

Minutes of Chevington Parish Council Meeting  
Held on  
Thursday 10 July 2025  
Commencing at 19.10pm in the Village Hall Chevington.

Present: Parish Councillors: Alastair McCormack, Peter Keegan, Jamie Robertson and Jeremy White, the Parish Clerk, District Councillor Mike Chester & 1 member of the public.

In the absence of the Chair and Vice Chair CPC **RESOLVED 10/07/2025** that Councillor McCormack would take the Chair for the meeting

1. The Chair referred to the fire exits and that in the event of a fire the meeting point would be at the front of the village hall where all in attendance should remain to be accounted for by the Clerk. The Chair also announced that proceedings may be filmed or recorded
2. Apologies were received from Councillors Shurety and St Clair Roberts with reasons given and approved. **RESOLVED 25/07/02**
3. The Chair invited the Declaration of Members' Interests & to reminded Councillors of the need to keep up to date their Register of Members' Interests. No Members requested Dispensations
4. The Minutes of the Annual Parish Council Meeting held on Wednesday **07 May 2025** were received and confirmed are a true record and duly signed by the Chair **RESOLVED 25/07/04**
5. **Public participation** ~ a member of the public gave some helpful information about the water supply to be used by residents when visiting the Church yard and burial ground. It was also reported of a project to help archive burial records and sought the assistance of the Parish Council which was welcomed.
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] will be holding the full council meeting on 15 July so a full report will be sent following that meeting. At the same meeting WSDC will decide their option of the number of Unitary Councils that is preferred by WSDC. This will be presented to the Government for a final decision. Also, at that meeting the Local Plan which has been through the Inspectorate is expected to be adopted by WSDC. Councillor Chester took some questions from CPC about the progress of the Chevington Neighbourhood Plan and offered to try and assist with possible future funding as the government has withdrawn funding through Locality/Groundworks.  
It was proposed by the Chairman to bring forward item 9 [a] and [b] and item 11 but will be minuted in agenda order.
7. County Councillor Karen Soons was not present at the meeting but her report had been forwarded to all councillors.
8. Action points and matters arising from previous meetings: Updates for information only [no resolutions made]
  - a. Report from Clerk – the Clerk reported that there had been a problem with sending emails with a pdf attachment but had resolved this hopefully by changing the formatting. Website training had been attended in Ipswich which had been very informative and will now endeavour to put that into practise
  - b. Report from Chair – nothing to report other than that on the agenda
  - c. Report from Councillors- Cllr Robertson reported on the progression of a cycle path into Bury St Edmunds. Eco carriers/Active Travel Bury of which Cllr Robertson is a member have had a positive meeting with Suffolk County Council [SCC] who are supportive and have plans to part tarmac a bridleway to provide the cycle route from Ickworth to Bury St Edmunds [Horringer Court School]. The desire is to extend this into Chevington but discussion needs to be held with

a land owner and also to try and divert FP 51 as a long-time aim. The Old Chevington Way could be utilised but this could be included in talks with the National Trust [NT] and SCC. Cllr Robertson indicated that it would be preferred if talks with the land owner were to be had then this might be undertaken by SCC/NT. The Clerk advised that if talks with land owners are to be undertaken by a representative of CPC, then this would need approval from CPC before any were commenced.

9. [a] **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 it was **RESOLVED 25/07/9a** no comment

[b] **DC/25/0870/HH** | Householder planning application - detached annexe (following demolition of existing shed) | The Oaks Bury Road Chevington Suffolk IP29 4UD **RESOLVED 25/07/9b** no comment

10. **Governance** – The Clerk reported that a review of policies had commenced and each policy would be brought to CPC for approval on an ‘as and when’ basis

11. **Chevington Neighbourhood Plan** – Cllr Robertson reported that was bad and good news in that central government funding had been withdrawn and with a projected estimate of £15,000 being required to complete the NHP other means would need to be sought. Cllr Robertson has had conversations with Cabinet member for housing and Cllr Chester both of WSDC, who were disappointed but would investigate possible other avenues of funding for CPC. Planning consultant Ian Poole has said that he still has some more hours that have not been used from the previous year which had partly been used for the design guidance and consultations. He had also suggested that there may be other avenues other than a neighbourhood plan. Conversations had been with the Diocese about the Glebe land but it is clear that whilst there is an appetite to help the community, as a charity they have obligation to continue in generating income. Land agents for the Diocese would be seeking best price for the agricultural land but an outcome that improves or provides a community facility plus a return on income are the factors that combined together with overarching support of the village aim be an outcome. It was noted that the support of the village is vital. The neighbourhood plan could provide the legal framework to allocate land to provide such a facility for the village. With funds still to be used the working group would continue to progress and review. Cllr Chester would investigate if further funding might be available from WSDC and report back.

Thanks were extended to the NHP group for the work to date and the commitment of trying to continue.

12. **Cemetery matters** – the clerk reported on matters concerning a recent burial and the problems associated with the suitability of a particular plot but all was eventually and respectfully resolved.

The clerk had received a request to undertake maintenance of a grave of a family member and needed confirmation of responsibility for doing so.

[a]The Clerk had made inquiries and the family member can undertake this maintenance provided they follow the burial ground regulations and do so at their own risk and that CPC is not held responsible for any actions or associated events. The Clerk asked for confirmation from CPC **RESOLVED 25/07/12a**

[b]The Clerk reported that an application to attend the Cemetery Management & Compliance course through SALC has been accepted for November 2025.

The Clerk had received a request for information from the CPC related to the burial ground to provide a link between photographs and memorials, name and plots to provide an historical record. **RESOLVED 25/07/12b**

**13. CPC considered availability of running water in Church grounds**, a discussion **RESOLVED 25/07/13** a request would be made to the PCC to provide a quantity of water to be held in the porch for the use of those requiring water whilst at the Churchyard and/or burial ground together with a suitable notice for information **RESOLVED 25/07/13**

**14. Chevington Village Notice Board**~ CPC considered refurbishment of the noticeboard and **RESOLVED 25/07/14** that a sum of £50 should be allocated to purchase a sheet of cork/fibre board and refurbishment by Cllr Keegan

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

[a] CPC reviewed the financial reports to 30 May 25 and noted the total bank balance of the two accounts held by CPC as being £29215.70 adjusted bank to date being £25480.21

[b] CPC agreed and approved payments listed on the finance schedule previously sent with invoices to all **RESOLVED 25/07/15b**

[c] CPC agreed and approved payment of an appropriate invoice received [reimbursement of £110.00 to Jo St Clair Roberts for leaving gift of previous Clerk] after Agenda published **RESOLVED 25/07/15c**

[d] CPC were to discuss banking arrangements but at the time no update. Cllr Robertson reported that he had received numerous emails from an email address purporting to be from the Chair but clearly these were SPAM in nature but it highlighted the need for all councillors to have the dedicated .gov.uk email addresses which the clerk is already investigating

PAYMENT NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS	NOTES
5365	McGregor Services	May grass cutting	160.00	32.00	192.00	001037
5397	McGregor Services	June grass cutting	80.00	16.00	96.00	001037
6259	Community Action Suffolk	Website training	50.00	10.00	60.00	001038
	HMRC	PAYE	324.00		324.00	001039
	Ms S Beckett	Clerks' salary Month 3 including back pay	996.00		996.50	001040
30269	SALC	Cemetery course	95.00	19.00	114.00	001041
29201	SALC	Payroll to September 2024	19.00	3.80	22.80	001041
29621	SALC	Payroll to March 2025	19.00	3.80	22.80	001041
NPG-14054	Groundwork UK	NHP funding repayment	276.00		276.00	001042
	J St Clair Roberts	Reimbursement of gifts to retired Clerk	110.00		110.00	001043

**16. Defibrillator** – the clerk reported that there has been a conversation with Community Heartbeat Trust who were very helpful in providing information for the regular checks and it was checked after the meeting and a report sent via Webnos

**17. Items for the next agenda**

**18.** To note the next Meeting will take place in the Village Hall on Thursday 11 September 2025 and at 7.00pm

**19.** A public exempt not required.

**20.** Chairman closed the meeting at **20.52pm**

..... Chairman.

Signed as a true record and **RESOLVED** to approve on 11 September 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/>

DRAFT