

# Chedburgh Parish Council

## MINUTES

of a Meeting held at the Erskine Centre, Chevington Road, Chedburgh on

**Monday 14<sup>th</sup> March 2016 at 7.30pm**

**Present:** Councillors: Peter Westcott (Chair), Michael Chester, Pat Fisher, Teresa Landymore, Sam Parrett, Margaret Rickard and Clare Varney

**In attendance:** Maximilian Clay (Clerk to the Council),  
Ian Leggett, Handyman  
Cllr Angela Rushen (For items 61 to 68) and 4 members of the public.

*Appendixes referred to below form part of the authorised minutes.*

In opening the meeting the Chair welcomed the new Clerk to the Council.

### **61. Apologies**

There were no apologies.

### **62. Declarations of Interest**

None for which dispensations had not been duly authorised.

**The meeting was adjourned for public question time.**

A member of the public expressed concern that the Brown Bin Service had been diminished by the exclusion of kitchen waste (garden waste only is now acceptable) at the same time as a charge was being introduced for it.

Concern was also expressed that information about the new arrangements for brown bins had still not been received by residents and that those without any knowledge of the changes and/ or without internet access (information is available on the Borough Council's website) would be in the dark.

Borough Cllr Rushen informed the meeting that information was being circulated and said that she understood that the change to the rules concerning what can be disposed of in brown bins arose from a new contract covering brown bin waste. Councillors expressed frustration about both the change and the way in which it was being implemented.

Residents raised the issue of speeding on Queen's Lane which they felt is creating a significant danger to pedestrians and vehicles exiting from drives. See item 69b, below.

The issue of the flooding of Queen's Lane with overflowed sewage was raised. It was reported that ongoing problems have not been alleviated and that, of late, an additional property has been affected. It was felt that the timing of the additional overflow of sewage coincided with occupation of the new properties in the Fireworks Factory site; while this may be a coincidence it may be the case that the main sewer does not have sufficient capacity.

A recent inspection with fibre optic cameras had been conducted and it was found that there is a partial collapse of brick work which needs attention. This may be a cause or a contributing factor of the overflows/ flooding. Cllr Rushen recommended that Environmental health be informed of the ongoing problem. See item 69a, below.

**The meeting was reconvened.**

### **63. Minutes of the last meeting**

The minutes of the Parish Council meeting dated Monday 11<sup>th</sup> January 2016 were agreed to be a true record and signed by the Chair.

### **64. County, Borough and Community reports**

- a. **County Cllr Terry Clements** did not submit a report.
- b. **Borough Cllr Angela Rushen** submitted a written report, attached at *Appendix I*.
- c. **Safer Neighbourhood Team:** No one from the team was present and no report was received.

### **65. Decisions taken since the last meeting**

- a. The Council noted the appointment of Maximilian Clay as Clerk and RFO to the Council under authority delegated to Cllrs Westcott, Rickard and Chester.

### **66. Report of the Clerk to the Council**

- a. Cllrs noted the Clerk's report of actions taken since the last meeting (*Appendix A*).  
It was noted that the manhole covers alongside the A143 have not been removed by Brocket Hall Ltd and it was further noted that a large hole has developed outside Nos 1 and 2 Bury Road arising from the removal of a post. Upon enquiry to the Borough Council, this was found to be the responsibility of Brocket Hall Ltd too. The Clerk will write to Brocket Hall Ltd telling them that failure to remove the manhole covers within seven days will result in the Parish Council making arrangements for their removal, with the cost being invoiced to Brocket Hall. The letter will also point out Brocket Hall's responsibility for filling in the hole outside Nos 1 and 2 Bury Road and levelling to a satisfactory standard.

- b. The Clerk also reported:

- That he had attended a SALC quarterly meeting of Clerks. Amongst the business covered the following points were of particular relevance:
  - New procurement rules for contracts exceeding £25,000 have come into effect and will require the Council's Financial Regulations (FR) and its Standing Orders (SO) to be updated. The Clerk will present these to the Annual Meeting of the Council in May.
  - There was a reminder that only the Proper Officer (i.e. the Clerk) should raise orders for goods and services or enter into contracts. The Clerk will check the FR and SO to ensure that this point is covered.
  - Proposed changes to the Planning process are before Parliament and would bring in a two stage process of approval in principle followed by approval of detail. Concern had been expressed that there appeared to be potential gaps in the process. The Clerk will keep members informed.
  - Groundwork grants are available for improvements to open spaces that would benefit the community and the Clerk circulated information.
- Copies of the *The Good Councillor Guide* in printed form are available to purchase should any councillor wish one.
- Pension auto-enrolment comes into effect for the Council this year and although the Council has no qualifying employees, the designated person (the Chair in the case of Chedburgh PC) must write and declare that the Council is compliant with the regulations within four months of the staging date. The Clerk will advise the Chair when to do this.
- The appropriate sum for calculating the limit on S137 expenditure in 2016/17 has been announced and is £7.42 per elector (current year £7.36, so a .008% increase).

### **67. Meeting Dates**

The Council agreed the schedule of meeting dates to March 2017 as set out in *Appendix A*.

## 68. Planning and Environment

### a. *Decisions taken by the Planning Authority* - Councillors noted the following decisions :

Application Ref	Address and Description of Proposals	Decision
16/15/2323/FUL	Land adjoining Majors, Queen's Lane Build single dwelling	Approved
DC/14/1297/VAR	Former Fireworks Factory Application to discharge conditions	Partial Discharge (See <i>Appendix B</i> )

### b. *Former Fireworks Factory*

- Mr Rob Beaumont of Brocket Hall Ltd (the Developers) had accepted an invitation to attend the meeting but in the event did not attend. No apology was received.  
It was agreed that the Chair would seek a meeting on site with Mr Beaumont, together with Cllrs Rickard and Chester, to discuss outstanding issues and matters of ongoing concern.
- It was noted that most of the properties in Phase 1 of the development were now occupied. Concern was expressed about parking on the access road, especially near the bend leading to the rest of the development (and given that there are good parking facilities provided within the development itself). However, as the road has not yet been adopted, a watching brief only will be kept on this for the time being.
- The deadline for completing work to provide the public open space, as approved, is 31<sup>st</sup> March 2016 and as there has been no further progress it was felt unlikely that this condition of the planning approval would be met in time. Cllr Rushen reported that, in email discussion with the planning officer, she had learnt that where planning conditions are not complied with as prescribed in a planning approval, enforcement action by the council was likely.
- See also the following item.

### c. *Planning Application (Variation)*

DC/15/1878/VAR (*Appendix C*) was considered by the council. Members agreed that it was difficult to understand the variations in ground level from the application documentation and therefore difficult to make an informed decision. However, it was agreed to support the variation subject to requesting that it be a condition of approval that no further properties be occupied until this and all other work to the Public Open Space has been completed.

## 69. Community Matters

### a. *Village Handyman report*

Ian Leggett made an oral report, supported by a general written report and a report relating to speeding, (attached as *Appendix D*). Picking up on the issue of sewage overflow in Queen's Lane, also raised in discussion with members of the public, it was agreed that the Clerk will write to the Environmental Health department to alert them to the problem and seek their intervention.

The list of snow-clearing/ gritting volunteers has become out of date and needs updating. The Handyman and the Clerk will liaise.

It was agreed that two additional grit bins are needed, to avoid having piles of loose grit on verges. The Handyman was authorised to acquire these if they become available at modest cost (around £15 to £20 each).

### b. *Options to Limit Speeding*

The Council considered the issue of speeding on Queen's Lane. In discussion Members noted the facts regarding the amount and degree of speeding reported in *Appendix D*, the use of

the lane by a significant number of pedestrians, dog-walkers and children and the difficulty of safe vehicular egress reported by residents during the earlier adjournment. The Council decided to:

- identify the best position for an additional pole for the VAS in Queen's Lane and agree that positioning with the Highways Department;
- include the new position within the routine rotation of the VAS;
- find out whether a small 30mph sign could be placed on the post permanently;
- send a circular letter to the residents of Queen's Lane and its tributaries (to be distributed with the Newsletter) outlining the great concern of the council with regard to speeding and seeking their co-operation. The Clerk will circulate a draft to Councillors for comment;
- consider the matter again if speeding remains a problem, and in that eventuality to consider the possibility of installing speed bumps or other traffic calming measures.

**c.** *Signage for Play Area*

Members considered the proposed wording (Appendix E). After discussion it was agreed to seek a quotation for a sign of approximately A5 size.

**d.** *Queen's 90<sup>th</sup> Birthday Celebrations*

SP presented a proposal (attached as Appendix J). This was agreed, other than that entry should not be by a single token. It was agreed that entry to the different elements should be separated so as to enable people to choose which elements of the day to attend.

There was discussion as to whether to extend an invitation to residents of Chevington but it was agreed, because overall numbers may become problematic, to assess uptake from Chedburgh residents and their families and re-consider the matter nearer the time.

The Community Council is also willing to help and support the event.

**e.** *Use of the Playing Field for Summer Fete*

Use for the summer fete on the 25th June 2016 was agreed and it was further agreed to make no change to the arrangement by which the Council shared the profits of the day on a one-seventh basis.

**70. Finance**

**a.** *The report of the Responsible Finance Officer* (Appendix F) was received and the schedule of payments therein was approved. Cllr Varney asked for a breakdown of the Administrative Expenses cost line.

**b.** *Changes to the Parish Council's mandates with Unity Trust Bank*

It was agreed to amend the mandates as follows:

- i.** to appoint the new Clerk, Maximilian Clay, as the Parish Council's point of contact;
- ii.** to grant Maximilian Clay access to telephone and internet banking for the purpose of managing the account, making internal transfers and setting up (but not authorising) payments;
- iii.** to remove all account access privileges from the prior Clerk.

**c.** *Staff Training*

Members considered *Appendix G* which set out proposed training costs. The expenditure was approved.

**d.** *Fixed Asset Register (Appendix H);*

The Clerk pointed out that the values contained within the register were the acquisition values and that values for replacement should also be considered at a future meeting; he proposed researching actual replacement costs for this purpose. The Register was considered and approved.

**71. Staffing Matters**

The Council authorised the Chair to sign the Clerk's contract of employment, on its behalf.

**72. Councillors' reports and items for future agendas**

- a. No meeting reports were made.
- b. No meeting arrangements were advised.
- c. Future agenda items: Widening of the path towards the church (Cllr Landymore).
- d. Other items of information
  - *Muddy Pathway* - The path around the entrance to MCL's property is unacceptably muddy (Cllr Landymore). The Clerk will write to the owners reminding them of their responsibilities.
  - *Marquis Cornwallis public house* - It is understood that ownership of the Marquis Cornwallis Public House has now been transferred and that the new owner is keen to re-establish it as a good village pub. Re-opening is expected by the end of March.
  - *Leadership Training Course* - Cllr Chester reported that he had been unable to attend the course but had re-booked at no additional cost for July.
  - *Parking* - A car has been parked on the grass outside 1 and 2 Paddock Way for a considerable time. Regular parking on the green was agreed to be unacceptable and the Clerk would write to the owner asking for the vehicle to be moved.

**The meeting closed at 9.35pm.**

Signed as an true record:

Chairman

Date