

Chedburgh Parish Council

Minutes of the Parish Council meeting held at the Erskine Centre, Chevington Road, Chedburgh on Monday 12 January 2015 at 7.30pm

Present: Councillors (Cllrs) Alex Blake, Michael Chester, Pat Fisher, Margaret Rickard, Clare Varney and Peter Westcott (Chairman)

In attendance: Paul MacLachlan (Executive Officer), Borough Cllr Angela Rushen and 4 members of the public.

The following documents will be appended to the signed minutes:

- the Agenda;
- the following appendices:
 - A: Report of the Responsible Finance Officer;
 - B: 2015/16 budget;
 - C: 2015/16 Parish grant and precept application;
 - D: Borough Councillors report;
 - E: Village Handyman's report.

1. Apologies

No apologies were received.

2. Declarations of Interest

Cllrs Rickard and Chester declared an interest in the former fireworks factory. It was agreed that both councillors should be permitted to contribute to the debate and any decisions made.

3. Minutes of the last meeting

The minutes of the Parish Council meetings dated Tuesday 18 November 2014 were agreed a true record and signed by the Chair.

4. County, Borough and Community reports

- (i) Cllr Clements did not attend.
- (ii) Cllr Rushen's report was received and noted. See appendix D for the full report.
- (iii) CPSO Ryan Wilson reported that since the last meeting there have been no crimes of note in the area and that following recent local speed checks three verbal warnings have been issued.
- (iv) Rob Beaumont (Builder's representative) did not attend. Cllr Westcott was asked to invite Mr Beaumont to attend the next parish council meeting.

The meeting was adjourned for public question time.
No issues were raised by members of the public attending the meeting

5. Planning

(i) Report on recent applications

Other than the item at 5(ii), there were no planning issues to report or consider.

(ii) Report on meeting with the Borough Council regarding development of the public open space at the former fireworks factory

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Cllrs Chester, Rickard and Westcott reported on a meeting with the Borough Council earlier on 12 January regarding development of the public open space at the former fireworks factory. Cllrs had expressed particular concern about:

- the volume of unsightly waste within the proposed public open space;
- the unwelcome potential for burying, rather than removing, the waste some of which might be contaminated;
- the seeming adverse health and safety record of the developer;
- the absence of formal paths and the upkeep of the air-raid shelter;
- responsibility for the ongoing maintenance of the public open space.

Cllr Westcott reported on advice from Dave Beighton that:

- the Planning Authority wishes to work with both the developer and the Parish Council to ensure that the public open space is delivered in accordance with the planning permission granted and free of both waste and contaminated materials;
- although not strictly required, the Planning Authority will consult the Parish Council on the contents of the contamination report when received;
- the Planning Authority has powers to enforce removal of unsafe materials should that become necessary;
- the developer is under no obligation to retain the air raid shelter and its removal is anticipated unless a third party agrees with the developer to take responsibility for its upkeep and maintenance;
- the Planning Authority expects the developer to liaise with the parish council on the maintenance of the public space;
- while there is no provision for formal paths around the public open space, more informal mown paths are permitted and can be created ad-hoc by agreement with the management company;
- the post-completion management plan has been approved and the Planning Authority has powers to enforce its provisions if necessary.

Cllr Westcott reported further that:

- Jackie Fisher has widened her interest in the public open space beyond the obvious badger and tree preservation issues in order to ensure a satisfactory environmental outcome;
- he has advised the Planning Authority that work on site seems to have stopped.

Cllr Westcott thanked Cllr Chester for his work on the presentation to the Planning Authority and Borough Councillor Angela Rushen for her support and interest.

The following actions were agreed:

- (a) the Clerk to enquire whether the air-raid shelter is a protected structure;
- (b) Cllr Westcott to enquire whether residents of Chestnut Crescent wish to consider taking responsibility for the maintenance and upkeep of the air-raid shelter;
- (c) the Clerk to remind Dave Beighton of the Planning Authority's commitment to consult the Parish Council on receipt of the independent contamination report.

6. Community

(i) Village Handyman report

Ian Leggett's report was received and noted. See appendix E for the full report.

Chedburgh Parish Council

(ii) 2015/16 Grass cutting quotations

It was proposed by Cllr Chester, seconded by Cllr Fisher and agreed that:

- (a) West Suffolk's quotation no. 13-14108 in the sum of £750.83 for parish grass cutting other than in the community playing field be accepted. Cllrs requested that West Suffolk be asked not to use weedkiller to control growth;
- (b) Eastern Facilities Management Solutions' quotation for cutting the community playing field be noted and further quotations obtained.

(iii) Bus Shelter repair

Cllr Chester presented a quotation from Queensbury Shelters Limited in the sum of £1,242.77 + VAT for the repair of the Chevington Road bus shelter. It was proposed by Cllr Fisher, seconded by Cllr Rickard and agreed that the quotation be accepted.

(iv) Vehicle Activated signs

The Clerk advised that County Engineers are still to undertake the survey required to indicate whether the signage can be fixed to existing posts.

(v) First Responders Group

Cllrs considered an enquiry from Peter Vince of Wickhambrook and Lidgate First Responders regarding the creation of a first responders group in Chedburgh. It was agreed to take no further action.

7. Finance

(i) Report of the Responsible Finance Officer

The report at Appendix A was received and noted. Arising from the report it was proposed by Cllr Westcott, seconded by Cllr Rickard and agreed that the following payments be made:

- A Couzens (retirement gratuity) - £855.89
- I Leggett (Dec/Jan salary) - £89.60
- P MacLachlan (Jan salary) - £200.88
- HMRC (Dec/Jan tax and NI) - £121.50
- St Edmundsbury (2014/15 parish grasscutting) – £876.10
- Eastern Facilities Management Solutions (2014/15 field grasscutting) – 531.84

Cllr Fisher advised that Stuart Bradnam was due to undertake work trimming sycamore trees in the parish and requested authorization to make a payment of £60 prior to the next meeting. The payment was proposed by Cllr Westcott, seconded by Cllr Rickard and agreed.

Cllrs noted that the provisions of the new Transparency Code for parish councils with an annual turnover not exceeding £25,000 applied to Chedburgh Parish Council.

(ii) 2015/16 budget

It was proposed by Cllr Westcott, seconded by Cllr Rickard and agreed that the 2015/16 parish council budget as set out at appendix B be adopted.

(iii) 2015/16 parish precept

It was proposed by Cllr Westcott, seconded by Cllr Rickard and agreed that the parish council apply to St Edmundsbury Borough Council for the following 2015/16 grants and precept:

Chedburgh Parish Council

Parish Support Grant:	£914.00
Local Council Tax Support Grant:	£60.00
Parish Precept:	£8,706.00

Cllr Westcott signed the application form at appendix C and requested the Clerk to forward it to the Borough Council.

(iv) Amendment to bank mandate

It was agreed that the Bank of Ireland be instructed to deliver bank statements to the Clerk's home address and that the Clerk be permitted to make account balance and transaction enquiries.

8. Staffing matters

(i) Retirement gratuity

The payment to former Clerk, Anthony Couzens was agreed at item 7(i).

(ii) Clerk's contract of employment

Cllrs Westcott proposed, Cllr Rickard seconded and it was agreed that Cllr Westcott sign the Clerk's contract on behalf of the Council.

Cllrs noted that the contract did not conform to the usual NALC model and agreed that the contract be reviewed at the end of the probationary period.

(iii) 2014/16 cost of living award

Cllr Westcott proposed, Cllr Rickard seconded and it was agreed that the Clerk receive the 2.2% 2014/16 cost of living award payable from the 1 January 2015.

9. Dates of future meetings

Cllr Westcott proposed, Cllr Rickard seconded and it was agreed that future parish council meetings be held on the second Monday of each appropriate month.

The Clerk was asked to make appropriate bookings with Jackie Chester and to distribute a schedule of meeting dates to councillors.

10. Councillors' reports and items for future agendas

(i) Reports on meetings attended

No reports were given.

(ii) Attendance of councillors at forthcoming meetings

No meetings were arranged.

(iii) Items for future agendas

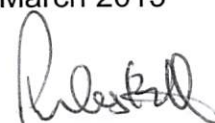
Cllr Chester proposed, Cllr Westcott seconded and it was agreed that the Clerk investigate the opportunities for online banking and bring a report to a future meeting.

(v) Other items of information

Cllr Blake handed the Chairman her letter of resignation from the council which arises from a house move out of the area. While sad to learn of Cllr Blake's departure Cllrs expressed their thanks and appreciation for all her work on the Council.

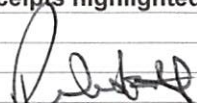

The meeting ended at 9.15pm.

Chairman, 9 March 2015



Chedburgh Parish Council
Income for the year ending 31 March 2015

Appendix A(1)
08/01/2015: 23:34

Date	Description	Total	Precept	Interest	VAT refund	Grants & Locality budget	Play area grant	Newsletter	NATS	Other
01/04/14	Interest on B St Eds Conversion Stock	1.86		1.86						
07/04/14	Bank Interest	0.57		0.57						
30/04/14	Precept	9620.00	9620.00							
06/05/14	Bank Interest	0.63		0.63						
05/06/14	Bank Interest	1.22		1.22						
07/07/14	Bank Interest	1.17		1.17						
05/08/14	Bank Interest	1.03		1.03						
19/08/14	NATS	400.00							400.00	
05/09/14	Bank Interest	1.08		1.08						
01/10/14	Interest on B St Eds Conversion Stock	1.86		1.86						
06/10/14	Bank Interest	1.08		1.08						
05/11/14	Bank Interest	1.01		1.01						
05/12/14	Bank Interest	0.98		0.98						
0.00	Totals	10032.49	9620.00	12.49	0.00	0.00	0.00	0.00	400.00	0.00
Funds reconciliation										
	Bank balance at 31/3/14	6061.89								
	Receipts to 31/12/14	10032.49								
	Payments to 31/12/14	-4774.35								
	Cashbook balance at 31/12/14	11320.03	A							
	Bank balance at 31/12/14	11320.03								
	Outstanding cheques	0.00								
	Net bank balance at 31/12/14	11320.03	B	The totals at A and B should agree						
	Jan cheques issued	-2675.81								
	Net bank balance after payment	8644.22								
Receipts highlighted in blue reported to Parish Council meeting dated 12 January 2015										
	 Peter Westcott, Chairman 12 January 2015									
										

Chedburgh Parish Council
Expenditure for the year to 31 March 2015

Appendix A(11)

Date	Description	Chq No	Total	Clerk's Salary	Handyman	PAYE	Clerk & Handyman Expenses	Subs	Play Area	Insurance	Grants & Donations	Newsletter	Sec 137	Audit	VAT	Other
30/04/14	Salary A Couzens April 14	S.O.	196.38	196.38												
20/05/14	Aon UK Ltd (Insurance)	663	1144.20							1144.20						
20/05/14	C Fitzgerald (Internal Audit)	664	100.00											100.00		
20/05/14	Community Action Suffolk	665	30.00					30.00								
20/05/14	SALC	666	295.00					283.00								12.00
20/05/14	I Leggett Salary & Expenses Apr & May 14	667	119.59		89.60		24.99								5.00	
20/05/14	HMRC Apr + May	668	120.60			120.60										
20/05/14	CCDRCC (Hall Hire)	669	100.00													100.00
30/05/14	Salary A Couzens May 14	S.O.	196.38	196.38												
30/06/14	Salary A Couzens Jun 14	S.O.	196.38	196.38												
15/07/14	P Fisher (re Village Flowers)	670	102.79										102.79			
15/07/14	I Leggett Salary & Expenses Jun & Jul 14	671	115.46		89.60		25.86									
15/07/14	HMRC Jun & Jul	672	120.60			120.60										
31/07/14	Salary A Couzens Jul 14	S.O.	196.38	196.38												
31/08/14	Salary A Couzens Aug 14	S.O.	196.38	196.38												
16/09/14	I Leggett Salary & Expenses Aug & Sep 14	673	89.60		89.60											
16/09/14	HMRC Aug & Sep 14	674	120.60			120.60										
30/09/14	Salary A Couzens Sep 14	S.O.	196.38	196.38												
31/10/14	Salary A Couzens Oct 14	S.O.	196.38	196.38												
18/11/14	P Fisher (re Village Flowers)	675	51.00										51.00			
18/11/14	Johnston Publishing (Advert for new Clerk)	676	132.91												22.15	110.76
18/11/14	P Westcott re Wreath	677	20.00										20.00			
18/11/14	A Couzens Expenses to 31 Dec 14	678	134.38													134.38
18/11/14	I Leggett Salary & Expenses Oct & Nov 14	679	89.60		89.60											
18/11/14	HMRC Oct & Nov 14	680	120.60			120.60										
30/11/14	Salary A Couzens Nov 14	S.O.	196.38	196.38												
31/12/14	Salary A Couzens Dec 14	S.O.	196.38	196.38												
0.00	Totals		4774.35	1767.42	368.40	482.40	50.85	313.00	0.00	1144.20	0.00	0.00	173.79	100.00	27.15	357.14
12/01/14	Retirement Gratuity A Couzens	681	855.89	855.89												
12/01/14	I Leggett Salary & Expenses Dec 14/Jan 15	682	89.60		89.60											
12/01/15	Salary P MacLachlan	683	200.88	200.88												
12/01/14	HMRC Dec 14	684	121.50			121.50										
12/01/14	St Edmundsbury BC (Community grasscutting)	685	876.10													146.02
12/01/15	Eastern Facilities Management Solutions	686	531.84						443.20							88.64
			7450.16													
Expenditure highlighted in blue approved at Parish Council meeting dated 12 January 2015																
Peter Westcott, Chairman 12 January 2015																

General administration	2014-15	Difference	2015-16				
External Audit Fees	150.00		150.00	Depends on Expenditure & Government decision re Audit			
Internal Audit Fees	100.00		100.00				
Clerk Salary (Gross)	2,975.00	65.00	3,040.00	2.2 % increase probable from 1 Jan 2015			
Expenses (Use of Home as Office)	120.00		120.00	Contractual obligation			
Erskine Centre Hire Charges	120.00		120.00	6 x £20.00			
Insurance 32%	370.00	7.00	377.00	Paid for 2014-2015= £1144.20 add say 3% increase (£34.32) times 32% = 377.12			
Members Allowances / Travel	50.00		50.00	Travel 2014/ 15 to date is approx £33 however I suggest this is left at £50			
Office Expenses	20.00		20.00	Expenditure 2014-15 to date is £4.00, however I suggest this be left at £20.00			
Postage	20.00		20.00	Expenditure 2014-15 to date is £9.28, however I suggest this be left at £20.00			
Publications	15.00		15.00				
SALC	283.00		283.00				
Suffolk Acre (Now Community Action Suffolk)	30.00		30.00				
Training	50.00		50.00				
Admin Total	4303.00	72.00	4375.00				
Section 137							
Donations	100.00		100.00				
Tree / Flower planting	180.00		180.00	Expenditure 2014-15 to date is c £103 with approx £51 still to pay per Pat			
Wreaths	20.00		20.00				
Inflation							
Section 137 Total	300.00		300.00				
Other Services							
Newsletter	220.00	-220.00		Newsletter merged so budget no longer needed			
Grass Cutting(Comm Centre, Bus Stop, the Green & Adj A143+ Tree Trimming)	772.00	24.00	796.00	Quote for 2014-15 was £773.74 so have added 3% (£23.21 so say £796			
Insurance 68%	785.00	17.00	802.00	Paid for 2014-2015= £1144.20 say 3% increase (£34.32) times 68% = 802.07			
Play Area	900.00		900.00	Reserve for future improvements			
Playing Field Maintenance (Grass Cutting)	443.00	13.00	456.00	Quote for 2014-15 is £443.20 so add say 3% = £13.30 total 456.50			
Village Handyman	672.00		672.00				
Recovery of Grant	1,585.00		1,585.00				
Contingencies	103.00	91.00	194.00				
Other Services Total	5480.00	-75.00	5405.00				
Parish Totals	10083.00	-3.00	10080.00				
Potential income							
Interest				Bank Interest virtually zero			
Depden re Newsletter	63			Newsletter merged so income from that source			
Other (NATS)	400		400				
Self funding							
Total	463.00	-63.00	400.00				
Balance	9,620.00		9,680.00				
difference			60.00				
		% Increase	0.62%				
Net Budget / Precept	£9,620.00		£9,680.00				
Grant this year from St Eds BC	£1,200.00		£974.00				
Balance payable by Residents	£8,420.00		£8,706.00				
				Reserves for self funding needed to cover grant reductions by St Eds BC			
					2014-15	2015-16	
				Added to Ctax	1585.00	1585.00	
				Used to offset grant redevution	0.00	0.00	
				Balance reserved at year end	1585.00	3170.00	

**ST EDMUNDSBURY BOROUGH COUNCIL
PARISH/TOWN COUNCIL ESTIMATE 2015/16**

Application for Grant & Precept

Please complete the following & return to the Chief Financial Officer by **31 January 2015**

PARISH/TOWN COUNCIL OF:

Chedburgh

Date of Parish/Town Council Meeting, approving the estimates

12-Jan-15

Details of the Parish/Town Clerk:

Mr P MacLachlan

Address:

140 Old Birmingham Road

Bromsgrove, Worcestershire B60 1DH

Tel No:

07958 932480

E-Mail:

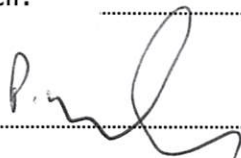
chedburghpc@hotmail.co.uk

The amount requested by the above mentioned Parish/Town Council by way of grant aid & precept in the year 1 April 2015 to 31 March 2016 is as follows:

Expenditure	2014/15	2015/16
Grants to other bodies within the parish	£ 100	£ 100
Expenditure under S137 LG Act 1972	£ 200	£ 200
Administration	£ 4,303	£ 4,375
Other	£ 5,480	£ 5,405
Total	£ 10,083	£ 10,080
Financed from Reserves/Income	£ 463	£ 400
Total requirements	£ 9,620	£ 9,680
Less		
Parish Revenue Support Grant	£ 1,111	£ 914
Local Council Tax Support Grant	£ 89	£ 60
Parish/Town Precept	£ 8,420	£ 8,706
Tax base	241.32	249.57
Band D Parish/Town Council Tax	£ 34.89	£ 34.88
Increase/(Decrease)		-£ 0.01
Percentage Increase/(Decrease)		(0.0%)

Chairman of Parish/Town Council:

Parish/Town Clerk:



original posted 13/1/15
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January Report for Chedburgh

Travellers. SEBC has authorised a Traveller family to park up on a site off Compiègne Way on a temporary basis. This will not become a permanent site. The family has made a planning application for a small, private family site, which will be considered by the Development Control Committee in February.

There are no authorised sites for them to go to and to prevent unauthorised encampments while awaiting the outcome of the application, St Edmundsbury has identified this area as suitable for a temporary toleration agreement.

The conditions will include a limit on the number of vehicles, maintenance of site and payment for waste collection services, among others. The family have previously complied with such conditions. The toleration agreement will be linked to the time required for the planning application for the permanent site to make its way through the committee process.

The pre-emptive injunctions which St Edmundsbury secured on its town centre car parks and open spaces at Moreton Hall are still in place (and remain so indefinitely), meaning that these sites are out of bounds to any travellers. These injunctions have worked well.

The Charter for Elected Member Development. Forest Heath District Council and St Edmundsbury Borough Council, operating as West Suffolk, have become the first Councils in the country to gain a specialist accreditation for the quality and effective training and development programme for councillors. This enables us to have a greater understanding when it comes to representing our wards. I have taken full advantage of this training and have attended the vast majority of the sessions. Much has been learnt as a result.

Football Ground on Moreton Hall. Consultants are now looking at all pitches in SEBC to see if there is a way forward following on from the withdrawal of funding by the Suffolk FA. The aim remains that the new school on Moreton Hall will have excellent playing facilities, including the best artificial surface. Bury Football Club is also exploring ideas. A move for them from Ram Meadow to the athletics track area by KEGS as suggested in the press is not an option. There are not sufficient parking facilities, and the area is not large enough anyway. It is possible that if there was an upgrade of facilities at Ram Meadow, the FA might give some funding..

Theatre Royal and Apex. Following on from the news that the Theatre has lost its Arts Council funding, the Theatre and Apex have been looking at ways in which they could work together to save costs and provide a more cohesive cultural offering for the Borough. For the next six months they are to investigate a joint management team to see if both could save money whilst preserving or improving the performing arts in the region. The trial will begin at the end of this month.

Development Control. New government regulations came in to force at the end of November regarding the S106 payments that developers have to pay. Developments of less than 10 units will no longer be required to pay into S106 funds.

Following our trial of new workings for Development Control, we are now undertaking a review of the current practices to determine the way forward. Our aim remains to streamline the system as much as possible and thus increase efficiency for all.

Public Service Village. The next phase of a project to create a public service village in Western Way, Bury St Edmunds, first approved as a concept for the public service village eight years ago. Initially, the relocation of staff from both councils, to new shared offices at West Suffolk House took place in 2009. Since then, the building has welcomed new partners, most recently the West Suffolk Clinical Commissioning Group.

Now a business plan is being developed over regarding the relocation of the council's depot from Western Way to a shared site at Compiegne Way with a new Waste Transfer Station and the County Council's Household Waste Recycling Centre, currently located at Rougham Hill. This in turn will create an opportunity to expand the public service village to include other partners such as the emergency services which could get underway in late 2016.

OurBuryStEdmunds BID Group. Town centre shops, offices and other businesses have voted to pay 1.75 per cent of their rateable value in order to keep the OurBuryStEdmunds BID group.

In the past four years the BID, headed up by its chief executive Mark Cordell, has delivered major events including the annual Whitsun Fayre, the Food and Drink Festival, and the Christmas Lights Switch On. The Group works to bring

more money and businesses to the town and will now continue this good work for a further 5 years.

Home Start. SEBC is supporting the new Home Start charity in West Suffolk. The charity offers help to families going through bereavement, separation, financial difficulties or other problems. Volunteers are needed with parental experience who are able to donate a few hours a week helping families by talking through their own life experiences and pointing them in the direction of help that is available. Training will be given. To find out more, contact office@homestartmidsuffolk.org.uk, or phone 01379 678552.

USAF Mildenhall. The closure of this base will cause major repercussions in the local area, but all agencies will be working together to suggest and develop ways of minimising the impact in the local community.

West Stow Country Park. SEBC is looking at new ways of boosting both the appeal and income of the 125 acre park for future leisure opportunities. A camping and caravan site is one possible development. The Council has launched a market engagement exercise and hopes to discuss ideas with community groups, voluntary groups, as well as commercial operators.

Car parks. There will not be an increase in off street car parking charges in 2015-16 but there will be a full review of all charges beginning in June 2015 following on from the completion of occupancy and capacity reviews and the Pay on Exit feasibility investigations.

The Free from 3pm parking will continue for another year. This initiative has successfully increased footfall.

The cost of parking at the Shire Hall car park will be increased to £1.80 for up to 3 hours and £3 for all day.

Angela Rushen

January 2015

Handyman Report for period November 2014 to January 2015.

A third clear up of leaves and tree debris on the play area was carried out.

Queens Lane road edge, including the set back drains, and paths were cleared of leaves.

The ditch was cleared of debris, leaves and a tree trunk which had fallen into it. The mesh grilles were reset further up to avoid blockage of the outlet pipe.

A rubbish pick up was made along the A143 to Kiln Lane, and to the Depden Boundary sign.

Two street light "all day burners", In Chevington Road and The Street were reported to Highways in early December. These were rectified on Jan 8th.

A street light "not working" in Paddock Way has been reported to Highways.

There are a number of drains which are blocking quickly after heavy rain. I intend to mark these with marking paint to alert the drain clearance company.

There is regular flooding at the junction of The Green and The Street.

I have reported two large and deep potholes along Chevington Road, and a former repair which is failing already. I have been informed by Highways that these WILL NOT be attended to.

Since the last report the power cable poles along Chevington Road have been straightened.

There are still on average three lots of dog mess picked up from the Playing Field each day.

It was necessary to contact St Edmundsbury Waste Management as the dog bins had not been emptied for 3 weeks and were overfilled. They were emptied later the same day. (Jan 8th)

The ditch was cleared of debris and the filters re set again after heavy rain on Jan 8th.

There has been little need for gritting team as yet. Some junctions were gritted during w/c 29th December. All grit bins are full and new spreading spades have been distributed.

A further litter collection along the A143 was done on Jan 9th with a large amount of vehicle thrown items collected (25kg).

Ian Leggett. January 9th 2015.