

Minutes of Chevington Annual Parish Council Meeting  
 Held on  
 Wednesday 07 May 2025  
 Commencing at 20.00pm in the Village Hall Chevington.

Present: Parish Councillors: Mark Shurety, Pete Bleeze, Alastair McCormack, Jo St Clair Roberts, Jamie Robertson and Jeremy White. The Parish Clerk & 1 member of the public. The previous chair of Chevington Parish Council, Councillor Mark Shurety, read the fire safety notice and announced that proceedings may be filmed or recorded.

1. Councillor Shurety invited nominations for the Election of Chairman of Chevington Parish Council for 2025/26. Councillor Shurety was nominated/seconded the vote being unanimous Councillor Shurety was elected **RESOLVED 25/05/01**  
 Councillor Shurety signed the acceptance of office and took the chair.
2. Apologies were received from Councillor Keagan with reasons given and approved. **RESOLVED 25/05/02**
3. Election of Vice Chair ~ the Chair invited nominations for the Election of Vice Chairman of Chevington Parish Council for 2025/26 Councillor Bleeze was nominated/seconded the vote being unanimous Councillor Bleeze was elected **RESOLVED 25/05/03** and signed the acceptance of office
4. Election of members to Committees and Council Representatives:
  - [a] Footpaths ~ Kate White
  - [b] Tree preservation~ Kate White
  - [c] Suffolk Association of Local Councils [SALC] ~ Clerk
  - [d] Community Council representative [CCDRCC – The Erskine Centre] ~ Councillor White
  - [e] Village Hall Management Committee representative [VHMC]~ Councillor Shurety
  - [f] Risk Assessments ~ Councillor Bleeze
  - [g] Community Speed Watch Team Co-ordinator ~ to be confirmed
  - [h] Vehicle Activated Sign [VAS] Co-ordinator ~ Councillor Shurety

The above representatives were **RESOLVED 25/05/04 a-h**  
 It was noted that the defibrillator requires routine checking ~ **ACTION** Clerk to clarify situation with Community Heartbeat Trust
5. No declaration of members' interests required. The Clerk requested that Councillors keep their Register of Members' Interests updated when required
6. No members' dispensations were required
7. The Minutes of the Parish Council Meeting held on **13 March 2025** were received and confirmed are a true record. **RESOLVED 25/05/07**
8. **Public participation** ~ none
9. District Councillor Mike Chester's report was presented at the Annual Parish meeting held earlier in the evening and will be available on the website.
10. County Councillor Karen Soons's report was presented at the Annual Parish meeting held earlier in the evening and will be available on the website.
11. Action points and matters arising from previous meetings: Updates for information only (no resolutions will be made)
  - a. Report from Clerk included : [i] notice of an online forum related to roadworks with SALC and the highways authority. [ii] Meeting with Nick Timothy MP 10 May 2025 has been cancelled
  - b. Report from Councillors ~ not required

**12. Governance**

[a] Chevington Parish Council confirmed the appointment of the Clerk/RFO from 13 March 2025 as per contract as amended to include one addition hour per week **RESOLVED 25/05/12a**

[b] Chevington Parish Council confirmed to adopt the General Power of Competence [GPOC] by meeting the eligibility of at least 2/3rds of Parish Councillors are elected and the Clerk holds Certificate in Local Council Administration (CiLCA) as follows *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* **RESOLVED 25/05/12b**

[c] It was **RESOLVED 25/05/12c** to review all documents as stated in Standing order [J] relevant to the Annual Parish Council meeting at a later date

[d] The Clerk explained the reasons for possibly changing the payroll provider but highlighted this would mean an increase of cost. [from £75.00 to £120.00] following a discussion CPC **RESOLVED 25/05/12d** to change to Cleartax as the payroll provider at a cost of £120.00 for 2025/26.

[e] The Clerk requested attendance for a tutorial on the use of the website in Ipswich at a cost of £60.00 and for travel expenses. CPC agreed to the request to attend and for travel expenses **RESOLVED 25/05/12e**

[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. Following a brief discussion no councillors wished to attend.

[g] to approve the Clerk/RFO access to the bank accounts of Chevington Parish Council **RESOLVED 25/05/12g**

**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] The Internal Audit Report for AGAR 2024/25 was noted and accepted **RESOLVED 25/05/13a**

[b] CPC considered and approved each statement of Section 1, Annual Governance Statement 2024/25 **RESOLVED 25/05/13b** Chair & Clerk signed

[c] CPC considered and approved Section 2, Accounting Statements 2024/25 prepared and previously signed by Clerk/RFO and approved by CPC **RESOLVED 25/05/13c** Chair signed.

[d] CPC considered and approved the Exemption Certificate having an income or expenditure below £25,000 & accompanying bank reconciliation **RESOLVED 25/05/13d**.

Chair & RFO signed

[e] The Clerk presented the proposed dates for public rights of inspection to be from 11 June 2025 to 22 July 2025 inclusive, being 30 working days

**14. Accounts Year Ending 2025/26**

[a] Bank statements were not available but it was noted that the precept demand by CPC of £8300.00 had been paid by West Suffolk District Council

The Clerk informed CPC that the budget figures resolved in November 2024 had been entered onto the Scribe system but until bank statements are received a reconciliation cannot be undertaken

[b] -

[c] The Clerk presented the payment list awaiting authorisation CPC agreed and approved payments listed below **RESOLVED 25/05/14c**

[d] To agree and approve appropriate invoices received after Agenda issued if necessary. Not required

PAYMENT NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS	NOTES
INV-9547	Scribe	Accounting Software Set Up & annual Fee	487.00	97.40	584.40	001035
	Ms S Beckett	Clerk Salary Advance	300.00		300.00	001036
29877	SALC	Annual Membership	305.57		305.57	001032
420	C F Fitzgerald	Internal Audit Fee	130.00		130.00	001033
5326	McGregor Services	Grass cutting	160.00	32.00	192.00	001034

**15. Planning application/s to consider a consultee comment on each application**

[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 **RESOLVED 25/05/15a no comment**

[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 **RESOLVED 25/05/15b no comment**

[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 **RESOLVED 25/05/15c no comment**

[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 **RESOLVED 25/05/15d no comment**

[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 **RESOLVED 25/05/15e no comment**

[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 **RESOLVED 25/05/15f no comment**

[g] **DC/25/0695/HH** | Householder planning application - rear extension | 4 Maltings Close Chevington Suffolk IP29 5RP. **RESOLVED 25/05/15g no comment**

16. **Items for the next agenda** ~ Neighbourhood plan report.

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 not required.

19. Chairman closed the meeting at **21.05pm**

..... Chairman.  
Signed as a true record and **RESOLVED** to approve on 10 July 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/>

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