

**Minutes of the Meeting of Wickhambrook Parish Council held on 26<sup>th</sup> November 2015  
at 7.30 p.m. in the Pavilion of MSC Hall**

**Present**

Cllrs. K Sammons (Chairing the meeting), J. Barton, J. Claydon, J. Midwood and J. Wilson

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

Clerk R. Medley and new Clerk S. Thorburn.

There was one member of the public present until 8.50 p.m.

The Chairman welcomed everyone to the meeting and extended good wishes from all to Cllr. K. Merritt.

**1. Apologies for absence**

Apologies were received from Cllr. K. Merritt, P. Couzens and J. Walker

**2. Minutes of the Parish Council meeting held on 29<sup>th</sup> October 2015.**

The minutes were signed as a correct record.

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

3.1. Item 12 of previous meeting – The changes to the bank mandate were now complete and effective from 6th November 2015.

3.2. Item 15 of previous meeting – Remembrance service. Cllr. J. Wilson represented the Parish Council in the laying of a wreath.

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

Cllr. Wilson declared an interest in 8.1.6, 8.1.7. and 9.1.

**5. OPEN SESSION 7.35 pm**

**County Cllr. M. Evans** reported on the speed awareness campaign operated by the County Council with an Officer and speed camera van being deployed as from January 2016. The criteria being that speed surveys showing in excess of 12% of traffic exceeding the limit at prosecution level then the unit would be deployed. The existence of a speed survey in Wickhambrook was discussed and the data collected from the VAS machine, presently sited outside the school could be used for this purpose. The VAS machine was to be moved as it had been at this location for 4 weeks. The public consultation review of the Fire Service had been passed to Cllr. Barton however cover for Wickhambrook should not be affected by the proposed cuts which would not impact on rural communities. Church representatives had met with the Police and Crime Commissioner regarding the theft of lead which was now categorised as a rapid response issue. The County had to deal with spending cuts by looking at ways to become more commercial which included the formation of a housing company with St Edmundsbury, there would be the need to meet the quotas of affordable housing within any new developments. One of the advantages of the Councils being involved in housebuilding is that the County Council owned land that could be used. A member of the public asked when better broadband connection would be achieved. The County Cllr. said that there was a commitment to achieving a reasonable broadband speed and connection for the whole rural community.

**Borough Cllr. C. Pollington** reported on the siting of the West Suffolk hub with consultations taking place in January 2016. There had previously been confusion with street lights and the responsibility for them, now each light would have a plaque showing whose was responsible for it, a unique number and contact information. Regarding Kelly's Meadow, Alan Willis was writing a letter to the Borough proposing that a fund be set up and that the Borough would reimburse any legal fees incurred for advice sought. There was to be consultation on proposed sites for Traveller groups. The Clerk stated there had been no report submitted by Police representatives.

**CLOSURE OF OPEN SESSION 8.10 p.m.**

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**Chairman**

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**Date**

**6. Planning**

## 6.1 Applications considered by Parish Council.

- 6.1.1 DC/15/2076/HH Tudor Barn, Ashfield Green. Garage  
DC/15/2222/OUT Rowans, Nunnery Green. Detached dwelling and garage.

## 6.2 Applications granted/refused/withdrawn by the Borough Council

- 6.2.1 DC/15/1441/HH 3, Clopton Park. Conversion of garage and side and rear extensions. Approved
- 6.2.2 DC/15/1837/HH Briarcroft, Attleton Green. Rebuilding of garage and alteration to dormer windows. Approved

## 6.3 Any other planning matters

- 6.3.1 Kelly's Meadow County Cllr. M. Evans confirmed her discussion with John Griffiths regarding the meeting on 9th October 2015 regarding Cllrs. concerns over his handling of the meeting.

**7. Clerk's Report**

## 7.1 Circulated documents

There had been no comments by Cllrs. on circulated documents. The documents at one point had been affected by rainwater and Cllrs. were requested to take care when passing the wallet on.

## 7.2 Other matters

## 7.2.1 Arrangements for changeover of Clerk and suggested changes in procedure.

The current Clerk was to continue as usual until the end of the financial quarter i.e. December the new Clerk would then take responsibility for the financial records and the telephone and email. The telephone transfer would incur a £115 charge from BT and the Clerk's Cilca training £299 plus VAT. Approval for the spend was approved by Cllr. K. Sammons and seconded by Cllr. J. Wilson. Health and Safety procedures were highlighted as an area where a Cllr. could co-ordinate the different aspects that affected the Parish Council and it was agreed to take this to the Estates Committee as an agenda item.

There were no further matters brought to the meeting.

**8. Finance.**

## 8.1 The following payments were approved.

|        |  |         |
|--------|--|---------|
| 8.1.1  | 2078 E.On Electricity in Chapel (October)                | 8.61    |
| 8.1.2  | 2079 Anglian Water Bowls Club use                        | 100.56  |
| 8.1.3  | 2080 MSC Hire of Pavilion                                | 70.00   |
| 8.1.4  | 2081 Saxon Monumental Craft Cleaning of war memorial     | 270.00  |
| 8.1.5  | 2082 Community Land Trust. Renewal of Start-Up fee.      | 25.00   |
| 8.1.6  | 2083 Mdsign. Website & Internet Services (Sept. to Dec.) | 169.50  |
| 8.1.7  | 2084 Mdsign. Loan of domain name and internet services   | 306.00  |
| 8.1.8  | 2085/2093 MSC Recycling payment                          | 1104.77 |
| 8.1.9  | 2086 HMRC Employer payments (Oct – Dec)                  | 384.20  |
| 8.1.10 | 2087 S. Thorburn. Salary for November                    | 514.80  |
| 8.1.11 | 2088 S. Thorburn. Salary for December                    | 514.80  |
| 8.1.12 | 2089 R. Medley. 'Home as Office' allowance               | 45.00   |
| 8.1.13 | 2090 R. Medley. Purchase of printer cartridges.          | 35.99   |
| 8.1.14 | 2091 R. Medley. Salary for November                      | 512.28  |
| 8.1.15 | 2092 R. Medley. Salary for December                      | 512.48  |
| 8.1.16 | BT Phone rental charges for October                      | 28.24   |

## 8.2 Recent income

|       |   |         |
|-------|---|---------|
| 8.2.1 | Borough of St Edmundsbury Recycling payment | 1104.77 |
| 8.2.2 | Cremated remains plot (private)             | 115.00  |

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**Chairman**

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**Date**

### 8.3 Other financial matters

8.3.1 Draft budget to be approved at the January Parish Council meeting with the addition of a Provision to refurbish the skate park and cleaning of the playground equipment, £3000 and £500 respectively. The Neighbourhood Planning Survey would attract matched funding but the budget allocation should be increased to £2000. The Community Land Trust would be self-funding. Small items of office equipment may need to be purchased to enable the new Clerk to operate efficiently which would mean an increase in the suggested Services and Supplies allocation. There had been no recent activity regarding the notification of Golden Wedding Anniversaries and the Clerk would advertise again.

8.3.2 Donations to charities were approved as in the previous financial year. The Clerk read the names of the recipients..

### 9. Local Council Award Scheme.

The Clerk read the list of resolutions to be made to the Parish Council who supported all documents stated. The Council resolved that it meets all requirements for the Foundation Award and that it publishes appropriate criteria online. Non published criteria are available on request.

9.1 Mdsign terms and conditions to be circulated to all Cllrs.

### 10. Highway Matters

10.1 Lighting on footpath between MSC and Browns Close. There was no further news and Borough Cllr. C. Pollington offered to intervene to resolve this issue.

10.2 Vehicle Activated Signs. New posts were expected to be put in place by Kier on 27<sup>th</sup> November and data from the existing site would be downloaded to the Parish Council laptop.

10.2 Any other matters. County Cllr. M. Evans will report the water flooding in the area due to blocked ditches at Mole Hill/Attleton Green.

### 11. Estates Matters

11.1. Dispensers for dog poo bags were now in place on the MSC hall and the playground fence.

The MSC has taken responsibility for replenishment but may ask for funds to restock.

11.2 Memorial garden. Cllr. Sammons would contact the Blacksmith sourced by Cllr. Midwood regarding the seat.

11.3 Quote for ditch clearing at Coltsfoot Green. This would go to the Estates Committee to discuss the £950 plus VAT current charge or £730 plus VAT in the summer months. The Clerk would contact the resident to discuss a delay.

11.4 Correcting errors on the donor list in the Playground. The new list had to be agreed then the plaque would be in place by the end of the year.

11.5 Repairs to Chapel. The roof repair had been undertaken and the invoice would follow.

11.6 Cemetery query. The Clerk read a letter sent by a next of kin regarding acceptance of the exclusive right of burial. In this case it was not accepted and was therefore referred back to the Parish Council. Permission was given for the family friend to erect a wooden cross.

Any other matters. A disappointing turn out at the litter pick would be addressed for the Spring Event with recognition given to those Cllrs. who were able to attend.

**12. Her Majesty's 90<sup>th</sup> Birthday Celebrations.** The Wickhambrook Carnival date for 2016 was not able to be adjusted and therefore a themed Tea Party was to be planned together with the W.I. and MSC.

**13. Changes to the MSC Governing Document.** Deferred to the January 2016 agenda.

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Chairman

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Date

**14. Neighbourhood Planning Community Land Trusts.** No report to date.

**15. Community Land Trusts.** No report at present.

**16. Reports from other village organisations.** No report currently.

**17. Approved dates for 2016 meetings.**

Parish Council meetings – Thursdays 21<sup>st</sup> Jan., 25<sup>th</sup> Feb., 31<sup>st</sup> March, 28<sup>th</sup> April, 26<sup>th</sup> May, 30<sup>th</sup> June, 28<sup>th</sup> July, 25<sup>th</sup> Aug., 29<sup>th</sup> Sept., 27<sup>th</sup> Oct. and 24<sup>th</sup> November. Annual Parish meeting 12<sup>th</sup> May.  
Estates Committee meetings – Thursdays 11<sup>th</sup> Feb., 14<sup>th</sup> April, 16<sup>th</sup> June, 18<sup>th</sup> Aug., 13<sup>th</sup> Oct. and Monday 5<sup>th</sup> December.

**18. Correspondence**

18.1 There were no comments on correspondence previously circulated.

18.2 Correspondence requiring responses. The Clerk presented the Sector Led Body for Audit Procurement document and the Cllrs. agreed to adopt the recommended SAAAAL.

It was agreed to amalgamate item 18 with 7.1 Circulated Documents at future meetings.

The meeting closed at 9.15 pm.

**Date of next Parish Council meeting Thursday 21<sup>st</sup> January 2016.**

I confirm that the above is a correct record of the meeting held on 26<sup>th</sup> November 2015.

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**Chairman**

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**Date**