**CHEDBURGH PARISH COUNCIL**

**MINUTES FOR PARISH COUNCIL MEETING HELD ON**

**Monday March 6th 2023**

**Attendees: Cllr Rickard (Vice Chair), Cllr Cardy, Cllr Smith, W S D Cllr Chester, S C Cllr Soons, seven members of the public, and Clerk/RFO Mrs Betts.**

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| **ITEM** | **SUBJECT** | **ACTION** |
| **1** | Chair welcomed everyone. No apologies were received but Cllr Hill has previously sent his resignation to the Clerk and this has been noted. Cllr Rickard would like thank Mr Hill for giving his time as a Parish Councillor and said that he will be sorely missed. |  |
| **2** | The following declarations of interest by Councillors were received. Cllr Smith’s wife is a member of the public and has asked for s19 money, and Cllr Cardy is the applicant at Item 9. |  |
| **3** | Minutes of the last meetings held on 16th January 2023 were verified as being a true and accurate record having been proposed by Cllr Hill, seconded by Cllr Smith and the following vote being unanimous, The Chair duly signed them. |  |
| **4** | Public Participation.   1. A parishioner came forward and told that the Council that recently approved planning on two new houses which stated obscure glass had to be installed had in fact had non obscure glazing installed. He has written to the Planning Enforcement Team at WSC and wanted the Parish Council to monitor this situation. W S Cllr Chester said that he would follow this up too. 2. The organiser of the Thursday morning Coffee Club would like to thank Cllr Chester for the funds from his locality budget and Cllr Soons for her help in advertising the event. This club meets at the Erskine Centre on the second Thursday of each month. This club is going from strength to strength and is supported by the Parish Council. | **Cllr Chester** |
| **5** | Chairman’s Report   1. The Chair would like to officially acknowledge the work that Wildlife Friendly Chedburgh is doing across the village. The group has a small, but growing, number of volunteers. |  |
| **6** | Parish Councillors’ reports   1. Cllr Cardy   1:1Two of the new dog poo/public litter bins have been mounted onto concrete slabs at King’s Park and by the playground. The third bin is in storage with Sayer’s Groundworks until the Council decide where to place it. Suggestions for it to be at the bottom of Silver Tree Way were put forward but as this area has not been officially adopted by West Suffolk or Suffolk County Councils there was no way it would be emptied regularly.  1:2 Telephone box internal refurbishment. The application for D Cllr Chester’s locality budget has been held back until the new financial year. The Clerk will resubmit the application in May   1. Cllr Smith   2:1 The grass verge in Paddock Way is on the list of works to be carried out by SCC Highways Team  2:2 A new, military grade Union Jack flag has been bought and is flying high. | **The Clerk** |
| **7** | Suffolk County Councillor Report  7:1 Her report was sent to all Councillors last week and the Clerk has added them to the PC’s website.  7:2 Following the very sad fatality in January Cllr Soons would like the support from the PC to open discussions around a speed limit reduction. Views were sought from all present about possible limits. Cllr Soons promised to start with looking at the criteria for a 40 mph and to discuss other options with Suffolk Highways, bringing any updates back to the PC for resident's input’ and approval. Approval was given from the PC.  7:3 Suffolk Highways have just announced a new contract with M Group Services to take over from Kier on October 1st 2023 to maintain the highways around Suffolk. The Highways Reporting Tool should be unaffected.  7:4 Trading Standards are run by Suffolk County Council in Suffolk. If you see or hear of any suspicious trading practices going on Cllr Soons urges you to contact Trading Standards. Contact details on SCC website |  |
| **8** | West Suffolk District Councillor’s Report  His report is to follow  8:1 Mulberry Park/Silver Tree Way and its non-adoption so far by West Suffolk Council. This problem has not been resolved and following a short discussion it was stated that the problem was the fact that Suffolk Highways felt that the gas pipes under the road leading to the gas tanks (supplied by Calor Gas) were too close to the surface and they wanted them dug in deeper. As the property development company who built the houses is no longer working there was no one to carry out this work. A comment was made that SCC must think the road is safe for the householders to drive on and for the gas company to deliver gas to the tanks so why did SCC not agree to its being adopted? Cllr Soons and Cllr Chester will look in to this for the householders and for the Parish Council. Half of the housing stock is owned by Havebury Housing Association and the Council asked the Clerk to contact them and raise this issue. | **Cllr Soons**  **Cllr Chester**  **The Clerk** |
| **9** | Planning Applications   1. No new planning applications have been received and all previous applications are pending. |  |
| **10** | Responsible Financial Officer’s Report   1. Money Received -  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Invoice detail | Details of payment received | Amount  £ | Statute Power | BACS or cheque | | n/a | From Cllr Chester’s WSC locality budget for the coffee club | 250 | S137 LGA 1972 | BACS |  1. The following invoices were approved for payment having been proposed by Cllr Rickard and seconded by Cllr Smith with the following vote unanimous that they be paid.  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Invoice detail | Details of Payee | Amount  £ | Statute Power | BACS or  Cheque NO | | | 0013 | General Stationery | 54.62 | S112 LGA 1972 | 310 | | 0014 | Clerk/RFO salary for January, February, March 2023 | 930.08 | S112 LGA 1972 | 310 | | 0015 | Clerk PAYE for January, February, March 2023 | 232.40 | S112 LGA 1972 | 310 | | 0016 | Annual Use of Home as Council Office Aug 22 to Feb 23 | 106.64 | S112 LGA 1972 | 310 | | 0017 | Clerk expenses and mileage | 70.47 | S112 LGA 1972 | 310 | | 0018 | CAS for website hosting (via Clerk’s personal debit card reimbursement) | 60 | S122 LGA 1972 | 310 | | 3103331 | Glasdon UK Ltd (3 dog poo bins) | 2295.50 | Ss 5-6 Litter Act 1983 | 311 | | n/a | Chedburgh Coffee Club | 250 | S112 LGA 1972 | 312 | | n/a | Amazon UK (for parking barrier at end of Silver Tree Way) | 61.60 | (by virement) | 313 | | 26503 | SALC  6 month payroll service | 11.40 | S112 LGA 1972 | 314 | | n/a | Cllr Smith expense for military grade flag and lanyard | 51.94 | (by virement) | 315 | | n/a | Mrs V Smith (Coronation wildflower seeds) | 50 | S19 LGA 1972 | 3163 | | 220 | Sayer Groundworks | 912.00 | S133 LGA 1972 | 317 |      1. Discuss and 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.*   1. Confirmation of Unity Bank’s bank account balance as of end of February 2023. £33.072.50 2. Creation of Lloyd’s Treasurer’s bank account. All forms received by Lloyds. 3. Adoption and signing of financial risk assessment, internal control statement form and Asset Register. Proposer Cllr Rickard, Seconded by Cllr Smith. Following vote unanimous so said documents were signed by the Chair. 4. The ’missing monies’ mentioned by the Treasurer of the CCDRCC at the last meeting have been identified as the VAT reclaimed from the work carried out on the Erskine Centre’s roof paid for by the Parish Council via a Sport England Lottery Grant. This sum cannot be transferred to the CCDRCC directly because of Tax Law, but the CCDRCC can claim this money to cover the cost of a new project. The Parish Council and the Chair of the CCDRCC are now aware of this. | **NB**  **Invoices**  **0013, 0014, 0015, 0016, 0017, 0018 all paid on cheque 310** |
| **11** | Clerk’s Report   1. Grit bin on Silver Tree Way has been filled with salt and has a metal shovel inside 2. Mulberry Park Residents’ Association have purchased a parking barrier at the entrance of the grassy area at the end of the development. The Parish Council reimbursed this cost 3. The dead tree on Chestnut Crescent is owned by West Suffolk Council and is on their list of works to be removed. 4. The verge on Paddock Way is on Suffolk Highway’s list of works 5. Election 2023. All Councillors were given their application forms to apply for re-Election. 6. Dog poo bins. See item 6:1 7. Sign for Play area. Proposed by Cllr Sellars and seconded by Cllr Rickard, with the following vote being unanimous for the Clerk to approach the company who quoted to make up a sign. The Council will arrange for the installation. 8. West Suffolk Council’s Park’s Department service agreement has been signed by the Clerk. There will be no charge for this next financial year. 9. The Clerk is to set up a new account with The Circuit and will take over the monthly checks and send in the necessary report 10. No extra bunting is needed for the Coronation. The CCDRCC say they have lots already 11. The Parish Council had previously announced on the website and in the Benefice news if there was a group who wished to use the hall as the Council had pre-booked the hall for this day. Wildlife Friendly Chedburgh wish to hold a litter pick on Monday May 8th as part of the King’s Coronation Volunteer Day Initiative and the Council have awarded the free use of the hall to this group. 12. Little Tea Pots have requested use of the field on July 1st 2023 for a fundraising event. The Parish Councill give permission for the field to be used. Under s137 LGA 1972 the Parish Council will also pay for the day rate of hiring the hall so the facilities can be used by visitors to the event. Clerk to check the hall is free and book it and to ensure the Council’s insurance covers such an event. 13. Research into the historical records for who has what responsibilities for the village playing field. A member of the public stated that the Parish Council bought this piece of land off the CCDRCC for £1. Does anyone have any documentation about this transaction? Clerk to contact the Secretary of the CCDRCC to see if there any Minutes stating this. 14. Several parishioners have emailed the Clerk with suggestions on how to improve the playground. These suggestions will be discussed further later this year. 15. The CCDRCC requested the use of the playing field on July 15th so they can hold their annual fete. No objections were made from the Council. Clerk to check that the insurance covers village fetes. 16. A member of the public asked if the CCDRCC could have money to pay for wildflower seeds to be given out to children who live in the village during the Coronation weekend. Cllr Rickard proposed for £50 to be given to this project and Cllr Sellars seconded with the following vote being unanimous. A cheque was duly written out and the Clerk will post it to the parishioner. 17. The Clerk has received a sketch from the CCDRCC’s for the tarmacking of the grassy areas to the front of the hall. The Clerk had replied via email stating that she felt the map needed to be more professional and that planning may be needed as drainage was required and the fact that the alterations would be seen from the main road. The Clerk stated that under the Town and Planning Regs 2012 schedule 1 paragraph 2, Parish Council only pay half the fee for planning applications and this may be of use the CCDRCC with this project. | **The Clerk**  **The Clerk**  **The Clerk**  **The Clerk**  **The Clerk**  **The Clerk** |
| **14** | Purchase of a new VAS machine has been forwarded on to the next meeting’s agenda for the new council to discuss |  |

The date of the next meeting is Monday May 15th after the Annual Parish Meeting due to start at 7.30pm

Meeting ended at 21.55 hours. SIGNED: DATE: