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**Minutes of the Meeting of Wickhambrook Parish Council held on 31 August 2017
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. P. Couzens (Chairman), J. Barton, J. Claydon, J. Midwood
and J. Wilson
Borough Cllr. C. Pollington
Clerk S. Thorburn

Three members of the public attended until the end of the open session.
The Chairman welcomed everyone to the meeting

1. Apologies for absence

Apologies were received from Cllrs. K. Sammons (Vice Chairman), K. Merritt and J. Walker.
County Councillor M. Evans

2. Minutes of the Parish Council meeting held on 27 July 2017.

An amendment was requested by Cllr Wilson regarding the recording of attendance at Parish Council meetings in the Open Session this was applicable to all Councillors and the word Parish was struck through. The minutes were then signed as a correct record.

3. Matters Arising from previous minutes

10.2 The Chairman of the MSC Trustees would keep the Parish Council informed of any future plans to control dog fouling on the recreational field.

4. Declarations of interest in agenda items

- 9.3.2 Cllr Couzens
- 9.1.2 Cllr Wilson
- 9.1.12 Cllr Barton

5. OPEN SESSION 7.40 pm

Borough Cllr. C. Pollington – reported that the joining of St Edmundsbury and Forest Heath was ongoing. The Hub was on hold due to more details being required for planning permission. There was nothing further to report regarding Kelly's Meadow. The members of the public present expressed an interest in the speeding deterrent planned for Nunnery Green. Cllr Barton explained the current position with a survey having been submitted, the Parish Council was waiting for the result to see if this location was agreed for an installation of a pole to place the VAS machine on. The Councillors had a discussion with the residents about the attitude to speeding in the village and how it was a high priority with the Parish Council. The Borough Councillor explained how resources within the County generally were an issue but there had been a recent addition of another Police Camera van.

Cllr Midwood reported that the footpath cutting in the Attleton Green area had not taken place so far this season and Cllr Claydon reported that an incorrect route had been cut earlier in the year. The Clerk was instructed to make a report to the Footpaths Officer.

CLOSURE OF OPEN SESSION 8.00 p.m.

6. Appointment of Complaints Committee

The Terms of Reference had been distributed prior to the meeting and all agreed to these. All agreed to defer the appointment of the Councillors until the September meeting to give the opportunity to all to serve on the committee.

7. Planning

- 7.1 Applications considered by Parish Council
 - 7.1.1 DC/17/1130/HH. Giffords Hall, Giffords Lane
Summer house to replace DC/17/0215/HH pavilion. No objection
 - 7.1.2 DC/17/1185/OUT Aldersfield Place Farm, Ashfield Green
Outline planning 2 semi-detached dwellings following demolition of existing semi-detached. No Objections

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7.1.3 DC/17/1549/HH Il Tretone, Cemetery Road
Single storey side extension. No objections

7.2 Applications granted/refused/withdrawn by the Borough Council

7.2.1DC/17/1083/HH Layham Place, Post Office Hill

Two storey and single storey extension, detached triple garage, new vehicular access, replacement chimney. Approved

7.2.2DC/17/1234/HH 6 Wickham House Bungalows, Giffords Lane

Detached double cartlodge. Refused

7.2.3DC/17/1239/HH Glebe House, Church Road

New garage. Approved

7.2.4 DC17/0827/FUL Easterwood Bungalow, Baxters Green

Stables, manage, front wall, driveway, gates. Approved

8. Clerks Report

8.1 Circulated documents

Local Council litter strategy – this had been circulated to all and all agreed it was an ongoing problem.

9. Finance

9.1 Payments accepted – proposed by Cllr Midwood and seconded by Cllr Claydon

	Cheque	Detail	Amount £
9.1.1	002268	Wasted Cheque	0.00
9.1.2	002269	Mdsign Limited internet services	169.50
9.1.3	002270	St Edmundsbury BC – litter bin supply and empty 12 times	505.99
9.1.4	002271	Iaward Horological Limited – service church clock	250.00
9.1.5	002272	S. Thorburn Printer cartridges	51.00
9.1.6	002273	S Thorburn (Clerk) salary for August	538.88
9.1.7	002274	D King and Sons – hedge clearance at rear of container	180.00
9.1.8	002275	BDO review of annual return	240.00
9.1.9	002276	Vertas Group – recreational field mow annual charge	475.02
9.1.10	002277	John Crysell – wire repair and reinforcement at games area	154.93
9.1.11	002278	Westcotec Limited – VAS machine with worded display	3360.00
9.1.12	002279	John Barton – re-imburse cost of padlocks for VAS machine	11.98
9.1.13	002280	Suffolk Wildlife Trust Annual Membership	38.00
9.1.14	002281	Information Commissioner - data protection	35.00
9.1.15		BT Broadband charges for July-September	84.00
9.1.16		BT Phone rental August-October	97.42

9.2 Recent income for information.

9.2.1	UK Power Networks	Wayleave payment	44.97
9.2.2	Hanchetts	memorial fee	105.00
9.2.3		Grave deed and interment fee	240.00
9.2.4		Grave deed and memorial fee	230.00
9.2.5		Saxon Monumental memorial fee	105.00

9.3 Other financial matters

9.3.1 Report on annual return from BDO. All agreed to accept and approve the Annual Return and Certificate. There were no matters arising to be considered.

9.3.2 Request for donation towards village over 60's Christmas party. All agreed to this request for £250.

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9.3.3 Notification of increase in pavilion hire rates from MSC Trustees. All agreed to accept the new rate of £7.50 per hour.

10. Highways matters

10.1 VAS machine

10.1.1 New Vehicle Activated sign and insurance cover

There had been a misunderstanding with the specification and a data download device was required, this had previously been minuted as agreed. Cllr Barton would return the machine for this addition and all agreed to cover mileage. The insurance cover was in place.

10.1.2 Cemetery Road location progress. Two emails had been received from residents contacted supporting this location. All agreed to submit the location for approval.

10.1.3 Wetheringsett-cum-Brockford Parish Council VAS reporting methods. The email concerning this had been circulated prior to the meeting and a discussion took place with all agreeing to continue to build on the current reporting method directly with the Police.

10.2 Email from resident regarding ongoing speeding problems in the village. This had been dealt with in the open session.

10.3 Email from resident regarding the responsibility for roadside hedge and verge trimming. The Clerk was instructed to notify the resident that the Highway Department could be contacted direct regarding verges but hedges were the landowners responsibility.

10.4 Flood signs taken when in use at Coltsfoot Green. The Clerk was instructed to contact the Highways Department and request replacement signs. No action had been taken to alleviate the problems at Mole Hill and the Clerk was requested to email County Councillor Evans regarding this.

11. S106 monies update

An amount of £2393.47 had been identified as being held since 2014 for Wickhambrook by the County Council Planning Department. All agreed to instruct the Clerk to bid for use to support the funding of the proposed new zip wire installation.

12. Estates Committee matters (draft minutes attached)

12.1 Zip wire progress. Three quotes had been secured and a site visit by the Estates Committee to decide on the exact location was to be arranged.

12.2 Drainage at Coltsfoot Green update following advice from SALC.

All agreed with the advice from the Suffolk Association of Local Councils that the Parish Council should only be dealing with the residents themselves. As a letter requesting a personal response had been handed to another party by the residents concerned all agreed to take no further action at this time.

12.3 Dogs to be kept on leads at all times while in the cemetery regulation and signage. All agreed no change should take place to the regulations but signage requesting dogs to be kept on leads should be displayed.

12.4 Appointment of Lay Member. All agreed the appointment of Mr John Norton.

12.5 Chapel exterior refurbishment progress. The Clerk reported that this should be completed in the next few days, weather permitting.

13. Defibrillator potential locations update

A further update could be expected at the next meeting when the MSC Trustees had met to discuss this location and the person representing the Fire Station was available for comment.

The meeting closed at 8.50 p.m.

Date of next Parish Council meeting Thursday 28 September 2017.

I confirm that the above is a correct record of the meeting held on 31 August 2017.

Chairman

Date