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**Minutes of the Meeting of Wickhambrook Parish Council held on 27 July 2017
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. P. Couzens (Chairman), J. Barton, J. Claydon , K. Merritt, J. Walker and J. Wilson
County Cllr. M. Evans
Clerk S. Thorburn

One member of the public present from 7.40 p.m.

The Chairman welcomed everyone to the meeting

1. Apologies for absence

Apologies had been received from K. Sammons (Vice Chairman), J. Midwood and Borough Cllr. C. Pollington

2. Minutes of the Parish Council meeting held on 29 June 2017

The minutes were signed as a correct record.

3. Matters Arising (for information)

The faded speed restriction signs had been reported by the Clerk using the Highways online tool but no response had been received to date.

4. Declarations of interest in agenda items

None were declared.

5. OPEN SESSION 7.40 pm

County Councillor M. Evans – The survey form to apply for a new pole to support a VAS machine that was being given to Parishes would be looked at by the Highways Information Officer as Cllr Barton had raised some points that required clarification. The Footpaths Officer had asked for information regarding the cutting of the footpaths and this was being investigated.

The County Councillor reported on training sessions attended in respect of Children in Care in Suffolk available as the position automatically involved being a 'corporate parent' to these children. Other training and liaising was being offered to taxi companies and hotels in a bid to heighten awareness of inappropriate practices and how to recognise those involving vulnerable young people.

The Highways Team was still in the transformation stage with shortfalls in the previous system coming to the fore such as no program to clear foliage from road signs and an insufficient budget for road re-surfacing.

The fee for road closure on Wickhambrook Carnival day, matters arising from the June meeting, had been due to the nature of the rolling closure with County Council staff and a vehicle having to attend. Some Parishes used the Fire Service to marshal these events which may prove less expensive.

The transport App was being promoted on the Wickhambrook Community Facebook page as a trial.

7.45 p.m. County Cllr M. Evans left the meeting.

Borough Cllr. C. Pollington – a written report was read to the meeting by the Chairman. The Waste Hub had been put on hold for further consultation.

The merging of Forest Heath and Bury St Edmunds talks were ongoing.

Cllr Wilson requested that the Clerk produce a report of Councillors attendance to be presented at the Annual Parish Council Meeting.

CLOSURE OF OPEN SESSION 7.55 p.m.

Chairman

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6. Planning

6.1 Applications considered by Parish Council.

DC/17/1083/HH Layham Place, Post Office Hill

Two storey and single storey extension, detached triple garage, new vehicular access, replacement chimney. No objections

DC/17/1234/HH 6 Wickham House Bungalows, Giffords Lane

Detached double cartlodge. No objections

DC/17/1239/HH Glebe House, Church Road

New garage. No objections

DC/17/1297/FUL The Hedges, Ashfield Green

1 dwelling plus detached garage following demolition of dwelling and garage. Access alteration.

No objections

DC/17/1243/HH Bramble Cottage, Wash Lane. First floor rear extension and single storey side extension. No objections

6.2 Applications granted/refused/withdrawn by the Borough Council

None

7. Clerks Report

7.1 Circulated documents

All agreed the Clerk could attend a course on the new Data Protection rules in October.

A letter of thanks had been received from the Carnival Committee for the financial support the Parish Council had given towards the First Aid cover.

8. Finance

8.1 The following payments were approved proposed by Cllr Wilson, seconded by Cllr Barton

	Cheque	Detail	Amount £
8.1.1	002262	DR King and Son Ltd maintenance contractor	4200.00
8.1.2	002263	Vertas Group Ltd grass cutting contractor Apr-June	475.02
8.1.3	002264	S Thorburn (Clerk) printer cartridges	30.00
8.1.4	002265	S Thorburn (Clerk) salary for July	538.88
8.1.5	002266	The Rainbird Partnership Ltd – supply of paper A4	12.90
8.1.6	002267	E-ON chapel electricity to 8 July	8.48

8.2 Recent income for information.

8.2.1	Dignity Funerals – Grave deed and interment fee (non-resident)	480.00
8.2.2	Saxon Monumental Craft memorial fee	105.00
8.2.3	Grave deed – cremated remains plot	70.00
8.2.4	Grave deed – burial plot	120.00

Cllr Barton proposed to continue with the E.ON electricity fixed plan and Cllr Wilson seconded.

8.3 Other financial matters

8.3.1 E.on electricity fixed price plan renewal

All agreed to continue with the E.ON electricity fixed plan

9. Highways matters

9.1 Vehicle Activated signs – survey responses from householders

The Clerk had received three email responses to the survey for the Nunnery Green area and following discussion all agreed to apply for a pole at this site.

Cllr. Barton had started investigations to locate a pole outside the cemetery on the wide verge and all agreed to continue with these. The Clerk was instructed to survey the residents living on Cemetery Road and report at the next meeting.

Malting End did not satisfy the criteria as a site as given by the Highways Department.

All agreed the school and Bunters Road as priority sites were the new sign with 'SLOW DOWN' added

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should be deployed. The Clerk was instructed to chase the delivery date for the new VAS.

10. Estates Committee matters

10.1 Litter Pick – Sunday 9 July report

The Clerk thanked everyone who had attended the litter pick on behalf of the Parish Council. It was an opportunity to clear stray pieces of litter after the Carnival and had been a successful in achieving this.

10.2 MSC plans regarding dog fouling on the recreational field

The Clerk was instructed to contact the Chairman of the MSC Trustees to request that the Parish Council be informed of future plans which involved the Six Acres before these are put in place. The Parish Council supported the MSC Trustees and wanted to work with them on this issue.

10.3 Ditch at Coltsfoot Green

A letter had been received from a representative of the residents who had been in discussion with the Parish Council concerning drainage work carried out earlier this year. This was considered by the Councillors alongside previous email correspondence from the residents themselves. The Clerk was instructed to reply detailing the conclusions of the Councillors to the effect that an apology should be made to the Parish Council regarding some of the content of one of the emails before any further correspondence could be undertaken and future discussion should also involve the adjoining householder before any decision could be made.

Attention should be drawn to the condition of the hedge the opposite side of the green which had encroached into the ditch and on the green itself.

11. Community First Responders - decision regarding future of the group and equipment

The member of the public present was invited to give input to this discussion as the previous group co-ordinator. All agreed the group should be disbanded due to lack of volunteers to support it. All agreed on two sites for the defibrillator machines for public access, one at the MSC Hall and the other at the Fire Station. Funds could be accessed by the group co-ordinator to provide cabinets and the Clerk was instructed to contact the MSC Trustees and the Fire Service for permission to site the machines at these locations and request that an electricity supply be provided to them. The Clerk would report any progress made at the August meeting. Volunteers would be put in place to undertake the required checks at regular intervals.

The meeting closed at 8.45 p.m.

Date of next Parish Council meeting Thursday 31 August 2017.

I confirm that the above is a correct record of the meeting held on 27 July 2017.

Chairman

Date