

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Council held on Thursday 25th April 2019

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

Attending: Parish Clerk Hilary Workman
Cllr Mary Evans (Suffolk County Council)

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- 19.04.01 **Noted:**
Apologies for absence were received from Cllr Sammons.
Apologies had been received from District Councillor Clive Pollington.
- 19.04.02 **Noted:**
Cllr Wilson declared a Disclosable Pecuniary Interest with reference to items 10.2.6; and 10.4.5.
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.
- 19.04.03 Resolved:**
That the Minutes of the Parish Council meeting held on 28th March, 2019, as tabled, were agreed as a true record.
- 19.04.04 **Noted:** Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 4.1 SALC updates (*circulated*) & Great British Spring Clean
 - 4.2 Suffolk County Council – Proposed cutting schedule (*circulated*)
 - 4.3 West Suffolk Council
 - 4.3.1 Completion of Register of Members' Interests Form (*circulated at meeting*)
 - 4.3.2 Planning Department Newsletter & Guidance Notes (*circulated*)
 - 4.4 Healthwatch Suffolk – articles for website – the meeting asked the Clerk to arrange for these articles to be published on the Parish Website
 - 4.5 Tempest Notice Boards
 - 4.6 Explore4more – First Aid Training – the meeting asked the Clerk to include this on the May Agenda
- 19.04.05 **Open Session: 7:35pm**
Noted: That when public comment or question on any Agenda item was invited, there was none.
- 19.04.06 **Noted:**
- 6.1 An oral report from Cllr Mary Evans noting:
 - Her regrets that Cllr Clive Pollington was standing down as District Councillor and wish to acknowledge his hard work and success in finding a solution for Kelly's Meadow which works for everyone. It was anticipated that Wickhambrook and Depden Parish Councils would continue to monitor progress on the site, and noted that West Suffolk Council would be responsible for planning enforcement.
 - Matt Gilbert of Suffolk Constabulary had contacted Cllr Evans with respect to an upcoming project on VAS and speed enforcement in the County. Cllr Evans chairs the Road Safe Committee which is responsible for issues relating to speeding, drink and drug driving, mobile phone use and seatbelts. Cllr Evans reported that Suffolk Constabulary were constrained in their enforcement by the resources available. The requirement to issue tickets for speeding within two weeks of the offence meant that they have to allocate their resources for speed cameras in such a way as to ensure that they are able to ticket all driving at excess speed.
 - SCC had recently voted to borrow a further £24m dedicated to funding Special Educational Needs (SEN) – an 18% increase in children with SEN had resulted in costs to the council of £45m. The new funding would be allocated to 3 new special schools and a further special school with residential facilities. A further 36 special units attached to mainstream schools are

Signed: John Barton

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planned. It was hoped that this would have a significant beneficial impact on children and families with SEN, as they would be able to access services closer to their home environment.

- SCC is currently identifying roads which could be improved under the Pot Hole Challenge
- Cllr Evans has been looking at the new Grit Bin policy which was introduced last year.
- Recent advice has indicated that first aid training for Cllrs should include training on de-fibrillators.
- Pilot Community Self Help Schemes for undertaking works to highways restricted to speeds of 30mph were due to start. SCC was confident that provided Parish Councils follow advice and complete risk assessments, the work would be covered mainly by the SCC insurance. An information day about these self-help schemes was scheduled for 15th May.

6.2 Cllr Clive Pollington had sent apologies and reported that:

- The works to Kelly's Meadow were due to be completed in August

19.04.07 **Noted:**

7.1 A written report (*circulated*) from Cllr Barton regarding VAS machine results from B1063 Northbound near school. Cllr Barton further confirmed that:

- The VAS had been turned in Bunters Road to measure speed of vehicles approaching from Lidgate on the B1063; and
- Significant pot holes were developing at the edges of the B1063 near Wickhambrook Primary Academy (*circulated*).

7.2 The Clerk reported the following progress advised by SCC Road-safe Officers

- The incidents in 2018 had been considered and SCC officers had agreed that there was no obvious engineering solution to local concerns
- Mike Motteram had asked a colleague to approach the school again with a view to working with the Road Safety Team and the Parish Council to encourage sustainable and healthy travel
- Cllr Jolland reported that the head teacher had explained that the school did not have the resources to man the gate to effect a diversion of children from the main road
- The Clerk reported that SCC had advised that the S.106 funding from the Cemetery Road development would be used to engineer a new footpath from the development to the Memorial Social Centre and that no funds would be available to develop solutions to the speed/weight of traffic on the B1063 at school access and egress times.
- Cllr Evans asked the Clerk to forward copies of e-mails about the s.106 funding to her to look into, together with further information on the school cycle bus.

19.04.08 Noted: Updates from the Extraordinary Estates Committee meeting on 11th April

8.1 Approval had been given for the printing of the Discover Suffolk leaflet

8.2 Changes to the Rights of Way cutting schedule had been forwarded to the County Council

8.3 A gate closer had been purchased for the Bury Road pocket park, and authorisation for the replacement of the swing seats had been approved (**Minute EC19.04.8.3.2 referred**).

8.4 The Estates Committee meeting had considered the report **E19.20.001** on works required to Fort area (*circulated*) and had resolved to support the proposal at 8.5 below.

8.5 Proposal: Cllr Couzens

That authorisation be given to instruct Higham Forge to undertake works to the Fort area of the main playground as specified in report at 10.1.2 in the sum of £3950.00 plus VAT which replaced the former authorisation on 7th February (Minute 19.02.10.1.3 referred).

Councillors considered report E19.20.001 (*circulated*) in detail. The substantive motion was not carried. Councillors asked the Clerk to obtain a more detailed specification from Higham Forge setting out the various options and costs for remedial works before considering a further proposal at a later meeting.

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19.04.09 Noted

A summary to the meeting from the Clerk that:

9.1 VAT refund had been submitted (£2002.23).

9.2 A new laptop, including virus guard, Office 365 Business Premium and 1st month support contract, had been purchased for £493.33 plus VAT (**agenda item 10.2.3, and Minute No's 18.02.referred**)

9.3 Resolved:

That a Direct Debit mandate be authorised in the sum of £6.66 plus VAT per month for a Repair and Support plan in respect of the new laptop.

9.4 A letter had been sent to Wickhambrook Outdoor Bowls Club regarding the recent higher than anticipated water charges.

9.5 Rialtas Cemetery software installation was scheduled for 22nd & 23rd May – suppliers had confirmed that the purchase cost would be invoiced after installation.

9.6 Calor Community Fund – further information was being sought.

19.04.10 Noted:

10.1 The following income received

10.1.1	Interest	£9.39
10.1.2	Cemetery Fees (CR Interment & ERB)	£855.00

10.2 The payments to be made as listed below:

Minute No.	Cheque No	Payment To	Amount
10.2.1	2537	West Suffolk Council – Waste Services # 1097358	£461.76
10.2.2	2538	Wickhambrook Memorial Social Centre #	£15.00
10.2.3	2539	Hilary Workman - Clerk Salary Period 1	£552.99
10.2.4	2540	Hilary Workman – refund of cost of purchase of laptop (Minute 18.02.28.17 refers)	£591.99
10.2.5	2541	SALC – Annual Subscription #21710	£430.22
10.2.6	2542	Mdsign Website Design #1326	£198.00

10.3 Resolved:

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

10.4 To note the following payments previously authorised.

10.4.1	DD	EE Mobile Contract #V01559499231 April '19	£27.49
10.4.2	DD	E.ON – Chapel of Rest	£10.00
10.4.4	DD	Smart Pension	£3.45
10.4.5	2543	Mdsign Website Design # 1323 (Minute 19.03.28.15 refers)	£24.00
10.4.6	2544	The Voluntary Network – Donation (Minute 19.03.28.9.2 refers)	£50.00
10.4.7	2545	Suffolk Accident Rescue Service – Donation (Minute 19.03.28.9.2 refers)	£50.00
10.4.8	2546	St Edmundsbury Newstalk Association – – Donation (Minute 19.03.28.9.2 refers)	£50.00

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

19.04.11 Noted:

11.1 That the Statement of Persons Nominated and Notice of Uncontested Election for the Parish of Wickhambrook had been issued (*circulated*). With effect from 3rd May, the Parish Council would have only four Councillors until new members have been co-opted. A summary of the procedure for co-opting new Councillors had been set out at Report WPC19.001.

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- 11.2 Resolved**
That a business banking single mandate be completed to amend the mandate for Cllr J Claydon to that of Authorised Signatory, and remove Cllr Julian Wilson from the list of authorised signatories).
- 19.04.12 **Noted:**
12.1 Report WPC19.002 on Expenditure against forecast (*circulated*).
12.2 **Proposal: Cllr Couzens**
That the expenditure against forecast for the financial year 2018/19 and draft AGAR form be approved and submitted to the internal auditors.
The substantive motion was withdrawn, the Clerk having reported that further work was required to complete the AGAR form before approval and submission to the internal auditors.
- 19.04.13 Noted:**
13.1 Report WPC19.003 on quotes for maintenance and cutting of the Parish Greens and the Recreation Ground (*circulated*). The meeting asked that the Clerk request a more specific breakdown of costs between greens, cemeteries and Six acres work from D R King, and
13.2 **Resolved**
To accept the quotes for the cost of maintaining and cutting the Parish Greens, Six Acres and Recreation Ground, and authorise expenditure on these as below:
13.2.1 Recreation Ground: Vertas – £1652.01 plus VAT
13.2.2 Parish Greens, Six Acres (part), Cemeteries – D R King £11,756.00 plus VAT
The meeting further asked the Clerk to ask D R King to invoice on a quarterly basis.
- 19.04.14 **Noted:** That there were no Planning results as notified by SEBC.
- 19.04.15 **Noted:** That there were no Planning applications notified by SEBC for comment:
- 19.04.16 **Noted:** That there were no other Planning matters for information, to be noted or for inclusion on a future agenda.
- 19.04.17 **Noted:**
That the Clerk had reported a summary of progress on research into the S.106 agreement in respect of the Cemetery Road Development at item 7.2 on the agenda. The meeting asked the Clerk to write to Suffolk County Council regarding an alternative use of the funds currently allocated to a new bus stop on Cemetery Road, following receipt of a draft e-mail for use from Cllr Mary Evans.
- 19.04.18 **Noted:** Report WPC19.005 (*circulated*) on progress towards revising GDPR matters.
- 19.04.19 **Noted:** That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, there was none.
- 19.04.20 **Noted:**
That the scheduled date for the next meeting was Thursday 25th April 2019, beginning at 6:30pm in the Memorial Social Centre Pavilion. The meeting asked the Clerk to confirm the times with the Webmaster.
- 19.04.21 21.1 Resolved:**
That the press and public should be excluded from item 21.2, it being considered that their presence would be prejudicial to the public interest due to the confidential nature of the business (staffing matter).
21.2 Resolved:
To agree the draft contract of employment (*circulated*) for the Clerk.
- 19.04.22 **Noted:**
That the meeting closed at 8:50pm.

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