

Chedburgh Parish Council

Clerk: Maximilian Clay

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To Members of Chedburgh Parish Council

You are duly summoned to attend the meeting of Chedburgh Parish Council to be held on

Monday 13th March 2017 at 7.30pm

at the Erskine Centre, Chevington Road, Chedburgh.

Maximilian Clay - Clerk
6th March 2017

AGENDA

64. Apologies

To receive apologies and to approve the reason for absence.

65. Declarations of Interest

- a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- b. To declare any Other Disclosable Interests in items on the agenda, and their nature.

66. Minutes

To agree the minutes of the Meeting of the Parish Council dated 16th January 2017 and to authorise the Chair to sign them as a true record. (*Appendix A*)

67. County & Borough Council Reports

- a. To receive a report from County Cllr Terry Clements.
- b. To receive a report from Borough Cllr Angela Rushen.

68. Public Forum

Residents are invited to give their views and question the parish council on issues on this agenda or to raise issues for future consideration. The time allocated will not normally exceed 15 minutes but is at the discretion of the Chair.

69. Decisions Taken Since the Previous Meeting

To be advised of any decisions taken under delegated powers since the last meeting.

70. Clerk's Report

- a. To report progress on actions arising from prior meetings.
- b. To agree the following meeting dates for the coming administrative year (to March 2018):
15th May, 10th July, 18th September, 13th November 2017; 15th January and 12th March 2018
- c. To advise any relevant correspondence or significant matters not otherwise on the agenda and not already drawn to councillors' attention.

71. To Consider a request for a Financial Grant from Little Teapots (*Appendix Z*).

Please note, the information in the appendix has been omitted from the public bundle for reasons of confidentiality.

72. Planning and Environment

- a. To consider responses to planning application consultations: None in hand at present;
- b. Update reports on applications considered previously:
DC/16/2307/FUL for a dwelling to be built on land adjacent to The Marquis Cornwallis, The Street; and the demolition of the existing storage building - Permission Refused.
- c. To receive a report of the conclusions of the Planning Authority's enforcement officer, following an enforcement inspection of the Marquis Cornwallis.
- d. To receive any further updates on the Bocket Park development.
- e. To receive reports from Ian Leggett and to consider any actions arising (*Appendix C*);
- f. To consider whether any action is possible/ desirable regarding parking in Majors Close.
- g. To consider whether the current positions of the vehicle activated speed sign are still the most appropriate and effective, and if not to identify any new or additional positions.
- h. To decide whether to initiate the process for extending the 30mph speed limit on Queens Lane, to Queens Hill

73. Installation of Storage Containers at the Erskine Centre

To consider the installation of containers for storage and, if agreed, to also agree arrangements for implementation. (*Appendix D*)

74. Summer Fete

To consider whether there should be a formal Council presence at this year's Fete (24th June)

75. Complaints Policy

To consider the draft complaints policy and adopt it as Council policy (*Appendix E*).

76. Provision for Teenagers

Ideas are sought for ways in which teenagers might be served in the village. Councillors are invited to bring thoughts and ideas, regardless of cost or organisational implications at this stage, so as to initiate a discussion which could lead to further consideration.

77. Responsible Finance Officer's Business

- a. To receive the schedule of receipts (*Appendix F i*);
- b. To receive and approve the schedule of payments (*Appendix F ii*);
- c. To approve the updated Register of Assets (*Appendix G*)

78. Arrangements for provision of Wreaths for Remembrance Day

To consider ongoing arrangements in the light of the forthcoming disbandment of the association representing the servicemen who were based at Chedburgh in the 1940s.

79. Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- a. Report on meetings attended;
- b. Agree the attendance of councillors, to represent the Council, at forthcoming meetings;
- c. Raise items for future agendas;
- d. Report matters of information not included elsewhere on the agenda.

Copies to:

Borough Cllr Angela Rushen
County Cllr Terry Clement,
Christine Fitzgerald (Internal Auditor)
Ian Leggett (Staff)
Elizabeth Williams (Community Council)

February 2017 Monthly Round-Up Newsletter

New report announces vision for mental health in Suffolk

On 26th January our Director of Public Health released his annual report today setting an ambition to improve mental health services in Suffolk over the next 10 years.

Suffolk Minds Matter: Suffolk Annual Public Health Report 2016 was presented to the Health and Wellbeing Board and proposed recommendations for long-term improvement to mental health in Suffolk.

An estimated 1 in 100 people are affected by severe mental ill health in Suffolk and around half of lifelong mental ill health conditions develop before the age of 14.

In the same month that the Prime Minister outlined government commitments to better mental healthcare for young people and the wider population, this new report sets a Suffolk-wide aspiration for improved mental health at all ages.

The independent report, which has been produced in collaboration with a range of partners, lists seven cross-cutting recommendations to promote good mental health and reduce demand in Suffolk over the next five to 10 years:

1. To work to promote mental health and to reduce stigma and discrimination;
2. Promote emotional wellbeing and resilience in communities throughout Suffolk by working to address the social determinants of mental health;
3. Ensure those with physical health needs have good mental health, and that those with mental ill health have equal support to improve their physical health;
4. Promote the mental health of women and ensure children have the best start in life;
5. Ensure the effective recognition and treatment of depression in older people, especially those at increased risk;
6. Work to promote active healthy ageing programmes to delay the onset of dementia at any age;
7. Reduce suicide in Suffolk by 10% over the next five years using the 2012-14 data as our baseline.

New campaign sheds light on suicide

A new countywide campaign that aims to prevent suicide in Suffolk is taking a new approach to this devastating issue.

Suffolk Life Savers, was launched on 20 February and is a response to the estimated 60 people who take their own lives in the county every year, calling on people to play their part by pledging to support the campaign.

Suicide remains one of the most prevalent causes of death for men aged 15-49 years and the majority of deaths by suicide in Suffolk are by men aged 40 to 60 years. Another important fact is that almost three quarters (72%) of people who die by suicide were not in contact with mental health services in the 12 months before their death.

Anyone can join the campaign by making a simple pledge. In return, each organisation or individual will receive dedicated campaign materials and ongoing support to spread the message with friends, family and work colleagues. For more details about how to support, please visit the website:

www.healthysuffolk.org.uk/suffolklivesmatter

Leading Digital Innovation in Health and Care in Suffolk

Councillor Colin Noble, Leader of Suffolk County Council chaired and opened the 'Leading Digital Innovation in Health and Care in Suffolk' hosted by BT on 24 February. Health and Care is on nearly every agenda and in the news there is hardly a day without the pressures on our health and care system in this country. The conference gave us the opportunity to discuss how in Suffolk we could revolutionise and reimagine health and social care through digital innovation, creating more time for staff to care.

One hundred gritting runs completed so far this winter to keep Suffolk's roads safe

Suffolk's gritting teams have treated enough miles to travel around the world more than four times so far this winter.

Up to now, exactly 100 gritting runs have been undertaken by Suffolk Highways, treating 110,671 miles of the county's road network in the process – enough to go around the earth's circumference four and a half times.

A total of 37 operatives, three supervisors, a lead decision maker, an assistant for the lead decision maker and the winter service manager oversee the shifts on the 'Priority 1' route, which covers all A and B roads and is 1,259 miles in length.

A total of 34 operatives, three supervisors, a lead decision maker, an assistant for the lead decision maker and the winter service manager oversee the shifts on the 'Priority 2' route, which is 843 miles in length.

The majority of gritting runs take place throughout the night and early morning, taking around three and a half hours on average. Before heading out on the road, the gritters are filled with salt and brine and are weighed on return. On the road, runs typically take around two and a half hours.

During the busiest period of the winter gritting season, 45 gritting runs were completed between January 9 and January 29, spending around 112 hours on the county's roads.

And so far this winter 12,232 tonnes of salt has been used on the county's roads, which is equivalent to around 1,750 male African elephants.

Suffolk Adult Learners' Awards 2017

Nominations for the seventh Suffolk Adult Learner Awards are officially open.

The Suffolk Adult Learner Awards, organised by the University of Suffolk and the Suffolk Adult Learning Federation (SALF) with Leap, are being held in order to celebrate the hard work and outstanding achievements by adult learners this past year. The awards ceremony will be held on Thursday 22 June at University of Suffolk and once again, BBC Radio Suffolk presenter and University of Suffolk Honorary Graduate, Mark Murphy will be the compère for the evening. To view the list of awards and download nomination form, visit: www.uos.ac.uk/AdultLearners2017

All nominations must be received by **5pm Thursday 20 April 2017** and should either be emailed back to adultlearners@uos.ac.uk or sent to Karen Davis, University of Suffolk, Waterfront Building, Neptune Quay, Ipswich, IP4 1QJ.

Terry Clements

March Report for Chedburgh

Community Chest. Funding has been awarded to a whole range of organizations across St Edmundsbury. In total the council will have awarded £342k to help support people in our communities and to deliver the aims of our Families and Communities Strategy. The groups that were given grants range from Gatehouse, Home farm Trust, Home Start, CAB, Women's Aid and Upbeat Heart Support Group.

Locality Budget money. I have been able to give £500 towards refurbishment works for the Erskine Centre. I suggest you immediately start canvassing the village on ideas for next year's allocation so as to avoid a hasty scramble just before the end of the financial year.

Community safety – Public Space Protection Orders. The Overview and Scrutiny Committee recently discussed Public Space Protection Orders (PSPOs) specifically to include the proposal to include begging in the Order for Bury St Edmunds. There was a lively discussion in order to ensure that people who find themselves on the street are given the right support, advice and help. Prevention and support remains our primary aim at all times. Unfortunately there are a small number of individuals who cause problems for people working, living and shopping in the town and this PSPO provides the Police with a way to address severe anti-social behaviour incidences. This will now go forward for wider consideration in the Council and for public consultation.

Eastern Relief Road. This is progressing well at A14 junction 45 and is due to be completed in the early summer.

Abbott's Vale development in the south east of Bury. This was granted outline planning permission at the January meeting of Development Control. There is still much detail to be sorted out such as implications for increased traffic in the Rougham Hill area of town. We await a detailed application in the coming months.

Bury St Edmunds town centre masterplan. The formal six week public consultation began on the 27th February. Any member of the public can voice their opinions during this time to express their views on what they hope to see as a future plan for this area of Bury. The draft Masterplan document will then go out to public consultation in the autumn.

Farmers market. A regular Sunday market will now take place on the second Sunday of the month, beginning in March in the Traverse, with the regular market traders offered the chance to trade as an additional market in the Cornhill.

Cupola House. We hope a new restaurant will soon be opening.

Westley Bridge repairs. The bridge is now closed to all traffic until the 7th of April. Diversions in place as are temporary parking restrictions in the Westley Road area.

Civil Parking Enforcement, (CPE). This is where the Government gives the enforcing power, currently with the police, to local councils. Thus SEBC would monitor, for example, double yellow lines, loading bays, taxi ranks, areas outside schools and bus stops, this enforcement income would then be retained by local councils, instead of it all going to the Government. There are set up costs involved but it is planned to cover these through the additional revenues to the Council. SCC and the police would share the set up costs. CPE is an ongoing debate and has yet to come to Full Council.

Parkway Multi-Storey Car Park has had brickwork repairs completed and safety grilles installed. A structural survey has identified the need for works to the concrete frame to ensure the facility remains safe and available for drivers into the next decade.

West Suffolk Operational Hub. A planning application is expected to be submitted in the spring.

Garden Waste Collection Service Take up of the subscription service in year one was successful with 39% of all West Suffolk households signing up (41% SEBC & 35% FHDC). 65% of subscribers applied and paid online. Current customers have been, or will be, contacted with regard to the new subscription year which starts in April. Unsubscribed bins will not be emptied from May onwards.

Budget. (Medium term Financial Strategy.) As grants from Government continue to fall, SEBC has adopted the strategy of becoming more commercial and investing to secure extra funding. If we didn't do this, there would be a budget shortfall of over £3.3million which could only be met by cutting funding for services by that amount.

Capital investment plans 2017-2021 currently stand at £64 million. This includes £3 million in Barley Homes, our housing company, and £20 million in our growth agenda plus potential future investment opportunities in Suffolk Business Park, Haverhill Research Park and the delivery of Bury St Edmunds town centre masterplan actions.

Investment in our communities is reflected in our Community Chest grants and through the locality money awarded by ward members.

Council Tax makes up around a fifth of our total income. The Government has removed its Council Tax freeze grant and its funding decisions assume local authorities will increase Council Tax by the maximum level each year, which equates to an extra £3.51 a year (under 30p a month, or 1.96%), taking SEBC's share of the total Council Tax bill to £182.16 for an average Band D home.

Angela Rushen

March 2017

Handyman Report for period January to March 2017

- Bus shelter on Chevington Road and surrounding street furniture cleaned end of January.
- Play Area slide corroded area treated with Kurust first week of February.
- Slide steps and former corroded area painted with rust preventive paint w/c February 13th.
- Bus shelter on The Green and all nearby street furniture cleaned (post box, bins, road signs)
- All road signs on A143 including village boundary fencing cleaned w/c February 13th.
- All road signs and bins cleaned in Chevington Road, Paddock Way, Chestnut Crescent, and The Street cleaned w/c February 13th.
- The grit bin hand shovels bought some years ago have corroded with the salt, and some newer bins had no shovels so 10 plastic grit scoops were purchased w/c 20th February. Some grit bins (older ones) were allowing water in. Holes drilled in the bases to allow water to escape. All bins contents were then broken up and "powdered", then new scoops put in each bin.
- Storm Doris:
 - A tree which fell across Queens Lane outside Porters was cut up and removed by Ray Reavons.
 - A tree which fell across Footpath 8 near air raid shelters was cut up and removed by Wayne Horridge.
 - A tree which fell across Queens Lane near Lavender Cottage was removed by me.
 - A hedgerow in Queens Lane blocking the footpath reported to west Suffolk and deemed be not be worthy of attention was removed by Wayne Horridge.

I would like it noted that the good volunteer response by Wayne and Ray made these routes safe very quickly and saved the Borough large sums of money and time

- A large pothole on Chevington Road reported on March 3rd. Also numerous small ones from a previous repair reported. Large potholes on road edge in Chevington Road where vehicles have cut in too close to banking.
- A new Dog Bin is required on Chestnut Crescent. A suitable one can be bought for about £14 with free installation. At present I am emptying the yellow bin of approx 70 dog bags a week.
- The notice Board at Majors Close has splits along framework. It requires sealant around edges to prevent long term water damage. The bench alongside also has similar needs to some of the slats. Suitable sealant will cost about £1.

Ian Leggett

March 3rd 2017

Installation of Storage Containers at the Erskine Centre

The Council is asked to consider and approve a proposal to install storage containers at the Erskine Centre.

1. Chedburgh, Chevington, Depden and Rede Community Council (the Community Council), is planning a gradual refurbishment of the Erskine Centre, in its capacity as managing trustee.
2. This will necessitate the evacuation of various fixtures, fittings, equipment and furniture on a phased basis, the duration of which will depend upon the progress of works, which will in turn depend partly upon the progress of fundraising to pay for the works. It is anticipated that the duration may be several years.
3. The Community Council advises that the favoured method of storage of the displaced items is by installing one or two storage containers on site. A sketch showing the size and approximate position of the proposed containers is attached. Container A would be installed in 2017 with Container B (likely to be smaller) being deployed as and if necessary.
4. The land and buildings are vested in the Parish Council as custodian trustee and so it is for the Council to determine whether to go ahead with the installation.
5. Planning permission is not required because the installation is a permitted use on the part of the Parish Council.
6. The Community Council, as managing trustees, would undertake to:
 - i. cover the costs of the installation
 - ii. oversee the procurement and installation on behalf of the Council
 - iii. ensure that any legal requirements associated with the installation are complied with and indemnify the council in such regards.

These undertakings would be conveyed in writing and form a binding part of the Council's agreement to the proposal.

Recommendation

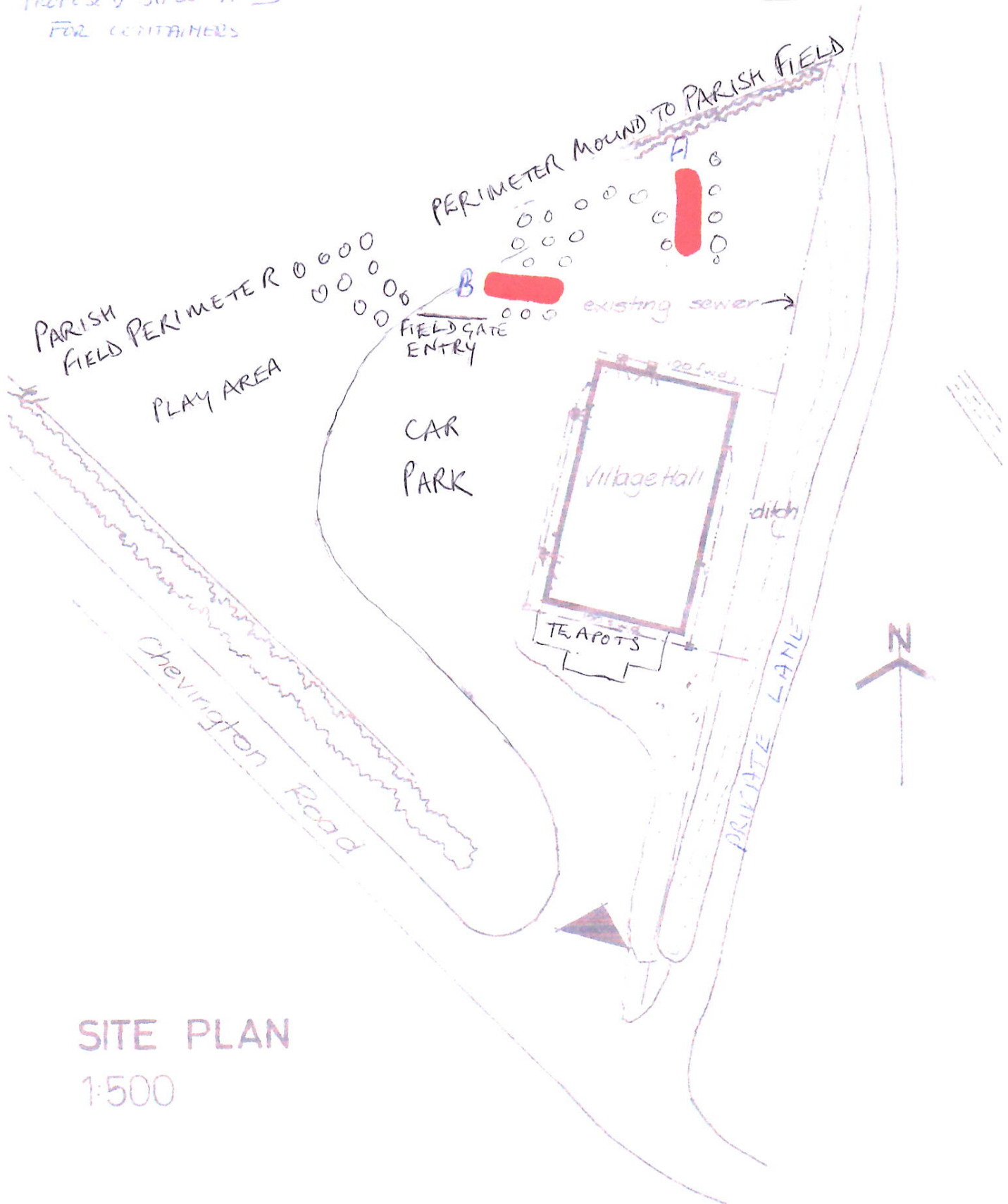
It is recommended that the Council approve the installation, subject to the conditions outlined in paragraph 6, for the following reasons:

- a. The proposal will enable the Community Council to fulfil its role as Managing Trustee by undertaking desirable maintenance and upgrades of this important community facility;
- b. The positioning of the containers takes account of the current use of this part of the grounds and will have little or no impact on those uses;
- c. The installation is a Permitted Use, as defined by the relevant planning legislation, where the use is by or for the Parish Council.

Maximilian Clay, Clerk to the Council

6th March 2017

PROPOSED SITES A+B
FOR CONTAINERS



SITE PLAN

1:500

DRAFT

Complaints Policy

The Council's policy is that complaints should be dealt with as expeditiously as possible and that, whenever possible and appropriate, an attempt should be made to deal with them informally. Hence the formal complaints process set out in this document should be regarded as a last resort. Nonetheless, the Council recognises that situations may arise where a person complaining feels that a formal complaint is appropriate from the start, in which case their written complaint should explain this and their reasoning.

A. Informal Stage

In keeping with the Council's view that complaints are best dealt with early and informally, any person with a complaint is encouraged to raise the matter directly with the person concerned, to seek clarification and resolution.

B. Formal Stages

Written Complaint.

All written complaints about matters affecting the Council, its work, staff or members should be directed to the Council's Proper Officer (the Clerk, referred to hereafter as the Complaints Officer) in the first instance. (If the complaint is specifically about the conduct of the Clerk the complaint should be addressed to the Chair of the Council. In this context only the Complaints Officer is the Chair of the Council).

In either case the address for submitting a complaint is: chedburghpc@gmail.com or Gate Cottage, Culford, Bury St Edmunds, IP28 6TU.

The written complaint should state that it is a formal complaint and should be specific and concise, setting out the nature of and reason for the complaint, and the remedy sought (e.g. an apology or a change of action). If the matter has not been taken up informally, the complaint should give reasons for omitting that stage of the process and the Complaints Officer will take this into account when considering how to deal with the complaint.

Response to Written Complaint

The Complaints Officer will respond to complaints in writing as promptly as possible - normally within five working days (any delay must be explained in the response). At this stage it may be that further investigation, for example to ascertain facts, may be necessary. In this case it may not be possible for the initial response to be definitive and so the letter of response will set out the process that has been decided on, which may include a meeting with the complainant if this is deemed useful and appropriate, and the anticipated timeline. Complaints will normally be dealt with within 14 days.

As soon as the investigation is complete the Complaints Officer will write to the complainant to inform her/him of the outcome. The letter will give the reasons for the decision and outline any action that will be taken as a result of or in response to the complaint.

Notes (not to be included in the policy document)

- In the context of a complaint against a principal authority, the LGO offers the following definition: 'A complaint is an expression of dissatisfactionabout the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.' A complaint against a local council may arise for these reasons or may be triggered by an allegation of administrative fault such as not following procedures or standing orders, inadequate service, no service, delay or making a mistake.

- When a complaint is made against a local council, member(s) of the council or staff are likely to be mentioned or complained about. However, a complaint against a council should be treated as a complaint against the body corporate of the council, not as a complaint against individual employees or member(s) of the council. If, in investigating a complaint, it is decided that there may be a need to take disciplinary action, this should be carried out subsequently and in accordance with the internal disciplinary procedure.

Appendix F

RFO Summary Report March 2017 - Receipts & Payments

Presented to the Parish Council meeting dated: 13th March 2017

F i Receipts

None

Total	VAT	Net
0.00	0.00	0.00

Total Receiptss: 0.00 0.00 0.00

F ii Payments (Approved or To Be Approved)

300117 M I Leggett

300118 M Clay

300119 HMRC

300120 Stuart Bradenham

Salary: Jan-March 2017 and Expenses (156+19.95=175.95)

Salary: - Jan-March 2017 & Q4 Office Exps (714.93+54.30=769.23)

Q3 and Q4

Clearing fallen tree

175.95	0.00	175.95
769.23	0.00	769.23
65.00	0.00	65.00
70.00	0.00	70.00

Total Payments: 1,080.18 0.00 1,080.18

Payments in Blue have corresponding cheques to be signed at this meeting.

APPENDIX F

May be subject to
amendment and re-issue
nearer to the meeting date

Chedburgh Parish Council
Asset Register 2017/18

APPENDIX G

Register No	Description	Acquisition Value
Land & Infrastructure		
CPC01	Land - Crossways	
CPC02	Land - Playing Field	
CPC03	Land - The Green	
CPC05	Bus Shelter; The Green	4,854
CPC06	Bus Shelter; Chevington Rd	7,494
CPC08	Notice Board - The Green	570
CPC09	Notice Board - Chevington Road	570
CPC40	Seat - Lancaster Close	244
CPC42	Seat - Majors Close	490
CPC44	Seat - Play Area	429
CPC46	Seat - Play Area	322
CPC48	Seat - The Green	-
CPC60	RAF Chedburgh Memorial	6,100
CPC62	Village Sign	2,500
CPC64	Village Name Plate	221
CPC66	Village Flagpole	694
CPC68	Phone Box	1
CPC70	VAS signage	0
CPC80	Grit Bin - Elizabeth Drive	85
CPC81	Grit Bin - Major's Close	85
CPC82	Grit Bin - Paddock Way	85
CPC83	Grit Bin - King's Park	85
CPC84	Grit Bin - ?	85
CPC85	Grit Bin	63
Play Area		
CPC10	Slide	2,866
CPC12	Swings (10' high one bay) plus seats	2,103
CPC14	See Saw for Two	1,737
CPC16	Waltz with Speed Restrictor	3,984
CPC18	Rhino Springer	542
CPC20	Castle Slide	2,396
CPC22	Balance Beam	144
CPC24	Swing Frame	782
CPC24	Hugo & Ines Family Swing Seat	819
CPC28	Midi Birdsnest Tree	11,643
CPC29	Matting	4,147
Playing Field		
CPC50	Goal Post	620
CPC51	Goal Post	620
CPC54	Gate to Playing Field	176

CPC56	Basketball Goal	1
CPC57	Basketball Goal	1
ICT Equipment		
CPC90	Laptop: Toshiba C55-C-1M9 Serial No ZF179560C	291
CPC91	Printer: Epson DWF3	83