

## ANNUAL PARISH COUNCIL MEETING 2017

Councillors are hereby summonsed to the annual meeting of the Wickhambrook Parish Council to be held on Thursday 25 May 2017 at 7.30 pm in the MSC Pavilion.

Sonya Thorburn  
Parish Clerk

### AGENDA

1. Appointment of Chairman and completion of 'Declaration of Acceptance'
2. Welcome
3. Apologies for absence  
County Councillor M Evans, Borough Councillor C Pollington
4. Election of Vice-Chairman
5. Minutes of Parish Council meeting held on 27 April 2017 (draft minutes attached)
6. Matters Arising
7. Declarations of Disclosable Pecuniary Interests
8. Declarations of Interest
9. Appointment of Representatives + Estates Committee
  - 9.1 SALC Area Meetings
  - 9.2 United Charities
  - 9.3 Tree Warden, Playground Inspections
  - 9.4 Village website and Facebook
  - 9.5 Cemetery
  - 9.6 Village Greens, Six Acres
  - 9.7 Footpaths Officer
  - 9.8 Churchyard
  - 9.9 Internal checks on accounts
10. **Open Session**  
Comments from County and Borough Councillors (written reports submitted) and members of the public.  
**Closure of Open Session.**
11. Planning
  - 11.1 The following applications were considered on circulation  
None submitted
  - 11.2 Applications granted/refused/withdrawn by the Borough Council.
    - 11.2.1 DC/16/1395/FUL Genesis Green Stud. 4 flats. Approved
    - 11.2.2 DC/17/0196/FUL Boyden End House. 1 equestrian workers dwelling. Approved
12. Clerks Report
  - 12.1 Circulated Documents to be adopted:  
Twelve month action plan for Wickhambrook  
Wickhambrook Parish Council Code of Conduct  
Standing Orders  
Estates Committee Terms of Reference  
Six Acres Agreements (Bowls, Tennis, Adult Football, Youth Football)  
Financial Risk Assessment  
Training Policy  
Press and Media Policy  
Freedom of Information Scheme  
Financial Regulations  
Complaints Procedure  
Asset Register

Budget 2017-2018

13. Finance

13.1 The following payments to be considered

	Cheque no	Detail	Amount
13.1.1	002251	MSC recycling credit Oct – Mar 17	997.11
13.1.2	002252	Anglian Water – bowls supply Mar-May	9.21
13.1.3	002253	SALC subscription	430.66
13.1.4	002254	Mdsign Mar-May2017 internet services	169.50
13.1.5	002255	S Thorburn (Clerk) salary for May	538.88
13.1.6		BT Phone rental charges for Mar-July	99.08
13.1.7		BT Internet charges for Apr - June	84.00

13.2 Recent Income for information.

13.2.1	HMRC VAT refund	1539.48
13.2.2	West Suffolk recycling payment (MSC) Oct – Mar 17	997.11

13.3 Other financial matters

13.3.1 Approval of Financial Statement, completion of Annual Return and Internal audit

13.3.2 Request from Carnival Committee for funding to support the First Aid presence

13.3.3 Solicitors fee for Bury Road Playground conveyance

14. Confirmation of Insurance Cover (AON)

15. Review of subscriptions to other bodies

16. Confirmation of approved dates for meetings to end of 2017

17. Highways Matters

17.1 Purchase of VAS machine options and sites for additional poles to be installed

17.2 Speedwatch volunteers from Ashfield Green list plus email from resident

17.3 Email from resident regarding speeding at Nunnery Green

18. Estates Matters

18.1 Item 10.3 of previous Parish Council meeting. Inspection of ditch to the rear of Coltsfoot Green plus email from resident

18.2 Chapel renovation revised quotation and acceptance as part of the Tesco Groundworks grant revised budget allocations

18.3 Response from Youth Football Club regarding request to paint the container sited on the Six Acres

19. Report on the Annual Parish Meeting and thanks to all the clubs and societies who contributed a report

Next Parish Council meeting – Thursday 29 June 2017