

# **Chedburgh Parish Council**

**Minutes of the Annual Meeting of the Parish Council held at the Erskine Centre,  
Chevington Road, Chedburgh on Monday 11 May 2015.**

**The meeting commenced at 8.15pm following the Annual Parish Meeting**

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

**In attendance:** Paul MacLachlan (Executive Officer), and 4 members of the public.

The following appendices form part of the signed minutes:

- A: 2014/15 statement of receipts and payments;
- B: 2014/15 Internal Auditor's report;
- C: Sections 1 and 2 of the 2014/15 Annual Return;
- D: Report of the Responsible Finance Officer (parts 1 and 2);
- E: Report of the Village Handyman;
- F: Report on actions arising from decisions at prior meetings

Prior to the meeting the Clerk witnessed councillors' Acceptance of Office forms.

**1. Election of Chair**

It was proposed by Cllr Rickard, seconded by Cllr Chester and agreed that Cllr Westcott be Chair. Cllr Westcott agreed to stand and was elected unanimously. Cllr Westcott completed the Chair's Acceptance of Office form which was witnessed by the Clerk.

**2. Apologies**

There were no apologies.

**3. Election of Vice-Chair**

It was proposed by Cllr Westcott, seconded by Cllr Varney and agreed that Cllr Rickard be Vice-Chair. Cllr Rickard agreed to stand and was elected unanimously. Cllr Rickard completed the Vice-Chair's Acceptance of Office form which was witnessed by the Clerk.

**4. Declarations of Acceptance of Office**

The Clerk acknowledged receipt of all the required acceptance of office forms.

**5. Parish Council vacancy**

It was noted that, within 35 days of the election, the Parish Council is able to co-opt persons onto the council to fill the remaining vacancy. Cllr Westcott undertook to contact possible candidates.

**6. Code of Conduct**

Councillors noted the content of the code of conduct last amended by the Parish Council on 16 September 2014.

**7. Register of Interests**

- (i) The Clerk received councillors' Register of Interests forms.
- (ii) Councillors requested that their Register of Interests forms be published on the Parish Council website and forwarded to the Borough Council's Democratic Services Officer.

# Chedburgh Parish Council

## 8. Councillor Dispositions

The Clerk advised that he had received a request from Cllrs Chester, Landymore and Rickard for a dispensation in respect of the former fireworks factory.

It was proposed by Cllr Westcott, seconded by Cllr Varney and agreed that Cllrs Chester, Landymore and Rickard be granted a dispensation to participate in discussion about, and vote on issues relating to, the former fireworks factory and that the dispensation be valid until the date of the next ordinary election in 2019.

## 9. Standing Orders

- (i) Cllr Landymore received a copy of the Parish Council's standing orders.
- (ii) Cllrs noted that, as the Parish Council no longer met on a Tuesday, Standing Orders 2 and 3 required amendment. It was proposed by Cllr Westcott, seconded by Cllr Rickard and agreed that standing orders 2 and 3 be amended to read as follows:

2. *The statutory annual meeting shall be held:*

*(a) in an election year on the fourth day after the date of the election or within fourteen days thereafter. and,*

*(b) in a year that is not an election year on any day in May as determined by the Parish Council.*

3. *Five other meetings shall be held in the months of July, September, November, January and March.*

## 10. Minutes of the meeting dated 9 March 2015

It was noted on page 286 of the minutes that Chestnut Drive should be Chestnut Crescent.

The minutes, as amended, were agreed a true record and signed by the Chair.

## 11. Decisions taken since the last meeting

No decisions had been taken since the last meeting.

## 12. Community

- (i) Parish Handyman, Ian Leggett, gave a report which is produced in full at Appendix E. Arising from the report the Clerk was asked to:
  - advise the National Air Traffic Service that the Chedburgh Village Fete will take place on the playing field on Saturday 27 June;
  - liaise with Ian Leggett regarding low branches within the parish requiring surgery;
  - write to Chevington Parish Council requesting that branches overhanging the Chevington Road be cut back.
- (ii) Councillors noted verbal advice from Hawthorne Leisure that there were two strong expressions of interest for the Marquis Cornwallis which is currently for sale. Councillors agreed that the Marquis Cornwallis is a valuable community asset and nothing should be permitted to prejudice its commercial viability as a public house. The Clerk was asked to write to Hawthorn Leisure thanking them for keeping the Parish Council up to date with progress on the sale of the Marquis Cornwallis, requesting further information about the likely timescale for the sale to new owners and what options were they considering for their land opposite the pub.
- (iii) Councillors reflected on the contribution made by Hannah Parry at the Annual Parish Meeting regarding Havebury Housing Partnership's wish to build 8 two-bedroom shared ownership houses between The Green and the Marquis Cornwallis public house and agreed that no further comment was possible at this stage.

# Chedburgh Parish Council

## 13. Finance

- (i) Councillors noted and agreed the 2014/15 statement of receipts and payments at Appendix A.
- (ii) Councillors noted the satisfactory outcome indicated in the 2014/15 Internal Audit report (Appendix B) and thanked Christine Fitzgerald for her work.
- (iii) Councillors considered the content of sections 1 and 2 of the Annual Return (Appendix C).  
Cllr Rickard proposed, Cllr Chester seconded and it was agreed that the Chairman sign the declaration at sections 1 and 2 of the Annual Return.
- (iv) The Clerk advised that he had sought two quotations for the Parish Council's insurance portfolio in addition to that submitted by the present insurer, Aon.  
It was proposed by Cllr Westcott, seconded by Cllr Chester and agreed that:
  - from 1 June 2015, for reasons of price and cover, the Parish Council enter into a 3-year agreement with Came and Company's recommended provider, Hiscox, at a 2015/16 cost of £712.50;
  - Came and Company be asked to undertake a survey of the Council's asset register to ensure that the contents sums insured are adequate.
- (v) Councillors considered parts 1 and 2 of the Responsible Finance Officer's report (Appendix D).  
Cllr Westcott proposed, Cllr Rickard seconded and it was agreed:
  - to authorise the payments reported in part 1 of the RFO report;
  - to agree monthly salary payments to the Clerk, the Handyman and to HMRC in accordance with the salaries agreed by the Parish Council and the deductions required by HMRC.

## 14. Clerk's report

- (i) Referring to Appendix F, the Clerk reported on progress with actions arising from prior meetings.
- (ii) The Clerk advised that the new website was in the process of construction and that he hoped to have it substantially finished prior to the next parish council meeting. Councillors agreed the requested sum of £45.00 for website training.
- (iii) The Clerk reported that the Bank of Ireland continues to send communications to the previous Clerk despite letters from the Parish Council instructing to the contrary. The Clerk outlined the banking facilities offered by Unity Trust Bank.  
Cllr Westcott proposed, Cllr Chester seconded and it was agreed that:
  - a current account with Unity Trust Bank be opened;
  - in addition to cheque book payments, online transactions also be permitted;
  - Cllrs Westcott, Rickard, Chester and Fisher be authorised to sign cheques and approve online payments.
- (iv) The Clerk referred to Suffolk Association of Local Council's Information Service updates 1376, 1377, 1378 and 1379 advising in particular the implications of the new Transparency Code for smaller parish councils such as Chedburgh.
- (v) The Clerk reminded councillors that his current contract varied considerably from that recommended by the National Association of Local Councils. It was proposed by Cllr Chester, seconded by Cllr Varney and agreed that Cllrs Westcott and Rickard be authorised to agree the terms of a new contract.

# Chedburgh Parish Council

## **15. Planning**

There were no planning issues to consider.

## **16. Councillors' reports and items for future agendas**

- (i) Cllr Westcott reported on a meeting with Rob Beaumont at which information about the development of the public open space at the former fireworks factory had been requested but not yet received.
- (ii) Cllr Westcott noted that the Clerk had requested Rob Beaumont to nominate a meeting date in May to progress issues of concern and invited as many councillors as possible to attend. Councillors asked that Planning Officer, Dave Beighton, be invited to attend.
- (iii) No future items of business were proposed.
- (iv) The Clerk advised receipt of correspondence from the Pensions Regulator requiring the Parish Council a point of contact to receive information about the Parish Council's legal duties as employer. It was agreed this should be Cllr Westcott.  
No further items of information were reported.

## **17. Date of next meeting**

7.30pm on Monday 13 July was agreed.

The meeting ended at 10.05pm.

Chairman, 13 July 2015

**Chedburgh Parish Council**

**Appendix A: 2014/15 Statement of receipts and payments**

Reported to Annual Parish Meeting and Annual Meeting of the Parish Council on 11 May 2015

		<b>2014/15 Actual</b>	<b>2013/14 Actual</b>
<b>Income</b>			
	Precept	8,420.00	8,279.00
	Parish Support Grant	1,200.00	0.00
	National Air Traffic Service	400.00	162.59
	VAT Refund	0.00	294.14
	Interest	14.95	11.54
	<b>Total</b>	<b>10,034.95</b>	<b>8,747.27</b>
<b>Expenditure</b>			
	Salary costs	4,489.85	3,617.68
	Chairman's Allowance	0.00	70.00
	Environment maintenance	1,224.13	1,245.98
	Insurance	1,144.20	1,121.30
	Publications and training	12.00	12.00
	Subscriptions	313.00	276.00
	Audit costs	100.00	300.00
	Section 137 payments	233.79	187.49
	Administrative expenses	245.14	160.36
	Cost of meetings	100.00	120.00
	Fixed assets	0.00	0.00
	Other costs	0.00	179.29
	VAT on payments	261.81	294.14
	<b>Total</b>	<b>8,123.92</b>	<b>7,584.24</b>
	<b>Surplus for the year</b>	<b>1,911.03</b>	<b>1,163.03</b>

<b>Bank Reconciliation</b>	Bank balance at 31 March 2014	6,187.49	
	Less outstanding cheques	-125.60	6,061.89
	Surplus for 2014/15		1,911.03
			<b>7,972.92</b>
	Bank balance at 31 March 2015	7,972.92	
	Less outstanding cheques	0.00	
	<b>Funds at 31 March 2015</b>		<b>7,972.92</b>

<b>Fund Allocation</b>		<b>2014/15</b>	<b>2013/14</b>
<b>Ring fenced funds</b>	RAF Memorial	110.00	110.00
	Donations to local organisations	250.00	150.00
	Clerk's retirement fund	0.00	728.68
	Play area improvements	900.00	900.00
	<b>Total</b>	<b>1,260.00</b>	<b>1,888.68</b>
<b>Unallocated funds</b>		<b>6,712.92</b>	<b>4,173.21</b>
<b>Total Funds</b>		<b>7,972.92</b>	<b>6,061.89</b>

**CHRISTINE FITZGERALD**

4 Chevington Road Chedburgh BURY ST EDMUNDS IP29 4UP  
Tel 01284 850098

**CHEDBURGH PARISH COUNCIL**

**INTERNAL AUDIT REPORT**

I have completed an internal audit of the financial records for Chedburgh Parish Council for 2014/2015.

1. The Minutes of Parish Council Meetings have been checked and confirm that all payments have been made against invoices and in accordance with the Council's agreement.
2. All cheques appear on the bank statements, and the bank reconciliation has been checked.
3. Income and bank interest has been received and recorded.
4. Statements of income & expenditure, and bank reconciliation agreed.
5. PAYE payments have been made and recorded correctly.
6. Asset Register has been checked and details noted on the Insurance Documents.
7. Standing Orders need to be updated to show the change of day for meetings.

I confirm that the records have all been checked and agreed, and the bank balances agreed and reconciled.



Internal Auditor  
24 April 2015



## Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **CHEDBURGH PARISH**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	4,660	6,061	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	6,694	8,420	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	2,291	1,615	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	3,618	4,490	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	3,966	3,634	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	6,061	7,972	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	6,061	7,972	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	61,051	61,051	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

CHEDBURGH PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.



## Chedburgh Parish Council

**Enclosure D: May 2015 RFO report (part 1)**

**Presented to the Parish Council meeting dated 11 May 2015**

<b>Chq</b>	<b>Payments</b>	<b>Total</b>	<b>VAT</b>	<b>Net</b>	
691	1st Horringer Scouts	100.00	0.00	100.00	Donation
692	Suffolk Association of Local Councils	302.00	0.00	302.00	Membership
693	CCDR Community Council	180.00	0.00	180.00	Membership
694	Community Action Suffolk	30.00	5.00	25.00	Membership
695	Local Council Public Advisory Service	20.00	0.00	20.00	Clerk training
696	Christine Fitzgerald	100.00	0.00	100.00	Internal Auditor
697	CCDR Community Council	250.00	0.00	250.00	CCDR Community Council
	Brocket Park	-250.00	0.00	-250.00	For CCDR Community Council
698	Paul MacLachlan	301.36	0.00	301.36	Salary (April and May)
699	Ian Leggett	89.60	0.00	89.60	Salary (April and May)
700	HMRC	222.80	0.00	222.80	Tax and NI (April and May)
		<b>1,345.76</b>	<b>5.00</b>	<b>1,340.76</b>	
	<b>Receipts</b>				
	St Edmundsbury Borough Council	8,706.00	0.00	8,706.00	Parish Precept
	St Edmundsbury Borough Council	974.00	0.00	974.00	Local Authority Grant
	Interest on St Edmundsbury Conversion	1.86	0.00	1.86	Interest
	Interest (April 2015)	0.74	0.00	0.74	Interest
		<b>9,682.60</b>	<b>0.00</b>	<b>9,682.60</b>	
	Year to date surplus reported to prior meeting	0.00			
	Payments reported above	1,345.76			
	Receipts reported above	9,682.60			
	<b>Current surplus</b>	<b>8,336.84</b>			

### **Recommendation**

That the Clerk be authorised to make monthly salary payments to employees and monthly payments to HMRC in accordance with the salaries agreed by the Parish Council and the deductions required by HMRC

		2015/16 Actual	2015/16 Budget	2014/15 Actual
<b>Income</b>	Precept	8,706.00	8,706.00	8,420.00
	Parish Support Grant	974.00	974.00	1,200.00
	National Air Traffic Service	0.00	400.00	400.00
	VAT Refund	0.00	0.00	0.00
	Interest	2.60	0.00	14.95
	<b>Total</b>	<b>9,682.60</b>	<b>10,080.00</b>	<b>10,034.95</b>
<b>Expenditure</b>	Salary costs	613.76	3,712.00	4,489.85
	Chairman's Allowance	0.00	0.00	0.00
	Environment maintenance	0.00	2,152.00	1,224.13
	Insurance	0.00	1,179.00	1,144.20
	Publications and training	20.00	65.00	12.00
	Subscriptions	327.00	313.00	313.00
	Audit costs	100.00	250.00	100.00
	Section 137 payments	100.00	300.00	233.79
	Administrative expenses	0.00	210.00	245.14
	Cost of meetings	180.00	120.00	100.00
	Fixed assets	0.00	0.00	0.00
	Other costs	0.00	1,779.00	0.00
	VAT on payments	5.00	0.00	261.81
	<b>Total</b>	<b>1,345.76</b>	<b>10,080.00</b>	<b>8,123.92</b>
	<b>Surplus for the year</b>	<b>8,336.84</b>	<b>0.00</b>	<b>1,911.03</b>

<b>Bank Reconciliation</b>	Bank balance at 31 March 2015	7,972.92	
	Less outstanding cheques	0.00	7,972.92
	Surplus for 2014/15		8,336.84
			<b>16,309.76</b>
	Bank balance at 30 April 2015	17,655.52	
	Less outstanding cheques	0.00	
	Less cheques to be issued	-1,595.76	
	Plus credits in transit	250.00	
	<b>Net available funds after payments authorised</b>		<b>16,309.76</b>

Fund Allocation		Year to date	2014/15
<b>Ring fenced funds</b>	RAF Memorial	110.00	110.00
	Donations to local organisations	250.00	150.00
	Clerk's retirement fund	0.00	728.68
	Play area improvements	900.00	900.00
	<b>Total</b>	<b>1,260.00</b>	<b>1,888.68</b>
<b>Unallocated funds</b>		<b>15,049.76</b>	<b>4,173.21</b>
<b>Total Funds</b>		<b>16,309.76</b>	<b>6,061.89</b>

## **Appendix E: Handyman Report for period March to May 2015.**

The disabled drop down curb and repair to footpath in Majors Close to Queens Lane was done on March 25<sup>th</sup>/26<sup>th</sup> by west Suffolk.

The footpath on Bury Road received repair attention by workers on Friday March 27<sup>th</sup> and W/c March 30<sup>th</sup>.

The Play Area was re seeded in the central muddy area where there is no rubber matting. Rather than use top soil which would have resulted in mud with a rainy spell the preparation was done with composted peat which should settle into the soil better and help the seed germinate. A further section under the swings was treated also.

The area was protected with fencing which was removed on April 30<sup>th</sup>. The area was mown on May 5<sup>th</sup> together with some re seeding around bald areas. The long grass around Birds Nest was cut to tidy.

We need to ensure the Play Area does not receive attention from the Council weed killer team.

The tarmac footpath in Elizabeth Drive was cleared of weeds, moss and general debris on April 9<sup>th</sup>.

The tarmac footpath in Tudor Close had a blow over to remove much tree and leaf debris.

The slides have had several coats of polish to keep them slippery.

The trees on the far side of Playing Field could do with a trim back as the grass area below cannot easily be cut. Many are at face level which could result in eye or face injury when playing.

The Playing Field ditches alongside Chevington Road would benefit from clear out with a digger. It is now about 4 years since they were last done.

The Parish Council notice board and wooden benches would benefit from a coat of wood preservative in the summer period.

"The Street" road sign has been removed, presumably by the Borough Council for repair. This was damaged by a vehicle impact in the icy weather.

Several buckets of loose road surface gravel was removed from Bury Road/The Green following comments that cyclists might catch their wheels in it. This was used at the Playing Field entrance.

A Council worker has reported that the roadside footpath verges are no longer to be cleared of weeds and vegetation. This is an instruction given to him. I have contacted the Borough and County Councillors.

Road repairs were carried out at the Lancaster Close junction and at the field opening along Chevington Road, but the damaged area between these two locations on Chevington Road were missed completely.

Several street lights reported as not working are still not fully operational. Elizabeth Drive and Paddock Way have received visits from Power Network UK but still are not working.

A rubbish pick was made along the A143 on May 8<sup>th</sup>.

I am not sure what the new Playing Field cutting arrangements are but, at time of writing (May 8<sup>th</sup>), only one cut has been made. I spoke with the operative today and he will be cutting W/c 11<sup>th</sup> May, which is almost 4 weeks since the last cut.

Ian Leggett. May 8<sup>th</sup>.

# Chedburgh Parish Council

## Appendix F: Actions arising from prior meetings

Presented to Parish Council meeting dated 11 May 2015

Cllrs – All Councillors	MC – Michael Chester	PF – Pat Fisher
MR – Margaret Rickard	CV – Clare Varney	PW – Peter Westcott
TL – Teresa Landymore	IL – Ian Leggett	Clerk – Paul MacLachlan

### Actions carried forward from Parish Council meeting dated 9 March 2015

Ref	Action	Who	Done
<b>Meeting date 9 March 2015</b>			
10(ii)	Appoint West Suffolk to cut grass in field at Erskine Centre	Clerk	Yes
9(iii)	Cover cost of Village fete insurance (No longer required)	Clerk	Yes
9(ii)	Repair damaged ground within play area	IL/CV	Yes
9(i)	Purchase grit bins (not urgent)	IL	In hand
8(ii)	Advise Highways and Cllr Clements that the footpath laid by Broket Park is in a poor state of repair	Clerk	Yes
<b>Meeting dated 12 January</b>			
6(iii)	Accept quotation for the repair to Chevington Road bus shelter (Company to complete work when next in the area)	Clerk	In hand
6(iv)	Chase the local authority to complete work necessary to progress installation of Vehicle activated signage	Clerk	Yes
10((iii)	Investigate opportunities for online banking Clerk to bring report to new council in May	Clerk	Agenda

### Publication of delegated decisions

No officer decisions made under either specific or general authorizations