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**Minutes of the Meeting of Wickhambrook Parish Council held on 25 August 2016
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. K. Sammons (Vice Chairman) Chairing the meeting, K. Merritt, J. Midwood
and J. Walker

County Cllr. M. Evans and Borough Cllr. C. Pollington

Clerk S. Thorburn

The Chairman welcomed everyone to the meeting

1. Apologies for absence

Apologies were received from Cllrs J. Barton, P. Couzens (Chairman) and J. Wilson
Cllr. J. Claydon was absent

2. Minutes of the Parish Council meeting held on 28 July 2016.

The minutes were signed as a correct record.

3. Matters Arising from previous minutes

Included in agenda items

4. Declarations of interest in agenda items

8.1.8 Cllr Midwood.

5. OPEN SESSION 7.40 pm

Cllr. Midwood presented a framed photograph of Her Majesty's 90th Birthday celebration in the village
to the MSC Hall Manager, Mr Vince Harvey who accepted it on behalf of the Trustees.

County Councillor M. Evans – A report on the educational standards achieved in Suffolk following the
recent G.C.S.E. results was presented. These results had gone down nationally but in Suffolk there had
been an improvement in results for disadvantaged children. The Ofsted grades had improved by twice
the national rate.

The lack of Police presence and reports at Parish Council meetings had resulted in a lack of information
between villages regarding crime trends. There was a presentation in Haverhill that Councillors could
attend, regarding local policing, in September.

The official devolution consultation period had ended but Suffolk County Council was moving it to their
website to continue with the consultation although this would not affect the outcome of the Government
decision.

Clopton Park require a supply of grit and the Parish Council would request a grit bin to accommodate
this.

British Telecom would be installing a broadband cabinet at Clopton Park and there was to be a briefing
regarding broadband supply in September.

There was a recruitment drive to increase the number of retained fire crew locally providing daytime
cover.

Attleton Green was confirmed as being on the routine cycle for drainage clearance.

Borough Cllr. C. Pollington – The meeting was informed that Wickhambrook had been flagged as the
most proactive in implementing dog fouling preventative measures. The Parish Council working with the
MSC committee had resulted in Wickhambrook being the most successful village in this regard.

Kelly's Meadow – a meeting was to be held on 5 September for all stakeholders to engage and Borough
Cllr Pollington would report the outcome.

An application would be made next year for funding to secure a generator for the MSC kitchen in view of
the hall's emergency centre status.

Cllr Midwood reported that the footpath cutting had been of a poor standard this season and County Cllr
Evans instructed the Clerk to email with information on the complaint. The County Council contract
management was under review to ensure contractors honoured their obligations.

CLOSURE OF OPEN SESSION 8.00 p.m.

Chairman

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6. Planning

6.1 Applications considered by Parish Council.

6.1.1 DC/16/1530/HH 9 Bury Road. Single storey rear extension. Approved

6.2 Applications granted/refused/withdrawn by the Borough Council
None

6.3 Any other planning matters.

6.3.1 Kelly's Meadow, Bury Road. Response from Suffolk County Council

This had been circulated to all and the report from the September meeting was to follow as dealt with in the open session.

The County and Borough Councillors left the meeting at 8.05 p.m.

7. Clerks Report

7.1 Circulated documents

The letter concerning Kelly's Meadow had been dealt with 6.3.1. It was noted that this circulation had not been completed in time for the meeting and Councillors were reminded of the need to pass documents on as soon as possible.

8. Finance

8.1 The following payments were approved proposed by Cllr Merritt, seconded by Cllr Walker

8.1.1	002154	Information Commissioners Office Annual renewal	35.00
8.1.2	002155	Suffolk Wildlife Trust Annual Membership	38.00
8.1.3	002156	Eon – chapel electricity to August	9.05
8.1.4	002157	S Thorburn (Clerk) salary for August	514.80
8.1.5	002158	S. Thorburn Printer cartridges and notepads	31.00
8.1.6	002159	Anglian Water. Bowls Club use	9.21
8.1.7	002160	BDO review of annual return	240.00
8.1.8	002161	Cllr J Midwood bouncy castle hire for HM celebration	222.18
8.1.9	002162	Cllr J Wilson Letters and banners for HM celebration	400.54
8.1.10		BT Broadband charges for July-September	76.80
8.1.11		BT Phone rental August-October	90.01

8.2 Recent income for information.

8.2.1	UK Power Networks Wayleave payment	44.97
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8.3 Other financial matters

8.3.1 The annual return, BDO certificate and notice of conclusion of audit had been published on the noticeboard for 14 days. All agreed to accept and approve the Annual Return and certificate. The issues arising, an error on dating the minute reference and more information required on the fixed asset register were presented and Cllr Sammons would liaise with the Clerk to make the corrections.

9. Progress with Clerk's access to bank account information

Cllr Sammons had spoken to a contact at NatWest and instructed the Clerk to provide bank account details to enable online viewing to be set up.

10. Highways matters

10.1 Lighting on footpath from MSC to Browns Close – this had been dealt with in the open session.

10.2 VAS – the machine had been gifted to Wickhambrook Parish Council and as such would be added to the fixed asset register with a value of £1. It was insured under the current policy with AON and would remain covered while on loan to Lidgate Parish Council. The increase in premium had been small and would not be re-claimed but the Clerk was instructed to write to the Clerk of Lidgate Parish Council to request an approved minute reference indicating that should a claim need to be made while the machine was on loan to Lidgate their Parish Council would reimburse the £100 excess in place on the insurance policy. The Clerk was instructed to request an email receipt of the VAS machine loan each time it was accepted for use by the other Parish.

Chairman

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11. Estates Committee matters

11.1 Misuse of playing field

Cllr Merritt referred the meeting to 10.2 in the draft minutes of the Estates committee meeting on 18 August. All agreed to re-visit the possibility of further signage, in conjunction with the MSC Committee, should inappropriate behaviour be repeated.

11.2 Quotes for refurbishment of skate park.

All agreed to refer back to the Estates committee for further information which would be available when discussion with all stakeholders had taken place.

Matters Arising – the perimeter fence of the Bury Road playground was discussed and this would be an agenda item for the September meeting. One quote had been obtained and the Clerk was to gain a comparable quotation to replace the fence.

12. Application for village celebration funding

All agreed not to pursue this application so soon after the recent celebration on Her Majesty's Birthday.

13. Auto-enrolment regarding Clerk

The Clerk was not eligible for auto-enrolment but the Parish Council would have to comply.

Cllr Sammons would put the framework in place and all agreed that the Parish Council would pay a nominal fee for the work involved.

The meeting closed at 8.30 p.m.

Date of next Parish Council meeting Thursday 29 September 2016.

I confirm that the above is a correct record of the meeting held on 25 August 2016.

Chairman

Date