

**Minutes of the Meeting of Wickhambrook Parish Council held on 27th August 2015
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. K. Merritt (Chairman), J. Barton, J. Claydon, P. Couzens, J. Midwood, K. Sammons and J. Wilson.
County Cllr. M. Evans, Borough Cllr. C. Pollington (left at 8.45pm)

Clerk R. Medley.

There were two members of the public present (both left at 8.35pm)

1. Apologies for absence.

Apologies were received from Cllr. J. Walker.

2. Minutes of the Parish Council meeting held on 30th July 2015.

The minutes were signed as a correct record.

3. Matters Arising (for information)

3.1. Item 7 of previous meeting – Accounts on notice board. Please see item 8.3.2.

3.2. Item 15 of previous meeting – Letter to Matthew Hancock MP. The Clerk read the email sent on 20th August. A reply was awaited.

4. Declarations of interest in agenda items

There were no declarations of interest.

5. OPEN SESSION 7.35 pm

County Cllr. M. Evans said that Highways clear grips on all A and B roads and other roads where flooding was a problem. She asked to be advised of C and U roads where grips needed clearing so that she could pass the information back to Highways. Following comments about Attleton Green she would ask engineers to look again at the situation including the excess water which appeared to be coming from Bunters Road area. Cllr. Claydon said that the flood prevention scheme at Gaines Hall had yet to be installed. The meeting to consider a local community bus had taken place but there was only tentative support from the parish councillors who attended. The work of Kier, the contractor for road repairs, was to be inspected for quality control.

Borough Cllr. C. Pollington gave an explanation of recent developments at Kelly's Meadow. Please see 6.3.2 below.

Police. There had been no communication from the Police.

Members of the Public commented on Kelly's Meadow.

CLOSURE OF OPEN SESSION 8.10pm.

6. Planning

6.1 Applications considered by the Parish Council

There was none in the last month.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/15/0740/FUL The Old School House, Giffords Lane. Conversion to holiday let.

Approved

6.2.2 DC/15/0829/FUL Land adj. Ashlea, Ashfield Green. Newbuild 1½ storey dwelling.

Approved

6.3 Other Planning matters.

6.3.1 Outstanding application. DC/15/1441/HH. 3, Clopton Park. Side and rear extension and garage conversion. The deadline had been delayed to allow Cllrs. to agree as response. After discussion it was agreed to object to this application on the grounds of overdevelopment.

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Chairman

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6.3.2 Kelly’s Meadow. Borough Cllr. C. Pollington gave a comprehensive explanation of the most recent developments. Cllrs. were concerned about the way the situation had been handled and were pleased to hear that challenges to progress were in place. The ownership of the visibility splay was still uncertain and as the lower entrance had yet to be approved there was a possibility that the planning application had transpired. It was hoped that meeting of all parties could be arranged in the near future.

6.3.3 Consultation on Cemetery Road development (the Meadows?) The Chairman hoped that Cllrs. would be able to attend the 8.00pm to 8.45 pm session on Thursday 3rd September in MSC. It appeared that S106 monies could only be used for improvements to the Youth Facilities.

7. Clerk’s Report

7.1 Circulated documents

There had been no circulated documents considered by Cllrs.

7.2 Other matters

7.2.1 Clerk’s Holidays. The Clerk would be away from his post from 6th to 8th September. The phone would be transferred to Cllr. Sammons.

The Clerk gave prior warning of a week’s holiday from 3rd to 10th October. It was hoped that Cllr. Couzens would be willing to deal with any cemetery queries.

7.2.2 Old laptop. Cllrs. hoped that this could be given to a charity. The Clerk would make enquiries.

8. Finance.

8.1 The following payments were approved.

8.1.1	2041 E-On. Electricity use in Chapel for July	9.01
8.1.2	2042 MSC Hire of Pavilion in June and July	56.00
8.1.3	2043 SALC. OneSuffolk website training	54.00
8.1.4	2044 SALC. Leadership Skills	120.00
8.1.5	2045 Tracey Stephenson. Dog Poo Fairy posters	25.00
8.1.6	2046 Renewal of Data Protection Act registration	35.00
8.1.7	2047 Suffolk Wildlife Trust. Annual renewal	38.00
8.1.8	2048 EFMS Mowing of playing fields First quarter	435.07
8.1.9	2049 Anglian Water Bowls Club use	21.77
8.1.10	2050 MSC. Donation in lieu of help with change of laptop	60.00
8.1.11	2051 St John Ambulance First Aid cover for Carnival	195.84
8.1.12	2052 R. Medley Cleaning redundant laptop	25.39
8.1.13	2053 R. Medley Petty cash	50.00
8.1.14	2054 R. Medley ‘Home as office’ allowance.	45.00
8.1.15	2055 R. Medley Salary for August	512.48
8.1.16	DD BT Phone rental in July	28.94

8.2 Recent income

8.2.1	UK Power Networks Wayleave payment	45.49
8.2.2	Saxon Monumental memorial	140.00
8.2.3	H.J.Paintin Inscription	35.00

8.3 Other financial matters

8.3.1 A new electricity agreement starts in September. From 3rd September the price per kWh will increase from 11.63p. to 12.49p. The standing charge will remain at 27p. per day

8.3.2 The Annual Audit had been returned. Everything was satisfactory and there were no recommendations. Cllrs. noted the report and gave their approval.

The Financial Statements for 2013/14 and 2014/15 would be displayed on the notice board and a copy of the Annual Return on the website.

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Chairman

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9. Local Council Award Scheme. Cllrs. approved attendance at the following training events. Cllr. Sammons to attend Accounts & Financial Regulations for Parish Councils on 22nd September at a cost of £75; Cllr. Barton to attend Community Emergency Planning Workshop on 5th October at no charge and the Clerk to attend Rights of Way and Byways on 11th September at a cost of £25.

10. Highway Matters

10.1 Lighting on footpath between MSC and Browns Close. County Cllr. Evans offered to encourage prompt action on installation of the bollard.

10.2 Vehicle Activated Signs. Supporting posts were on order. County Cllr. Evans would provide the Clerk with contact details for the purchase of five brackets.

11. Estates Matters

11.1 Memorial garden. There was a possibility of Heritage Lottery Funding of between £3,000 and £10,000 if the design meets the requirement of ‘people learning more about heritage’. Several suggestions were made including the planting of one semi mature tree with a surrounding seat and poppies when in season. Cllrs. Sammons offered to discuss a design with others and investigate costs.

11.2 Errors in donor list on Playground. Another brass plate was being prepared.

11.3 Tree inspection. The recent inspection had recommended £350 be spent on remedial work over the next six months. Competitive quotes were being sought.

12. Replacing the Clerk. A Job Vacancy advert had been placed in the Scene and on Parish Council notice boards. Further publicity would take place. If there were several applicants the Chairman, Vice-Chairman and Cllr. Claydon would make an initial selection.

13 Updating the Bank Mandate. The paperwork to initiate the necessary changes had been delivered to NatWest in Bury. Cllrs. Barton, Couzens and Midwood were given additional paperwork to complete and were required to visit the Bury branch for verification.

14 and 15. Neighbourhood Planning and Community Land Trusts. There was nothing to report.

16. Progress on replacement biscuit barrel box. There was no further news.

17. Reports from representatives of other village organisations. No reports.

18. Website changes. The website was still being administered by Mdsign. Cllr. Sammons, having attended the recent OneSuffolk website course suggested that the new Clerk may be persuaded to set up a parish council website to run alongside the existing one for a trial period. Cllrs. approved.

19. Correspondence

19.1 There were no comments on correspondence previously circulated.

19.2 Correspondence requiring responses.

19.2.1 SALC questionnaire. The Clerk was instructed to complete and return this.

Date of next Parish Council meeting Thursday 24th September 2015.

Meeting closed at 9.18 pm.

I confirm that the above is a correct record of the meeting held on 30th July 2015.

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Chairman

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Date