

# Chedburgh Parish Council

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## MINUTES

of a Meeting held electronically via Zoom on

**Tuesday 9<sup>th</sup> May 2022 at 7.30pm**

**Present:** Councillors: Sue Roberts (Chair), Jon Cardy, Mark Hill and Margaret Rickard.

**In attendance:** Maximilian Clay (Clerk to the Council);  
1 Member of the public.

### 1. Election of Chair for 2021/22

Cllr Sue Roberts was elected unanimously.

### 2. Election of Vice Chair for 2021/22

Cllr Margaret Rickard was elected unanimously.

### 3. Signature of Acceptance of Office Forms

The newly elected Chair and Vice-Chair signed Declarations of Acceptance of Office.

### 4. Apologies

Cllr Savage had sent apologies and had reluctantly decided to resign for personal and family reasons.

### 5. Declarations of Interest

- a. There were no declarations of Pecuniary Interest in matters on this agenda.
- b. There were no declarations of Other Disclosable Interest in matters on this agenda.
- c. Cllr Hill declared a private interest in item 10.a.i and stated that he would not participate in the debate or vote.

### 6. Minutes of the last meeting

The minutes of the Meeting of the Parish Council held on 7<sup>th</sup> March 2022 were agreed to be a true record and the Chair was authorised to sign them as such.

### 7. Reports from County and District Councillors

- a. A written report was received from County Cllr Soons. Two items were raised - the unadopted roads at Mulberry Park (the Clerk would write to C Cllr Soons to ask her to find out the reasons for the refusal to adopt) and the lack of a second set of speeding surveys on the Bury road. C Cllr Soons had heard nothing further about this and so the Clerk would also write to follow this up.
- b. A written report from District Cllr Chester had been circulated earlier on the day of the meeting. Cllr Rickard asked whether the new hospital to be built would be constructed with a specific life-span in mind; D Cllr Chester responded that he did not know the answer to the question but did know that the new-build is being planned as a state-of-the-art facility.

### 8. Public Forum

No matters were raised by members of the public.

### 9. Clerk's Report

The Clerk reported that, following discussion at the previous meeting and subsequent consultation with Councillors, he had ordered commemorative rulers for distribution to the young people of the village at a cost of £495 plus VAT.

Correspondence had been received about the Queen's Jubilee torch relay, informing us that the

relay will be coming to Chedburgh at 13.35pm on the 17<sup>th</sup> May 2022. It was agreed that contact would be made with the village's nominees to ensure that they had been contacted. Villagers would be advised of the day and encouraged to gather at the Erskine Centre for the photo opportunity.

The Local Development Plan consultation process is being discussed by the district council.

The new bins have been ordered, although the lead time is not yet known and the Jubilee tree plaque has also been ordered and this will be delivered prior to the Jubilee week. It was resolved to ask Amy Savage whether she would be willing to unveil the plaque, during the Jubilee celebrations.

## 10. Planning and Environment

a. The following planning application consultations were considered:

- i **DC/21/2404/HH - East House, 6 Kings Park, Chedburgh: Amended Application:** *a. two storey front and side extensions; b. porch extension; c. single storey side and rear extension (to form a link between the existing garage and dwelling) d. partial conversion of garage.*

The amendment related to a change from a flat roof to the extension at the northern end of the building, to a pitched roof.

In discussion it was noted that it was difficult to find the amendment and it would be helpful if, when amended applications are sent for further comment, the amendments were highlighted within the papers. In discussion it was felt that the change had not addressed most of the previous objections and that the objections previously lodged should stand.

- ii **DC/22/0387/FUL - Land Adjacent to 18 Lancaster Close, Chedburgh: Planning application for the erection of one dwelling.**

It was noted that over the past few years several applications had been made but that this was a completely new one.

In discussion it was felt that the proposal seeks to squeeze a house into a very small corner of the plot - for understandable reasons, as building forward of the established build-line has already been determined to be unacceptable - and that the space was unsatisfactory because the house would be too close to neighbouring properties and no access would be available to the rear of the house. The Council resolved to object on that basis.

- iii **DC/21/2410/FUL - Unit 1, Bury Road Business Park, Bury Road, Chedburgh: Planning application - a. one workshop; b. office block with first floor accommodation; c. repositioning of existing fencing and installation of gate; d. reinstate existing access.**

In discussion it was noted that there were some technical issues that needed to be considered and that Highways had entered a holding objection for that reason. However, subject to those matters being resolved, the feeling of the meeting was that the application was satisfactory and that it would be good to encourage anything that could provide further employment within the village. The Council resolved not to object to the application.

- iv **DC/22/0654/HH Ash House Queens Lane Chedburgh IP29 4UT: Householder planning application - single storey side extension.**

After brief discussion it was resolved to raise no objection to this application.

b. Update reports on applications considered previously;

c. Mulberry Place - This had been covered under item 7a.

## 11. The Marquis Cornwallis Pub

There were no updates.

## 12. Queen's Jubilee

a. The Council resolved to ratify the decision to purchase rulers for distribution to young people in the village to mark the Jubilee at a cost of £495 plus VAT. It was agreed that

b. It was resolved that the rulers could be distributed at the Jubilee event and a list made of all recipients and that any signs left over would be given to Little Teapots for distribution to new

children over the coming year.

### **13. Insurance for 2022/23**

The Council resolved to approve the renewal of insurance arrangements with BHIB, as the second year of the three year undertaking made last year.

### **14. Preparation for the Annual Parish Meeting**

Arrangements for the Annual Parish meeting were discussed - it was not known if a speaker had been arranged and it was agreed that a date in June would be better. It was noted that the Hall is now very well booked for various classes and events but that a Thursday may be better. The 22<sup>nd</sup> and 23<sup>rd</sup> June were considered as possibilities and the Chair was mandated to confirm the availability of a speaker and the Clerk would confirm his availability once the availability of a speaker was known. The Chair and Clerk will liaise.

### **15. Finance & Governance**

- a. The Council reviewed and resolved to approve the Financial Regulations with no changes.
- b. The Council reviewed and resolved to approve the Standing Orders with two changes within section 18, arising from changes to the national template to change the reliance upon EU regulations.
- c. Following brief discussion, the Council approved the Financial Risk/ Risk Management assessment and the Chair was authorised to sign them.
- d. The Council reviewed and resolved to approve the 2021/22 Accounts, including the end of year Bank Reconciliation and the Asset Register.
- e. The Council reviewed and resolved to approve the 2021/22 Internal Auditor's Report.
- f. The Council reviewed and resolved to approve the Governance Statement at Part 2 Section 1 of the Annual Return and to authorise the Chair to sign it on behalf of the Council.
- g. The Council considered the information provided at Part 2 Section 2 of the Annual Return and resolved to authorise the Chair to countersign it on behalf of the Council.
- h. The Council considered the grounds for exemption from Limited Assurance Review and determined that the Council is exempt. Accordingly it was resolved to authorise the Responsible Financial Officer and the Chair to sign the Certificate of Exemption.
- i. The Council resolved to re-appoint Mrs Christine Fitzgerald as internal auditor for 2022/23.
- j. The Council resolved to set the following dates for meetings for the 2022/23 session: 9<sup>th</sup> May, 4<sup>th</sup> July, 19<sup>th</sup> September and 21<sup>st</sup> November 2022 and 23<sup>rd</sup> January, 20<sup>th</sup> March and 8<sup>th</sup> May 2023.
- k. The schedule of receipts and payments was received by the Council and it was resolved to approve the schedule of payments.

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

It was agreed that the idea of replacing the 'Telephone' signs in the phone box with signs saying 'Chedburgh' would be placed on a future agenda.

**The meeting closed at 9.37pm.**

Signed as a true record by authority of the Council

Chair

Date