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Wickhambrook Parish Council **Minutes**

Of an ordinary meeting of the Council held on
Thursday 28th February 2019

Present: Cllrs J Barton, P Couzens, M Jolland, J Midwood, J Wilson

Attending: District Councillor Clive Pollington (Part)
Parish Clerk Hilary Workman

19.02.01 **Noted:**

Apologies for absence were received from Cllr Claydon, Cllr Merritt and Cllr Sammons.
Apologies had been received from County Councillor Mary Evans

19.02.02 **Noted:**

Cllr J Wilson Declared a Disclosable Pecuniary Interest in respect of item 10.2.6 on the Agenda.
There were no other 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.

19.02.03 Resolved:

That the Minutes of the Parish Council meeting held on 17th January, 2019, as tabled, were agreed as a true record (noting that A143 at page 10472, 19.01.05, line 3 be corrected to B1063).

19.02.04 **Noted:**

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

- 4.1 Suffolk County Council – Suffolk Minerals and Waste Local Plan had been submitted for independent examination – no action was determined.
- 4.2 West Suffolk Council
 - 4.2.1 Change of IT provider for Housing Register – everyone on the register would need to re-apply through www.home-link.org.uk. The meeting asked the Clerk to ensure that this information was published to the Website.
 - 4.2.2 Costs for Uncontested Parish Elections (*circulated*).
 - 4.2.3 New Families & Communities Officer – Kim Barnes-Clark.
- 4.3 Care Choices had published a new Suffolk Care Services Directory - The meeting asked the Clerk to ensure that this information was published to the Website.
- 4.4 SALC
 - 4.4.1 NALC requested views on consultation by Ministry of Housing and Communities Local Government on the development of a Communities Framework (*circulated*) – no action was determined.
 - 4.4.2 Pre-Election Period (purdah) - Councils were required to have regard to the [Code of Recommended Practice on Local Authority Publicity](#) (March 2011), when considering publicity decisions. [Follow this link](#) for LGA guidance: (*circulated*)
- 4.5 Images by hand – illustrated Parish Maps – no action was determined.

Signed: Paul Couzens

Date: 28/03/2019

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19.02.05 **Open Session: 7:35pm**

Noted:

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

Session closed 7:36pm

19.02.06 **Noted:**

6.1 An oral report from District Councillor Clive Pollington

- Work to Kelly's Meadow was progressing and completion was expected mid to late August '19.
- An increase in burglaries in West Suffolk had been reported by Suffolk Constabulary, who asked people to be aware. Suffolk Constabulary had formed a special squad to look into this. The meeting asked the Clerk to check whether the Parish Council was still receiving alerts from Suffolk Constabulary and take action to re-instate them should it be necessary.
- £500 from the Locality Budget had been granted to Wickhambrook Outside Bowls Club. Cllr Pollington asked the Clerk to check with the secretary that the funds had been received.

19.02.07 **Noted:**

7.1 An oral report from Cllr Barton:

The most recent speeds on the B1063 (Stradishall bound) downloaded from the VAS machines (15,884 counts) (*circulated*) indicating 85 percentile figures of 38.8mph. The data had been passed to the Suffolk Police Speed Camera Team and SNT for further action.

7.2 Progress following December meeting with Highways Safety Team - that this item be moved forward to the March meeting. Awaiting feedback from Mike Mottram at Suffolk County Council.

7.3 The meeting noted that work continued to repair damage to the railings at Attleton Green which had been sustained a year ago, and that although the work was reported to be almost complete asked that the Clerk ask SC Cllr Evans for a likely completion date.

19.02.08 Noted

8.1 That the Estates Committee had approved a request from Wickhambrook Outdoor Bowls club and that the Parish Council agreed to the bowls club providing, siting and maintaining a portable toilet adjacent to the bowling green for the convenience of its members and those of the Tennis Club.

8.2 That Mr Gregory Harrison had accepted the offer to take up the role of Tree Warden and been appointed to that role.

8.3 **Main Playgound:** Report (*circulated*) (**Estates Ctte Minute 19.02.07.8.1.2 refers**). The meeting noted that Roger Merry had been unable to attend the meeting and referred the matter back to the April Estates Committee).

8.4 8.4.1 **Six Acres:** That following consideration of the report on fees and charges for Six Acres (**Estates Ctte Minute 19.02.07.10 refers**) a review of the fees and charges had been undertaken in accordance with the Parish Council's Financial Standing Orders.

8.4.2 Resolved:

That following a review, no changes to current fees and charges for Six Acres be made for the financial year 2019/20

Signed: Paul Couzens

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8.5 **Genesis Green:** That the Estates Committee had authorised the cost of replacing a garden bench for at a cost of £304 plus VAT (**Estates Ctte Minute 19.02.07.11.2 refers**). A councillor queried whether the bench had deteriorated to the extent that it required replacement, and noted that the bench may have been donated in the past, there being a memorial plaque attached to it. The Councillor asked whether, if the bench had not already been purchased, the decision should be set aside. The Clerk clarified that in the event the Council might choose to re-visit a decision, a period of 6th months would need to elapse. The Clerk undertook to clarify the circumstances where a decision could be re-visited, and advise the Councillors.

8.6 That future dates for Litter Picks in 2019; 7th April, 14th July and 17th November were confirmed.

19.02.09 **Noted:**

9.1 That the Clerk had attended a GDPR workshop (**Minute item 16 refers**), SALC training on End of Year Accounts (**Minute items 9.2 & 9.3 refer**) and an Elections Briefing. Materials for parishioners who may wish to become Councillors had been posted to the Website.

9.2 Resolved

That Wickhambrook Parish Council appoint Hilary Workman as the Responsible Financial Officer (RFO).

9.3 Resolved

That Wickhambrook Parish Council appoint Heelis & Lodge to undertake the internal audit of Wickhambrook Parish Council for the financial year 2018/19, at a cost of £210.

9.4 That the Parish Council had received two requests for financial support (*circulated*) which could be allocated through donation of funds remaining from Wickhambrook Remembers (£245.57). Wickhambrook History Society had indicated that it would like to use this money to support project/activities in the village (**Minute 19.02.04.1 refers**). The meeting asked the Clerk to forward both requests to the History Society for their consideration.

9.5 SALC updates: Area Meeting – 26th March @ The Elizabeth Tythe Barn – the meeting asked the Clerk to resend details of the meeting to Cllr Barton.

Area Outstanding Natural Beauty grants round now open – no action was determined.

New locum clerk service available through Opus People Solutions

9.6 That the Clerk had queried the most recent bill from Wave in respect of water supply at the bowling green, which had been substantially higher than that of previous bills (£981.65). The Clerk had thanked Cllr Barton for his assistance in obtaining an accurate meter reading and carrying out the necessary checks to establish that there had not been a leak on the Parish Council side of the connection, which had been reported to Wave. Cllr Barton had kindly agreed to read the meter on a quarterly basis, for the Clerk to log on-line. The meeting asked the Clerk to write to the Wickhambrook Outdoor Bowls Club advising them of the recent bill, requesting that use of the water supply be limited where possible.

9.7 That the draft contract for the Clerk & RFO prepared on behalf of Wickhambrook Parish Council by Accountability would be circulated at the next meeting.

19.02.10 **Noted:**

10.1 Income received

10.1.1	Interest	£24.88
10.1.2	Interment Fee	£120.00
10.1.3	Memorial Fee	£55.00

Signed: Paul Couzens

Date: 28/03/2019

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

Minute No	Cheque No	Payment Detail	Payment Amount £
10.2.1	002515	JRB Enterprise Ltd # 19435 (Economy Dispenser Dog Gloves)	£91.14
10.2.2	002516	SALC End of Year Accounts # 21415	£31.20
10.2.3	002517	LCPAS GDPR Programme	£45.00
10.2.4	002518	BT Business Bill (ceasing broadband service) # Q013 8&	£19.33
10.2.5	002519	Eon: Chapel of Rest, Meeting Green	£21.09
10.2.6	002520	Mdsign # 1289	£198.00
10.2.7	002521	Hilary Workman - Salary for Parish Clerk January (Period 11)	£555.15
10.2.8	002522	Roger Merry – Expenses for stationery	£36.99
10.2.9	002523	Memorial Social Centre # 1031	£15.00

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 Electricity Supply to the Chapel of Rest, Meeting Green, be authorised to effect full payment on each invoice (monthly).

10.5 Noted an increase to the EE Mobile plan by approximately £1.02.

10.6 To note the following payments previously authorised.

10.5.1	DD	EE Mobile Contract #V01559499231 Jan '19	£25.60
10.5.2	DD	EE Mobile Contract #V01570602981 Feb '19	£25.20

10.7 Noted the current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they are supported by relevant Bank Statements.

19.02.11 11.1 Resolved

That a business banking single mandate be completed to add Hilary Workman, as RFO an authorised signatory on the account (official position: Treasurer), amend the mandate for Cllr K Merritt to that of Authorised Signatory, and remove Mrs Julia Walker from the list of authorised signatories).

11.2 Resolved

That an application for Digital and Direct Banking be submitted to National Westminster Bank.

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

12.1 **Householder Planning Application: DC/18/2341/FUL**
Installation of 56 No. ground mounted solar panels
Crows Farm, Malting End, Wickhambrook CB8 8QA
Approve Application

19.02.13 **Noted:**

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

19.02.14 **Noted:**

That there were no other Planning matters for information, to be noted or for inclusion on a future agenda.

19.02.15 Noted:

15.1 The report into the costs of basic software for managing cemeteries (*circulated*). Having considered each of the options set out in the report, the meeting determined that the purchase of RIALTAS Cemetery Software offered the best value for money and opportunity to manage cemetery records.

15.2 Proposal: Cllr Couzens

To authorise the cost of purchasing Mapping Software from Pear Technologies in the sum of £1550 plus VAT for the purpose of mapping and recording Interments and Exclusive Rights of Burial (reserved plots) at Wickhambrook Cemetery, and £225 software support for the first year (total £1775 plus VAT)

The substantive motion having been amended by Cllr Couzens and Seconded by Cllr Barton. The meeting resolved:

To authorise the cost of purchasing Cemetery Records Management Software from RIALTAS in the sum of £1110 plus VAT for the purpose of recording Interments and Exclusive Rights of Burial (reserved plots) at Wickhambrook Cemetery, and £193 software support for the first year (total £1303 plus VAT)

19.02.16 16.1 Noted:

A written report (*circulated*) from the Clerk on progress towards revising GDPR matters.

16.2 Resolved:

To authorise subscription to Local Council Public Advisory Service (LCPAS) Data Protection Officer Service at a cost of £150 for one year.

19.02.17 **Noted:**

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

Cllr Barton noted that many of the local road signs were faded or obscured by hedgerows. The meeting agreed that Cllr Barton would take pictures of the signs to be uploaded to Suffolk County Council highways reporting tool.

19.02.18 **Noted:**

That the scheduled date for the next meeting was Thursday 28th March 2019, beginning at 7:30pm in the Memorial Social Centre Pavilion.

19.02.19 **Noted:**

That the meeting closed at 8:40pm.

Signed: Paul Couzens

Date: 28/03/2019