

## **Wickhambrook Parish Council**

### **Minutes**

Of an ordinary meeting of the Council held on  
Thursday 29<sup>th</sup> November 2018

**Present:** Cllrs J Barton, P Couzens, J Claydon, M Jolland, K Merritt, J Midwood, J Wilson

**Attending:** County Councillor Mary Evans (part)  
Parish Clerk Hilary Workman

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18.11.01 **Noted:**

Apologies for absence were received from Cllr Sammons and District Councillor Clive Pollington.

18.11.02 **Noted:**

Cllr J Wilson declared a Disclosable Pecuniary Interest (Agenda item 10.12.13&14).  
There were no additions and/or deletions to the Council's Register of Interests.

**18.11.03 Resolved:**

**That the Minutes of the Parish Council meeting held on 25 October 2018, as tabled, were agreed as a true record.**

18.11.04 **Noted:**

Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.

4.1 Local Council Public Advisory Service: Neighbourhood Plan Programme. No action was determined.

4.2 West Suffolk Council:

4.2.1 Parish Council Precepts – the meeting the precept would be set on 17 January 2019.

4.2.2 CSP Elected Member Sessions (*circulated*). No action was determined.

4.2.3 Regulatory Enforcement Policy Consultation (*circulated*). The meeting asked the Clerk to respond.

4.2.4 Polling District Review for West Suffolk (*circulated*). The meeting asked the Clerk to respond.

4.2.5 Parish Elections 2 May 2019 (*circulated*). The meeting noted this information had been considered in the draft budget

4.2.6 Planning Policy – Strategic Housing & Economic Land Availability Assessment (*circulated*). No action was determined.

4.3 Suffolk County Council:

4.3.1 Appropriate Assessment Consultation of Draft Suffolk Minerals and Waste Local Plan (*circulated*). No action was determined.

4.3.2 Haverhill to West Suffolk Bus Service (*circulated*). No action was determined.

4.4 Request from local resident for information about housing development at Cemetery Road. The meeting asked the Clerk to arrange for the Developer's contact details to be made available in the event of further requests relating to social housing at the site.

4.7 Enchanted Cinema. No action was determined.

4.8 Wickhambrook Remembers. The meeting noted that the event was very well attended and that the Poppy display had looked very good. The Clerk was asked to establish if Wickhambrook Remembers will keep the poppies for display in future years.

**Signed:** Paul Couzens

**Date:** 17<sup>th</sup> January 2019

**10466**

18.11.05 **Open Session: 8:04pm**

**Noted:** That when public comment or question on any Agenda item was invited, there was none.

**Session closed 8:05pm**

**18.11.06 Noted:**

- 6.1 An oral report from County Councillor Mary Evans advising:
- Norfolk & Suffolk MHT had received an inadequate report. Suffolk County Council believes that the Trust is too big. A briefing on Monday had advised that money spent to meet safety standards would be in region of £6.7m. MP Matt Hancock had been working to resolve this issue, and there is now a new management team at the Trust.
  - The proposal to cut CAB funding has been revised such that it would be phased, with a 50% cut in 2019/20, and the remaining 50% cut in the following year.
  - SCC Highways have received £9.76m from government, which must be spent on capital projects. SCC are looking at a major ditch and drainage project.
  - SCC Highways had now reviewed drainage at Nunnery Green (Minute 18.10.19.1 refers) and planned to move all drainage pipework into the road. Work should start in January, but Cllr Evans had requested that the road be gritted all the way to the Surgery in freezing conditions to minimise risk of accident.
  - Cllr Evans noted that Attleton Green railings remained an outstanding safety issue that had not been resolved by Suffolk County Council Highways and would follow this up.
- 6.2 To note a written report from District Cllr Clive Pollington (*circulated*) which included:
- Kellys Meadow electrical work will start shortly with everything seeming to be on course
  - Boundary Changes are ongoing.
  - West Suffolk One Council progressing slowly.

**18.11.07 Noted:**

- 7.1 An oral report from Cllr Barton that:
- 7.1.1 The most recent speeds on the B1063 (from Stradishall into the village) downloaded from the VAS machines (29,000 counts) were getting high again. Suffolk Constabulary had indicated that they may consider siting a camera vehicle on this section again.
- 7.1.2 Suffolk County Council had sited two new posts for the positioning of the VAS machine (although not at the locations requested), and disputed the existing permissions the Parish Council had for the remaining posts. After having provided previous correspondence Cllr Barton received acknowledgement from SCC Highways that the PC did have the relevant permissions. SCC had also indicated that it would not be possible to site the remaining post at Cemetery Road as the Parish Council already had six posts. Cllr Evans reported that she would investigate this matter and if necessary fund the remaining post needed at Cemetery Road. The meeting noted Cllr Barton's work in progressing this issue.
- 7.2 That the Clerk had subscribed to CrashMapp in order to obtain more in-depth information about previous RTA's recorded in Wickhambrook (Minute No 18.9.7.1 referred). Only four accidents had been recorded over the past 10 years on the B1063 from the village towards Stradishall. The meeting noted that the reports were minor in the context of the volume of traffic and speeds vehicles were travelling at. Detailed summary reports had been downloaded and circulated.
- 7.3 That detailed traffic survey data relating to volume and speed of traffic through Wickhambrook between 2008 and 2018 was requested of Suffolk County Council Highways (Minute No 18.9.7.2 referred). Only one set of data (*circulated*), relating to traffic speeds in May 2016 was available, at a cost of £41.40

**10467**

**Signed:** Paul Couzens

**Date:** 17<sup>th</sup> January 2019

7.4 That SCC Highways had advised that the cost of supply of collision data relating to accidents in Wickhambrook (police reference, manoeuvre, road surface and times of collision) would cost £70 plus VAT. Data was held up to August 2018.

**7.5 The meeting determined that data downloaded from CrasshMap indicated clearly the nature of the collisions, speed and outcome and that it was unlikely that further information would be gained from SCC Collision data. The Proposal to authorise the cost of requesting further data from SCC Highways was not moved.**

7.6 That a request from a member of the public for consideration to be given to traffic calming measures on the B1063 adjacent to Wickhambrook Primary Academy (*circulated*). The meeting considered a parents parking survey in order to gain a better understanding of the issues relating to Wickhambrook Primary Academy and Cllr Evans reported that she would be willing to help with this. The meeting agreed to continue to monitor the situation and asked the Clerk to write thanking the resident and advise that the Parish Council would contact her again once a course of action had been determined.

#### **18.12.08 Noted**

8.1 That the Clerk had actioned the arrangements for the phone and internet. The business mobile plan came in at a lower monthly cost (£26.02) than originally quoted, representing a monthly saving £7.98, to be paid monthly by direct debit. The new number for the Parish phone was **07508 039810**. This had been updated on the website and the meeting asked the Clerk to pass the number for inclusion in "The Scene", and "What's On".

8.2 To note that the Clerk had investigated online banking arrangements with National Westminster Bank, who had confirmed that a mandate could be made to facilitate a non-signatory arrangement for the Clerk to view bank accounts, order cheque and paying in books and set up BACS payments to be authorised by signatories to the account. The meeting asked the Clerk to progress this matter.

8.3 That the Clerk had met with Roger Merry to view the playgrounds, quotes for the work to the fort area had been requested and replacement of the gate had been instructed.

8.4 That Suffolk Tree Surgery and Landscapes had reported completion of the work to category A trees (within the timescale and slightly under budget), and advised that works to category B and C parish trees would be completed before the end of December 2018.

8.5 The training events offered by SALC which the Clerk considered would contribute to her continued professional development. The meeting agreed to fund two places to the GDPR focus group (subsequently cancelled) and the End of Year Accounts course (£26 + VAT).

8.6 That the Clerk wished to pay into an Employer Pension Scheme. Accountability had provided a summary of pension schemes available (*circulated*).

#### **8.7 Resolved**

**That the Parish Council instruct Accountability to set up an Employer Pension Scheme, authorise the initial £60 set up fee and monthly administration charge (£15 per month) and approve employer contributions at the prescribed rates.**

#### **18.11.09 Noted:**

That the proposed draft budget (*circulated*). The meeting agreed that Councillors would further review the draft budget and contact the clerk with any queries or proposed amendments prior to the final draft of the budget for the Parish Council meeting on 17<sup>th</sup> January 2019.

Signed: Paul Couzens

Date: 17<sup>th</sup> January 2019

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18.11.10 10.1 **Noted:** the following income received

10.1.1	Interest	£2.81
10.1.2	Recycling Credits Quarters 1 & 2	£1010.42

**10.2 Resolved:**

**That the payments to be made, listed below, be authorised.**

	<b>Chq No.</b>	<b>Detail</b>	<b>Amount £</b>
10.2.1	002491	Nick Jolland Builder – Work to wall at All Saints Church	£960.00
10.2.2	002492	John Crysell – Work to dog signs	£66.00
10.2.3	002493	LCPAS – Cemetery Management Training for Parish Clerk	£40.00
10.2.4	002494	Memorial Social Centre Invoice No 0998 Hire of Pavilion MSC for Parish Council Meetings & Estates Committee	£30.00
10.2.5	002495	D R King & Son # 1109	£5,400.00
10.2.6	002496	D R King & Son # 1110	£126.00
10.2.7	002497	Hilary Workman - Salary for Parish Clerk November (Period 8)	£555.15
10.2.8	002498	Hilary Workman – Salary for Parish Clerk December (Period 9)	£555.15
10.2.9	002499	Hilary Workman – Home Office Allowance Sept – Dec '18	£72.00
10.2.10	002500	Hilary Workman – Expenses Q2 (Sept '18)	£31.73
10.2.11	002501	Memorial Social Centre: Recycling Credits	£1010.42
10.2.12	002502	Suffolk County Council – Traffic Data	£41.40
10.12.13	002503	MDSign – Updates for Website	£198.00
10.12.14	002504	MDSign – Website & Internet Services for 2018-2019	£360.00
10.12.15	002505	EON	£8.18

10.3 **Noted:**

The following payments previously authorised.

	<b>Chq. No</b>	<b>Detail</b>	<b>Amount £</b>
10.4.1	002506	SALC – Planning Training for Parish Clerk	£31.20
10.4.2	002507	Suffolk Tree Surgery and Landscape #371 Priority A Work	£740.00

10.4 **Noted:**

The petty cash reconciliation, and the Chairman's confirmation that it was supported by the balance in petty cash. The meeting agreed that the balance would be paid onto the Parish Council current account.

18.11.11 **Noted:** Planning results as notified by SEBC:

11.1 Reserved Matters Application – Submission of details under DC/17/1628/OUT  
The means of appearance, landscaping, layout and scale for 1 no. dwelling and garage.  
Land adjacent to Aldersfield Place Farm, Ashfield Green, Wickhambrook Suffolk

**DC/18/1442/RM Approved**

11.2 Planning Application – (i) Construction of footbridge for access to existing island from west side of the pond, oriented east-west (ii) Construction of boardwalk for access to proposed island from existing island, oriented north –south (Amended plans and description, island and pond extension no longer included).

Giffords Hall, Giffords Lane, Wickhambrook, Newmarket, Suffolk CB8 8PQ

**DC/18/0934/FUL Approved**

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11.3 Application to Discharge Condition 3 (materials) of DC/18/0632/FUL

**Signed:** Paul Couzens

**Date:** 17<sup>th</sup> January 2019

- 18.11.13 **Noted:** The following Planning applications as notified by SEBC for comment:
- 13.1 **Householder Planning Application – Ref DC/18/2134/HH**  
(i) Single storey rear extension with dividing wall between drive and rear gardens  
(ii) 1no. Greenhouse (iii) Replacement Windows (iv) Partial re-rendering to Southerly end of East elevation (v) Re-roof existing flat roof to rear elevation  
**Location Farley Green House Farley Green Wickhambrook CB8 8PX**  
**The meeting agreed to support this application**
- 13.2 **Application for Listed Buildings Consent - Ref DC/18/2135/LB**  
(i) Single storey rear extension with dividing wall between drive and rear gardens (ii) 1no. Greenhouse (iii) 4no. Replacement Windows (iv) Partial re-rendering to Southerly end of East elevation (v) Re-roof existing flat roof to rear elevation (vi) Cavity Insulation to modern 20th Century extensions (vii) Pergola to rear elevation  
**Location Farley Green House Farley Green Wickhambrook CB8 8PX**  
**The meeting agreed to support this application**
- 13.3 **Householder Planning Application - Ref DC/18/2233/HH**  
(i) single storey side extension  
(ii) first floor rear extension incorporating conversion of loft to create rooms in the roof including insertion of roof lights  
**Location Mokefield Baxters Green Wickhambrook CB8 8UY**  
**The meeting agreed to support this application**
- 18.11.14 **Resolved:**  
**That the Clerk make known the Council's comments on Planning Applications 18.11.13.1, 18.11.13.2 and 18.11.13.3 to the Planning and Regulatory Services, St Edmundsbury Borough Council.**
- 18.11.15 **Noted:**  
Other Planning matters for information, to be noted or for inclusion on a future agenda.
- 15.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary
- 15.1.1 Householder Planning Application: DC/18/2077/HH**  
Installation of bi-folding garage doors (previous application DC/16/2416/HH)  
Easterwood Bungalow, Baxters Green, Wickhambrook CB8 8YY
- 15.1.2 Householder Planning Application: DC/18/2069/HH**  
Single storey rear extension (previous application DC/17/2581/HH)  
Beckenried, Bury Road, Wickhambrook, Newmarket, Suffolk CB8 8PD
- 18.11.16 **Noted:**
- 16.1 Approval for 2019 Parish Council Meetings:  
17<sup>th</sup> January, 28<sup>th</sup> February, 28<sup>th</sup> March, 25<sup>th</sup> April, 16<sup>th</sup> May, 27<sup>th</sup> June, 25<sup>th</sup> July,  
29<sup>th</sup> August, 26<sup>th</sup> September, 31<sup>st</sup> October, 28<sup>th</sup> November, 16<sup>th</sup> January 2020
- 16.2 Approval for Annual Parish Meeting: 16<sup>th</sup> May 2019 (to precede or follow the Annual Meeting of the Parish Council on 16<sup>th</sup> May)
- 16.3 Approval for 2019 Estates Committee Meetings:  
7<sup>th</sup> February, 4<sup>th</sup> April, 6<sup>th</sup> June, 1<sup>st</sup> August, 3<sup>rd</sup> October, 5<sup>th</sup> December

**10470**

18.11.17 **Noted:**

That a proposal to investigate access to land for parking as school drop off/pick up zone to the rear of the school on land which forms part of Six Acres (egress onto Cemetery Road) had been made by Cllr Claydon. Concerns were raised about possible safety issues and the need for Suffolk County Council (SCC) Highways to support any proposal. Councillors considered a range of options along similar lines that might be explored in future and the meeting agreed that Cllr Couzens would contact Suffolk County Cllr Mary Evans, who held the portfolio for highways, to ascertain the support SCC Highways could offer to the proposal.

18.11.18 **Noted:**

A written report (*circulated*) from the Clerk on progress towards revising GDPR matters. The Meeting agreed that the Parish Clerk would continue to undertake to work with Councillor Jolland and the Parish Council Webmaster and report on progress and asked that the Clerk further investigate use of the Wickhambrook.org e-mail addresses for Councillors.

18.11.19 **Noted:**

That when any other Council business for information, to be noted or for inclusion on a future agenda was invited:

19.1 Cllr Midwood asked the meeting what had been determined with respect to developing an all-weather multi-games surface at Six Acres, which had previously been considered. The meeting asked the Clerk to write to Cllr Pollington and the Borough Council to ask for advice on how such a surface might be developed and run; and Cllr Couzens agreed to contact the Football club to start a conversation about future development.

18.11.20 **Noted:**

That the scheduled date for the next meeting was Thursday 17<sup>th</sup> January 2019, beginning at 7:30pm in the Memorial Social Centre Pavilion.

18.11.21 **Noted:**

That the meeting closed at 9:21pm.

**Signed:** Paul Couzens

**Date:** 17<sup>th</sup> January 2019