

**10264 Minutes of the Annual Meeting of Wickhambrook Parish Council held on  
30th May 2013 at 7.30 p.m. in the Pavilion of MSC Hall**

**Present**

Cllrs. K. Sammons (Chairman), J.Girling, K. Merritt, J Walker and J. Wilson.

County Cllr. M. Evans (left at 8.15pm)

Clerk R. Medley.

There was one member of the public (also left at 8.15pm)

**1. Appointment of Chairman**

Cllr. Sammons was proposed by Cllr. Wilson and seconded by Cllr. Walker. Cllr. Sammons accepted the position and signed the Declaration of Acceptance.

**2. Welcome to the public.**

One member of the public was present.

**3. Apologies for absence.**

Apologies were received from Cllrs. S. Bradbury, J. Claydon, E. Taylor and Borough Cllr. D. Redhead.

**4. Election of Vice-Chairman.**

Cllr. Taylor was proposed by Cllr. Wilson and seconded by Cllr. Merritt.

**5. Minutes of the Meeting of Parish Council on 25<sup>th</sup> April 2013**

The minutes were signed as a correct record.

**6. Matters Arising (for information)**

6.1 Item 7.13 of previous minutes – MSC minutes. The Clerk read the email correspondence. Jack Couzens offered to relay Cllrs. comments to the next MSC trustees meeting on 4<sup>th</sup> June.

**7. Declarations of interest in agenda items**

There were no declarations of interest.

**8. Appointment of Estates Committee**

All existing members (Cllrs. Girling, Merritt, Sammons and Walker) were re-elected. Cllr. Taylor, as Parish Council vice chairman, would remain an ex officio member.

Cllrs. hoped that Marion Cowan and John Norton would continue as lay members.

**9. Appointment of Representatives**

9.1 SALC area meetings. Cllr. Merritt was re-appointed

9.2 Memorial Social Centre. Cllr. Walker offered to stand if representation was required.

9.3 United Charities. Cllr. Wilson was re-appointed. It was hoped that B. Fairhall would continue.

9.4 Tree Warden. Cllr. Girling was appointed.

9.5 Village website. Cllr. Bradbury was re-appointed.

**OPEN SESSION 7.45pm**

- 10.** County Cllr. M. Evans said that her appointments to the Roads and Transport, Education and Rights of Way committees had all been confirmed. She was warmly thanked for her help in finding a speedy solution to the Bury Road playground problem. Cllr. Sammons suggested that the beetle climbing frame was likely to be installed in six week's time.

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**Chairman**

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**Date**

**10 (Open Session continued)**

A report from the **Police** was read by the Clerk. No crimes had been reported since the Annual Parish Meeting, the next Safer Neighbourhood Team Forum would be held on 11<sup>th</sup> June at Ixworth fire station and a member of the force would attend the Meeting Green crossroads discussion on 4<sup>th</sup> June. Jack Couzens explained his suggestions for the Day Club 2013 Christmas meal. He hoped that this could be held in MSC Hall so that larger numbers could be accommodated, a buffet style meal would be provided, followed by entertainment. The charge suggested was £7.50 per head. He hoped that the Parish Council would be willing to cover the cost of the entertainment again. Cllrs. wondered if a 4-course meal, rather the suggested 3-course, even if it cost £10, would be viewed as more of a special occasion. The possibility of a contribution would be an agenda item at the next meeting. Jack was also considering organising a Children’s Party for smaller children. He also gave an update on arrangements for the Carnival – 22 stalls had been booked, there would be a procession, a boot fair and funfair and live bands (Wickhamstock) would perform between 4.30pm and 11.00pm. The Greyhound would run a cost price bar and all profits would be returned to the village.

**CLOSURE OF OPEN SESSION at 8.10pm**

**11. Planning**

- 11.1 The following applications had been considered by Councillors.
  - 11.1.1 SE/13/0428/HH Melford House, Attleton Green. Side and rear extensions
  - 11.1.2 SE/13/0502/HHLB Westlea Cottage, Attleton Green. Rear extension, etc.
- 11.2 Applications granted/refused/withdrawn by the Borough Council
  - 11.2.1 SE/13/0261/RVCON Doctors Holding, Wash Lane. Continued use of land as garden. Granted
  - 11.2.2 SE/13/0373/FUL Land adjacent to Sunset Bungalow, Meeting Green. Erection of new bungalow and creation of new vehicle access. Refused

**12. Clerk’s Report**

- 12.1 Circulated Documents
  - There were no circulated documents
- 12.2 Other matters
  - 12.2.1 Clerk’s holiday. Cllr. Girling was willing to offer cover. Cllrs. agreed that no special arrangements should be made for planning applications during the Clerk’s absence.
  - 12.2.2 Rest Centre Awareness course. Cllrs. agreed that attendance could be delayed until more progress had been made with the Wickhambrook Emergency Plan.
  - 12.2.3 LDF briefing meeting on 23<sup>rd</sup> May. Cllr. Bradbury and the Clerk had attended. Proposals were unchanged from the previous suggestion of 22 residencies and the Doctor’s Surgery on the two fields between Cemetery Road and Nunnery Green. The consultation period would run from 18<sup>th</sup> June to 9<sup>th</sup> August but there were no plans for village ‘Drop-Ins’. Cllrs. felt that this was a retrograde step and instructed the Clerk to write to the Planning Department. Cllrs. also felt that the suggested upgrade of water and sewerage systems and the recommended proportion of affordable housing would mean that there was insufficient profit to encourage development.

**13. Finance.**

- 13.1 The following payments were approved.
  - 13.1.1 001825 Insurance cover for new play equipment 311.06
  - 13.1.2 001826 MSC. Annual rent for lease of playground 10.00

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**Chairman**

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**Date**

**13. Finance (continued)**

13.1.3	001827	CPRE Annual subscription	29.00
13.1.4	001828	R. Medley Salary for May	480.31
13.1.5	001829	R. Medley 'Home as Office' allowance	45.00
13.1.6	001830	R. Medley Spare chapel keys	22.75
13.1.7	001831	R. Medley Petty cash	50.00
13.1.8	DD	BT phone rental in May	24.85
13.2	The following income was noted.		
13.2.1	Precept		30,442.00
13.2.2	Donation to playground		50.00
13.2.3	Sale of playground equipment and donation		100.00
13.2.4	Private interment		52.50
13.2.5	Inscription on headstone (Saxon Monumental)		26.50
13.2.6	Erection of headstone (Hanchets)		63.00
13.3	Other financial matters		
13.3.1	Renewal of E-On contract for electricity in Chapel. It was noted that on the new contract, which would run from September 2013 to August 2015, the standing charge had increased from 7.09 per day to 13p. per day and the kWh unit cost from 10.1 to 12p.		

**14. Approval of Financial Statement and Accounts and completion of Sections 1 and 2 of the Annual Return for the Year Ended 31<sup>st</sup> March 2013.**

Cllrs. approved the previously circulated Financial Statement and Bank Reconciliation for 2012/13 and the annual governance statement. The Chairman signed the documents.

**15. Review of Financial and Standing Orders.** These documents had been circulated prior to the meeting. Cllrs. had considered the contents and agreed that the only change necessary was the addition of the annual payment of the Playground Lease.

**16. Review of the Effectiveness of Risk Assessment and Financial Control.** These documents had also been circulated before the meeting. Cllrs. agreed that no changes were needed.

**17. First Responders**

A brief outline of the scheme had been sent to Joanne Ince, the Parish Clerk for Ousden, Lidgate and Stradishall. She had discussed the scheme with Cllrs. from all three villages. They supported the initiative and asked that publicity be placed in the respective village magazines. Cllrs. asked if Depden could be interested in joining the group.

**18. Highway Matters**

18.1 Meeting Green junction.

A meeting with Simon Curl, Assistant Area Manager (St Edmundsbury), Suffolk County Council, had been arranged for Tuesday 4<sup>th</sup> June at 2.00pm. County Cllr. Evans, Borough Cllr. Redhead, local Police Officers, and several Parish Cllrs. hoped to attend. Ron Weir was unable to be present.

18.2 Rights of Way cutting programme. There appeared to be no changes for the current season. The paperwork would be placed on circulation.

18.3 Potholes. A recent report about the unsatisfactory condition of the road to the Surgery had received the response 'No defects at present. Will monitor and add to future programme of works'. Cllr. Girling offered to take photos of the road surface in order to progress the complaint.

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**Chairman**

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**Date**

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**19. Estates Matters**

19.1 Bury Road playground.

The transfer of the playground from Havebury Housing Association to Wickhambrook Parish Council could now go ahead. The 'stopping up' order required by Suffolk Highways would be organised and paid for by Suffolk Highways.

19.2 Arrangements for Grand opening of the Children's Playground. Events would run from 12 noon to 2.00pm approximately with the cutting of the tape taking place at 12.30pm.

**20. Reports from representatives from other village organisations.**

20.1 URC Cllr. Wilson gave a brief report concerning the Alms Houses..

**21. Correspondence**

21.1 Recently circulated documents. There were no comments.

**Date of next meeting.** Thursday 27<sup>th</sup> June 2013 in the MSC Pavilion at 7.30 pm.

**Meeting closed at 9.18 p.m.**

I confirm that the above is a correct record of the meeting held on Thursday 30<sup>th</sup> May 2013.

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**Chairman**

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**Date**