

**Minutes of the Meeting of Wickhambrook Parish Council held on 30th July 2015
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. K. Merritt (Chairman), J. Barton, P. Couzens, J. Midwood, J. Walker and J. Wilson (arrived at 7.45pm).

County Cllr. M. Evans (from start to 8.50pm)

Clerk R. Medley.

There were two members of the public present.

1. Apologies for absence.

Apologies were received from Borough Cllr. C. Pollington and Cllrs. J. Claydon and K. Sammons.

2. Minutes of the Parish Council meeting held on 25th June 2015.

The minutes were signed as a correct record.

3. Matters Arising (for information)

3.1. Parish Council minutes of 23rd April; Item 5 Website changes. The minutes of 23rd April would be changed to read 'Maria Sumner commented on additions to the website'.

3.2. Item 18.2.3 of previous meeting – Little Teapots Pre-school. Despite a reminder being sent there had been no response. The matter would now be dropped.

4. Declarations of interest in agenda items

Cllr. Wilson declared an interest in 6.1.2 and 6.2.3.

5. OPEN SESSION 7.35 pm

County Cllr. M. Evans said that quarterly Safer Neighbourhood Team meetings had been stopped and there would be a new approach to speeding. Local villages would be grouped, a visit made by the Traffic team and a report supplied soon after. The repair to the drainage chamber at Attleton Green had been completed but Cllrs. were concerned because the drainage grilles appeared to be above the road surface. A meeting had been arranged at the Greyhound on 18th August to discuss the possibility of a Community Bus. The presence of a Cllr. would be appreciated. The County Council is withdrawing its subsidy for emptying brown bins. St Edmundsbury will have to decide whether to make a charge for green waste collection.

Police. A written report gave details of two crimes – the doors of a local garage were forced open and a hedge trimmer removed and some unsecured bull bars had been stolen. Both thefts took place on 9.7.15.

Community First Responders. A written report gave details of progress. There are now 3 active members in the Scheme and they have covered 19 call outs since 1.3.2014. The organiser intends to make better use of local magazines to recruit additional members.

Members of the Public Questions were raised about street lighting in Lidgate, local road closures and the availability of broadband in the village.

CLOSURE OF OPEN SESSION 8.05pm.

6. Planning

6.1 Applications considered by the Parish Council

6.1.1 DC/15/1089/FUL Easterwood Bungalow, Baxters Green. Replacement dwelling.

6.1.2 DC/14/1669/FUL Black Horse Farm, Ashfield Green. Changes to stables and barn.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/15/0871/LB The Old Vicarage, Church Road. Solar Panels.

Approved

6.2.2 DC/15/1026/TCA 2, Brook Cottages, Bury Road. Fell tree.

No objection

6.2.3 DC/14/1669/FUL Black Horse Farm (see above)

Approved

6.2.4 DC/15/1089/FUL Easterwood Bungalow (see above)

Approved

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Chairman

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Date

6.3 Any other planning matters

6.3.1 A consultation event for the Cemetery Road development (The Meadows) will be held on 3rd September in the Memorial Social Centre. All arrangements and publicity will be organised by John Popham. There is the possibility of some S106 funding being available for improvements to the Youth facilities. Traffic mitigation measures were suggested as an alternative use of funding.

7. Clerk’s Report

7.1 Circulated documents

7.1.1 Clerks & Councils direct – comments by Cllr. Sammons. The possibility of using fluorescent paint to emphasize piles of dog poo will be discussed at the Estates meeting. Cllrs. agreed that a brief summary of the annual accounts and/or audit letter be displayed on the notice board.

7.2 Other matters

7.2.1 Replacement of the laptop. The Clerk explained that the new laptop was in use but there had been several minor problems with the changeover. Patrick Colvill no longer offered computer services and had carried out the work as a favour to the Parish Council. Cllrs. expressed their gratitude and agreed that a payment of £60 be made to MSC.
Cllrs. suggested that STP in Haverhill could wipe the information from the hard drive for a small fee and that the laptop should then be scrapped.

8. Finance.

8.1 The following payments were approved.

8.1.1	2031 E-On. Electricity use in Chapel for June	8.34
8.1.2	2032 D.R.King & Son Ltd. Grounds maintenance	3240.00
8.1.3	2033 SALC. Councillor briefing on 22 nd June	30.00
8.1.4	2034 Ladywell Accountancy Services	180.00
8.1.5	2035 The Rainbird Partnership. Laptop and software	492.36
8.1.6	2036 St Eds. Borough Council. Emptying dog bins April to June	72.80
8.1.7	2037 St Eds. Borough Council. Emptying dog bins July to Sept.	72.80
8.1.8	2038 MSC. Recycling payment	992.31
8.1.9	2039 R. Medley. Salary for July	512.28
8.1.10	2040 R. Medley. Printer cartridges	31.49
8.1.11	DD BT Phone rental in June	30.53

8.2 Recent income

8.2.1	West Suffolk Council. Recycling payment.	992.31
8.2.2	Saxon Monumental. Memorial.	140.00
8.2.3	NatWest. Interest on bank accounts (April to June)	No.1 a/c 8.37
		No. 2 a/c 1.12

8.3 Other financial matters

8.3.1 Changes to BT business account. Phone rental will increase by £1 per month from 1st July.

9. **Local Council Award Scheme.** A draft Complaints Procedure and Action Plan for the following twelve months had been circulated. It was assumed that a new Clerk would easily achieve 12 CPD points in their first year in the post and a programme of training for councillors would depend on the responsibilities adopted by each individual. The chairman suggested that on-site training would be more acceptable. The Clerk pointed out that the Annual Parish meeting had been held on 4th June whereas it should have fallen in April or May. He had discussed this with staff at SALC who had advised that if reasons for the delay were explained and the rest of the portfolio was of the required standard qualification should still be possible.

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Chairman

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10. Highway Matters

10.1 Lighting on footpath between MSC and Browns Close. A confirmatory letter had been sent to the Borough Council on 8th July requesting the installation of a single bollard light.

10.2 Vehicle Activated Signs. Progress was continuing but some local landholders were reluctant to have the supporting posts installed on what they saw as their land.

10.3 Other matters. Hedges. The Council would be reminded about enforcing hedge trimming if action was not taken in September.

11. Estates Matters

11.1 Memorial garden. Cllrs. Sammons and Couzens would discuss designs and the resulting proposal would be taken to the Estates Committee.

11.2 Repairs to the Chapel door. Two of the three locks had been replaced and that section of the door had been strengthened by the addition of a metal plate.

11.3 Notice for Skate Park. Cllrs. gave approval for an A3 notice to be made at a cost of £50 plus vat. The message would read 'In the interests of safety in this Skate Park and Games Area, children of 10 years and under must be accompanied by an adult'.

12. Replacing the Clerk. The Clerk had compiled and circulated a list of regular duties and time taken. The job description from SALC covered most of these apart from enquiries about the footpath network and 'specials' such as refurbishment of the playground, achieving the foundation qualification, etc. A Job Vacancy advert, as recommended by SALC, would be placed in the next edition of the Scene and on Parish Council notice boards.

13 Updating the Bank Mandate. Cllrs. approved the removal of the names of Messrs. Bradbury, Girling and Taylor and the addition of Cllrs. Barton, Couzens and Midwood. The necessary paperwork was completed and the Clerk would deliver it to NatWest in Bury St Edmunds.

14 and 15. Neighbourhood Planning and Community Land Trusts. Cllr. Wilson offered to write brief summaries of both for the next edition of the Scene. The Clerk was instructed to write to Matthew Hancock MP to request his support for exemption of CLTs from the Right to Buy legislation.

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. In the absence of Cllr. Sammons there was no further update.

19. Comments from Cllrs. who had recently attended courses. There were no comments.

20. Correspondence

20.1 There were no comments on correspondence previously circulated.

20.2 Correspondence requiring responses.

20.2.1 Cllrs. were made aware of Annual Review of Community Action Suffolk to be held on 8th October at Ipswich.

Date of next Parish Council meeting Thursday 27th August 2015.

Meeting closed at 9.00 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