

10040

**Minutes of the meeting of Wickhambrook Parish Council  
24<sup>th</sup> August 2006 at 7.30 p.m. in the Pavilion**

**Present**

Cllrs. S. Sumner (Chairman), P. Bevan, J. Claydon, A. Harrison, K. Merritt, J. Wilson.  
Clerk R. Medley.

**1. Apologies for absence.**

Cllr. J. Walker, County Cllr. J. Midwood and Borough Cllr. D. Redhead.

**2. Minutes of the Parish Meeting of 27<sup>th</sup> July 2006**

These were signed as a correct record.

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

The Clerk confirmed:

5.2.3 He had requested and received an application form for ‘Capital Funds for Rural Projects’ scheme.

9. That contact with the Insurers had confirmed that only property owned by the Parish Council is covered by the current policy.

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

Cllrs. Harrison and Merritt declared an interest in 6.2.2. and 16.

**5. Reports from County Cllr, Borough Councillor, Community Beat Officer and Neighbourhood Watch representative.**

None of the representatives was able to attend and no reports had been received.

**6. Planning**

6.1 The following applications were considered on circulation.

6.1.1 SE/06/2204	Samples Farm, Ashfield Green	No objection
6.1.2 SE/06/2184	Paddocks, Giffords Lane	Objection
6.1.3 SE/06/2164	Lane Cottage, Coltsfoot Green	No objection
6.1.4 SE/06/2211	Homeleigh House, Thorns Corner	No objection
6.1.5 SE/06/2215	Easterwood Farm, Baxters Green	No objection

(minority comments)

6.2 The following applications considered by the Borough Council were noted.

6.2.1 SE/06/1975	Samples Farm, Ashfield Green	Refused
6.2.2 SE/06/1821	Village Stores, Thorns Corner	Refused
6.2.3 SE/06/2015	Easterwood Farm, Baxters Green	Granted
6.2.4 SE/06/1996	Rolfes Farm, Wickhambrook	Granted
6.2.5 SE/05/1990	Rolfes Farm, Wickhambrook	Granted

6.3 Past Planning Applications. It was agreed that all planning applications prior to 2000 could be discarded. More recent applications would be retained on a rolling six year plan. If necessary an additional filing cabinet could be purchased.

The Clerk, with possible help from the previous clerk, would sort out the contents of the lockable filing cabinet.

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**Chairman**

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**Date**

**7. Clerk’s Report**

- 7.1 Previously circulated documents.
  - 7.1.1 The Clerk gave details of the Council’s response to ‘Summary of Environment Report’.
  - 7.1.2 The RNID campaign publicity had been given to the surgery, the shop, the ‘Scene’ and would be offered to the website.
  - 7.1.3 The Clerk was instructed to complete the ‘Prioritising Public Rights of Way’ questionnaire and to add a rider expressing concern about the continued erosion of funding.
  - 7.1.4 Circulars about S137 restrictions, Parish Grant allocation, Tour of Recycling facility, and Local Councils Update were noted but no action was needed.
  - 7.1.5 It was agreed that the recommendation of the Internal Auditors report should be followed and the Clerk was instructed to purchase a receipt book.
  - 7.1.6 Fridge magnet offer. A supply had been requested. It was agreed that these be offered to the Day Centre.
  - 7.1.7 Headstone Safety Seminar. Cllr. Bevan expressed an interest and fellow councillors supported his attendance.
  - 7.1.8 The Chairman completed the ‘Free laptops for Parish Councils’ application.
  - 7.1.9 The Clerk and Cllr. Bevan wished to attend the ‘Management of Burial Grounds and Closed Churchyards’ morning to be held on 31<sup>st</sup> October. This was approved.
- 7.2 Other information.
  - 7.2.1 Details of Parish Councils Regional Conference on 4<sup>th</sup> October were read out.
  - 7.2.2 Correspondence from MSC about the ‘occupation’ of the Pavilion on 27<sup>th</sup> July will be circulated.
  - 7.2.3 Further ‘Code of Conduct’ training had been arranged.
- 7.3 The role of the Clerk was discussed with particular reference to ‘non office’ activities. Where another body or landowner is responsible the Clerk’s role is to contact those people and ask them to carry out their duties; e.g. hedge cutting, lifting road signs, etc. Where the responsible body is the Parish Council it is the role of the Clerk to contact a contractor. The Parish Council does not have the appropriate safety equipment for the Clerk to carry out such activities nor has it carried out a risk assessment. Where urgent action is needed this should be approved by the Chairman or Vice-Chairman.

**8. Finance.**

- 8.1 The following payments were approved.
  - 8.1.1 001260 D. R. King and Son. Tree work and ground maintenance. £3055.00  
(On 23.8.06 the Clerk and D. King had carried out a site visit to check the ‘tree work’)
  - 8.1.2 001265 Wickhambrook M.S.C. Recycling Credit payment £843.89  
(The Clerk was instructed to arrange for payments to continue to be made to the Parish Council)
  - 8.1.3 001266 B. T. Phone bill - June to August £54.70
  - 8.1.4 001267 R. Medley - salary for July £327.09
  - 8.1.5 001268 R. Medley - stationery purchase £19.16
- 8.2 The following income was noted.
  - 8.2.1 E.D.F. Energy Networks - Annual Wayleaves payment £34.83

**9. Estates Committee Report.**

- 9.1 Cllr. Bevan reported that he had received another opportunity to obtain trees for local planting and asked if councillors could suggest any sites.

**10. United Charities Representatives Report.**

Nothing to report.

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**Chairman**

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**Date**

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**11. MSC Representatives Report.**

MSC reports would continue to be circulated.

**12. Roads, hedges, verges and drains.**

12.1 The white lines had been replaced at the junction at the end of Coltsfoot Close.

12.2 The County Councillor had reported the overgrowing hedge at the crossroads at Meeting Green to Highways. The parishioner who had complained was being kept up to date with developments.

12.3 The overgrowing hedge obstructing the footpath between Wash Lane and Cloak Lane was part of a property that had just changed hands. The Clerk had contacted Highways who would carry out a site visit within ten days.

12.4 Councillors expressed concern about overgrowing hedges at Malting End, particularly the one that obscures the 30 mph sign. The Clerk was instructed to contact the owners and request that trimming takes place.

**13. Rights of Way.**

13.1 The Bunters Row complaint. The Clerk updated councillors. Suffolk Highways were to deal with the open drain. Havebury would resurface the driveway area.

**14. Consideration of Standing Orders.**

14.1 These were still being circulated so this item would be held over to the next meeting.

14.2 SALC Training Day suggestions –

The following points were agreed -

New agenda items would be made more purposeful

Quarterly financial summaries would be presented

Contact details of all councillors would be put on the Parish notice boards

Parish Council 'points of interest' would be placed in the Scene by the Clerk.

Other points included -

Meeting start and finish times would be considered under amendments to standing orders and that in the past, a councillor had regularly checked finances.

The Parish Council would continue with the present arrangements for supporting the Memorial Social Centre where applications for money for capital projects would only be paid on production of satisfactory receipts.

There was a possibility of inviting a Planning Officer to a future meeting or for any councillor to attend the regular Planning Meetings in Bury.

**15. Date of next meeting – Thursday 21<sup>st</sup> September 2006.**

The Chairman would be away on business and offered his apologies.

**16. The village shop.**

Cllr. Merritt explained the latest situation with possible purchasers then he and Cllr. Harrison left the meeting.

16.1 500 questionnaires and envelopes had been printed and delivered to Cllr. Sumner. On further investigation the cost for providing a freepost service for return of questionnaires was considered too expensive. Cllr. Sumner had contacted all but three of the 'What's On' distributors and they were willing to deliver and collect. Cllr. Wilson had briefed Mrs. Merritt on these plans.

16.2 A meeting to promote and discuss the findings would be held in early October. The Clerk was asked to explore possibilities.

**Meeting closed at 9.50 p.m.**

I confirm that the above is a correct record of the meeting held on 24<sup>th</sup> August 2006.

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Chairman

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Date