

`CHEVINGTON PARISH COUNCIL  
DRAFT MINUTES  
August 29th 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, Cllr Briggs, SCCllr K Soons, BCllr M Chester, VAS volunteer Mr Roberts and Mrs F Betts, Clerk/RFO

1. No Public participation session (15 minutes)
2. Chairman welcomed everyone to the meeting and, and introduced the VAS volunteer. There were no apologies for absence.
3. No declarations of interest by councillor were received.
4. The Minutes of the meeting of the Council held on 27<sup>th</sup> June 2019 were signed and dated as a true and accurate of the meeting.
5. The Chairman's report was received.
  1. Bank signatory changes – nothing had been done about this. Cllr Briggs will look into how this can be done. The Clerk will pop into Lloyds Bank and ask about the procedure and Cllr Agazarian will help too.

**ACTION: Clerk/Cllr Briggs/Cllr Agazarian**
  2. WWII 75<sup>th</sup> Anniversary beacon – no further information obtained
  3. Burial Ground Management
    1. Three quotes have been obtained for the cutting/coppicing of the overgrown hedge on the boundary with the Church Yard. Two companies refused to carry out the work due to its nature and their skills/equipment but the third company was more than happy to quote. The Council have used this company before, he is able to carry out the work this Autumn, will arrange with the Electricity Board to turn off the electricity whilst the work is carried out, will take all the debris away and will meet with the Council to discuss the work before it is carried out. The quote was similar price to the removal of the Ash tree. Cllr Agazarian put the proposal to the Council for a vote seconded by Cllr Briggs and the following vote was unanimous. Cllr McCormack will liaise with the company to arrange suitable timings for the work to be carried out.
    2. Following a complaint about how untidy the burial ground seemed to a parishioner, the Clerk swept through the area with several black bags and tidied up all those objects not placed in the correct place or dead or dying flowers/plants. Following a discussion, it was decided that the

rules and regulations given to new Exclusive Rights of Burial purchasers should state that all headstones are the responsibility of the owners of the plot and headstones and not the Parish Council. The Council does not always receive sufficient money to cover the cost of the yearly maintenance bill and therefore cannot financially stand to cover the cost of maintaining old headstones. The Clerk will look into re-writing this policy.

**ACTION:Clerk**

3. Field shelter with bench and possible water butts. Cllr McCormack put forward the idea that the Council could possibly erect a small field shelter with a bench under it with the roof collecting rainwater into a water butt for people to use for vases of water on graves. A discussion followed when it was stated that the Council would have to obtain planning permission and the cost could spiral. The discussion came upon the idea of maybe placing a water butt on the edge of the ground with a sloping roof type arrangement that could collect the rain water and be collected in a water butt. This would not need planning permission and would give a water source to the ground. Clerk to look into prices and designs.

**ACTION:Clerk**

4. Advertising Vacancy – Chair is keen to write a letter to every household advertising the vacancy. He can have an A4 size pamphlet printed for a small cost per copy with delivery. He will investigate this further. Several Councillors offered to help post them to the village. BCllr Chester can donate envelopes.

**ACTION:Cllr McCormack**

6. The District Councillor's report was received. He is keen for parishioners to contact him regarding the Rural Taskforce Survey. The Clerk was asked to advertise this in the Benefice news magazine and the website. There will be a meeting in the Erskine Centre on Wednesday September 25<sup>th</sup> from 6pm to 7.30pm
7. The County Councillor's report was received. Cllr Soons has been helping parishioners with appeals about the school travel tickets. She is the County's rep for the car parking review West Suffolk Council are carrying out. She urges everyone to re-do the survey as more boxes have been added since it launched earlier in August. Clerk to advertise this in the Benefice magazine and on the website.

**ACTION:Clerk**

The grit bin policy was discussed as this has been changed. Clerk is aware. Cllr Doyle stated that the grit bin at the bottom of Church Road had been moved and it was suggested that it moved back to its original site as this is where the County Council believe it sits. It may not be filled as the Service operator may think it is a private grit bin and not fill it. Cllr Doyle to follow this up

**ACTION:Cllr Doyle**

Footpath 5 has a fallen tree which was pruned back in May by the farmer tenant but it has since grown up. Cllr Soons will investigate this further. Clerk to re-report it and send Cllr Soons the details

**ACTION:Clerk/SCCllr Soons**

8. The following Parish Councillors' reports were received

1. Cllr Doyle

1. Fire Hydrants around the village. Cllr Doyle asked that the Council write to the Chief Fire Officer for Bury St Edmunds asking what the statutory requirements should be regarding the Water Authority and fire hydrants. Clerk to write this letter.

**ACTION:Clerk**

2. The overgrown hedges onto the footpath by bus stop on Chedburgh Road opposite the pub. This hedge grows over half off the path making it difficult for wheelchair users to use it causing them to go down onto the road. This is unacceptable and a health and safety issue. The Clerk was asked to write to both land owners bordering this particular length of the footpath and aske them both to cut the hedge back hard.

**ACTION:Clerk**

Several other properties were mentioned who had placed bollards of some time on to the grass verges outside their land. These include: The Forge on Old Post Office Road, The Greyhound Pub, Nutwalk on Hargrave Road and King's View on Queen's Lane. The Council would like the Clerk to write to these owners requesting they remove said bollards as it against the Suffolk County Council policy and is a traffic hazard for cyclists and vehicles meeting other vehicles on the narrow lanes. The grass verges are there as emergency escapes.

**ACTION:CLERK**

2. Cllr Keegan – reported that his parasol and chair from his front garden had been stolen. He had informed the police. He also said that he continues to see several cars speed regularly along the road outside his house on New Road.
3. Cllr Briggs
  1. Community Speed Watch – discussed during item 12

9. Parish Council Finances:

1. Receipts:

Invoice No	Receipt details	Amount	Statute Power	Cheque no
	NIL			

2. The following payments were approved:

Invoice No	Details of payee	Amount	Statute Power	Cheque No
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34	Expenses for Clerk/RFO (inc invoice to Leiston Press for signage)	£122.58	S112 LGA 1972	979
8965	Chevington Village Hall	£20	s112 LGA 1972	980
3751	McGregor Services – 2 cuts of Burial ground grass	£180	s214(2) LGA 1972	981
3521	McGregor Services – 1xcut Burial Ground grass and 1xhedge cutting	£198.00	s214(2) LGA 1972	982
3784	McGregor Services – 2 x cuts of burial ground grass	£180	s214(2) LGA 1972	983
D/D	ICO annual membership	£35.00	s112 LGA 1972	DD
22325	SALC 6xcopies of Good Councillors Guide	£21.00	s112 LGA 1972	984
22326	Training for Chairman 1 day only	£66.00	s112 LGA 1972	985

3.The bank statement since last meeting as per Financial Regulation 1.3.3 (self governance) was discussed and signed as being accurate

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 of the 31<sup>st</sup> July 2019 is £31,538.92. Sign bank statement. It was signed as being verified and seen.

10. The Clerk's report was received regarding progress of actions from last meeting.

1. Reported the broken fire hydrants to Anglian Water Board. They sent out an engineer to repair/replace. He phoned to say that they are slightly broken but can still be used by the Fire Brigade so no further measures will be taken.
2. Highway's Reporting Tool reports:

Ref No	Description of issue	Status of issue
Ref 246691	Mill Road, The large hedge extends into the pedestrian pathway causing pedestrians to walk on the road to pass the area. This is on a bend and any car on the road would not see them in the distance causing a hazard. The footpath is also being broken up causing a trip hazard due to the roots REPORT CLOSED – VEGETATION CUT BACK – NO FURTHER PROBLEM	Reported:04/07/2019 Closed:08/07/2019 Closure Reason: Works carried out Description:  15.07.19
Fire Hydrants	Anglian Water Board have been checked all three damaged hydrants and reported back to say that they are all OK to use and that the	07.07.19 REPORT CLOSED – no further action

	Fire brigade will let them know if they need to be checked further.	
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3. Three tree surgeons/contractors approached for quotes for the burial ground works.
4. 'Our Water' project. The 'Our Water' project is a community-based project to collect information about local ordinary watercourses and increase the understanding of flooding within your parish. Clerk asked to invite the rep to the meeting in October  
**ACTION:Clerk**
5. Burial Ground signage. Council approved the new signs. It was decided to hold back with erecting them until the hedge has been coppiced. Cllr Briggs to wait until the new footpath map has been sent from SCC and then Council will discuss further to need to print the village's footpath map in some way.
6. Lorry Watch from Suffolk County Council was discussed and all contact details circulated.
7. Clerk's has attended a wellbeing workshop at SALC due to the fact that most Clerks work alone. Several coffee mornings are to be set up to help with networking opportunities.
8. There is to be a new policy coming out concerning websites (Sept 2020) SALC to hold training days
9. There is a new Grit Bin policy from SCC. Action needed. Clerk needs to check each bin and plot its exact location on a map  
**ACTION:Clerk**
10. Invitations to Horringer Scout Hut Grand Opening and Erskine Centre Grand Opening of refurbished bar. Both need RSVPing. Chair and Clerk to attend each event.
11. Current planning applications not discussed but called out:
  1. DC/19/0896/HH – Gate Cottage, Church Road. Single storey side extension – (decision pending)
  2. DC/18/1614/FUL – Greyhound Public House, Chedburgh Road. Change of use from A4 (public house outbuilding) to C1 (Guest Accommodation) – retrospective (decision pending) – Borough Cllr Mike Chester will look into why this application is still pending after 12 months since applying.  
**ACTION:BCllr Chester**
  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 - 1no. 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. (decision pending)

12. Discussion of VAS reports and Suffolk Police Community Liaison Officer, research on VAS machines, Community Speed Watch initiative, and Neighbourhood Watch.

- The discussion included the fact that the data showed that the average speeding through the village over the past twelve months was 37mph (legal speed limit is 30mph). All three roads which have the VAS machine in situ show excessive episodes of speeding traffic. Chedburgh Road has through traffic toward Chedburgh, Old Post Office Road also has through traffic on it, but it was thought that New Road had mainly people who lived in the village using it. Therefore it was suggested that New Road should be the area put forward for the Community Liaison Officer to place the speeding trial wire across it. The Clerk was asked to contact this Officer and send him the VAS Data results.
- Cllr Briggs led a discussion about the Community Speedwatch Scheme. It costs between £1200 and £2000 to purchase the kit and there needs to be a minimum of six volunteers. Cllr Briggs and Cllr Keagan have four volunteers already. The Clerk thought this was quite a lot of money to spend (almost a third of the annual precept) and it was suggested that Cllr Briggs contact neighbouring villages and put forward the concept of joining together to run the scheme – making it cheaper for everyone. The Clerk will send Cllr Briggs the various contact details for these village's Parish Clerks.

**ACTION:Clerk/Cllr Briggs**

- Once it has been established that neighbouring villages are keen to join in Cllr Briggs will ask the Community Speedwatch Officer from Ipswich to attend an Extraordinary meeting in the village hall. The Clerk will arrange this.

**ACTION:Cllr Briggs/Clerk**

- Whepsted who had contacted the Clerk earlier in the year have since purchased their own second VAS machine without Chevington joining in.
- There was a short discussion about how to have a VAS pole erected on Hargrave Road. The Clerk will send the criteria details to Cllr Briggs

**ACTION:Clerk**

- The Clerk suggested that several more of the 30mph stickers be purchased and placed with electric ties onto telegraph poles on the approach to the village on Hargrave Road. Cllr Keagan proposed the purchase and Cllr Doyle seconded it. The following vote was unanimous and Cllr Briggs will purchase some more signs at a cost of £13.99 for 9.

**ACTION:Cllr Briggs**

13. Agenda items for next meeting

Cllr McCormack will not be able attend this meeting and he asked Cllr Agazarian as Vice Chair to chair the meeting. Clerk to liaise with her for this meeting.

14. Date of next Meeting Thursday October 10th 2019

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 21.16 hrs