

**10197 Minutes of the Annual Meeting of Wickhambrook Parish Council held on  
19<sup>th</sup> May 2011 at 7.30 p.m. in the Pavilion of MSC Hall**

**Present**

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

**1. Appointment of Chairman**

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

**2. Welcome to the public.**

Cllr. Sammons thanked members of the public for attending.

**3. Apologies for absence.**

Apologies were received from County Cllr. J. Midwood, Cllr. K. Merritt and the Police representative.

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

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

**5. Action to be taken to co-opt additional members of the Council and the Estates Committee.**

The Clerk was instructed to place notices on both notice boards and to arrange brief articles for both the 'What's On' and the Scene.  
John Pettingale was willing to be considered.

**6. Minutes of the Meeting of Parish Council on 28<sup>th</sup> April 2011**

These were accepted as a correct record and signed by the chairman.

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

7.1 Item 3.1 of previous minutes – the Village Sign. Cllr. Claydon had arranged that Nick Jolland complete the repair in the near future.

7.2 Item 3.2 of previous minutes – British Legion Poppy Parties. The nearest confirmed poppy party was to be held at Haughley so Wickhambrook would not be involved.

7.3 Item 3.3 of previous minutes- Affordable Housing. Cllr. Claydon reported no further contact with housing society or planning officer.

7.4 Item 3.4 of previous minutes – Response to Section 106 consultation. The Clerk read the response.

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

There were no declarations.

**9. Appointment of Estates Committee**

Cllrs. Merritt and Sammons and Julia Walker (on the assumption that she was willing to be co-opted) were re-elected and Cllr. Taylor, as Parish Council vice chairman, would become an ex officio member. Cllrs. hoped that Marion Cowan would continue as co-opted member.

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**Chairman**

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**Date**

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**10. Appointment of Representatives**

- |                             |                              |
|-----------------------------|------------------------------|
| 10.1 SALC Area meetings     | Cllr. Merritt                |
| 10.2 Memorial Social Centre | J. Walker (if co-opted)      |
| 10.3 United Charities       | Cllr. Wilson and B. Fairhall |
| 10.4 Tree Warden            | Cllr. Sammons                |
| 10.5 Village Website        | Cllr. Taylor                 |

The Chairman reminded Cllrs. that there should be two parish council representatives on the Parish Plan steering committee. A decision on appointees was deferred.

**OPEN SESSION**

**11. Open Session**

**11.1 Kelly's Meadow.**

M. Kemp and J. Pettingale reported on behalf of the Kelly's Meadow Steering group. The group had requested a public hearing of the planning appeal. They encouraged the parish council to respond to the written appeal to show continuing concern about the proposed developments.

**11.2 Comments from Borough Cllr. D. Redhead**

Cllr. Redhead gave a brief explanation of the changes following the recent election. He requested that a representative from the Parish Council attend the next Rural forum. The swings at the playground on Bury Road had been removed by Havebury but should be returned in the near future.

**CLOSURE OF OPEN SESSION at 8.45pm**

**12. Planning**

- 12.1 No applications had been considered by Councillors.
- 12.2 No applications had been granted/refused/withdrawn by the Borough Council
- 12.3 Other Planning matters
  - 12.3.1 APP/E3525/A/11/2151064/NWF Kelly's Meadows, Bury Road.  
The Clerk was instructed to draft a response and circulate to Cllrs. The deadline was the end of the month.
  - 12.3.2 Rural Vision 2031 'Drop-In' Several Cllrs. had attended. The Chairman would draft a response.

**13. Clerk's Report**

- 13.1 Circulated Documents
  - 13.1.1 Parking at Nunnery Green/Boyden Close. Cllrs. could see no advantage in parking restrictions. If any Surgery staff who were not on call could be persuaded to park elsewhere, such as the space in front of the 'Greyhound' or at the MSC, the parking situation could be eased. The Clerk had contacted Havebury who owned the grass area at the junction to discuss including that as a possible extension of Surgery parking and was awaiting a response.
- 13.2 Other matters
  - 13.2.1 Clerk's holiday from 4<sup>th</sup> to 12<sup>th</sup> June 2010. Cllr. Taylor offered to cover.
  - 13.2.2 Items for 'What's On'. A note asking for volunteers for the parish council would be included.

**14. Finance.**

- 14.1 The following payments were approved.

14.1.1 001658 Anglian Water Feb – Apr. 2011	13.44
14.1.2 001659 D.R.King & Son. Grounds maint. Final payment 2010	1306.80
14.1.3 001660 R. Medley Salary for May	465.17
14.1.4 001661 R. Medley 'Home as Office' allowance	45.00

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**Chairman**

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**Date**

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- 14.2 The following income was noted.
  - 14.2.1 Interest from bank accounts. No.1 a/c (2 quarters) 12.67
  - No.2 a/c (2 quarters) 0.73
- 14.3 Other financial matters
  - 14.3.1 Review of Assets. The Clerk had unearthed the original costs of much of the playground and skate park equipment. The Chairman and Clerk would complete that section of the Annual Return.
  - 14.3.2 Electricity use in Chapel. The Clerk was authorised to arrange the cheapest E-On tariff.

**15. Approval of Accounts**

Cllrs. approved the previously circulated Financial Statement and Bank Reconciliation for 2010/11 and the annual governance statement. The Chairman signed the documents.

**16. Changes to the Parish Boundary.**

Cllr. Wilson was considering sending a letter to the Borough concerning the recent changes.

**17. 'Wos Up' Youth Project**

The Clerk reported that there had been no further news from Simon Pickering, Youth Officer.

**18. Highway Matters**

- 18.1 Possible maintenance of neglected grassed areas of Nunnery Green. The Clerk was instructed to seek a quote from David King to include both patches in the Grounds Maintenance programme.
- 18.2 Footpath between MSC and Browns Close. A member of Suffolk County Council Highways staff had visited the area following the recent complaint. The owner of the most overgrown hedge had been asked to cut it back. There was no money in County budgets for repair of the surface but a screed could be applied if funding was available from elsewhere. An answer was awaited on lighting.
- 18.3 The drainage ditch between Nunnery Green and Boyden Close has been cleared by the Borough.

**19. Estates Matters**

- 19.1 Dog Bins. A dog bin had been installed at Attleton Green. Invoicing will take place in June.
- 19.2 Publicity for Playground Improvements. Cllrs. Sammons, Taylor and the Clerk had taken turns to staff a small display at the May Farmer's Market. There had been a steady stream of enquiries.
- 19.3 Damage to the bank of the Bowls Green car park. The Clerk was instructed to inform the Police.
- 19.4 Discarded goalposts. The goalposts remained in the corner of the 'Six Acres' despite requests to the Football Club for their removal. The Clerk was authorised to arrange disposal.

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

- 20.1 URC Cllr. Wilson reported that there was about to be a vacancy in one of the Alms Houses.
- 20.2 Parish Plan. Information was now on the website and the next meeting would be on 24<sup>th</sup> May.

**21. Correspondence**

- 21.1 Re-alignment of Footpath 20 at Ashfield Green. Cllrs. agreed that there should be no response to letter 7175/DL from the Definitive Map Officer.

**Date of next meeting.** Thursday 30<sup>th</sup> June 2010 in the MSC Pavilion at 7.30 pm.

**Meeting closed at 10.00 p.m.**

I confirm that the above is a correct record of the meeting held on Thursday 19<sup>th</sup> May 2011.

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**Chairman**

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**Date**