

**^CHEVINGTON PARISH COUNCIL
DRAFT MINUTES FOR FEBRUARY 28TH 2018**

Clerk: Frances Betts	Old Apple Farm
	Barrow
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NB It was an extremely cold evening with the temperature down at minus 6C and thick snow lying on the roads and pavements. The meeting went ahead due to the knowledge that residents from Queen's Lane/Old Post Office Rd would be attending the open forum.

Attendees: Cllr A McCormack; Cllr D Sweny; Cllr L Agazarian; BCllr M Chester; SCllr K Soons; Mrs F Betts (Clerk/RFO)

1. Public participation session (15 minutes)

A small contingent of residents from Queen's Lane and Old Post Office Rd spoke of their objection to the planning application DC/17/1267 – equestrian centre on Queen's Lane/Hill. Although the actual building plot lies in the boundary of Chedburgh the actual road into and out of the plot are in Chevington's boundary. They gave a short, very detailed presentation as to their objections and requested for help from the Parish Council. BCllr Chester said that the Borough Council are due to discuss the application in April. Cllr McCormack said that he would write a letter to the Planning Department on behalf of the concerns for the village as a whole and that the Council would discuss it further at the next meeting.

Action/Clerk & Cllr McCormack

- 2. Chairman's welcome, introduction. He thanked everyone for coming out on such an awful night weatherwise. Apologies were received from Cllr Thurston and Cllr Doyle.**
- 3. A declaration of interest was received from Cllr McCormack for item 9:5.**
- 4. The Minutes of the meeting of the Council held on 18th January 2018 were approved signed as an accurate record of that meeting.**
- 5. The Chairman's report included a meeting he had attended at the Erskine Centre about the need to repair the roof, and to state that there is to be a Budget meeting at the Centre on March 19th at 7pm with the Locality Budget Officer attending. It was also decided to cancel the Litter Pick due to happen this coming Saturday March 3rd. A later date would be arranged.**

ACTION/Clerk

6. The Borough Councillor's report

Local issues

Councillors Sweny and Doyle's request for further information on the cost of the new waste hub due to be built at Hollows Road Bury St Edmunds. The cost of the West Suffolk Operational Hub (WSOH) to the West Suffolk councils will be £17.8M. The cost of the Suffolk County Councils elements of the scheme (Waste Transfer Station and Household Waste Recycling Centre) totals £14.2M

making the total cost of the project across all three partners (Forest Heath, St Edmundsbury and Suffolk County Councils) £32M.

Locality Funding

Chevington Parish Councils request for funding to install and maintain a WiFi/broadband system in the village hall has received approval. The £500.00 grant will be available shortly.

7. To receive the County Councillor's report
Cllr Soons spoke about the Suffolk school travel consultation. This has been an ongoing discussion which ended at midnight on February 28th 2018. The decision will be made by early summer. She also requested that the Clerk ensures that all work reported to the Highways Department does in fact get completed.
8. To receive Parish Councillors' reports
No Councillor had anything to report.
9. To receive the Clerk's report.
 1. Registering Burial Ground and Deeds for the village hall and land (as per item 9:1 of meeting held on 18.01.18). The valuation has been carried out by Lacy Scott and Knight land valuation team. The village hall has been valued at £125,000 and the burial ground at £15,000. Greene & Greene solicitors are now preparing the paperwork for registration.
 2. The Clerk has bought a Microsoft Office licence for £119 and a yearly subscription to McAfee for £39.99 to cover the new laptop bought last month for the Council. (Item 9:3 18.01.18)
 3. VAS machine. Clerk has names and contact details for 2 parishioners. These will be sent to Cllr Doyle who is the Council's VAS contact.
ACTION/Clerk
 4. Dishwasher for village hall. (item 9:6 18.01.18) The site survey with Nesbitt's was carried out on February 22nd. Certain electrical issues need to be changed and some plumbing work as well as some modifications to the cupboards. The Clerk will inform the Village Hall Management Committee of this progress so that they can arrange for the work to be done.
ACTION/Clerk
Then the Clerk can arrange for the purchase of the dishwasher – A Classiq D500P from Nisbet Catering Equipment. The estimated price will be £2110 but the actual price will not be known until the order is made. Clerk to check with Treasurer for the VHMC that the Locality Budget from 2 years ago is available in the bank account.
ACTION/Clerk
 5. Three quotes from tree surgeons for the large ash tree in churchyard (As per item 9:7 from last Minutes 18.01.18) have been obtained. Following a discussion it was decided to seek the services of Bradnam Tree Services because they were local, had been used before and they would remove the whole tree and grind the stump for a price of £1100. This was proposed by Cllr Sweny and seconded by Cllr Agazarian. Cllr McCormack abstained from the vote. The Clerk will write to Bradnams and arrange for the work to be carried out as soon as possible.
ACTION/Clerk
 6. Data Protection Regulations from May 2018. Following a discussion it was decided to instruct SALC to enrol the Council on their Category 1 scheme which would cost £120 for the first year and then £45 for the second year. This was proposed by Cllr McCormack and seconded by Cllr Agazarian.

SALC has sent a very long report on this subject. The Clerk will need extra hours to deal with this issue. Cllr McCormack proposed and Cllr Agazarian seconded that the Clerk should contact SALC regarding this issue.

ACTION/Clerk

7. Clerk has attended two workshops
 - a. New external budget requirements (inc information about internal audit requirements)
 - b. New webpage instructions for use. The Clerk still finds it very confusing to use this webpage and she requested that she be allowed to attend a One-to-one training day at a cost of £40+VAT. This was proposed by Cllr Agazarian and seconded by Cllr McCormack.

ACTION/Clerk

8. WiFi in village hall. The Clerk has found the phone number for the phone in the village hall, has contacted CAS IT Department who run Broadband services for parish councils and small clubs (See handout) and has approached Cllr Chester from St Edmundsbury Council for a part (£500) of his Locality Budget to cover the cost. This has been awarded to the VHMC to cover the initial starting up and running of said project. More discussion is needed before this can go forward. The Clerk to contact the VHMC and give them all the details. The Treasurer of the VHMC needs to complete the form and send it back to the Locality Budget Officer.

ACTION/Clerk

9. Stile on Footpath 2 between churchyard and Red Brick Cottage has been destroyed. SCC Highways have been informed. (20.02.18) and an email has been received that the owner will complete the restoration of the stile as soon as they can. The Footpath Officer will check that this has been completed.
10. The Clerk has received a request for the purchase of a double grave in the burial ground for Mr G J Crysell, a former resident of the village. Funeral to take place on March 26th at 1pm.

10. To consider planning applications:

DC/17/1267 – Queen’s Lane : Decision pending
DC/17/2509/HH – installation of oil tank – Batley Farm, Depden Lane, Chevington. IP29 5RA): Decision approved.
DC/18/0036/LB – change of windows – 2 Stone Cottages, Brookes Corner, Chevington, IP29 5RH: new proposal. No objection from any councillor. Cllr McCormack to inform the Planning Dept.

ACTION/Cllr McCormack

11. Clerk reported the following via the Suffolk County Council reporting webpage:

1. Footpath sign leading to Chevington Gates.
2. Hedge adjacent to Bus Stop on Chedburgh Road
Awaiting work to be completed – see report
3. New road built along Queen’s Hill – someone from the Council came out and looked at the work, but no further investigation necessary.

12. WWI commemorations November 2018

Various agencies/groups have been contacted. A meeting of all involved needs to be arranged for early Autumn. The hall needs to be booked.

ACTION/Cllr McCormack

The Clerk had been asked to check when the memorial was last cleaned. It was discovered that this was in November 2012 at a cost of £576 by Saxham Monumental Craft (Inv 5311). Further discussion as to whether it should be

cleaned again for the 2018 commemoration will be discussed at a later meeting.

13. The updated Financial Risk Assessment was read and after a proposal by Cllr McCormack and seconded by Cllr Sweny was adopted for the year. Cllr McCormack signed and dated the form.

14. It was decided to appoint Mrs Christine Fitzgerald as the Internal Auditor for 2017/18 accounts. She has audited the previous few years accounts. The Clerk has a new set of guidelines from SALC for the auditor to follow as this will be the first year that Parish Councils whose total income is under £25,000 will not have to be externally audited. Cllr McCormack proposed and Cllr Agazarian seconded to employing Mrs C Fitzgerald as the internal auditor for accounts 2017/18 at a cost of £110 (£10 more than last year due to extra work needed). The Clerk will contact her.

ACTION/Clerk

15. Parish Council Finances:

1. Receipts:

Receipt date	Received from	Details of Receipt	Amount
20.02.18	D S Memorials, Saxmundham, Suffolk	Memorial stone for Lisa Pask	£90

2. To authorise payment of the following invoices:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
09	Mrs F M Betts (Clerk/RFO expenses) See entries below	231.60	LGA 1972 s111	
4835875380	Mrs F M Betts (Clerk) for Microsoft Office licence	119.00	LGA 1972 s111	See entry above
#15149938	Mrs F M Betts (Clerk) for McAfee Total Protection licence	39.99	LGA 1972 s111	See entry above
10	Mrs F M Betts – Use of home as PC office	160	LGA 1972 s111	
RGS/JC/B/137/22	Lacy,Scott & Knight	180.00	LGA 1972 s111	

TBA

3. Discuss 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.

4 Confirmation of Lloyd's TSB Bank Account balance as at end of January 2018 - £30,837.65 (Have received £90 since statement issued.)

15 Agenda Items for next meeting

- 1. Update of Emergency Plan**
- 2. Cleaning of Memorial**
- 3. Change to the dates for the Annual Parish Meeting and the AGM**
- 4. Queen's Lane Planning Application DC/17/1267**

16 Correspondence File:

Nothing in file as everything has been sent electronically as the Clerk has received it. Cllrs all agreed this was a much better system. Those not on email need to contact the Clerk as to how they want to receive news.

17 Date of next Meeting – Thursday April 12th 2018 at 7pm in the village hall.

Meeting closed at 8.45pm.

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