

## Wickhambrook Parish Council

### Minutes

Of the Annual meeting of the Parish Council held on **Thursday 16<sup>th</sup> May, 2019**

**Present:** Cllrs J Barton, P Couzens, J Midwood

**Attending:** Parish Clerk Hilary Workman

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- 19.05.01 **Noted:**  
Cllr John Barton was elected as Chairman for the coming year.
- 19.05.02 **Noted:**  
Cllr Barton's Declaration of Acceptance of Office as Chairman was received.
- 19.05.03 **Noted:**  
Cllr Paul Couzens was elected as Vice-Chairman for the coming year.
- 19.05.04 **Noted:**  
The accounts for the 12 months ended 31.03.2019 (circulated) to be forwarded with supporting documents to the internal auditors.
- 19.05.05 **Resolved:**  
**That this Council received and approved the Risk Assessments (circulated) as being a proper assessment of the risks facing the Council and that they demonstrated that appropriate management of those risks was in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.**
- 19.05.06 **Resolved:**  
**That this Council adopt the reviewed Council Documents (circulated) listed below for publication:**
- 6.2. 1 Wickhambrook Parish Council Code of Conduct**
  - 6.2.2 Standing Orders**
  - 6.2.3 Estates Committee Terms of Reference**
  - 6.2.4 Training Policy**
  - 6.2.5 Press and Media Policy**
  - 6.2.6 Freedom of Information Scheme**
  - 6.2.7 Financial Regulations**
  - 6.2.8 Complaints Procedure**
  - 6.2.9 Asset Register**
- 19.05.07 **Noted:**  
That any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate would be considered in the Annual Parish Meeting to be held on the same night.

**Signed:** John Barton

**Date:** 27/06/2019

**19.05.08 Noted:**

Confirmation of the following officers of the Council:

8.1	Cemetery & Churchyard Officer	-	Mr John Norton
8.2	Footpath Officer	-	Mr Roger Medley
8.3	Highways & VAS Officer	-	Cllr John Barton
8.4	Internal Checks on Accounts Officer		(pending)
8.5	Planning Officer	-	Cllr Jane Midwood
8.6	Play area inspections Officer	-	Mr Roger Merry
8.7	Play area inspections (Bury Rd)	-	Mr Kevin Grimes
8.8	Public Access Devices Officer	-	Cllr Paul Couzens
8.9	SALC Area Meetings	-	Cllr John Barton
8.10	Six Acres Officer	-	Cllr Paul Couzens
8.11	Tree Officer	-	Mr Gregory Harrison
8.12	Village Greens Officer	-	Mr John Norton
8.13	Village Recorder	-	Mrs Dorothy Anderson
8.14	Village Website, Social Media & News Officer		(pending)

**19.05.09 Noted:**

Confirmation of representatives of the Council on the following bodies:

- 9.1 United Charities – the meeting agreed to leave this pending.

**19.05.10 Noted:**

The following members were appointed to the Estates Committee (NB Chairman & Vice Chairman of Council are members *ex Officio*)

Councillor John Barton

Councillor Paul Couzens

Councillor Jane Midwood

**19.05.11 Noted:**

Continuing Membership of the following organisations, current subscriptions indicated in brackets:

- 111 Community Action Suffolk (FOC)  
11.2 ICO Data Protection £40.00  
11.3 National CLT £150.00  
11.4 Suffolk Association of Local Councils (£430.22 paid 25.04.2019)  
11.5 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)

**19.05.12 Noted:**

Confirmation of BHIB Insurance Cover (£1291.92 paid)

**19.05.13 Noted:**

Confirmation of approved dates for meetings to end of 2019

**2019/20 Parish Council Meetings:**

Thursday 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

**2019 Estates Committee Meetings:**

Thursday 6<sup>th</sup> June, 1<sup>st</sup> August, 3<sup>rd</sup> October, 5<sup>th</sup> December

**19.05.14 Noted:**

Confirmation of the Signatories to the Council's cheque account with the Nat West Bank as Cllrs Barton, Claydon & Couzens, any two to sign.

**19.05.15 Noted:**

That Accountability Plus would continue to provide the payroll service for the Council for the next financial year.

**Signed:** John Barton

**Date:** 27/06/2019

- 19.05.16 **Noted:**  
That there were no apologies for absence to be noted or approved.
- 19.05.17 **Noted:**  
That there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 19.05.18 Resolved:**  
**That the Minutes of the Parish Council meeting held on 25<sup>th</sup> April, 2019, as tabled, were agreed as a true record.**
- 19.05.19 **Noted:**  
Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.  
19.1 SALC updates (*circulated*)  
19.2 Suffolk Constabulary – County Lines Training opportunity  
19.3 West Suffolk Council  
19.3.1 Planning Online Consultee Training (*circulated*)  
19.3.2 Street naming process  
19.4 Explore4more – First Aid Training
- 19.05.20 **Open Session: 7:10pm**  
**Noted:** That when public comment or question on any Agenda item was invited, there was none.
- 19.05.21 **Noted:**  
To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.  
21.1 Cllr John Barton – VAS machine reports below (*previously circulated*):  
B1063 Nr School – Stradishall bound  
Bunters Road- South East direction  
C659 Ashfield Green Wickhambrook direction  
The meeting agreed that the screen shots provided within the reports were helpful. Cllr Barton further reported that thanks were extended to Sgt Cooper and his team for advice and following up on data with the provision of camera monitoring of sites where resources allowed.
- 19.05.22 22.1 Noted:**  
The Clerk's report (*circulated*).
- 22.2 Resolved:**  
**To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the Clerk's laptop, to a maximum of £125 plus VAT.**

**19.05.23 Noted:**

23.1 The following income received

23.1.1	Interest	£10.41
23.1.2	Precept (West Suffolk Council)	£33,955.00

23.2 **Resolved:****To authorise the payments to be made as listed below:**

<b>23.2.1</b>	<b>Wickhambrook Memorial Social Centre # 1056</b>	<b>£15.00</b>
<b>23.2.2</b>	<b>Hilary Workman - Clerk Salary Period 2</b>	<b>£594.78</b>
<b>23.2.3</b>	<b>Wickhambrook Memorial Social Centre # 1069</b>	<b>£30.00</b>
<b>23.2.4</b>	<b>The Play Inspection Company # 35453</b>	<b>£9.99</b>
<b>23.2.5</b>	<b>National CLT Network # 1491</b>	<b>£150.00</b>
<b>22.2.6</b>	<b>Local Council Public Advisory Service #1180</b>	<b>£120.00</b>

19.05.24 **Noted:**

The procedure for co-opting new Councillors as set out at Report WPC19.001.

19.05.25 **Noted:**

That there were no Planning results as notified by SEBC:

**19.05.26 26.1 Noted:**

The following Planning applications notified by SEBC for comment:

**DC/19/0858/HH** Householder Planning Application - (i) New Conservatory  
Michaelmas Cottage Coltsfoot Green Wickhambrook CB8 8UW.**No Objection.****26.2 Resolved:****That the Clerk make known the Council's comments on Planning Applications 19.05.26 to the Planning and Regulatory Services, West Suffolk Council.**19.05.27 **Noted:**

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

**19.05.28 Resolved:****To make a grant of £330.34 (including VAT) to Wickhambrook Carnival Committee towards the cost of providing St John's Ambulance cover for the Carnival procession and day on 13<sup>th</sup> July 2019.**19.05.29 **Noted:**

That when other matters for information, to be noted or for inclusion on a future agenda were invited:

29.1 The meeting requested that the proposed costs of repair work to the Fort be reported with a comparison of replacement costs for new equipment of similar style and scale.

19.05.30 **Noted:**That the scheduled date for the next meeting would be Thursday 27<sup>h</sup> June beginning at 7:30pm in the Memorial Social Centre Pavilion. Apologies received from Cllr Paul Couzens.19.05.31 **Noted:**

The meeting closed at 7:25pm.

**Signed:** John Barton**Date:** 27/06/2019