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**Minutes of the Meeting of Wickhambrook Parish Council held on 24 November 2016  
at 7.30 p.m. in the Pavilion of MSC Hall**

**Present**

Cllrs. P Couzens ( Chairman), K. Sammons (Vice Chairman), J. Barton, J. Claydon, K. Merritt,  
J. Midwood, J. Wilson and J Walker

Borough Cllr. C. Pollington attended the meeting until 8.10 p.m.

Clerk S. Thorburn

The Chairman welcomed everyone to the meeting

**1. Apologies for absence**

Apologies were received from County Cllr. M. Evans, a written report would be sent.

**2. Minutes of the Parish Council meeting held on 27 October 2016.**

The minutes were signed as a correct record.

**3. Matters Arising from previous minutes**

3.1 Drainage Chamber at Attleton Green

Cllr Midwood shown the blocked chamber to County Cllr Evans and action was to be taken.

The Clerk reported a negative response from Highways after reporting the situation online.

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

Cllr Couzens declared an interest in item 8.1.10 and Cllr Wilson declared an interest in item 8.1.8, 8.1.9  
and 13.

**5. OPEN SESSION 7.40 pm**

5.1 Borough Cllr Pollington reported that there was currently no further information or detail  
regarding the Devolution for Suffolk debate.

The situation at Kelly's Meadow had ongoing negotiations with lines of communication open  
between all stakeholders.

The Clerk would send the contact name of the lighting at Brown's Close footpath project officer at  
Suffolk County Council to enable the Borough Councillor to find out the reason for the light  
installation delay.

5.2 Cllr Midwood informed the Borough Councillor that there had been insufficient information given  
to householders concerning the change to waste items in the blue bins. The Borough Councillor  
would contact the advertising department regarding this matter.

**CLOSURE OF OPEN SESSION 7.45 p.m.**

**6. Planning**

6.1 Applications considered by Parish Council.

6.1.1 DC16/2068/FUL Land at Giffords Lane. New vehicular access. No objections

6.1.2 DC/16/1927/HH Layham Place, Post Office Hill. First floor rear extension, single floor  
rear extensions and detached garage. No objections

6.1.3 DC/16/2280/HH 37 Boyden Close. Single storey side extension. No objections

6.1.4 DC/16/2275/HH Field View, Nunnery Green. Conservatory to side and rear. No objections

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/16/1852/VAR Keswick, Ousden Road. Variation to existing planning 3 bay cart lodge to  
replace garage. Approved.

6.2.2 DC/16/1704/FUL Park Gate Barn, Ousden Road. Two storey front extension and link  
extension. Approved.

6.2.3 DC/16/2102/PMBPA Agricultural Building, Giffords Lane. Prior approval application for  
change of use agricultural building to dwelling. Approved.

6.2.4 DC/16/1649/HH Glebe House, Church Road. Single storey rear and two storey front extension  
side porch. Approved.

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**7. Clerks Report**

## 7.1 Circulated documents

A letter from a resident had been circulated requesting a pre-planning application opinion on a proposed new dwelling. The Clerk was instructed to email the resident with the information that the Parish Council felt unable to give an opinion until more detailed plans were produced following the usual application procedure.

An email from a resident had been circulated regarding an objection to a planning application received too late to be published on the agenda for this meeting. The Parish Councillors would consider the application in the usual way and the Clerk was instructed to request a deferment of the expiry date to allow this to be done and to inform the resident that the Parish Council had been made aware of the correspondence.

## 7.1 Circulated documents

## 7.1.1 Email regarding Broadband in Norfolk and surrounding rural areas

The Clerk was instructed to reply that the Parish Council was unable to assist with this matter.

## 7.1.2 LAIS1394 Neighbourhood Planning Bill. The Parish Councillors were aware.

## 7.1.3 Local Government Finance Settlement consultation. The Parish Councillors were aware.

## 7.1.4 Proposed submission to Clerks and Councils Direct high lighting the achievements of the Parish Council. This would be consider for future project completions.

## 7.1.5 Suffolk Local Policing review comments. The Parish Councillors were aware.

**8. Finance**

## 8.1 Cllr Claydon proposed and Cllr Barton seconded payments to be made as listed below

	Cheque no.	Detail	Amount £
8.1.1	002182	S Thorburn (Clerk) salary for November	538.88
8.1.2	002183	S Thorburn (Clerk) salary for December	538.88
8.1.3	002184	S Thorburn home as office allowance Oct-Dec	45.00
8.1.4	002185	MSC recycling credit	992.08
8.1.5	002186	Petty cash	49.92
8.1.6	002187	MSC hire of pavilion Sept and Oct	42.00
8.1.7	002188	Anglian water Jul-Nov	87.89
8.1.8	002189	Mdsign website updates Sept - Dec	169.50
8.1.9	002190	Mdsign website and internet services	306.00
8.1.10	002208	K Couzens – Over 60's party donation	250.00
8.1.11	002209	E.On electricity for Chapel	6.52
8.1.12		BT Phone charges Nov-Jan	90.84
8.1.13		BT Broadband charges Oct-Dec	84.00

## 8.2 Recent income for information

8.2.1	HMRC VAT refund	2168.53
8.2.2	St Edmundsbury BC recycling credit on behalf of MSC	992.08
8.2.3	Saxon Monumental – additional memorial stone inscription	35.00
8.2.4	Fulchers funeral directors	160.00

## 8.3 Other financial matters

## 8.3.1 Draft budget and precept bid

Cllr Sammons explained the increase in the budget amount for grounds maintenance due to the increase in the contractors areas with the completion of new projects, the website was to be upgraded and the Neighbourhood plan would require further funding.

All agreed approval of the budget which would be submitted for approval for the precept bid at the January meeting. Proposed by Cllr Wilson and seconded by Cllr Merritt.

## 8.3.2 Donations to these charities were approved. Proposed by Cllr Midwood and seconded by Cllr Wilson.

Newstalk

Donation

50.00

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Suffolk Accident Rescue Services	Donation	50.00
Suffolk Family Carers	Donation	50.00
Marie Curie (Cancer Care)	Donation	35.00
EACH (Childrens Hospitals)	Donation	35.00
Villager Recorder	Donation	30.00

**9. Local Council Awards Scheme – re-submission**

9.1 Standing Orders revision had been undertaken due to the revision of the Financial Regulations. Adoption of the Standing Orders proposed by Cllr Wilson and seconded by Cllr Sammons

**10. Highways matters**

10.1 Vehicle Activated signs

Cllr Barton had sited the sign at Ashfield Green towards the village and it would then be placed on Bunters Road towards the school. An exact location of the machine was now required to be submitted to the Police when giving the speed data.

10.2 Overhanging tree at The Duddery

The Clerk was instructed to write to the resident in the dwelling next to the field that the tree was on the boundary of and request information as to the ownership and therefore the responsibility for trimming the partial obstruction of the highway.

**11. Estates Committee matters**

11.1 Additional dog waste bin to be sited on the Byway from Coltsfoot Green

The Borough Council had deemed the site as having unsuitable access for emptying a bin.

11.2 The Players scenery storage in the Chapel

This would be discussed at the Estates Committee meeting in December.

**12. Cemetery Road possible grant projects**

The all-weather cricket wicket and further skate park additions fitted the criteria for Section 106 funding. All agreed the two projects.

**13. Acceptance of Mdsign terms and conditions**

All agreed with the acceptance of the terms and conditions and the Chairman signed the acceptance form to be copied and returned to Mdsign.

**14. Clerk’s access to bank account progress**

Cllr Sammons reported that the required online access to administer the bank account without payments being authorised was possible to achieve.

**15. Approval for 2017 meetings**

Parish Council meetings – Thursday 19 Jan, 23 Feb, 30 March, 27 April, 25 May (Annual Parish Council), 29 June, 27 July, 31 Aug, 28 Sept, 26 Oct and 30 November

Annual Parish meeting Thursday 18 May 2017

Estates Committee meetings – Thursday 9 Feb, 13 April, 8 June, 10 Aug, 12 Oct and Monday 4 December

All agreed the meeting dates.

The meeting closed at 8.35 p.m.

**Next meeting – Parish Council meeting to be held on Thursday 19 January 2017.**

I confirm that the above is a correct record of the meeting held on 24 November 2016.

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Chairman

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Date

1. The bollard light wasn't installed as planned because it was found to be broken so a new one has been ordered and will be installed asap
2. Highways have been making good post the surface dressing through the village raising the dropped drains etc
3. I have passed on to the clerk and Roget Medley details of how the council could take over cutting footpaths. Re the query about overhanging branches at The Duddery, I asked highways to investigate the ownership of the land and I am advised

*The land opposite the junction is Mr Simister The Old Bank House, Malting End.*

*The land on the right approaching the give way is Clopton Hall Farm. The land on the left is not "rural" - so we have no ownership details. Might be the next property along "Brookfields"?*

4. Highways has put a grit pile at Clopton Park – or that is what I have been told. They have done this without also installing a grit bin. If the pile is in place and residents are happy with it, are you content to waive having a grit bin – it would save me a little money from my highways budget for other road safety projects. – Do please let me know.

5. Suffolk County Council is currently running two consultations - details on our website:

a. on budget priorities

b. on early years - from September 2017, eligible working parents will be able to have up to 30 hours free childcare a week for 3 and 4 year old children. Parents of 3 and 4 year olds currently get 15 hours a week of free early learning and childcare, and this offer will increase to 30 hours for working parents.

Suffolk County Council wants find out how parents across the county plan to use the additional childcare. The information collected will help the council and childcare providers to plan for the increase in demand. Places can be taken at pre-schools, day nurseries, school nursery classes or with a childminder. We are hoping that as many parents as possible take part in this survey, to give us a clear picture of how many childcare places might be needed by September 2017. Parents will be able to split their 30 hour place between a maximum of three Ofsted registered providers. The survey will run to 16 December 2016. You can complete the online survey at [www.suffolk.gov.uk/30hours](http://www.suffolk.gov.uk/30hours) For more information about the survey, contact the Suffolk Family Information Service on 0345 60 800 33 or email [30hoursurvey@suffolk.gov.uk](mailto:30hoursurvey@suffolk.gov.uk)

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Chairman

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Date