

# Chedburgh Parish Council

---

## MINUTES

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

**Monday 15<sup>th</sup> May 2017 at 7.50pm**

**Present:** Councillors: Cllr Michael Chester (Chair), Margaret Rickard, Pat Fisher, Alan Noyes and Clare Varney.

**In attendance:** Maximilian Clay (Clerk to the Council);  
For part of meeting: County Councillor Karen Soons  
3 Members of the public

**1. Election of Chair**

Cllr Chester was elected unanimously as the Chair for 2017/18.

**2. Election of Vice Chair**

Cllr Rickard was elected unanimously as the Vice-Chair for 2017/18.

**3. Signature of Declarations of Acceptance of Office**

The newly elected Chair and Vice-Chair signed their declarations.

**4. Apologies**

Cllr Sam Parrett and Cllr Teresa Landymore sent apologies which were approved.

**5. Declarations of Interest**

There were no declarations for which dispensations had not been duly authorised.

**6. Minutes of the last meetings (Appendix A)**

a. The minutes of the Meeting of the Parish Council held on 13<sup>th</sup> March 2017 were agreed to be a true record and the Chair was authorised to sign them as such.

**7. Public Forum**

A representative of a planning consultancy working for the applicant of planning reference DC/17/0815/FUL (considered under 11 below) spoke in support of the application and responded to several questions.

**8. County Council Report**

**a. County Councillor Report**

It was noted that Karen Soons had been elected as County Councillor for the Division and the meeting congratulated her. It was also noted that a report had been made to the Parish meeting that preceded this meeting.

**9. Decisions taken since the previous meeting**

No decisions had been taken under delegated powers since the previous meeting.

**10. Clerk's report**

a. Correspondence: A letter from HMRC had been received indicating that payments were due from the Council. It was noted that the Council's PAYE payments were up to date. HMRC had also written to the wrong address.

- b. ● Little Teapots had not yet claimed the grant that had been conditionally approved at the last meeting; it was assumed that this was because it could not yet meet the conditions.
- There is no routine servicing or maintenance necessary for the VAS beyond keeping it clean and the routine charging of the batteries. The cost for repair of the VAS had been obtained - this was likely to be under £150, plus carriage in each direction of c £30.00.
- The manufacturers of the Castle Slide had not agreed to do (or fund) the repair and so this will now be put out to contractors.

## 11. Planning and Environment

### a. New planning applications

i **DC/17/0815/FUL** - Units 4 And 5 Vendas Farm, Chevington Road - Construction of two dwellings (following demolition of former office building) and change of use from office building to domestic outbuilding/garaging.

Council inspected the site and considered the issues, especially those relating to access and the relationship of the development to the building envelope of the village. On balance it was resolved to support the plan whilst noting the poor quality of parts of the access road, which makes it suitable for light traffic only, and the fact that the Council considered that in this particular case, there were exceptional reasons for supporting development outside the building envelope.

ii **DC/17/0823/FUL** - Land adjacent to the Marquis Cornwallis Public House - Conversion/ Extension of barn to form a dwelling house. This application had been withdrawn at the time of the meeting.

b. There were no planning decisions of the Planning Authority to report.

c. Brocket Park Development - Building has stopped and it is understood that it will not start again for some time. Although some work has been carried out towards meeting the planning conditions relating to the public open space and landscaping, it is clear that, overall, the deadline of 31st March has not been met. The Clerk will contact the planning department with a view to encouraging an enforcement visit.

d. Ian Leggett's report (Village Handyman) was received. In discussion it was noted that it is becoming increasingly difficult to maintain the village in all-round good order as the reaction of the County Council is more frequently that 'no action is required' when it seems that action is not only required but would be likely to obviate larger works becoming necessary; road surface works and signage were cited as examples.

The poor quality of road repairs and the delays in, or refusals to, repair on the part of Highways were raised. Some repairs are lasting little more than a few weeks. It was agreed that the Clerk should contact the County Council asking for the specifications relating to repairs and in the meantime it was resolved that the Handyman would meet with County Cllr Soons to demonstrate some of the issues.

## 12. Annual Insurance Review

Insurance risk and cover was reviewed and it was resolved to accept the renewal proposal for the coming year from Came and Company (as year 3 of the 3 year agreement) at a cost of £692.47.

## 13. Finance and Governance

a. The Financial Regulations were reviewed and it was resolved to re-adopt them unchanged for the coming year.

b. The Standing Orders were reviewed and it was resolved to re-adopt them unchanged for the coming year.

---

- c. The Financial Risk/ Risk Management Assessment was considered and it was resolved to approve the assessment.
- d. Year End Accounts including the end-of-year Bank Reconciliation and up-dated Assett Register were considered and it was resolved to approve them.
- e. Internal Auditor's Report was received and the contents considered. It was resolved to adopt the recommendation that payments should not normally be added to the payments schedule at the meeting; requests for payment should be made to the RFO at least two working days before the meeting.
- f. The council considered the Governance Statement at Section 1 of the Annual Return and resolved to authorise the Chair and Clerk to sign it as accurate on behalf of the Council.
- g. The council considered the information provided in Section 2 of the Annual Return and resolved to authorise the Chair to counter-sign it as accurate on behalf of the Council.
- h. The Council received the summary of payments and receipts and resolved to approve the payments (*Appendix L*) and authorise due signatures of the relevant cheques.

**14. Councillors’ reports and items for future agendas**

- a. There were no reports on meetings attended.
- b. There were no forthcoming meetings requiring representation of the Council.
- c. It was noted that the land (car park and playing area) in front of the Marquis Cornwallis public house and extending to the main road was becoming unkempt and overgrown. It was proposed to consider, on the next agenda, what action might be possible to enforce good maintenance.  
It was also requested that the Village's involvement in the Armistice anniversary beacons event be placed on the next agenda.
- d. It was noted that white lines have been painted across the end of the private drive serving properties at the eastern end of the Green and that this had had the effect of giving pedestrians an undue sense of security to proceed without checking for traffic emerging from the drive. As the layout is such that drivers of vehicles emerging cannot see pedestrians approaching until the vehicle is over the white line, a danger has been created. The Clerk will investigate this with Highways and report back in due course.

**The meeting closed at 9.49pm.**

Signed as a true record by authority of the Council:

..... Chair

..... Date