

Members of the Council are hereby summoned to attend

Chevington Parish Council Meeting on Thursday 11 September 2025 at 7.00 pm
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. Chair to read fire safety notice and announce that proceedings may be filmed or recorded.
2. Apologies and approval of reasons for absence **VOTE REQUIRED**
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to receive any Members' Dispensations. **VOTE REQUIRED**
4. To receive and confirm the Minutes of the Annual Parish Council Meeting held on Wednesday **10 July 2025** are a true record. **VOTE REQUIRED** Chair to sign
5. **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.
6. To receive and note any report from the District Councillor ~ Cllr Mike Chester
7. To receive and note any report from the County Councillor ~ Cllr Karen Soons
8. Action points and matters arising from previous meetings: Updates for information only (no resolutions will be made)
 - a. Report from Clerk
 - b. Report from Chair
 - c. Report from Councillors
9. **Planning application/s to consider a consultee comment** **VOTE REQUIRED** on each application *planning links are included

[a] DC/25/1202/LB | Application for listed building consent - replacement of seventeen windows and repairs to six windows | Stonehouse Farm House Factory Lane Chevington Suffolk IP29 5QF

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T062YCPDLNP00>

DECISIONS to note

[a] DC/25/0870/HH | Householder planning application - detached annexe (following demolition of existing shed) | The Oaks Bury Road Chevington Suffolk IP29 4UD **REFUSED**

[b] DCON(B)/25/0266 | Application to discharge condition 6 (later approval of details) of DC/25/0266/LB | Armswater Cottages Ickworth Park Chevington Suffolk **APPROVED** with conditions

[c] DC/25/0820/LB Application for Listed Building Consent - two replacement modern windows with traditional style slim line double glazed timber replacement units | Stonehouse Farm House Factory Lane Chevington Suffolk IP29 5QF **APPROVED**

10. **Governance** – review of Standing Orders and Financial regulations [drafts previously sent]
11. **Chevington Neighbourhood Plan** – report by Cllr Robertson
12. **To note [Working Copy Definitive Map for Chevington](#).**
13. To consider membership to the Institute of Cemetery and Crematorium Management (ICCM). At a cost of £105 <https://www.iccm-uk.com/iccm/membership/corporate-membership/>
14. **Councillor training** ~ to approve Cllr White to attend 2 sessions of training via SALC at a cost of £33 per session
15. **To discuss and confirm Insurance requirements for renewal [details sent]**
16. **To discuss possible use of Thermal imaging camera [free use from SCC]**
17. **To discuss the Parish Council’s involvement in Remembrance Day**
18. **Emergency Planning** email sent 21/08/25 and dates of training to approve attendance and implications
19. **Chevington Village Notice Board** ~ update and review second notice board requirements
20. **The Thriving Communities Fund** to consider any projects suitable to apply for funding
21. **Electrical Safety Fund** email sent 05/09/25 to consider any projects suitable to apply for funding
22. **To note NALC annual increase of pay through agreement for officers [Clerk]**
23. **Finance & Accounts Year Ending 2025/26**
 - [a] To review the financial reports to 30 August 2025 and to note bank balance, transactions and income received
 - [b] To agree and approve payments listed below **VOTE REQUIRED**
 - [c] To agree and approve appropriate invoices received after Agenda issued if necessary. **VOTE REQUIRED**
 - [d] to discuss banking arrangements. Confirm levels of authority and signatories **VOTE REQUIRED**

PAYMENT NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS	NOTES/CHQ #
5438	McGregor Services	grass cutting	80.00	16.00	96.00	July
5496	McGregor Services	grass & hedge cutting	200.00	40.00	240.00	August
30386	SALC	Councillor training	66.00	13.20	79.20	
	Ms S Beckett	Clerk salary month 4	360.15		360.15	
	Ms S Beckett	Clerk salary Month 5	360.15		360.15	
2557	Chevington Village Hall	Venue hire May-September	63.00		63.00	
1068	ClearTax	Annual Payroll	120.00	24.00	144.00	
547066992	Zurich Municipal	Annual Insurance	308.80		308.80	

24. **Defibrillator** – update on procedure
25. **West Suffolk Parish and Town Forum** – 21 October 2025 email sent 27/08/25
26. **Items for the next agenda**
27. The next Meeting will take place in the Village Hall on Thursday 23 October 2025 at 7.00pm
28. A public exempt if required.
29. Chairman to close the meeting

Sara Beckett

Clerk to Chevington Parish Council

05 September 2025