

Minutes of the Annual Meeting of the Wickhambrook Parish Council
28th May 2009 at 7.30 p.m. in M.S.C. Pavilion

10129

Present

Cllrs. J. Claydon, K. Sammons, V. Mayes, K. Merritt, E Taylor, J. Walker and J. Wilson.
Clerk R. Medley.
Borough Cllr. D. Redhead.
Two members of the public.

1. The chairman welcomed the members of the public.
2. **Apologies for absence**
There were no apologies.
3. **Election of Chairperson**
Cllr. Claydon was proposed by Cllr. Sammons and seconded by Cllr. Mayes. Cllr. Claydon accepted the position and signed the 'Declaration of Acceptance'.
4. **Election of Vice-Chairperson**
Cllr. Sammons was re-elected unanimously.
5. **Minutes of Meeting of 30th April 2009**
These were signed as a correct record.
6. **Matters arising.**
 - 6.1 The note in the 'Scene' about the 'No excuses' litter campaign had failed to generate any interest.
 - 6.2 The postponed payment of rates for the Chapel (while the appeal was being considered) had been temporarily accepted by the authorities.
7. **Declarations of interest in agenda items.**
Cllr. Mayes expressed an interest in Item 13.1.5
8. **Appointment of Estates Committee.**
Cllrs. Mayes, Merritt and Walker were elected. Cllrs. Claydon and Sammons were ex-officio members and Cllr. Sammons hoped to be able to attend most meetings. The current co-opted members, Pam and Peter Miller and Peter Bayman would be invited to continue.
9. **Appointment of Representatives.**
 - 9.1 SALC Area meetings. Cllr. Merritt.
 - 9.2 Memorial Social Centre Trustees. Cllr. Walker.
 - 9.3 United Charities. Cllr. Wilson. Mrs. B. Fairhall was willing to continue as second representative.
 - 9.4 Tree Warden. Cllr. Sammons.
 - 9.5 Village website. Cllr. TaylorAn Emergency Officer for the Parish was needed. A note would be put in the 'Scene'.
10. **Report from Borough Cllr.**
St Edmundsbury, Forest Heath and Lowestoft Borough Councils had decided to challenge the Unitary Authority plans and progress their request for a judicial review.
Report from Kelly's Meadow Steering Group Representatives.
Four members of the Steering Group would meet the mediator and John Popham (representing the Goodeys) on 17th June. It was believed that John Popham would submit the planning application on behalf of the Goodeys. Richard Spring was insisting that the mediator comes to his own decision.
The Clerk was instructed to contact Andy Grossman for a progress report.

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Chairman

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Report from Police Representative.

Cllrs. were warned of the current spate of burglaries from garden sheds, particularly lawnmowers and strimmers. Any suspicious vehicles (a white transit van could possibly be linked with some recent thefts) should be reported.

11. Planning

- 11.1 The following applications were considered on circulation
 11.1.1 SE/09/0429 The Poplars, Meeting Green Conversion of outbuildings
 11.2 The following applications were granted/refused/withdrawn by the Borough Council.
 There was none.

12. Clerk's Report

- 12.1 Circulated Documents
 12.1.1 SALC questionnaire. The Annual Service Survey was completed.
 12.1.2 SALC questionnaire. The Annual Survey of Councils was completed.
 12.1.3 SALC Annual Training Programme. Cllrs. approved Cllr. Taylor's attendance at the 'Grants and Funding Opportunities' course on 4th September at a cost of £25 and 'Planning Workshop' course on the 8th October at a cost of £25.
 12.2 Other Information
 12.2.1 Laptop for use in Memorial Social Centre. The Parish Council had been awarded a laptop and one years funding (£400.99) for use by the MSC in the village hall. A Parish Council representative was requested at the installation and it was hoped that the Chairman may be able to attend. The Clerk was instructed to send a letter to the MSC outlining conditions of use.
 12.2.2 Details of the Historic Homes Show on 13th June were available.
 12.2.3 Neighbourhood Watch meeting. A talk on 'Anti Social Behaviour' would take place in the MSC Hall at 7.00pm on Tuesday 30th June.

13. Finance

- 13.1 The following payments were approved
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| 13.1.1 001487 E-On Electricity use in Chapel | 11.25 |
| 13.1.2 001488 BT Phone rental Feb. to April | 43.45 |
| 13.1.3 001489 Anglian Water Nov. to April | 23.33 |
| 13.1.4 001490 Suffolk ACRE Payment for Conference on 13 th May | 15.00 |
| 13.1.5 001491 V. Mayes. Travelling expenses Elmswell return 42 miles | 16.80 |
| 13.1.6 001492 Saxon Monumental Craft. Headstone repairs | 1,150.00 |
| 13.1.7 001493 R. Medley Salary for May | 409.44 |
| 13.1.8 001494 R. Medley Use of home as office | 45.00 |
| 13.1.9 001495 MSC Recycling Credit | 816.95 |
| 13.1.10 01496 Tiscali Broadband payment for May | 22.60 |
- 13.2 The following payments were received:
- | | |
|---|-----------|
| 13.2.1 St Edmundsbury Borough Council - precept | 25,760.00 |
| 13.2.2 Credit for recycling | 816.95 |

14. Approval of Financial Statement and Accounts

The Financial Statement and Bank Reconciliation were approved by Cllrs and signed by the Chairman.

14.1 Bank Mandate. As Cllr. Sammons audits the accounts she was precluded from being a cheque signatory. All other Cllrs. were to be included as signatories on the Bank Mandate. Cllr. Mayes offered to take the signed application to the Bank.

15. Estates Committee

15.1 Progress on Cemetery inspection. After receiving the latest guidelines on headstone safety Cllr. Walker and the Clerk had carried out a further inspection. They agreed that sixteen of the suspect headstones were non urgent. Seventeen had been repaired by next of kin and eight of the oldest by Saxon Monumental Craft. This left three 'promises to repair' and a further six where next of kin could not be traced. All figures were approximate. A new notice would be displayed in the entrances to the cemetery.

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Chairman

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15.2 Progress on playground improvements. Cllr. Taylor had collected background information and made contact with Stephanie Edmons – the Borough Playlady. There is a need to consult with potential users so she intends to make contact with the three local schools covering the age range. She would like to organise one village meeting and contact one company for advice. The total cost could be in excess of £50,000 so three quotes would be required. The Clerk was instructed to send a letter to MSC to make them aware of the proposed changes.

16. Standing Orders

Cllr. Sammons explained that there was a need to align the finer details of the Standing Orders with the Financial Standing Orders and the Estates Committee Terms of Reference. Cllrs. agreed that content should include reference to the Clerk being appraised annually by the Chairman and Vice-Chairman, that increments should be approved by Cllrs. before payment and that the ‘three tenders’ limit be raised from £500 to £1000. Subject to these changes the Standing Orders were approved and adopted.

17. United Charities Representatives Report

Cllr. Wilson gave a verbal report.

18. MSC Matters

The plans for the bus shelter were awaited.

19. Roads, Hedges, Verges, Drains.

19.1 Local grips had been cleared.

19.2 The hedge along B1063 was programmed for trimming by the landowners in the very near future.

20. Rights of Way

No further action would be taken on the hierarchy of footpath correspondence.

21. ‘Access Suffolk’

The Clerk reported on his recent meeting with Robin Richardson. As yet Suffolk County Council had no money to introduce this initiative but hoped to obtain funding towards the end of the year.

22. Resident’s Association meeting 6th May.

Cllr. Mayes gave an update. Cllrs. suggested that a member of the Residents Association attend a complete Parish Council Meeting. The Clerk would issue an invitation.

23. Affordable Housing meeting 7th May.

Cllrs. Sammons and Taylor gave an update. Various possible sites were suggested. The Housing Association and Council Planning representatives would carry out the necessary research and report back to the steering group in due course.

The Meeting closed at 9.30 p.m.

I confirm that this is a correct record of the meeting held on 28th May 2009.

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Chairman

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Date