

10364

**Minutes of the Meeting of Wickhambrook Parish Council held on 31 March 2016
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. P. Couzens (Chairman), J. Barton, K. Merritt, J. Midwood, K. Sammons,
J. Walker and J. Wilson
County Cllr. M. Evans
Borough Cllr. C. Pollington
Clerk S. Thorburn

There were two members of the public present

The Chairman welcomed everyone to the meeting

1. Apologies for absence

Were received from Cllr Claydon who would arrive after the start of the meeting.

2. Minutes of the Parish Council meeting held on 25 February 2016.

The minutes were signed as a correct record.

3. Matters Arising (for information)

7.3 Item of previous meeting – The Clerk reported that a local contractor had been instructed to remove the Parish Council noticeboard at the Bury Road site.

4. Declarations of interest in agenda items

None were declared.

5. OPEN SESSION 7.40 pm

Two members of the public were present. There was no Police representative present.

County Cllr. M. Evans — A police speed camera would be deployed at the Plumbers Arms crossroads which could cover the 40 mph speed restriction on the A143. A speed check would be put in place outside the village school to see if over 12% of motorists were in excess of the limit which would then action the presence of the speed camera.

The Attleton Green meeting with Mike Baker and Simon Curl on Monday 29 February had taken place and a written report was to be sent from them regarding possible actions to be taken.

The footpath lighting at Browns Close would be installed in April.

The Bury Road playground was now under the control of the Parish Council with a slight repositioning of part of the fence to take place.

She had passed on to Suffolk County Council Highways department a request from Wickhambrook Shop for signs indicating that local businesses were still open in the village when road closures were in force further along the B1063 at Lidgate

There had been a change in Highways Officer dealing with the Kelly's Meadow site but the outgoing officer had left files up to date and their successor fully briefed.

The devolution proposal was still being discussed by the Local Authorities of Suffolk, Cambridgeshire, Norfolk and Peterborough and had not yet been ratified

A meeting regarding broadband for hard to reach areas would be scheduled for June.

Borough Cllr. C. Pollington – The brown bin scheme had achieved an overall percentage take-up of 25% which was satisfactory. The content allowed in the bins was complicated to understand with garden vegetables being able to be used to fill the bin but not bought vegetable waste. Not all residents had received the explanatory letter but Mark Walsh should be contacted if anyone still needed clarification. Composting at home would be encouraged with equipment deals to be offered. The online payment system had been shown to be difficult to use. County Cllr. Evans stated that some residents were unhappy at not having the brown bins collected when choosing not to sign up to the new system.

Chairman

Date

10365

Borough Cllr. Pollington reported that £10000.00 had been secured as a contribution towards the new MSC Hall kitchen and £500.00 towards the fund to celebrate Her Majesty's 90th birthday in the village.

The Clerk stated there had been no report submitted by Police representatives.

CLOSURE OF OPEN SESSION 7.50 p.m.

6. Planning

6.1 Applications considered by Parish Council

6.1.1 DC/0314/HH 3 The Duddery, Wickhambrook rear two store extension Rear conservatory, dormer windows front elevation, front porch. Approve application.

6.1.2 DC/15/0379/VAR Plot 5 Thorns Meadow, Wickhambrook integral garage to be reception plus further parking. No objections were received.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/16/0080/HH 8 Giffords Lane, Wickhambrook single storey rear extension, replacement front porch and windows. Approve application.

6.2.2 DC/16/0037/HH 14 Bury Road, Wickhambrook front porch and single storey rear extension. Approve application.

6.2.3 DC/15/2526/LB Queens House, Ousden replacement windows and repairs Approve application.

6.2.4 DC/15/2222/OUT Rowans, Nunnery Green, Wickhambrook amended plans Detached dwelling with garage. Approve application.

7. Clerk's Report

7.1 Circulated documents

The document LAIS1388 from SALC consulting local councils about planning changes would be completed by the deadline of 15 April.

7.2 Circulated correspondence.

There had been correspondence regarding funds collected by the Neighbourhood Watch scheme that was no longer functioning and Cllr Wilson stated that these were to be held by the Parish Council or used on a security project. Further information would be provided by the Neighbourhood Watch Treasurer. Rural South Watch was used by local residents and Cllr Barton suggested these alerts be posted on the website – County Cllr Evans would report back on this.

7.3 Any other matters

7.3.1 Clerk's training hours

The training required for the CILCA qualification and the preparation of the portfolio would be a provision made in addition to the Clerk's contracted hours and the request for payment would be presented for approval at intervals as the project progressed. All agreed to the provision being made.

7.3.2 Scanner for Clerk's administrative purposes.

Cllr Sammons asked that approval be given to secure a scanner for the Clerk's Parish Council business use. Cllr Walker proposed this and Cllr Merritt seconded the proposal and all agreed to the purchase which Cllr Sammons would undertake.

Chairman

Date

10366

8. Finance.

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

8.1.1	2126	E-On. Electricity use in Chapel for February	8.05
8.1.2	2127	Anglian Water – bowls use (reimburse Clerk)	32.03
8.1.3	2128	SALC – intensive CILCA training	358.80
8.1.4	2129	S Thorburn – Travel expenses CILCA training Jan/Feb	65.70
8.1.5	2130	S Thorburn – home as office use Nov-Mar	60.00
8.1.6	2131	S Thorburn – salary for February	514.80
8.1.7	2132	Vertas 4 th quarter charges recreation maintenance	435.07
8.1.8	2133	SALC – Leadership skills course - Chairman	120.00
8.1.9	2134	HMRC employer payment form P32	140.40
8.1.10	2135	SALC Good Councillor Guide x 9	20.25
8.1.11	2136	AON Local Council insurance	1274.20
8.1.12	2137	Wickhambrook MSC – meeting room rental Feb	28.00
8.1.13	2138	JRB Enterprise Ltd – Dog waste bags	90.24
8.1.14	2139	Suffolk County Council – VAS Posts	600.00

8.2 Recent income for information.

8.2.1	Saxon Monumental Craft	170.00
8.2.3	Hanchetts Memorial	70.00
8.2.4	Wickhambrook Adult Football Club (Ground rent)	10.00

8.3 Internal auditor

Ladywell had been used for the previous year and the cost for this year would remain at £180.00. Cllr. Barton proposed to accept this and Cllr Merritt seconded the proposal, all agreed.

9. MSC Hall kitchen refurbishment

A presentation pack had been sent to the Parish Council supporting a request from the MSC Committee to offer a donation contributing to the cost of the refurbishment of the kitchen to meet the safety regulations now in place.

The Secretary of the MSC committee was present at the meeting and was questioned by members of the Parish Council regarding the contents of the pack. Cllr Sammons stated that this was a community project and Cllr Barton stated that the hall was a designated rest centre for emergency planning. After discussion all agreed to support the MSC with a donation of £3500.00. Proposed by Cllr Barton and seconded by Cllr Merritt with all in favour.

10. Changes to the MSC Governing document

Cllr Sammons had met with members from the MSC Committee and reported that all was in order. The Chairman signed the letter requested by the MSC agreeing to the changes in Governance.

11. Highways matters.

11.1 Lighting on the footpath from MSC to Browns Close. County Cllr Evans had dealt with this previously

11.2 Vehicle Activated Signs. Cllr. Barton had started to implement the new system regarding downloading and storage of data which would now be used for the current location outside the school. After two weeks it would be moved to Ashfield Green and the Clerk was asked to try and locate the list of volunteers to help move the machine between sites. The padlocks had been replaced with weather proof locks after a problem unlocking them which could have been due to deterioration in the winter months.

11.3 Letter from a resident regarding the Duddery.

The Parish Council were sympathetic to the request for a new 30 mph limit but County Cllr Evans explained that difficulties that would be faced if this were to be put forward.

Chairman

Date

10367

County Cllr Evans would send the new guidelines for speed restrictions to the Clerk for discussion at the next meeting.

11.4 Letter from resident regarding road signage at Wickham House Bungalows

The letter had been forwarded to the Parish Council prior to the meeting and the Clerk was asked to report the issues regarding road name signage, a no through road sign and mud on the road using the appropriate online reporting tools and to write to the resident to inform them of this action.

11.5 Letter from resident regarding Cemetery Road water on road

The Clerk was asked to report this problem online to the Suffolk County Council Highways Department and contact the resident to ask that they take the same action.

Cllr Claydon arrived at the meeting at 8.45 p.m.

12. Estate Committee Matters.

12.1 Letter from resident regarding Attleton Green

A resident had written to the Parish Council to assure them that any damage incurred during building work at their property to the edge of the green would be made good. Cllr Midwood confirmed that the re-instatement of the edge of the green had been completed.

Moor Green had sustained damage due to the parking of contractors vehicles during the re-surfacing at Nunnery Green. The Clerk was directed to write to the Suffolk County Council Highways department and request that they re-instate the green. The outcome would be discussed at the next Estates committee meeting.

12.2 Spring Litter pick

Cllr Sammons reported a better attendance with the later start time of 11 a.m. A large amount of litter was amassed. Cllr Midwood reported that some of the litter collected was dog fouling left on the roadside or in hedges in plastic bags and all agreed this was unsatisfactory.

12.3 Fouling of 'Six Acres' by dogs discussion at next Estates Committee meeting and contribution request to MSC for dispenser bags.

Cllr Claydon proposed full payment by the Parish Council for the dispenser bags and Cllr Barton seconded the proposal. All agreed.

12.4 Grass cutting contracts

To be discussed at the next Estates committee meeting but meanwhile the current village sites contractor was to carry on. Due to the early start to the growing season a quote comparison would be undertaken in November for the 2017 season.

12.5 Memorial Garden

Three quotes had been obtained for the initial establishment of the garden area to be discussed at the next Estates committee meeting.

12.6 Cemetery update –condition of graves

To be discussed at the next Estates committee meeting.

12.7 Email regarding Byways from the Chairman of Ousden Parish Council

Ousden Parish Council were hoping to obtain restricted access for their green lanes and the Chairman had asked to meet with members of Wickhambrook Parish Council to discuss. The Councillors instructed the Clerk to convey that although sympathetic the difficulties involved indicated there was nothing to be gained from meeting at this time.

12.8 Update on Agreements with sports clubs

This would be discussed at the next Estates committee meeting.

13. Wickhambrook Primary School consultation regarding Academy status

Cllr Midwood informed the other Councillors of the information regarding Wickhambrook Primary School becoming part of the Samuel Ward Multi Academy Trust. Recommending that the Parish Council offered their support to secure the future of the school.

Chairman

Date

10368

14. Her Majesty's 90th Birthday fund holding and update.

Cllr Midwood informed the meeting that any surplus funds raised from the 11 June celebrations will be given in support of the East Anglian Air Ambulance. Cllr Sammons stated that the fund could be held by the Parish Council and donated when the expenses for the day had been deducted.

15. Neighbourhood planning.

No report at present.

16. Letter from Chief Constable and Suffolk PCC

A statement that the changes in structure would no longer allow attendance at every Parish Council meeting was contained in the letter and the Councillors agreed to remove it from the agenda unless a specific invitation had been accepted.

17. LCAS Foundation Scheme

The Clerk presented an email from SALC stating that a significant amount of work was required to re-submit the application for the award and in view of the change of Clerk during the assessment period NALC had been informed that the submission would be held open at this stage.

18. Discussion regarding recognition of service of previous Clerk

This was discussed by the Parish Council.

19. Reports from other village organisations.

No report currently.

The meeting closed at 9.25 p.m.

Date of next Parish Council meeting Thursday 28 April 2016.

I confirm that the above is a correct record of the meeting held on 31 March 2016.

Chairman

Date