4) No Declarations of Interest by Councillors have been received.

5) Election of

(a) Vice-Chair.

PROPOSER: Cllr Agazarian for Cllr McCormack to become Vice-Chair of Chevington

SECONDER:- Cllr Doyle

VOTE THAT FOLLOWED:- Unanimous for Cllr McCormack to become Vice-Chair of Chevington Parish Council

(b) Trees & Footpaths Officer

PROPOSER:-Cllr McCormack for Mrs S Bruton to continue in the role of Trees and Footpath Officer

SECONDER:- Cllr Nicholas

VOTE THAT FOLLOWED:- Unanimous for Mrs S Bruton to continue in the role of Trees and Footpath Officer

(c) Suffolk Association of Local Councils Representative (SALC)

Currently Cllr Doyle

PROPOSER:- Cllr McCormack for Cllr Doyle to continue in the role of Suffolk Association of Local Councils Representative

SECONDER:- Cllr Nicholas

VOTE THAT FOLLOWED:- Unanimous Cllr Doyle to continue in the role of Suffolk Association of Local Councils Representative

(d) Community Council Representative.

PROPOSER:- Cllr Doyle for Cllr McCormack to continue in the role of Community Council Representative

SECONDER:- Cllr Nicholas

VOTE THAT FOLLOWED: Unanimous for Cllr McCormack to continue in the role of Community Council Representative

(e) Village Hall Management Committee Representative

PROPOSER:- Cllr McCormack for Cllr Nicholas to take on the role of Village Hall Management Committee Representative

SECONDER:- Cllr Agazarian

VOTE THAT FOLLOWED:- Unanimous for Cllr Nicholas to take on the role of Village Hall Management Committee Representative

(f) Risk Assessments Officer

PROPOSER:- Cllr McCormack for Mrs Betts to continue as Risk Assessment Officer

SECONDER:- Cllr Agazarian

VOTE THAT FOLLOWED: Unanimous for Mrs Betts to continue as Risk Assessment Officer

(g) Neighbourhood Watch Officer/CSW

PROPOSER:- Cllr McCormack for Cllrs Keagan and Briggs to continue as Neighbourhood Watch Officers and Community Speed Watch Co-ordinators

SECONDER:- Cllr Doyle

VOTE THAT FOLLOWED:- Unanimous for Cllrs Keagan and Briggs to continue as Neighbourhood Watch Officers and Community Speed Watch Co-ordinators

6) To Confirm the Clerk as Responsible Financial Officer.

PROPOSER:- Cllr Agazarian

SECONDER:- Cllr McCormack

VOTE THAT FOLLOWED:- unanimous

7) To Approve and Sign the Minutes of the virtual Meeting held 9th April 2020

PROPOSAL:- TO APPROVE AND SIGN THE MINUTES FROM THE VIRTUAL MEETING HELD ON 9TH APRIL 2020

PROPOSER: Cllr McCormack

SECONDER:- Cllr Nicholas

VOTE THAT FOLLOWED:- unanimous

Minutes duly signed and dated as a true record.

8) To receive the Chairman's Report:

The newly appointed Chair thanked everyone on the Council and looks forward to working with them all over the next year or so. She hopes to work with the VHMC and help equip the village hall so that it is fit for the 21st century. She aims to continue to control and tackle the issue of speeding vehicles through the village, wishes to encourage younger parishioners to take part in all aspects of village life, hopes to form working networks with neighbouring villages and wishes to continue with the maintenance around the village in view of the burial ground and the signage around the village.

9) To receive Councillor's reports

1. Cllr McCormack.

2. Cllr Doyle:

- 1. Believes there is a need to evaluate the cost, the usefulness of the application (Microsoft Teams) as another tool in making our Roles and Responsibilities that little bit easier. To be placed on to the agenda for next meeting, Clerk to research other options**

ACTION:Clerk

- 2. The large laurel hedge on Mill Road which is growing over the footpath. Last mentioned to Suffolk Highways last September/November but it has grown since. The Clerk to contact Suffolk Highways to intervene.**

ACTION: Clerk

3. Cllr Keegan

- 1. Community Speed Watch application form update. These forms have been received and are in the process of being signed (social distancing prevailing)**

ACTION:Cllr Keagan

4. Cllr Briggs

- 1. VAS pole in Hargrave Road. To check if it has been erected yet**

ACTION:Cllr Briggs

5. Cllr Nicholas

- 1. Several grants have been advertised but due to the current Coronovirus situation she does not think the time is right to go ahead and apply for them. Clerk agreed with her.**

10) The County Councillor's Report –

Sent via email to all Council members. No comments

11) District Councillor's Report. To follow

12) Parish Council Finances:

1. Annual Audit 2019-20

- a) *The Report from the Internal Auditor, Mrs C Fitzgerald was noted.*
- b) *The Accounts for the Financial Year 2019-20 were signed and dated.*
- c) *The signing of the Annual Return by the Chairman and Responsible Financial Officer were organised. Clerk to scan and send to External Auditor*

ACTION:Clerk

2.Receipts:

Receipt date	Received from	Details of Receipt	Amount
08.04.2020	Mrs F Eden	For purchase of cremation plot (No 6) LGA1972s1	£90
27.04.2020	St Edmundsbury Borough Council	Precept for 2020-21(Power – Local Government Finance Act (LGFA) 1992.s41	£7377.00

3. To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
47	Mrs F M Betts (Clerk/RFO) Admin expense - stationery-stamps (from Sainsburys £16.92) and files and paper (from Staples £60.82)	£77.74	s112 LGA 1972	1014
48	Mrs F M Betts (Clerk/RFO expense) Mileage: 2 round trips to Chevington from Barrow 6 miles a trip and two round trips to Chedburgh 8 miles a trip and one trip around Chevington at 8 miles at 45p a mile	£18.90	s112 LGA 1972	1015
319	Internal Auditor Invoice (Mrs C Fitzgerald)	£110	s112 LGA 1972	1016
3982	McGregor Services – 2 x cemetery grass cutting	£180	ss9-10 Open Spaces Act 1906	1017

4. All bank transactions since last meeting as per Financial Regulation 1.3.3 (self governance) were discussed and signed off
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.*

5. Confirmation of Lloyd's TSB Bank Account balance as of 28th April 2020. Balance £32,829.54. Needs to be signed as seen and verified.
6. Clerk to drive to two signatories and wait until they have signed off cheques, invoices and other documents requiring signatures.
7. Final Accounts for 2019-20

FINAL 2019-20 ACCOUNTS					
Expenditure details	Actual yearly spend		Half yearly spend		Yearly budget amount
	£		£		£
Clerk's salary	3196		2405.4		3213.6
PAYE (HMRC)	511.4		378		0
Clerk annual use of home payment	60		0		160
Clerk's expenses	393.86		312.52		130
Admin Costs inc Stationery	181.12		90.52		0
Annual Subs inc website	564.29		354.3		450
Audit	110		110		110
Insurances	223.44		223.44		239.65
Training	180		180		175
Councillor expenses	34.45		34.45		100
s19 LGA 1972- sports facilities	0		0		125
s133 LGA 1976-provision of a hall	80		50		125
s137 LGA 1972- charitable donations	300		25		260
Totals	6734.56		4973.63		6388.25
Amount overspent (£) <u>346.31</u>					
5.4% overspend					

Overspend due to the cost of the burial ground maintenance and annual subscriptions have risen in the past year.

Reducing speed/Speed bumps savings/CSW	s19/s133 for village hall	Equipment maintenance/Burial ground	New technologies	New Councillor training	s137 donations	Other - spend	TOTALS
18,000.00	3,000.00	1,000.00	1,000.00	1,000.00	1,000.00	£804.70	<u>£25,804.70</u>

VIRTUAL SAVINGS POTS – AS OF 1ST APRIL 2020 (all 2019-20 invoices paid)

13) The Clerk's Report was received

1. Organisation of Microsoft Teams conferencing facilities. As you all know this was aborted and we are dealing with this email trail. I'm hoping the next meeting will be held in the village hall with extra wide social distancing measures.
2. Bank mandate form handed in at the bank
3. Sent monthly article to Benefice News magazine mentioning pre-purchasing of plots to mark 40-year anniversary of PC owning burial ground.
4. Communicated with several parishioners regarding pre purchase of burial plots.
5. Marked out sold cremated remains plot in burial ground
6. Completed year-end financial accounts for 2019-2020 and taken them to, and received them back from, the Internal Auditor for processing.
7. Managed lots of email communication with various local government bodies regarding Coronavirus and completed on line questionnaires
8. Printed off CSW Team application form and sent to Cllr Keagan to complete.
9. Applied for District Councillor's Locality Budget money for a village meeting to encourage parishioners to join the Parish Council. The VHMC or to join in with the CSW team
10. Applied for Suffolk County Councillor's Locality Budget money to go towards the purchase of a CSW camera and kit and a new VAS machine.
11. The Clerk has received several complaints from Councillors and parishioners about a couple of parishioners who own two german pinschers and allow them off the lead to run all over local farmers' land. This is not permitted but no one knows the names and addresses of these dog owners. The Clerk was asked to write an article for the Benefice magazine and to add to social media platforms to ask for all dog owners to respect the rights of everyone who live and work in the village.

ACTION:Clerk

12. Items from 2019's Annual Meeting to be discussed by Council over the year 2019-20 included:

- Speeding issues within the village, including adding a VAS pole and sign in Hargrave Road
- Looking into moving the 30mph sign in Hargrave Road
- Adding a sign banning large vehicles through the village
- Neighbourhood Plan
- Getting water into the Burial Ground

All items have been discussed and several are ongoing issues.

14) Planning applications:

1. DC/20/0618/H – 3 Barn Field, Chevington. Erection of single storey extension to front of house. Consultation ends 11.05.2020. No Objection from Parish Council sent.

15) Clerk's pay and hours (s111 Local Government Act 1972)

The meeting on 10.05.2018 Item 12 stated that the Clerk/RFO's salary would be reviewed annually. (proposed that she be paid at NALC PayScale 20 with overtime paid at the same rate as she is the RFO/Burial Ground administrator as well as Clerk and that this continues with the payscale rising yearly until the top bracket has been reached.) However, it was agreed at the Budget meeting held in November 2019 that Clerk/RFO salary to increase to £12 an hour. (item 3 section 2 Meeting held on 14.11.2019)

PROPOSER:- Cllr Doyle for raising the Clerk/RFO's salary upto £12 per hour from April 2020 and to look at this again next year.

SECONDER:- Cllr McCormack

VOTE THAT FOLLOWED: Unanimous for raising the Clerk/RFO's salary up to £12 per hour from April 2020

16)Agenda Items for next meeting:

1. Laurel hedge in Mill Road
2. Microsoft Teams
3. Items to be discussed over the year 2020-21
4. New footpath from Chevington to Horringer

17)Date of next Meeting – Thursday June 25th 2020 at 7pm

NB: Deeds for the village hall and the burial ground can be found at Greene & Greene Solicitors in Bury St Edmunds

VILLAGE WEBSITE CAN BE FOUND ON:- <http://chevington.onesuffolk.net/>