

CHEVINGTON PARISH COUNCIL
Draft MINUTES
October 10th 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 (Chairman), Cllr L Agazarian, Cllr D Doyle, Cllr Keegan, SCCllr K Soons, and Mrs F Betts, Clerk/RFO

1. No Public participation session (15 minutes)
2. Chairman welcomed everyone to the meeting. Apologies for absence from Cllr Briggs and DCllr Chester
3. No declarations of interest by councillor were received.
4. The Minutes of the meeting of the Council held on 29th August 2019 were signed and dated as a true and accurate of the meeting.
5. The Chairman's report was received.
 1. Bank signatory changes (signing of removal of signatory form) Charles Thurston's name was removed. Form to be posted to the bank. ACTION:Clerk
 2. Email from Benefice Heights editor regarding payment
The Chair has received an email from the editor of the Benefice Heights magazine stating that from January 1st 2020 the Parish Council will be charged £112 per year for 1.5 pages of text in each edition. The Chair previously asked the Clerk to investigate options. The Council needs to adhere with the Transparency Code which states that it needs to report its activities via the village notice board and also via the webpage. Adding the information to the Benefice magazine is in addition to our responsibilities. The Clerk discovered that some neighbouring Parish Councils produce their own newsletter which the Clerk produces and others include their newsletters within generic village publications similar to the Benefice news. Before a decision is made as to whether the Council continue using the Benefice News or creates its own newsletter all Councillors will canvass their neighbours as to how they view the Benefice magazine. A discussion will continue at the December meeting. ACTION:All Councillors
 3. The Chair and Clerk attended the Horringer Scout HQ official opening reception in September. The Council had previously donated money to this new build
 4. The Chair and Clerk attended the Rural Vision meeting on 25th September at the Erskine Centre.

5. The second day of Chairman's training with SALC delayed until early 2020.
 6. Burial ground hedge.
The Chair is in discussion with the contractor. A site meeting is due to be held later this month with Vice Chair Cllr Agazarian attending.
 7. Church facilities.
The Chair has received a copy of the trench arch drain feasibility study stage 1 of 2. The Clerk will scan this and send copies via email to all Cllrs so that they can read it properly and get back to the Clerk with their views.
ACTION:Clerk
 8. The Chair and Cllr Keagan attended the re-opening of the Bar at the Erskine Centre.Erskine. Both agreed it looks very good.
6. The District Councillor's report had previously been circulated to all.
 7. The County Councillor's report was received.
Cllr Soons was thanked for all her help with liaison with Suffolk Highways and how our reports are now being dealt with professionally and efficiently. The 'we are listening' meetings due to take place this Autumn are all in towns on the costal side of the county. This is because it was felt that they were always in Bury St Edmunds sand that they should include this side of the county more often. Next year's meeting will feature Bury St Edmunds.
 8. To receive Parish Councillors' reports
 1. Cllr Agazarian
 2. Cllr Doyle
 1. Overflow of water and sewage at the pumping station in Church Road. The Clerk ahs been asked to contact Suffolk County Council, Anglian Water and the Environment Agency to ask for this to be dealt with. He has managed to take a video showing the overflow water during early October's heavy rains.
 2. Little Tea Pots nursery has had to take in new pupils due the closure of Barrow pre school nursery. Cllr Doyle was concerned that they may be financially stretched by this but SCCllr Soons told the Council that Little Tea Pots would be getting extra funding from the County to cover this increase and that the Barrow pre-school nursery Plum Trees is due to re-open in early November. The Clerk was asked to check that this funding increase has occurred.
ACTION:Clerk
 3. Cllr Keegan
 1. He reports that speeding along New Road continues, and that there seems to be a huge increase in the number of dog owners NOT picking up after their dogs defecate. The Clerk will inform the District Council's waste management officer.
ACTION:Clerk
 4. Cllr Briggs
 1. Community Speed Watch. Cllr Keegan gave an update on this matter. Cllr Briggs has contacted neighbouring parish councils asking them to join us in this scheme. We are awaiting responses. The Clerk stated that the Police Commissioner has grants available

for such schemes and DCllr Soons suggested the Clerk emails her with a request for a grant from her Highways locality budget.

ACTION:Clerk

9. Parish Council Finances:

1. Receipts:

Invoice No	Receipt details	Amount	Statute Power	Cheque no
	NIL			

2. The following payments were authorised:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
35	Mrs F M Betts, Clerk/RFO quarter salary J, A, S 2019 78 hours at £11 per hour	£737.80	s112 LGA 1972	986
36	Mrs F M Betts, Clerk/RFO PAYE for J, A, S 2019	£120.20	S112 LGA 1972	987
37	Expenses for Clerk/RFO	XXXX	s112 LGA 1972	988
3810	McGregor Services – 1 grass cut	£90	Ss14(2) LGA 1972	989
3845	and one hedge cut for Burial ground (PAID IN Aug 2019)	£198	s214(2) LGA 1972	PAID
22490	SALC – provision of 6 months payroll service	£21.60	s112 LGA 1972	990
	Annual Insurance Policy from RSA via CAS Business Services	£223.44	s112 LGA 1972	991

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 discussed and signed as being seen as per Financial Regulation 1.3.3 (self governance)

4. McGregor's invoice paid last meeting was actually from 2018 so the cheque sent will go to pay the next invoice rather than be sent back.

5. Annual Insurance provider changed but 3-year deal is cheaper than previous 3 years. Zurich last year charged £230.44 against this year's premium of £223.44. The RFO has confirmed with CAS that the Council will continue working with them.

6. Confirmation of Lloyd's TSB Bank Account balance as of the 30th August 2019 is £31,538.92 and also balance as of 30th September 2019 which is: £30,914.34 BOTH statements signed as being seen and verified.

10. The Clerk's report was received reporting about progress of actions from the last meeting.

1. Highway's Reporting Tool reports:

Ref No	Description of issue	Status of issue
Reference: 00253155	The Nutwalk, Hargrave Road. Large overgrown hedge protruding into the road forcing cars to move into the middle of the road into oncoming traffic	Reported:12.09.2019 via the phone Email received to say that owner has been sent a <i>hedge notice to the home owner.</i>
Reference: 00253158	Chedburgh Road by bus stop. Overgrown hedge forcing pedestrians and wheelchair users into the road to pass.	Reported 12.09.19 via the phone. Email received saying :-Following your recent report, we are pleased to confirm that work will be carried out to rectify the issue that you raised with us within approximately 5 working days. Please note that this is subject to weather conditions and Suffolk Highways being able to gain the necessary access to carry out any work (as parked vehicles, traffic conditions and other local issues can sometimes prevent this). WORK COMPLETED.
Ref number: 252561	Footpath 5. Tree down over path	Reported on 12.09.10. Phone call from Footpath Officer who has walked the route and will ask for the tree to be removed. WORK COMPLETED
Ref:00254981	Footpath 12/HAR 16. Signage on ground	Reported On 02.10.19. Email received stating that this will be added to their list of work to be completed.

2. Received a document from West Suffolk Planning Department stating what projects need planning and what projects don't. One section is pertinent to the Council's plans for a water system and bench in the burial ground.

3. All fences higher than 2 metres and edging onto highways need to have planning permission. Please see the national planning portal for more information. (<https://www.planningportal.co.uk/>)
4. A document from West Suffolk Council regarding adoption of site allocation local plan received.
5. Consultation on discussion of boundaries for Suffolk County Council – Local Government Boundary Commission. Consultation ends 2nd December 2019. Survey completed on-line.
6. Attended District Cllr Chester’s Rural Vision meeting on 25th September with Cllr McCormack. Online survey completed.
7. Sent a letter to PC Jon Gerrish, Community Liaison Police Officer regarding the speeding through the village. He has forwarded my email onto the Safety Camera Team who will look into it.
8. Attended the PCC and Chief Constable public meeting held on 24th September 2019. Report written. Copies to be sent to all.

ACTION:Clerk

9. Have received confirmation regarding Suffolk County Council Highway’s policy on bollards and obstructions on grass verges. Following a discussion during the meeting the Council has asked the Clerk to contact the department informing them of various parishioners who have bollards/obstructions on the grass verges outside of their properties. Suffolk County Council’s policy is that NO OBSTRUCTIONS are permitted on grass verges unless they come from a reputable company and follow all SCC guidelines. Further information can be obtained from the Clerk.

ACTION:The Clerk

10. Our Water’ project presentation. Representative to attend December 4th meeting.
11. The Clerk has started to compile the new budget for 2020-21
12. Donation section 137 for charitable donations and section 19 for help with the village hall and other community projects. Any suggestions for donations over the next 6 months?

	April	May	June	Aug	October	Dec	Jan	Feb	Yearly Budget
s19 LGA 1972-hire of the hall	0	30	0	20					250
s137 LGA 1972	25	0	0	0					260

Several suggestions include the local food bank, the air ambulance, talking books. This topic will be discussed during the December meeting

13. Attended the re-opening of the bar room at the Erskine Centre, and the grand opening of Horringer Scout Hut and the consultation presentation for West Suffolk Rural Vision chaired by BCllr Chester.
14. New website regulations. SALC to run courses over the next few months.
15. RIDE – relaunched service. Posters up around the village with list of prices
16. Bin collection day change. Poster up in notice board in hall and in PC notice board outside.
17. The letter to be sent to the Chief Fire Officer was discussed and written by all the Council. The Clerk to email and send a hard copy via the post.

ACTION:Clerk

18. Wreath ordered via SCllr Soons for 11.11.19 to be placed on the memorial. The Clerk will collect it and deliver it to Cllr McCormack.

ACTION: Clerk

11. Current planning applications:

1. DC/19/0896/HH – Gate Cottage, Church Road. Single storey side extension – (Approved)
2. DC/18/1614/FUL – Greyhound Public House, Chedburgh Road. Change of use from A4 (public house outbuilding) to C1 (Guest Accommodation) – retrospective (Approved for holiday let only – no longer than 3 weeks at one time)
3. DC/19/1082/HH – Cornerways, Old Post Office Road. [i] 2 storey front and side extension to include double garage (demolition of existing detached garage) [ii] raising existing roof height to create first floor into habitable rooms with dormer windows. (decision pending)
4. DC/19/1268/FUL - 1 no. dwelling (demolition of existing steel framed storage building) Location 60 Chedburgh Road Chevington IP29 5QY (decision pending)
5. DC/19/1307/FUL – Mallaby House, Queen’s Lane, IP29 5RF. Erection of permanent livestock field shelter and hay store. (Approved)

11. Agenda items for next open meeting (December 4th)

1. ‘Our Water’ project – representative to attend the meeting
2. Suggestions for s137 donations
3. Budget proposal and precept
4. Community Speed Watch
5. Benefice News decision
6. Report from actions from this meeting

12. Date of next Meeting Thursday November 14th 2019. This is the annual budget meeting and is not open to members of the public. To be held in the village hall with refreshments provided by RFO. Next business meeting will be December 4th.

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

Deeds can be found at Greene & Greene Solicitors in Bury St Edmunds

Meeting ended at 21.17 hrs

SIGNED.....DATED.....