

10471

Wickhambrook Parish Council **Minutes**

Of an ordinary meeting of the Council held on
Thursday 17th January 2019

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

Attending: County Councillor Mary Evans (part), District Councillor Clive Pollington
Parish Clerk Hilary Workman
3 Members of the Public

19.01.01 **Noted:**

Apologies for absence were received from Cllr Claydon, Cllr Midwood and Cllr Sammons

19.01.02 **Noted:**

There were no Members' Declarations of Local Non-Pecuniary Interest or Disclosable Pecuniary Interest. There were no additions and/or deletions to the Council's Register of Interests.

19.01.03 Resolved:

That the Minutes of the Parish Council meeting held on 29 November 2018, as tabled, were agreed as a true record.

19.01.04 **Noted:**

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

- 4.1 Wickhambrook Local History Society had written requesting advice on donation of funds remaining from Wickhambrook Remembers (£245.57) which they would like to support project/activities in the village. The meeting agreed to ask the Clerk to write to Wickhambrook Local History Society thanking them for their kind offer and suggesting that if the Parish Council identifies a local project for local funding it will ask the Society if they would like to contribute to it.
- 4.2 Re-unite Foundation – recruiting Executive Board Members – no action was determined.
- 4.3 SARS request for continued support – The meeting asked the Clerk to report to the Parish Council all requests from organisations for funding at the March meeting.
- 4.4 SALC
 - 4.4.1 Introduction of new pay scales with effect from 1 April 2019. No action was determined.
 - 4.4.2 Allocation of 3 pairs of tickets to Royal Garden Party 21 May 2019. The meeting asked the Clerk to nominate Roger Medley, Roger Merry, Maria Summer & Sonia Thorburn.
- 4.5 Suffolk Police & Crime Commissioner – consultation on raising precept – the Clerk reported that this had been posted on the Website.
- 4.6 The Voluntary Network – request for financial support – see Minute 4.3
- 4.7 Logan Homes – update on Cemetery Road Development – Cllr Pollington reported that Kerry Cooper, Planning Officer at West Suffolk was also a point of contact in respect of the development with respect to any planning issues.
- 4.8 NALC - Publication of digital mapping toolkit – no action was determined.

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Date: 28 February 2019

10472

19.01.05 **Open Session: 7:45pm**

Noted:

That when public comment or question on any Agenda item was invited, the following:

Mr Norton referred to the recent accident (November '18 which had involved a lorry and 3 cars on the [A143-B1063](#) near to Wickhambrook Primary Academy to illustrate pressure of road traffic on parking at times when parents were dropping off or collecting children.

Mr Norton asked that the School advise parents and other attending Wickhambrook Primary Academy that the residential road at Thorns Corner should not be used for parking. Additional parking there had caused problems with damage to gardens and a further wear on the un-metalled adopted road which was already in poor condition with pot holes, and required re-surfacing. Cllr Jolland advised that the Head teacher does communicate to parents regularly about this issue.

Cllr Couzens acknowledged that parking and speeding near the school had been identified as an ongoing issue by the Parish Council and that it was working closely with SC Cllr Mary Evans (with portfolio for Highways) and the highways team to identify ways of resolving this. Cllrs Couzens and Barton had met with Mike Mottram, of SCC Highways in December to identify new approaches to traffic calming. At this meeting Cllrs Barton and Couzens had made it clear to Mr Mottram that using the residential road at Thorns Corner as a relief road would not be a feasible option. The Highways team would be reporting back to the Parish Council with ideas, and would also be approaching the school to look at ways of introducing incentives to discourage parking and speeding.

The meeting noted that long term parking enforcement would be moving from Suffolk Constabulary to local authority control, and that whilst the PC could by signs indicating "no parking" areas, it would need permission from SCC to put them up. The meeting agreed to ask Cllr Evans whether a Traffic Regulation Order to stop parking at Thorns Corner would be possible.

Session closed 8:00pm

19.01.06 **Noted:**

- 6.1 An oral report from District Councillor Clive Pollington
 - £500 from the Locality Budget had been granted to Wickhambrook Outside Bowls Club. Cllr Pollington asked the Clerk to check the funds had been received.
 - Work to Kelly's Meadow was progressing and completion was expected mid to late August '19. It had been agreed that the number of caravans on the site would be reduced to ten.
- 6.2 Cllr Evans had advised that she may be late. The meeting agreed to delay this item on the agenda until her arrival. On arrival (at 7.1 on the agenda), an oral report advising that:
 - Following a catch up with the Road Safety Team after their meeting with Parish Cllrs on site in December, it had been agreed that the team would go back to the school with proposals for a walking bus and incentives for parents, which had been successful in other schools in Suffolk.
 - Some street light was still not on – an issue with UK power networks that SCC was working to resolve.
 - Works to drainage in Nunnery Green had identified a need to re-lay the pipe the full length of the road. Works had consequently been delayed but were due to start w/c 11 February, for approximately 4 weeks. It had been agreed a grit pile would be sited at the corner.
 - 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.

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Date: 28 February 2019

10473

- A meeting with Suffolk Constabulary had been scheduled in early February to consider road safety and speed enforcement policy. The Police had been trialling an ANPR scheme in the north of the County and targeted resources to speeding enforcement in the first 3 weeks of 2019, recognising that it was an issue that affected quality of life in villages.
- SCC Highways was piloting a scheme to enable parishes to engage in community self-help schemes, for example sign cleaning, grit bins and had allocated budget to this which might include use of approved contractors, SCC teams or community wardens and 3rd Party Insurance cover. It was hoped the scheme would launch fully in April.
- 15 minute closures were being considered for works on rural roads.

19.01.07 **Noted:**

7.1 An oral report from Cllr Barton:

7.1.1 The most recent speeds on the B1063 (Stradishall bound) downloaded from the VAS machines (14,476 counts) (circulated) indicating 85 percentile figures from month to month were consistent at just under 35mph. It had been noticed that on week days during drop off and collection times at the school that notwithstanding the congestion at these times, the majority of the speeds recorded were still in the 40-50mph band, again consistent with previous data for the location.

7.1.2 Thanking Cllr Evans for help in resolving agreement for the additional VAS posts and reporting that Suffolk County Council had advised that there would be a 14 week lead time for installation. Cllr Evans offered to follow up on this matter.

7.2 That Cllrs Barton and Couzens had met with Mr Mottram of the SCC Road Safety Team in December. Mr Mottram had reported that Wickhambrook had not been classified as a dangerous area for speeding as a village. It was not possible to install a pedestrian crossing at the shop opposite Thorns Corner due to the junction of roads. The team would explore a walking bus and incentives for parent as an option and report back to the Parish Council.

19.01.08 **Noted**

8.1 That Cllr J Barton was elected as Chair of the Estates Committee and Cllr K Merritt was appointed as Vice-Chair to the Committee.

8.2 To note that Mick Wiseman had been instructed to undertake work to re-set the gate at the play area adjacent to the Memorial Social Centre, Cemetery Road and complete the works to re-instate the damaged parts of the fort with new posts. Cllr Barton reported that further problems had been identified by Mick Wiseman as he had started to undertake the work. The original mound had been constructed of concrete and the posts set in to this, before a final layer of earth being over-laid. The posts (green oak) had rotted at the junction with the concrete and broken off. Cllr Jolland reported that research indicated that Green Oak should last for 6 – 12 years. Additional work would be required to break up the concrete around the posts and re-instate the fort. A digger and machine would need to be used to avoid damaging the underlying structure supporting the integrity of the slides. An initial estimate of £1260 had been given by Mr Wiseman. The meeting agreed to ask the Clerk to check the warranty on the play equipment and insurance, and that the matter be added to the next Estate's Committee for consideration. It was noted that fencing had been installed to prevent access, and notices put up to explain that work was underway.

8.3 To note that thanks were extended to Cllr J Claydon who had kindly straightened out the heavy steel bars which supported the bench seating in the Games Area.

8.4 To note that Cllr Jolland had agreed to take on the organisation of Litter Picks in 2019, with the Assistance of B Merritt for refreshments and the Clerk to provide administrative support. Cllr Jolland confirmed that the Carnival was scheduled to take place on 13th July. The meeting agreed that Cllr Jolland and the Clerk would confirm the dates of the litter picks and publish them on the Website (7th April, 14th July and 17th November).

10474

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Date: 28 February 2019

8.5 The Estates Committee had agreed to the proposal to increase the fees and charges as set out in the report and asked the Clerk to report the findings of continued research into the costs of basic software for managing cemeteries (agenda item 15 refers).

8.6 The meeting agreed that any administrative expense in respect of safeguarding incurred by Mr Roger Merry, lay member with responsibility for inspection of Play Equipment, would be refunded to a maximum of £25.00.

19.01.09 **Noted:**

9.1 That the Clerk had applied for online banking arrangements with National Westminster Bank and that a new application was required.

9.2 That further to the decision at the Parish Council meeting on 29th November when the meeting agreed to instruct Accountability to set up an Employer Pension Scheme, Accountability had asked the Parish Council to specify which scheme it wished to subscribe to. Accountability had provided a summary of pension schemes available (*circulated*). The meeting agreed to ask Accountability to subscribe to the Smart Pension Scheme.

9.3 To note that the works to Category B & C Parish Trees had now been completed.

19.01.10 **Noted:**

10.1 Income received (reported orally)

10.1.1	VAT Refund	£1888.01
10.01.2	Interment & ERB Fee	£205.00
10.01.3	Pay in of petty cash	£1.91

10.2 To authorise the payments to be made as listed below:

Minute No	Chq No	Payment Detail	Payment Amount £
10.2.1	2508	JRB Enterprise Ltd # 19094 (Economy Dispenser Dog Gloves)	91.14
10.2.2	2509	Wickhambrook Memorial Social Centre #1012	15.00
10.2.3	2510	Wickhambrook Memorial Social Centre # 1020	15.00
10.2.4	2511	WAVE (Water – Six Acres Bowling Club)	10.52
10.2.5	2512	Hilary Workman - Salary for Parish Clerk January (Period 10)	£555.15
10.2.6	2513	Hilary Workman – Expenses Q3 (October - December '18)	£97.87

10.3 Resolved:

That the payments to be made, listed above at 10.2 be authorised.

10.4 Resolved:

That a direct debit payment in respect of Water Supply to the Bowling Club on Six Acres be authorised to effect full payment on each invoice (2 per annum).

10.5 To note the following payments previously authorised.

Minute No	Chq No	Payment Detail	Payment Amount £
10.5.1	DD	EE Mobile Contract #V01559499231 Nov'18	£26.02
10.5.2	DD	EE Mobile Contract #V01570602981 Dec'18	£25.20
10.5.3	2514	Suffolk Tree Surgery and Landscape	£1950.00

10.5 That it had not been possible to circulate the current account balances and reconciliation, as scheduled, due to difficulties with National Westminster Bank supplying relevant bank statements following an application for move to digital banking and change of Clerk details. The meeting agreed that the Clerk would report these to the next meeting of the Parish Council.

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Date: 28 February 2019

10475

19.01.11 Resolved

That Wickhambrook Parish Council directs St Edmundsbury Borough Council to pay the sum of £33,955, being the Parish Council's total precept requirement for the financial year commencing 1st April 2019.

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

12.1 **Application for Listed Building Consent – Ref DC/18/1815/LB**

Replace a number of softwood panel doors and badly made doors with rustic oak ledge doors with authentic beeswax T- hinges and Suffolk latches. Existing hardwood or oak doors will be 'dipped and stripped' then oiled and waxed.

**Lane Cottage Coltsfoot Green Wickhambrook CB8 8UW
Withdrawn**

12.2 **Householder Planning Application – Ref DC/18/2069/HH**

Single story rear extension (Previous Application DC/17/2581/HH)
Beckenried, Bury Road, Wickhambrook, Newmarket, Suffolk CB8 8PD

Approve Application

12.3 **Householder Planning Application – Ref DC/18/2077/HH**

Installation of bi-folding garage doors (Previous Application DC/16/2416/HH)
Easterwood Bungalow Baxters Green Wickhambrook CB8 8UY

Approve Application

12.4 **Prior Approval Application – DC/18/1834/P3QPA**

Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015- (i) Change of use of agricultural building to dwelling house (Class C3) to create 5no. dwellings (ii) associated operational development

Prior Approval Required and Granted

12.5 **Planning Application – Ref DC/18/1979/FUL**

Change of use of land from Agricultural to Equestrian Use
Land at Street Farm, Bury Road, Wickham Street, Wickhambrook, Suffolk CB8 8PB

Approve

19.01.13 **Noted:**

That there were no planning applications notified by SEBC for comment.

19.01.14 **Noted:**

Other Planning matters for information, to be noted or for inclusion on a future agenda.

14.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary

14.1.1 Householder Planning Application: DC/18/2341/FUL

Installation of 56 No. ground mounted solar panels

Crows Farm, Malting End, Wickhambrook CB8 8QA

19.01.15 15.1 **Resolved:**

To approve the proposal agreed by the Estates Committee on 6th December 2018 (circulated) to increase the cemetery fees and charges with effect from 1 April 2019 (or such later date as complies with any advertising requirements).

15.2 **Noted:**

A written report (circulated) from the Clerk on the costs of basic software for managing cemeteries. The meeting agreed to consider details costs of proposals at the next meeting.

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Date: 28 February 2019

10476

- 19.01.16 **Noted:**
A written report (*circulated*) from the Clerk on progress towards revising GDPR matters. The Meeting noted that the Clerk would need to obtain a cross cutting shredder for the purposes of secure disposal of confidential materials.
- 19.01.17 **Noted:**
That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, there was none.
- 19.01.18 **Noted:**
That the scheduled date for the next meeting was Thursday 28th February 2019, beginning at 7:30pm in the Memorial Social Centre Pavilion.
- 19.01.19 **Noted:**
That the meeting closed at 9:10pm.

Signed: Paul Couzens
Date: 28 February 2019