

**^CHEVINGTON PARISH COUNCIL
MINUTES FOR ANNUAL PARISH COUNCIL MEETING 16TH MAY 2019**

Clerk: Frances Betts	Old Apple Farm
	Barrow
Tel: 01284 810508	Bury St Edmunds
	Suffolk
Email:chevington-pc@outlook.com	IP29 5DT

Attendees: Cllr A McCormack, Cllr D Doyle, Cllr L Agazarian, Cllr P Keegan, Cllr J Briggs and Mrs F Betts (Clerk/RFO)

Apologies: SCC K Soons and DC M Chester, Mrs S Bruton

1)Open Forum – no members of the public attended

2) Clerk welcomed newly elected Councillors. All forms were completed. Clerk to scan and return at next meeting and send to WSC (West Suffolk Council)

3) Election of Chairman. Cllr A McCormack was proposed by Cllr D Doyle and seconded by Cllr P Keegan. The following vote was unanimous, therefore Cllr A McCormack remains Chair for another year. He is to attend the SALC Chairman’s training course in July.

4) The Chairman welcomed everyone to the meeting and gave the apologies for absence.

5) There were no declarations of interest by Councillors.

6) Election of

(a) Vice-Chair. Cllr L Agazarian was proposed by Cllr Doyle seconded by Cllr Keegan. The following vote was unanimous, therefore Cllr L Agazarian is to be Vice Chair. She will attend a short training course run by SALC in June.

(b) Trees & Footpaths Officer. Mrs S Bruton is willing to continue in this role for another year. Her report was read out. Her nomination was proposed by Cllr McCormack and seconded by Cllr Doyle. The following vote was unanimous.

(c) Suffolk Association of Local Councils Representative. Cllr Doyle is willing to continue in this role. Cllr Agazarian proposed with Cllr Keegan seconding the proposal. The following vote was unanimous.

(d) Community Council Representative. Cllr McCormack was last year’s Rep, he is willing to stand again but thinks there is a parishioner who may be keen to take this role. Cllr McCormack has asked that this role is voted on at the next meeting once he has spoken to the parishioner

ACTION: Cllr McCormack

(e) Village Hall Management Committee Representative. Cllr McCormack is willing to continue in this role. Cllr Doyle proposed with it being seconded by Cllr Keegan. The following vote was unanimous so Cllr McCormack remains VHMC rep.

(f) Risk assessments Officer. This post was not filled last year due to the uncertainty of GDP Regulations and the Clerk completed the risk assessments. Cllr McCormack suggested the Clerk continues in this role as

she has all the information necessary to complete the tasks. The Clerk agreed. This was proposed by Cllr Agazarian and seconded by Cllr Briggs and the following vote was unanimous, therefore the Clerk will be Risk Assessment Officer for the next year.

(g) Neighbourhood Watch Officer. This role has not filled for the past 4 years. Cllrs Briggs and Keagan are willing to take the role on jointly. This was proposed by Cllr Doyle and seconded by Cllr Agazarian. The following vote was unanimous.

7) The Clerk was confirmed as Responsible Financial Officer.

8) The Minutes of the Meeting held 11th April 2019 were signed and dated as true and accurate representation of the meeting.

9) The Chairman's Report:

1. Donation to Chedburgh's accessible playground. After some discussion it was decided that the Clerk would write to Chedburgh's Community Council chairman and say that Chevington Parish Council would promise a cheque for this accessible piece of playground and would pay the cheque once the amount of money needed was almost raised. Chevington Council would also like the Chair to come to a meeting and explain what the money is needed for with possible photographic evidence. The monies left over from last year's WWI lunch would be used. (£175)
2. Suggested list of items to be considered by the Council over the next four years.
 - Speeding issues within the village, including adding a VAS pole and sign in Hargrave Road and possibly buying a machine solely for Chevington's use.
 - Looking into moving the 30mph sign in Hargrave Road
 - Adding a sign banning large vehicles through the village – working with other local villages to tackle this problem that looks like only getting worse.
 - Neighbourhood Plan
 - Getting water into the Burial Ground

10) To Councillor's reports

1. Cllr Doyle: VAS Machine. New bracket is up and ready to go. The broken bracket just needs new clips so the Clerk was asked to email Westcotec and ask if she could have some new clips.
2. Cllr Agazarian – nothing to report
3. Cllr Keegan – nothing to report
4. Cllr Briggs – nothing to report

ACTION:Clerk

11) To receive the County Councillor's Report – no report as this was given last week's meeting

12) To receive District Councillor's Report – no report as this was given at last week's meeting.

13) The Clerk's Report

1. Annual internal audit completed (Item 8:10 from 12.04.18 meeting)
2. New Dog waste bin. Costs are: £146.50 plus £60.75 for installation with a weekly fee of £2.96 to empty said bin. Cllr Briggs suggested the Clerk puts this into the next Benefice magazine and see if the Parishioners want their precept money to be spent on this issue. Cllr Agazarian seconded this proposal with a unanimous vote following.

ACTION:Clerk

3. Visit to Highways Dept in Rougham has been arranged for Monday May 20th at 10.30. Cllrs to meet at Cllr McCormack's house for 10am.
4. Footpath sign. The Clerk has found a Suffolk company who can sublimate this sign. She is to find out prices for the next meeting.

ACTION:Clerk

5. Burial ground regulations sign. This new version was read through and all agreed it was clear and concise. This should also be sublimated and erected on a pole in good sight at the entrance of the burial ground. Clerk to investigate prices.

ACTION:Clerk

6. New Councillor's and Chairman training days at SALC. Chair is booked into the course on 11th and 17th July and the four other councillors wish to attend the short course in Horringer in June. Clerk to book the places where there is a special deal of book 2 get one free.

ACTION:Clerk

7. New VAS pole bracket has been attached and is ready for use
8. Further communication with St Edmundbury and Ipswich C of E Diocese and The Glebe field. The local vicar has taken up the case and the Council will discuss this at the meeting on May 20th.
9. Self Help Conference at Stonham Barns was attended by Cllr McCormack and the Clerk. It was very informative and gave a lot of food for thought. The Clerk will write up as short report and send it on to all Councillors.

ACTION:Clerk

10. Suffolk Police changes questionnaire completed on line 13.05.19

14) Planning applications:

1. DC/19/0546/FUL :- Broad Green Cottage, Chedburgh Road, Chevington – (i) 1no. replacement dwelling and (ii) detached 1 no. bay garage and 2 no. bay cart lodge with storage and rooms above (iii) temporary use of new outbuilding as applicant's living accommodation while replacement dwelling in construction (previous application DC/18/2448/FUL) Awaiting decision

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

[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 £10.30/hr 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.*) This year NALC's national salary scale sets SCP 20 (new scale SCP8) at £10.57 per hour.]

Following a short discussion it was decided to raise the Clerk's pay to scale SCP 11 (previously SCP21) which is £11.00 an hour [LC1 (7-12) substantive

benchmark range under NALC pay scale 2019]. Cllr Doyle proposed the change in rate and Cllr Agazarian seconded it. Following a unanimous vote for the proposal the Clerk salary will be £11 per hour from 1st April 2019.

16) Burial Ground issues

Following the Clerk's correspondence with two Exclusive Right of Burial grantees last month where they were asked to remove extraneous plants and bulbs within their grave space, the Clerk has received a reply from both grantees. (1) One has immediately removed all vegetation and was upset to be contacted. The Chair will visit this parishioner and explain why the Parish Council has to have such rules and procedures. If she has any trouble with the grave space in the future the Council would look kindly on helping sort it out. However, (2) the other issue does not seem to be resolved with the grantee refusing to remove the plant from the middle of the plot. The Clerk was asked to write to her and explain that the Council holds no responsibility for the safety of this plant if it gets damaged by the grass cutting contractor's tractor.

ACTION: Chair (1) and Clerk (2)

17) VAS machine report has been logged and saved. The Council has almost a year's worth of data which they can soon collate and send to the Suffolk Police team.

18) Parish Council Finances:

1. Annual Audit 2016/2017

- a) *The Report from the Internal Auditor, Mrs C Fitzgerald, was read out.*
- b) *The Accounts for the Financial Year 2018-19 were signed and dated by the Chair and Clerk*
- c) *The signing of the Annual Return by the Chairman and Responsible Financial Officer was completed. These now go on the website and the document sent to the External Auditor.*

ACTION:Clerk

2.Receipts:

Receipt date	Received from	Details of Receipt	Amount
08.05.19	Hyde Chambers Funeral Home	For burial of Mrs A R Camp (Grave 101) LGA1972s1	£300
01.05.19	St Edmundsbury Borough Council	Precept for 2018-19(Power – Local Government Finance Act (LGFA) 1992.s41	£6535

3. To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
30	Mrs F M Betts (Clerk/RFO expense)	£111.20	s112 LGA 1972	966

296	Internal Auditor Invoice (Mrs C Fitzgerald)	£110	s112 LGA 1972	967
3679	McGregor Services – 2 x cemetery grass cutting	£180	ss9-10 Open Spaces Act 1906	968
	Cllr L Agazarian mileage expense	18.85	s112 LGA 1972	969
8946	Village Hall Management Cttee – hire of the hall 6 hours at £5/hr	£30	s112 LGA 1972	970
10013	Westcotec - purchase of new bracket for VAS pole	£69	s112 LGA 1972	971

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

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. All documents were double signed

6. The following was confirmed of Lloyd's TSB Bank Account balance as of May 16th 2019:- £33,391.77

7. Cllr Briggs to meet with Cllr McCormack to complete online mandate forms for acting as a signatory

ACTION:Cllr McCormack and Cllr Briggs

8. Cllrs McCormack and Agazarian to cancel mandate for retired Cllr Thurston to act as a signatory

ACTION:Cllr McCormack and Cllr Agazarian

19)Agenda Items for next meeting:

1. Cllr Doyle – fire hydrant issues around the village
2. Community Council Rep
3. Sublimation of burial ground rules and footpath map. Discussion of where to erect said posters and purchase of pole and erection of poles.
4. Report from meeting at Rougham with Suffolk Highway's team
5. Suffolk Police Community Liaison Officer and possible meeting

20)Date of next Meeting – Thursday June 27th 2019 at 7pm in the village hall

NB: Deeds for the village hall and the burial ground can be found at Greene & Greene Solicitors in Bury St Edmunds
Deeds for Community Centre (Chedburgh) deeds are also safe and held at a local solicitors.

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

Meeting ended at 21.14hrs

Signed.....Dated.....