

Minutes of Chevington Parish Council Meeting
Held on
Thursday 11 September 2025
Commencing at 19.00pm in the Village Hall Chevington.

Present: Parish Councillors: Mark Shurety, Alastair McCormack, Jo St Clair Roberts, Peter Keegan, Jamie Robertson, Jeremy White, Peter Bleeze, the Parish Clerk, County Councillor Karen Soons & District Councillor Mike Chester

1. The Chair Councillor Shurety, welcomed all to the meeting, reminding those in attendance of the fire safety procedure and announced that proceedings may be filmed or recorded.
2. No apologies were required.
3. The Chair invited the Declaration of Members' Interests & reminded Councillors of the need to keep up to date their Register of Members' Interests. No Members requested Dispensations
4. The Minutes of the Parish Council Meeting held on Thursday **10 July 2025** were received and confirmed are a true record and duly signed by the Chair **RESOLVED 25/09/04**
5. **Public participation** not required
6. To receive and note any report from the District Councillor ~ Cllr Mike Chester presented his report which was to inform that West Suffolk District Council [WSDC] have considered the option of three unitary councils which will be the business case presented to Government for their final decision. Suffolk County Council were preferring to have one single authority. Councillor Chester took some questions from CPC about the progress of the Chevington Neighbourhood Plan but had no further update about possible future funding from WSDC. It was proposed by the Chairman to bring forward item 11 but will be minuted in agenda order.
7. County Councillor Karen Soons presented her report which had been forwarded to all councillors previously and confirmed that the County preference for devolution was for a single authority Councillor Soons left the meeting.
8. Action points and matters arising from previous meetings: Updates for information only [no resolutions made]
 - a. Report from Clerk – the Clerk reported problems still exist with some emails and informed CPC of the AGM for Little Tea Pots. All other points are covered within the agenda.
 - b. Report from Chair – nothing to report other than that on the agenda
 - c. Report from Councillors- Cllr Robertson wished to report the signage at the junction of Barrow Hill /Church Road **ACTION** to report to Highways and send detail to Cllr Soons. Chedburgh Parish Council are investigating Quiet Lanes for Queens Lane. Criteria and costs were discussed briefly. Overgrown vegetation opposite the Greyhound was noted and likely to be cut back within scheduled programme by owner. **ACTION** review next meeting to possibly report and notify formally
9. [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. CPC considered this application and **RESOLVED 25/09/9a** no objections.
Decisions- noted
[a] DC/25/0870/HH |REFUSED
[b] DCON(B)/25/0266| APPROVED with conditions
[c] DC/25/0820/LB APPROVED
The clerk advised CPC of an appeal related to DC/25/0243 Chevington Hall Church Road Chevington and that previous submissions would be used

- 10. Governance** – review of Standing Orders and Financial regulations, these were briefly discussed and to be brought back for further consideration following comments related to committees and to confirm figures. The Clerk suggested that these regulations can always be updated to suit and should be reviewed annually.
- 11. Chevington Neighbourhood Plan** – Cllr Robertson reported that there was no progress with producing a Neighbourhood plan in light of the lack of funding. No discussions had taken place with the Diocese or decisions taken to proceed with the cycle route. Ian Poole had suggested that a probable figure to complete a plan would be £10,000.00. and he still had some time allocated which he had previously been paid. District Councillor Chester had no update from the possible funding he spoke of in July other than if funding was to be considered a ‘business case’ would be required. Cllr Robertson suggested that funding might come from the Parish Council. The Clerk pointed out that there was no allocation within this years or had EMR’s been allocated for the NHP. Evidence from the planning consultant indicated that NHP did carry weight and was a legal document in planning and the direction of development. Village support for going forward was essential. It was felt that a way forward would be for the working group to produce a report to consider options, benefits, costings for the next meeting to be considered by CPC.
- 12.** The **Working Copy Definitive Map for Chevington** was noted and will be filed.
- 13.** CPC considered membership to the Institute of Cemetery and Crematorium Management (ICCM). At a cost of £105 and following a discussion it was **RESOLVED 25/09/13** to defer until the Clerk had attended the SALC Cemetery Management course [already agreed and paid]
- 14. Councillor training** ~ CPC approved Cllr White to attend 2 sessions of training via SALC at a cost of £33 + VAT per session **RESOLVED 25/09/14**
- 15.** CPC discussed and confirmed Insurance requirements for renewal. The Clerk confirmed the renewal cost which had very slightly increased by £2.81 **RESOLVED 25/09/15** to renew at a cost of £308.80
- 16. CPC discussed the possible use of a thermal imaging camera** [free use from SCC] which could be loaned to residents to help understand energy efficiency and for them to seek further assistance if required. **RESOLVED 25/16/16** to request use for a 2-week loan in January /February. **ACTION** Clerk to inform SCC and Councillor Robertson to inform residents through various means Magazine/Facebook to gain interest.
- 17.** CPC discussed the Parish Council’s involvement in Remembrance Day and were keen to support it independently from SCC **RESOLVED 25/09/17** for the Clerk to purchase a wreath from Royal British Legion to the value of £30.00-£50 Clerk to **ACTION**
- 18. Emergency Planning** email sent from West Suffolk Council on 21/08/25 and dates of training **ACTION** Clerk to locate previous emergency plan for review and further decide re training
- 19. Chevington Village Notice Board**~ Cllr Keegan had undertaken the refurbishment of the noticeboard outside the Parish Hall which is a great improvement and thanks were expressed to Cllr Keegan for doing an excellent job. The cost of materials was considerably more than anticipated but the work was necessary to preserve the asset and for ease of use. Cllr Shurety had identified that similar work was required to the notice board situated at the crossroads and Councillor Keegan volunteered to undertake this in the same manner and to refresh the wood work. Costs were not discussed but the work is required to preserve the fabric of the notice board which is well used. **RESOLVED 25/09/19**

20. The Thriving Communities Fund was not discussed in detail, as the clerk thought that applications had closed and Councillor Chester had thought the fund was practically exhausted

21. Electrical Safety Fund is to fund local community initiatives, such as product testing events for residents, awareness raising activities, and home safety interventions for vulnerable residents. CPC discussed some detail of the funding specifically related to the Village Hall which had recently spent a considerable amount on work related to safety of the building and users and **RESOLVED 25/09/21** that the Clerk should enquire if a retrospective application would be considered **ACTION** Clerk

22. CPC noted the NALC annual increase of pay through agreement for officers [Clerk]

23. Finance & Accounts Year Ending 2025/26

[a] CPC reviewed the financial reports to 30 August 2025 and noted the total bank balance of the two accounts held by CPC as being £25,984.44 not adjusted as tonights cheques were not accounted for in balance. Confirmed by Cllr White.

The Clerk highlighted cost codes relevant to budget monitoring which included expenditure without budget but will need to be considered for 2026/27.

The Clerk informed CPC that since having bank access an anomaly has been noted in the balance to be carried forward to 01/04/2025 which is a difference of £6.49. This is because the 31/03/2025 figure for the year end was actually to the 24/03/2025 and didn't account for the interest accrued to 31/03/2025. Now this has been recognised it will need to be amended on Scribe and the balance will need to be restated for 2025/26 **ACTION Clerk**

The clerk informed CPC that the process of external audit as an exempt authority for CPC is now complete with no requests through public rights.

[b] CPC agreed and approved payments listed on the finance schedule previously sent with invoices to all **RESOLVED 25/09/23b** Cheques were prepared due to lack of required online authority. The Clerk informed CPC that the D/D of £47.00 to the ICO had been paid

[c] there were no invoices received after Agenda issued

[d] CPC discussed the banking arrangements related to online banking. Currently, The Chair and Clerk being the only approved signatories able to access the accounts due to missing information required from Lloyds. **ACTION** Clerk to chase. It was **RESOLVED 25/09/23d** that Cllr White would be an additional signatory for online banking and cheques, Cllr Robertson would remain a cheque signatory but without access to online at his request.

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. The defibrillator has been checked regularly since the last meeting but to aid recording of checks and to complete the Webnos form Cllr White will confirm by sending a photo of the machine to the clerk for completion on the Webnos website.

25. **HPC was informed of the West Suffolk Parish and Town Forum** on 21 October 2025 Cllr Roberts and Keegan to register **Clerk to ACTION**

26. Items for the next agenda were noted throughout meeting &

- update on Quiet Road proposals
- NHP proposal from working group

27. To note the next Meeting will take place in the Village Hall on Thursday 23 October 2025 and at 7.00pm

28. A public exempt not required.

29. Chairman closed the meeting at **20.41pm**

..... Chairman.

Signed as a true record and **RESOLVED** to approve on 23 October 2025.

NB: Deeds for the village hall and the burial ground can be found at Greene & Greene Solicitors in Bury St Edmunds

VILLAGE WEBSITE CAN BE FOUND ON: - <http://chevington.onesuffolk.net/>