

**Minutes of a Meeting of the Wickhambrook Parish Council
27th October 2005 at 7.30 p.m. in the MSC Pavilion**

ACTION

Present

Cllrs. S. Sumner (Chairman), P. Bevan, K. Merritt, J. Wilson, J. Claydon
County Cllr. J. Midwood; Borough Cllr. D. Redhead
Finance Officer P. Miller
M. Sumner representing Neighbourhood Watch
2 applicants for the post of Clerk

As the Chairman was delayed the Vice-chairman, Cllr. Bevan, opened the meeting.

The meeting was advised that the applicants for the post of Clerk had been invited to attend preparatory to their formal selection interview.

1. Apologies for absence

Cllr. J. Walker, Cllr. A Harrison, Clerk L. Pitt

It was agreed that the Finance Officer should act for the absent Clerk.

2. Minutes of Meeting of 29th September

The previously issued minutes were taken as read and signed.

3. Matters arising.

There were no matters arising that were not otherwise on the agenda.

4. Declarations of interest in agenda items.

Cllr. Sumner declared interest in the Clerk's appointment (minute 14).

Cllrs. Wilson and Bevan had previously questioned whether their relationship with the applicants required them to declare interest. However the Finance Officer reported that he had received advice from the Borough Monitoring Officer that the relationships did not constitute declarable interests unless they were also of a close personal nature. Both Cllrs. affirmed that this was not the case..

5. Reports

5.1 County Cllr.

5.1.1 Potholes. Still a serious problem and repairs are being pursued with Highways.

5.1.2 Wash Lane. Being drained and piped. Will need resurfacing and it is assumed that this will be done.

5.1.3 Speed limit near school. Cllr. Bevan queried whether the school supported the proposed 20 mph advisory limit. Cllr. Wilson indicated his understanding that the school did not. The County Cllr. said that she understood the school to be in favour and suggested that as the scheme would not be costly and such schemes were effective elsewhere, Cllrs. should support it.

5.1.4 Footpath to school. This is still not being well used and should be promoted.

5.1.5 Church Lane speed limit. Highways response awaited.

5.1.6 Boyden End junction safety. Not obvious what can be done to improve the situation although visibility would be improved if the tall Leylandii hedge was reduced.

5.1.7 Footpaths. Many are poorly maintained, badly marked and have stiles making them difficult to walk particularly for anyone with limited mobility.

5.2 Borough Cllr.

5.2.1 Football Academy. The Lottery funding response for this facility, to be located in Haverhill, had been delayed.

5.2.2 Planning. The Borough is arranging training sessions for Parish Cllrs. to enable them to be more knowledgeably involved in the planning process.

5.2.3 Parish Review meetings. The next meeting will start at the later time of 6 p.m. in the hope that more parish councils will attend. This meeting is important as the new precept support grants procedure will be explained.

10016

6. Finance

6.1 The following payments were approved:

6.1.1	1202	L. Pitt	Clerk' salary – October	198.12
6.1.2	1203	P. Miller	RFO salary – October	118.04
6.1.3	1204	Lubbock Fine	Audit fee	293.75
6.1.4	1205	L. Pitt	Clerk's telephone expenses	156.28

25% of dedicated line/broadband installation and call/service charges for April to October – confirmed by Cllr. Wilson to be generally as agreed on appointment of the Clerk.

6.2 Income. None received.

6.3 Audit 2004/5 completion. The external auditor's certificate was tabled. This confirmed the annual return to have been satisfactory. One comment was included on income allocation in future returns.

6.4 Powergen account. Despite correspondence extending over two years, two referrals to Energywatch and a meeting with Powergen's Debt Collection Agency at which it was confirmed that electricity usage in the cemetery chapel was not being properly recorded, incorrect bills are still being received. The Finance Officer suggested that, since attempts to contact the appropriate department in response to the most recent correspondence from Powergen had failed, no further action be taken until the threatened debt collection referral is implemented. It was resolved that this course be followed.

RFO

6.5 Budget and precept 2006/7. The Finance Officer had prepared a draft budget and precept estimate (copy attached) which had been issued to Cllrs. in advance of the meeting and questions on this were responded to. Proposed Cllr. Wilson, seconded Cllr. Bevan, and resolved unanimously, that the draft budget be accepted and the precept estimate issued accordingly.

RFO

6.6 Recycling credit payments. Registration form received.

RFO

7. Planning

7.1 The following applications were considered:

7.1.1 SE/05/2416 – land adj. Wickham House, Clopton Green. – change of use to grazing – **no objection**

7.1.2 SE/05/2343 – land adj. The White House, Church Road. – change of use to grazing – **no objection**

7.2 The following applications granted/refused by the Borough Council or withdrawn were noted:

8.2.1 SE/05/2083 – Genesis Green Stud – extensions – **granted**

8.2.2 SE/05/1908 – Innisfree, Park Gates – amended plan – **granted**

8.2.3 SE/03/3931/LB – Clematis Cottage, Meeting Green. – rear window – **granted**

7.3 Notice of informal planning appeal hearing:

SE/05/2810/P – land adj. Landmark, Coltsfoot Green – dwelling & access – **objections stand**

8. Estates Committee

No meeting this month. Next meeting 8th November.

9. Highways

No information available on outstanding issues.

10. MSC representative's report

10.1 Cllr. Sumner reported that he had not attended a meeting.

10.2 Cllr Claydon advised that the AGM will be held shortly and as some officers had indicated that they do not wish to stand for re-election, good attendance is essential.

10.3 Cllr. Claydon reported on a break-in at the Hall during which considerable internal damage was done. Of particular concern was the difficulty experienced in contacting the police to report the incident and the 3 days delay in their attending the scene.

11. Neighbourhood Watch.

M. Sumner was invited to report on the recent public meeting. She reported that 65 had attended and that the new scheme, setting up small, localised units with their own co-ordinators, was generally applauded. A number of issues had been raised, in particular the lack of police support for the previous scheme. A number of potential new co-ordinators had come forward. A co-ordinators' meeting will be arranged to plan the way forward.

12. Correspondence.

12.1 Suffolk County Council document Open Access in Suffolk – to be circulated.

10017

13. Councillor's and Clerk's reports.

Nothing reported.

14. Appointment of Parish Clerk and Responsible Finance Officer

Cllr. Sumner, having declared interest, retired from the meeting and Cllr. Bevan took the chair.

Both applicants had submitted brief written details of their past experience and had been provided with a copy of the job description. At separate interviews they were asked to expand on their previous experience, to outline what they considered they could bring to the post of Clerk and RFO and respond to questions. Each was then advised that their applications would be considered and that they would be advised of the outcome in due course.

After discussion it was resolved that the post of Clerk and RFO be offered to Mr. Roger Medley and it was agreed that Cllr. Bevan should advise both applicants accordingly.

PB

Cllr. Sumner was recalled to the meeting and took the chair.

15. Date of next meeting.

Thursday 24th November, 7.30 p.m., MSC Pavilion.

Meeting closed at 10.15 p.m.

I confirm that the above is a correct record of the meeting held on 27th October 2005

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Chairman

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Date

100018

BUDGET AND PRECEPT ESTIMATE 2006/07 - approved 27th October 2005

EXPENDITURE

Administration

Clerk/RFO salary & office costs	4,180	
Services & supplies	540	
Meeting room hire	300	
Insurance	1,750	
Subscriptions	362	
Audit	620	
Training	150	
External meetings	100	
Miscellaneous	100	
		<u>8,102</u>

Services

Electricity	60	
Water	80	
Rates	80	
Website	790	
		<u>1,010</u>

Estates

Recreation ground mowing	1,200	
Grounds contract	6,500	
Tree surgery	100	
Ditch clearing	300	
Cemetery maintenance	100	
Churchyard maintenance	200	
War memorial maintenance	180	
Playground maintenance	300	
Greens improvement	200	
Miscellaneous	100	
		<u>9,180</u>

Donations and Grants

Gifts	150	
Charities	200	
		<u>350</u>

Total general expenditure

18,642

Addition to earmarked funds

Teen Project Replacement	500	
Playground Replacement	500	
Six Acres Development	500	
Total addition		<u>1,500</u>

Addition to reserve	3,000	
2005/06 underspend	-808	
		<u>2,192</u>

Total Expenditure

22,334

INCOME

Cemetery Fees	700
Ground rents	21
Wayleaves	33
Bank interest	600
VAT refund	1,500
Total Income	<u>2,854</u>

GROSS PRECEPT 2006/07 (Total Expenditure minus Total Income)

19,480