

Members of the Council are hereby summoned to attend

Chevington Annual Parish Council Meeting on Wednesday 07 May 2025 at 7.30 pm [at the earliest]
following the Annual Parish meeting

at Chevington Village Hall to transact the business as stated on the Agenda below

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

a. film, photograph or make an audio recording of the meeting;

b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;

c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting

1. The previous chair of Chevington Parish Council will read the fire safety notice and announce that proceedings may be filmed or recorded and then invite nominations for the Election of Chairman of Chevington Parish Council for 2025/26 **VOTE REQUIRED**
Chair to sign acceptance of office and take the chair.
2. Apologies and approval of reasons for absence **VOTE REQUIRED**
3. Election of Vice Chair ~ **VOTE REQUIRED**
Vice-Chair to sign acceptance of office
4. Election of members to Committees [if required] and Council Representatives:
 - [a] Footpaths
 - [b] Tree preservation
 - [c] Suffolk Association of Local Councils [SALC]
 - [d] Community Council representative [CCDRCC – The Erskine Centre]
 - [e] Village Hall Management Committee representative [VHMC]
 - [f] Risk Assessments
 - [g] Community Speed Watch Team Co-ordinator
 - [h] Vehicle Activated Sign [VAS] Co-ordinator**VOTE REQUIRED**
5. Declaration of Members' Interests & request by Clerk for Councillors to update their Register of Members' Interests
6. To receive any Members' Dispensations
7. To receive and confirm the Minutes of the Parish Council Meeting held on **13 March 2025** are a true record. **VOTE REQUIRED** Chair to sign
8. **Public participation** an invitation to members of the public to put questions/statements of not more than 5 minutes duration. No resolutions can be made but Councillors are very happy for matters relating to the Parish to be brought to their attention.
9. To receive and note any report from the District Councillor ~ Cllr Mike Chester
10. To receive and note any report from the County Councillor ~ Cllr Karen Soons
11. Action points and matters arising from previous meetings: Updates for information only (no resolutions will be made)
 - a. Report from Clerk
 - b. Report from Councillors
12. **Governance**
 - [a] To confirm the appointment of the Clerk/RFO from 13 March 2025 as per contract [amended] **VOTE REQUIRED**
 - [b] To adopt the General power of competence

Chevington Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence **VOTE REQUIRED**

[c] To resolve to review all documents as stated in Standing order [J] relevant to the Annual Parish Council meeting at a later date **VOTE REQUIRED**

[d] To consider change of Payroll provider **VOTE REQUIRED**

[e] to approve attendance of clerk for tutorial on website in Ipswich and for travel expense **VOTE REQUIRED**

[f] to approve attendance of up to 2 councillors to attend special briefing hosted by Suffolk County Council re government's proposal for local government reorganisation in Suffolk **VOTE REQUIRED**

[g] to approve the Clerk/RFO access to the bank accounts of Chevington Parish Council **VOTE REQUIRED**

13. Accounts Year Ending 31st March 2025

To report on the financial position of the Parish Council's accounts for the year ending 31st March 2025 and complete the Annual Governance and Accountability Return (AGAR)

[a] To note the Internal Audit Report for AGAR **VOTE REQUIRED**

[b] To consider, complete and approve Section 1, Annual Governance Statement 2024/25 of AGAR Chair & Clerk to sign **VOTE REQUIRED**

[c] To consider and approve Section 2, Accounting Statements 2024/25 of AGAR prepared and previously signed by Clerk/RFO. Chair to sign **VOTE REQUIRED**

[d] To approve Exemption Certificate & accompanying bank reconciliation **VOTE REQUIRED**. Chair & RFO to sign

[e] Date for public rights of inspection will be from 11 June 2025 to 22 July 2025 inclusive, being 30 working days

14. Accounts Year Ending 2025/26

[a] To review the financial reports to 30 April 25

[c] To agree and approve payments listed below **VOTE REQUIRED**

[d] To agree and approve appropriate invoices received after Agenda issued if necessary. **VOTE REQUIRED**

PAYMENT NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS	NOTES
INV-9547	Scribe	Accounting Software Set Up & annual Fee	487.00	97.40	584.40	
	Ms S Beckett	Clerk Salary Advance	300.00		300.00	
29877	SALC	Annual Membership	305.57		305.57	
420	C F Fitzgerald	Internal Audit Fee	130.00		130.00	

15. Planning application/s to consider a consultee comment **VOTE REQUIRED** on each application *planning links

[a] **DC/25/0479/LB** | Application for listed building consent - a. partial demolition of dwelling to facilitate part two storey/part single storey extensions b. internal alterations to dwelling c. conversion and extension of part of west stable range to extend dwelling d. office extension to northern barn e. internal and external alterations to northern barn f. demolition of stable block (revised proposals to those approved under DC/23/0989/LB*) | Hollybush House Weathercock Hill Chevington Suffolk IP29 5RG

[b] **NMA/25/0773** | Non material amendment to DC/23/0988/FUL - amendments to the proposed extensions to the dwelling | Hollybush House Weathercock Hill Chevington Suffolk IP29 5RG

[c] **DC/25/0449/HH** | Householder planning application - a. conversion of garage to habitable space b. replacement of garage door with window c. ground floor and first floor window removed on West elevation d. replacement of window with front door e. replacement of front door with window f. single storey rear extension (following demolition of existing extension) | Hedera 6 Factory Lane Chevington Suffolk IP29 5QF

[d] **DC/25/0266/LB** | **Application for listed building consent** - a. alterations to fenestration and doors on east and rear elevations b. replacement single storey rear extension (following part demolition of existing extension) c. internal alterations | Armswater Cottages Ickworth Park Chevington Suffolk IP29 5QQ

[e] **DC/25/0265/HH** | **Householder planning application** - a. alterations to fenestration and doors on east and rear elevations b. replacement single storey rear extension (following part demolition of existing extension) | Armswater Cottages Ickworth Park Chevington Suffolk IP29 5QQ

[f] **DC/25/0645/HH** | Householder planning application - a. two bay cart lodge b. entrance and parking area | 6 Farrows Close Chevington Suffolk IP29 5QJ

[g] **DC/25/0695/HH** | Householder planning application - rear extension | 4 Maltings Close Chevington Suffolk IP29 5RP

16. Items for the next agenda

17. To note the next Meeting will take place in the Village Hall on Thursday 10 July 2025 and at 7.00pm

18. A public exempt if required.

19. Chairman to close the meeting

Sara Beckett

Clerk to Chevington Parish Council

30 April 2025

Majority **VOTE REQUIRED** for any decision to be made

* planning application links to documents

[a] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=STD660PDIN200>

[b] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=STFKBUPDIP800>

[c] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=ST2294PDIHS00>

[d] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SRO7PBDHU600>

[e] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SRO7PAPDHU500>

[f] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SUR0NPPDJ9600>

[g] <https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SV653CPDJG700>