CHEDBURGH PARISH COUNCIL

MINUTES FOR PARISH COUNCIL MEETING Monday 22nd January 2024

Attendees: Cllr A Smith, Cllr Rickard, Cllr Sellars, Cllr McGhee, Cllr Soons, Cllr Chester, Mrs F Betts (Clerk/RFO) and five parishioners.

Apologies: Cllr S Smith

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| No | ITEM | ACTION |
| 1 | Welcome by Chair and apologies for absence. |  |
| 2 | No declaration of Councillors’ Interests |  |
| 3 | Public Participation.   * Parishioners expressed concern over the fact that the new build houses next to their property had yet to comply with the building application authorisation and they were concerned that the houses would be sold without the windows being changed. Cllr Chester and the Clerk assured them that the developer, by law, had to comply with the building regulations laid down in the planning application. WSC Enforcement Office is aware of this stipulation. The Clerk suggested they write to the Enforcement Officer and also to the Estate Agents selling the properties so all are aware that the glazing has not been changed. The Clerk was asked to email the Estate Agents too. * A member of Chedburgh’s Parochial Church Council asked if the Parish Council would work with them in organising a village questionnaire. The Clerk will send all the information about Chevington’s questionnaire to this parishioner and then consider organising a meeting with the CCDRCC, PC and PCC in the near future. NB Chevington PC did not organise their questionnaire they just paid half for the printing and paid for the hire of the hall for the community meetings. * A parishioner wanted to let the Council know that a tree had fallen during the latest storm and was down in the play area. The PC are already aware of this * He also wanted to discuss the proposed notice board (See ITEM 11:3) * He thought someone might be living in the empty pub * He has found a volunteer who will fit the shelving and boards to the BT box. (See ITEM 5:3) * A parishioner has emailed the Clerk to ask why the village street lights are on all night and not switched off at midnight like other towns and villages in Suffolk. The Chair asked the Clerk to find out why this was the case. | CLERK  CLERK  CLERK |
| 4 | The Minutes of the Meetings held on December 4th 2023 were signed as a true record |  |
| 5 | Chair’s Report and progress reports for information   1. The meeting with the CCDRCC went well and lots was discussed. In brief:  * It was agreed for the PC and the CCDRCC to work together clearing the ditch along the edge of the playing field and behind the Erskine Centre. Clerk to organise a weekend in early summer to hire a digger or similar to do this * The basketball poles owned by the CCDRCC will remain in situ until the decision has been made about the playground revamp * The CCDRCC agreed that the VAT reclaimed from the roof refurb is actually PC money but urged the PC to put this towards sorting out the drainage/flooding problems across the whole area. * 2 large historic maps were handed to the CCDRCC from the Clerk for them to frame and display on the wall in the hall. Maps show the village in 1904 and 1959.  1. The Village Pantry. The Clerk has notification that WSC Cllr Chester Locality budget money is in the bank account. The PC is matching this grant. The Chair would like to thank Cllr Chester for this grant money. The Clerk has printed out some rules and regulations and will put these up on the noticeboards around the village. Notice of the Pantry will be in the Benefice magazine next month. Clerk will buy the first lot of supplies and then step down in the admin of this scheme. All accounts must be kept in order for transparency. Councillors were all given paper expense reclaim forms. This scheme will be monitored closely over the next 3 – 6 months to see if it is viable. Clerk to carry out a risk assessment and place a ‘No Liability’ notice within the shed. 2. BT Box. A volunteer has come forward to make up the shelving and notice boards with donated wood. This cannot be carried out until the electricity has been removed. 3. There may be someone keen on the Handyman job. Clerk to send the job description to the Chair before he speaks to this volunteer. This will be an ad hoc paid position. 4. Dog waste bin for Silver Tree Way. The Clerk contacted WSC Waste Officer who replied that they were having a revamp of their services and would most probably be charging £3.68 per bin per week. Chedburgh officially has three bins that are collected. All bins now have to be dual waste and dog waste bins. He suggested that the new bin replace one of the old ones in use. As Silver Tree Way has not been adopted it may be more difficult to have a bin placed there. 5. Wildlife Friendly Chedburgh had a very successful litter pick at the start of the year. Clerk organised for WSC to supply equipment and to pick up black bags after the event. 6. It was proposed for McGregor Services to cut the hedge along the playing field and the small copse annually. Cllr Rickard proposed, Cllr Sellars seconded and the following vote was unanimous, Clerk to let McGregor’s know. 7. Clerk was also asked to report the overgrown hedge along Chevington Road which forces runners/joggers/dog walkers to move into the road to avoid the brambles. 8. Chair asked Clerk to check the website as he believes his email has been compromised. He asks all Councillors to set up dedicated emails for Chedburgh PC business to limit future problems with compromised emails. Clerk to ask CAS for advice on this issue. | CLERK  CLERK  CLERK  CLERK  CLERK |
| 6 | Suffolk County Councillor. No report this month as January has been very slow. However, she wanted thoughts from the PC about SCC’s decision to cut Arts Funding to theatres across Suffolk. The new Highways maintenance contract started at the beginning of January. It will take some time for them to get up to speed repairing the roads across the County. Having been requested, Chedburgh’s drains were jetted in early January early in the morning. Cllr Soons suggested the Clerk report the flooding and ditch issue in Queen’s Lane to the Highways reporting tool with photographs to request that Highways write to householders along the affected stretch of road to have their drains/pipes jetted or ditches cleared of debris and to email her a copy of the report. | CLERK |
| 7 | West Suffolk Councillor. Report can be found on the PC website. The Chair asked if there was any solution to ease the parking problems on Paddocks Way. Cllr Chester cannot intervene in neighbour disputes and requesting to have parking restrictions signage in place was a SCC matter under a Road Traffic Order and these were very expensive. Council found out that this matter is not a new issue previous Councils had been contated regarding this issue. The Parish Council has very little to offer under their powers to help ease this situation. Clerk to remain helpful and supportive to all concerned. |  |
| 8 | Parish Councillor’s reports   1. Cllr McGhee – VAS data. 9100 daily vehicles pass this site (towards Haverhill on the A143 by the church). 820 daily between 8am and 9am, 915 vehicles between 5pm and 6pm. Average speed 34.8. The VAS will be moved to the opposite side of the road for a month to see comparisons. Clerk was asked to contact Horringer PC for similar data from their VAS machine. 2. Cllr Sellars – CCDRCC rep for the Council. Reported back that the CCDRCC found the meeting in early January very useful and they wish to continue with more meetings with the PC so that they can all work together. Cllr Sellars to co-ordinate with the Clerk and Chair of CCDRCC | Cllr McGhee & the  CLERK  CLLR SELLARS |
| 9 | Planning Applications.   1. **D**C/23/1348/HH - RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL 41 Majors Close, Chedburgh, Suffolk, IP29 4UN - PROPOSAL Householder planning application - a. double garage to side Elevation; b. single storey rear extension; c. vehicular access (Consultation ends 29th January 2024) – no objections from Council. 2. DC/23/2033/HH 1 Tudor Close, Chedburgh. IP29 4XD – a.front porch b. single storey rear extension (following demolition of conservatory) (No objections) 3. Dc/23/2037/TPO Street Record Kings PRK, Chedburgh. TPO 274 (1999) – one weeping willow T1 on plan T26 on order – overall crown reduction upto 4 metres. (No objections) 4. Appeal – AP/23/0051/HAS previously DC/21/2404/HH 6 Kings PRK Chedburgh IP29 4TY – a. two storey front and side extension b. porch c. single storey side and rear extension d.partial conversion of garage (Appeal started 13th December 2023) 5. DC/23/1753/TPO – 3 Tudor Close, Chedburgh. IP29 4XDTPO 502 (2010) tree preservation order - one Oak (T1 on plan and order) a. reduce upper crown growing towards house by one metre b. crown lift by five metres c. reduce upper central limb growing towards footpath by two metres. No objections (awaiting decision) |  |
| 10 | To receive Financial Officer’s Report   1. Proposed by Cllr McGhee, seconded by Cllr Sellars with the following vote being unanimous to sign off all bank transactions since the last meeting (self governance).   *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*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Invoice detail | Details of Payee | Amount £ | Statute Power | BACS or Cheque NO | | 031 | Clerk/RFO December salary | 341.00 | S112 LGA 1972 | SO | | 032 | Clerk mileage | 28.80 | S112 LGA 1972 | BACS | | 2424 | CCDRCC Hire of the hall | 80.00 | S119 LGA 1072 | BACS | | n/a | Cllr A Smith expense | 26.49 | S112 LGA 1972 | BACS |  1. Bank balance as of 01.01.2024 was £28,514.33 2. RFO requested that CCDRCC invoices and payments be added to the Internet Financial Standing Order list for quicker payment. Full Council agreed. | CLERK  CLERK |
| 11 | Clerk’s Report   1. Clerk due to meet a playground contractor at the playing field on Thursday January 25th at 12 midday. 2. Clerk has contacted a local firm to request a quote for work to be carried out on the flooded football field. 3. A short discussion about the state of the PC’s notice board on Chevington Road took place. Chair to meet a parishioner to see if the board can be repaired rather than be replaced. Chair to report back at next meeting. The parishioner requested that the documents pinned on the board be in a bigger print. 4. Chevington PC have asked the Clerk to ask Chedburgh PC is there are ongoing problems across the village regarding broadband and mobile coverage. The answer is ‘yes’. Its patchy across the village. Clerk to report back to Chevington PC. 5. Clerk to ask Stuart Bradnam and his team to cut down and remove the fallen tree bough in the play area and also to look at all the trees in the field for a safety check. Also, to ask for a quote to remove some of the bulk of the tree that had a bough fall, as well as a couple of trees overhanging the play equipment. 6. Clerk to email Cllr Soons and ask her to see if Highways can do a check on all of their trees across the village to prevent high winds from trees in the future. | CLERK  CHAIR  CLERK  CLERK  CLERK & CLLR SOONS |
| 12 | Community Speed Watch Team. Chevington’s CSW Team are happy for Chedburgh to join them. They will give them training. No volunteers form the village have come forward. Several Councillors are keen to join in. Clerk to introduce Chevington Team Leader to Cllr McGhee. Clerk to contact Haverhill Police Speed Team to come and check out the locations. | CLERK |
| 13 | Grass cutting contract across the village with West Suffolk Council. The Clerk has asked for the latest quote to be amended. She is waiting for new quote to arrive and will chase it up. As the new quote will either be the same or less than the original the Chair has said for the Clerk to agree to the cost as the Council has discussed this issue thoroughly. Clerk to bill CCDRCC for the cutting of their grass once WSC invoice is received in the Autumn, | CLERK |
| 14 | Playground maintenance. The Clerk is having a hard time finding a company willing to carry out basic maintenance on the equipment. Hopefully finding a handyman to do this work will solve this problem. (See item 5:4 earlier). Chair to check with parishioner about regreasing the accessible roundabout. | CHAIR |
| 15 | Parking on Paddocks Way. See ITEM 7 earlier. |  |
| 16 | Car park opposite the pub. This is private property and not a responsibility for the Parish Council. If anti-social behaviour is seen on this land the Police are the people to contact not the Parish Council. |  |
| 17 | Items for the next agenda.   * All actions from this meeting |  |

MEETING ENDED AT 21.34 HOURS

Date of next meeting: Monday March 4th at 7.30pm

CHAIR: …………………………………………………………………………………. DATE: …………………………………….