CHEDBURGH PARISH COUNCIL

Draft MINUTES FOR PARISH COUNCIL MEETING Monday October 23rd 2023

Attendees:Cllr A Smith (Chair), Cllr Rickard (Vice Chair), Cllr Cardy, Cllr Sellars, Cllr S Smith, Cllr McGhee, SCCllr K Soons, WSDCllr Chester, Mrs F Betts,

Apologies: Cllr Dexter, Mrs C Fitzgerald, Dr G Dillon

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| No: | ITEM | ACTION |
| 1 | The Chair welcomed everyone attending and received the apologies for absence. |  |
| 2 | There were no Declaration of Councillors’ Interests received. |  |
| 3 | Public Participation.   1. In the absence of the Chair of the CCDRCC he sent a report which the Clerk read out. The kitchen is booked to be refurbed February 2024. The drains from the hall are being monitored and there was no significant extra flooding over the weekend of October 10th -22nd (Storm Babet). There was a suggestion of maybe cutting back the hedge and clearing out the ditch running alongside Chevington Road but no decisions have been made. The Parish Council are keen to work with the CCDRCC with this issue and Cllr Sellars will set up a meeting for the PC and the CCDRCC to meet to discuss. | Cllr Sellars |
| 4 | The Minutes of the Meetings held on 4th September 2023 were approved and signed |  |
| 5 | The Chair’s Report was as follows:   1. WSC Playground Inspection Report and findings were discussed. A new Playground Inspector has found several serious faults which need to be dealt with within the next six months. The Clerk is to research playground maintenance companies and meet with them to discuss quotes. It was also felt that a new Working Party or Committee ought to be set up under the Parish Council to work on the redevelopment of the play area and playing field. This is to be discussed at the Budget meeting in November. 2. Drainage issues on playing field – inc Erskine Centre car park update. A quote has been obtained with the work needing to run over land not owned by the PC or the CCDRCC. A meeting is to be set up between the PC and CCDRCC (see item 3:1) \*See notes at end of Minutes 3. Wicksteed accessible roundabout report. Clearly no maintenance took place and this leads the Council to look for a different company to maintain the equipment. 4. VAS machine. The new machine has arrived. A discussion took place over where the place both machines. The final decision was for the new VAS machine to be place on the A143 (without the solar panel which is to be stored at the Clerk’s home) and the old machine to stay at the entrance to the Erskine Centre. The data collected from the new machine is to be sent to the Clerk to collate. Cllr McGhee and Cllr A Smith to act a new VAS   co-ordinators. | CLERK  Cllr A Smith, Cllr Sellars |
| 6 | County Councillor’s report was received and a copy is up on the PC’s website. The suggestion of railings by the entrance of Silver Tree Way can be looked into. The Clerk needs to send details via email. Clerk to collect photos and send to Cllr Soons | CLERK |
| 7 | The District Councillor’s report was received. A full copy is available on the website.  Cllr Chester asked if the Council members would be interested in attending a Police Commissioner Road show and the positive reply prompted Cllr Chester to say he is hoping to set a meeting up in Wickhambrook in November. | Cllr Chester |
| 8 | Parish Councillor reports:   1. Cllr Cardy. See item 5:4. A demonstration on how the VAS machine works was given. The older machine has two batteries but one works better than the other. If the Clerk has the item number, she may be able to re-order. Cllr Cardy to send her the number. 2. 1. Cllr McGhee said he had 3 volunteers interested in starting a community speed watch team for the village. There needs to be at least 6 volunteers. Clerk is to advertise in The Benefice news and on Facebook 3. Cllr McGhee has been doing some research into the gas pipes running under Silver Tree Way. At this time, it is not clear what the actual issue is and there are a number of reasons why this is a problem; firstly – the gas pipes may have been fitted too close to the road surface, secondly – it could be that the pipework is not the correct size and thirdly – it may have been installed by a non-registered installer which is why Suffolk Highways will not adopt it. The resolution also rides on whether this road was newly created for the development as there is one way of law for this, and if the road was already there, another route of law will be followed. Cllr Chester has a list of registered gas fitters and he knows the company that fitted the gas pipes. He will send this information on to the Clerk. Cllr Soons suggested writing an email to her so she can forward it on to Highways stating the facts and asking how this situation can go forward. The Clerk is also to email Havebury and ask for their insights into this problem. 4. Cllr S Smith. Flooding over the weekend around the village. Several areas of the village (notably Queen’s Lane outside Chestnut Crescent and beyond towards Chevington and the junction at Memorial Green) flooded due to the immense amount of rain water that fell. Parents had difficulty getting their children onto the school bus. Cllr Soons said to report all flooding to Suffolk Highways with photographic access. This builds up a pattern of the flooding. The villages drains have been jetted earlier this month by Suffolk Highways which the Council believe reduced the amount of flooding. Cllr Cardy reported that lots of the ditch running along Queen’s Lane is silted up and full of dead leaf fall. The Clerk mentioned the fact that householders have a duty to keep these ditches clear to prevent flooding. She will write to Highways asking if they can write to householders reminding them of this responsibility and add an article to the Benefice News magazine. Cllr Cardy has been told by an Anglian Water engineer that there may be a broken pipe or another restriction under the road preventing the water from draining away freely and that the sewage from the Sewage Works in Queen’s Lane is backing down the pipe. Clerk to send an email to Highways with this information and to copy Cllr Soons into the email. Cllr A Smith asked if it would be an idea to put a camera down the pipe to see if it is blocked and then contact Highways. He will research this option. Cllr Soons reminded everyone that all flooding should be reported to the Highways Reporting portal so a pattern can be seen. 5. Cllr A Smith asked if a new street light to be installed in Chevington Road. Clerk to investigate how this could be actioned. | Cllr Cardy/ CLERK  CLERK  Cllr Chester  CLERK  CLERK  CLERK  Cllr A Smith  CLERK |
| 9 | Planning Applications   1. DC/23/1675/HH – 11 Majors Close, Chedburgh. Replace steps with ramp (consultation period ends November 2nd 2023)   No objections made from the Parish Council | CLERK |
| 10 | Financial Officer’s Report was received as follows.   1. All bank transactions since the last meeting were discussed and signed off for payment (self governance) (plus invoices from last meeting which hadn’t been signed due to Clerk error)   Proposer Cllr Rickard Seconder Cllr S Smith Following vote was unanimous for the following to be paid.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Invoice detail | Details of Payee | Amount £ | Statute Power | BACS or Cheque NO | | 024 | Clerk September salary | 317.04 | S112 LGA 1972 | SO | | 025 | Clerk’s expense – poppy wreath | 28.98 | S112 LGA 1972 | BACS | | 026 | Clerk’s mileage expense | 23.40 | S112 LGA 1972 | BACS | | 1245822 | WSC Parks – cutting grass around village 12 months | 1739.01 | Ss9-10 Open Spaces Act 1909 | BACS | |  | Community Action Suffolk – annual webhosting fee | 60.00 | S112 LGA 1972 | BACS | | 27717 | SALC 6 months payroll service | 22.80 | S112 LGA 1972 | BACS | | 4921 | McGregor’s services x 1 cut Mulberry Place green | 84.00 | Ss9-10 Open Spaces Act 1909 | BACS | | 4893 | McGregor’s service to cut tracks Mulberry Place | 84 | Ss9-10 Open Spaces Act 1909 | BACS | |  | Cllr Cardy expense for grease tubes for the accessible roundabout | 25.32 | S112 LGA 1972 | BACS | |  1. Bank balance as of 23.10.2023 was £31,649.16 2. Direct Debit form was signed to allow Community Action Suffolk to receive annual direct payment for hosting Council’s website. | CLERK |
| 11 | Clerk’s report   1. SALC reply regarding charitable donations from local firms. This is not good practice and therefore the Clerk will not take this any further. 2. Visit to Gt Blakenham Refuse Centre. Clerk waiting for 2024 dates to be published. 3. Sports England grants research needs to have quite detailed information regarding a specific project before it will comment on funding. 4. Emergency Plan Officer visit booked for Monday December 4th 2023 at 7.30pm before the Parish Council meeting 5. Railings at top of Silver Tree Way and A143 (see item 6) 6. Parish Councils and Land Registry of Erskine Centre. See item 12 below 7. The insurance provider has been contacted regarding the new VAS machine and the asset register list. The Council has sufficient insurance to cover this new machine and it has been added to the Asset Register. 8. S137 has not been spent this year. To discuss it at the Budget meeting in November 9. Can the Clerk buy more one-drive (Cloud) storage or a large memory device. Cllr Sellars proposed and Cllr McGhee seconded the proposal with the following vote being unanimous for the Clerk to do this. 10. Two poppy wreaths were given to Councillors to place on the memorial on Remembrance Sunday. One from Suffolk County Councillor Soons and the other from the Parish Council. | CLERK  CLERK |
| 12 | Land Registry for Erskine Centre. The solicitor has started this process. If the original deeds cannot be found the Solicitor can draw up a document allowing this procedure to continue with the option of applying for Title Absolute in a couple of years’ time. | CLERK |
| 13 | BT Box update. After some research and short discussion, it was decided to go with a half bookcase and half notice board type arrangement. The electricity needs to be made safe and the Clerk is to ask a local electrician to look into this. Cllr Sellars proposed, seconded by Cllr Rickard for the Clerk to sanction this work to be done. | CLERK |
| 14 | Community Larder.  Cllr Sellars reported that the CCDRCC supported this scheme but did not want the larder to be inside the hall. They did give permission for a shed of some kind to be placed to the left of the main door close to the wall. The Council looked at the location and agreed it was suitable as it is easy to access and the automatic lighting would come on if someone approached. The shed/hut needs to be removable. Cllr Chester is keen to help financially with this scheme and Cllr A Smith and Cllr Sellars would investigate costings of a small shed type structure. To be discussed further at the Budget Meeting in November. | Cllr A Smith/ Cllr Sellars |
| 15 | Councillor J Cardy offered his resignation from the Council. This was accepted by the Chair who gave Cllr Cardy a vote of thanks for all his hard work and said “Cllr Cardy had been an extremely proactive member of Chedburgh PC and the community for several years and on behalf of the Council and parishioners, I would like to thank Cllr Cardy for all that he has done especially with regard to the Chedburgh phone box project, the VAS machines and the data analysis, organising the new bench and litter bins around the village and his help with the accessible roundabout, to name but a few things he did. We wish him well for his future endeavours” The Clerk expressed her thanks to him for his service and said she would miss working with him. Clerk to advertise this vacancy. | CLERK |
| 16 | Items for next agenda –   1. Refurbishment of notice board on Chevington road in 2024 2. Emergency Planning Officer visit 3. VAS data 4. Playground drainage update 5. Playground maintenance update 6. Food cupboard |  |

Date of next meeting: Monday November 13th at 7.30pm (Closed to the public)

Next public meeting Monday December 4th 2023

Meeting ended at: 21.50hrs hours

SIGNED: ……………………………………………………………………….. Date ……………..

* From Item 5:2. Cllr Cardy gave a brief history of the village in that:- the Vikings used this area as a small settlement choosing it because of the various natural springs of water. The small settlement continued over the years with the RSF building various WWII buildings and a runway. These areas were subsequently built on by developers to make the village what it is today. However, historically these natural springs have not disappeared but some have been managed better than others which is why several areas consistently flood in poor wet weather. These areas include, the playing field/Erskine Centre car park, Major’s Close, Memorial Green and Queen’s Lane.