

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 27th June, 2019**

Present: Cllrs J Barton, J Claydon M Lavelle, J Norton, C Townsend

Attending: Parish Clerk Hilary Workman, SCC & WSC Cllr M Evans

19.06.01 **Noted:**

Apologies for absence were received from Cllrs P Couzens and K Merritt

19.06.02 **Noted:**

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

19.06.03 **Resolved:**

That the Minutes of the Annual Parish Council meeting held on 16th May 2019, and the extraordinary meeting held on 6th June, as tabled, be agreed as a true record.

19.06.04 Noted: Correspondence to the meeting not dealt with as an Agenda item or in the Clerk's report

4.1 SALC updates (circulated); including Suffolk Community Awards

4.2 SSAFA: The meeting thanked Cllr Barton for his offer to post the notice on the Parish notice board.

19.06.05 **Open Session: 7:37pm**

Noted:

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

19.06.06 Noted:

6.1 An oral report from Cllr Mary Evans noting:

- The excellent work of Wickhambrook Primary Academy Junior Road Safety Team who won a Gold award for their project. The meeting asked the Clerk to ensure that an item recognising their work and award be included in "The Scene" and on the Parish Website. The Parish Council was asked to consider what assistance could be offered to help introduce a road safety training scheme on the by road adjacent to the school leading to its carpark at the rear.
- A recent scam had been reported through Trading Standards relating to Council Tax rebates. Cllr Evans would send a link to the Clerk to publish on the website.
- A £1m grant had been awarded by SCC for summer activities for children eligible for free school meals, enabling them to participate in free summer activities for 4 days a week. There was sufficient funding for 2500 participants, but it should be noted that Suffolk had 14000 children eligible for free school meals.
- SCC Health and Wellbeing board were making mental health its key priority, working with District and Borough authorities.

Signed: John Barton

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- There had been a number of complaints about verge cutting. C and U roads were due to be cut in the next week. There had also been more pressure expressed this year for reserve verges and protection of natural habitats. SCC was exploring this issue, looking at a reduction in overall cutting in the future whilst still maintaining visibility at junctions.
- Cllr Evans had taken up two recent highways issues raised by Wickhambrook Parish Council at its last meeting. SCC was ordering more wraps to update faded 30mph repeater signs.
- Work at West Suffolk Council was now settling down following the recent merger of Forest Heath District and St Edmundsbury Borough Councils.
- Cllr Evans had been appointed to the Audit and Performance Cttee and had identified some areas where savings might still be made.
- Churches would in future have to pay for green waste bin collections.
- 75% of land area in West Suffolk is rural. The Leader of the Council had commissioned a Rural Task Force to consider planning, broadband and social services delivery in this context.
- West Suffolk were trialling a new pay on departure parking scheme at St Andrews St car park in Bury St Edmunds, which, it was hoped, would encourage more visitors to spend more time in BSE rather than be constrained by the time pre-paid on the ticket.

19.06.07 Noted:

Confirmation of the following officers of the Council

- 7.1 Internal Checks on Accounts Officer (Cllr M Lavelle)
- 7.2 Planning Officer (Cllr C Townsend)
- 7.3 Six Acres Officer (Cllr K Merritt)
- 7.4 Village Website, Social Media & News Officer (pending)
- 7.5 Tree Warden (pending – following the recent resignation of the former Tree Warden, Mr G Harrison)

19.06.08 Noted:

- 8.1 A written report (circulated) from Cllr Barton regarding VAS machine results from B1063 nr School (SE Direction to A143 Stradishall), and further noted that;
 - Previous data from Ashfield Green had been forward to Suffolk Constabulary resulting in a camera team monitoring the route and advice given to two drivers;
 - Following an enquiry regarding volunteer speedwatch teams, Cllr Barton confirmed that there had been insufficient support for a team in 2017, and the Parish Council had sought and used funding to purchase an additional VAS machine for the Parish
- 8.2 An update on progress following the December meeting with the Highways Safety Team had been provided by Cllr Evans at 19.06.06
- 8.3 The draft minutes of the June Estates Committee and a verbal update from the Clerk that replacement swing seats had been purchased for the Bury Road pocket park, and a purchase order made for the replacement garden bench at Genesis Green.

Signed: John Barton

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19.06.09. **Noted:**

A Summary from the Clerk to the meeting that:

- 9.1 Items of work were periodically identified by Estates Committee portfolio holders with responsibilities for the parks which required the purchase of sundry items or the engagement of local tradespersons. Whilst the items identified in the Annual Inspection reports might often be graded as low risk, it was prudent to resolve these issues at the earliest opportunity.

- 9.2 Resolved

To authorise individual payments of up to £300 to reimburse the cost of sundry items or engage local tradespersons to undertake work to address maintenance issues identified by the regular inspection of Play Parks, Cemeteries, Churchyard, Footpaths, Byways and Trees carried out by relevant portfolio holders on the Estates Committee.

- 9.3 A reminder for Councillors to complete and submit their Register of Interests and Candidate expenses forms.
- 9.4 The resignation of Cllr Midwood was noted and that there was therefore a Casual Vacancy which had been advertised by the Returning Officer.

19.06.10 Noted:

- 10.1 The following income received

10.1.1	Interest	£12.16
10.1.2	West Suffolk Council – Recycling Credit 01.10.2018 – 31.03.2019	1010.60

- 10.2 The payments to be made as listed below:

10.2.1	2554	Wickhambrook Memorial Social Centre # 1077 (balance)	£11.25
10.2.2	2555	Hilary Workman - Clerk Salary Period 3	£594.18
10.2.3	2557	Memorial Social Centre: - Recycling Credits	£1010.60
10.2.4	2558	JRB Enterprise: Dog Waste Bags # 19897	£91.14
10.2.5	2559	CPRE – Annual Subscription	£36.00
10.2.6	2560	Hilary Workman – Clerk Salary adjustment Period 2	£20.00
10.2.7	2561	Hilary Workman – Clerk Home Working Allowance Quarter 1	£63.00
10.2.8	2562	Hilary Workman – Clerk Expenses Quarter 1	£125.52
10.2.9	2564	HMRC – PAYE liability	£9.60
10.2.10	2565	Refund to Hilary Workman of replacement swing seats for Bury Road Pocket Park (Minute 19.04.8.4.2 refers)	137.70

10.3 **Resolved:**

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

- 10.4 The following payments previously authorised.

Signed: John Barton

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10.4.1	DD	EE Mobile Contract #V01559499231 June '19	£26.14
10.4.2	DD	E.ON – Chapel of Rest	£10.00
10.4.4	DD	Smart Pension	£4.83
10.4.5	2563	Sloane & Sons – Teak Bench (Minute E19.02.11.2 refers)	£247.00

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

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

19.06.11 Resolved

That, as per the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.19, (circulated and tabled as WPC19.06.01) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

19.06.12 Resolved

That this Council receives and approves the Risk Assessments (circulated & tabled as WPC19.6.02) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is 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.

19.06.13 Resolved

That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.19, as commissioned from Heelis & Lodge, as authorised under 19.02.09.3 and (circulated and tabled as WPC19.06.03), noting that Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following comments or recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:

13.1 It is a requirement for a VAT column to be maintained in the cashbook where recoverable VAT is shown.

13.2 To include reference to GDPR in the Council's Risk Assessment

13.3 It is a requirement to review the Internal Report when received and minute the actions that the Council is to take.

13.4 It is a Requirement that the External Auditor's report be reviewed at a meeting which is to be recorded in the minutes along with any actions to be taken.

19.06.14 Resolved

That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at WPC19.06.04) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.19 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

19.06.15 Resolved

That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at WPC19.06.05) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.19 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval

19.06.16 Noted:

That the period for public inspection of the Annual Accounts would be between Monday 1st July 2019 and Friday 9th August 2019 and a notice would be published and posted to that effect.

19.06.17 Noted:

That there were no Planning results as notified by West Suffolk Council:

19.06.18 Noted: The following Planning applications notified by West Suffolk Council for comment:

18.1 DC19.1102.FUL - Planning Application

Erection of 5no. dwellings with cart sheds and alterations to vehicular access (following demolition of existing agricultural buildings)

**Clopton Hall Farm Ltd Clopton Hall Giffords Lane Wickhambrook
Newmarket Suffolk**

The meeting determined to raise No Objection

Cllrs Noted that there was a need for housing in Wickhambrook. The proposed development was unlikely to impact adversely on other road users and there would be adequate access for emergency vehicles. The proposed location is not adjacent to the settlement boundary, within a Special Landscape Area or fall within any identified flood zones.

The proposed development does not affect the character of the road frontage or any views from public footpaths in the village, and appears to be in keeping with neighbouring properties.

The proposed development may add pressure to the existing mains sewerage system. There are no existing watercourses, ponds or drainage ditches which would be likely to be affected by the proposed development. There are no protected species of wildlife which would be likely to be impacted by the proposed development.

18.2 DC19.1156.HH - Householder Planning Application

Construction of a detached double garage accessed via the existing driveway

The Poplars Meeting Green Wickhambrook CB8 8UR

The meeting determined to raise No Objection

18.3 DC.19.1251.VAR Planning Application - Variation of condition 2 of

DC/18/1442/RM To replace drawing numbers 4177-01A, 4177-05 and 4177-06 with drawing number 4177-10 to reduce the scale and reposition the proposed garaging for 1no. dwelling and garage

Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk

The meeting determined to raise No Objection

18.4 Resolved

That the Clerk make known the Council's comments on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

19.06.19 Noted:

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

19.06.20 Noted:

20.1 A written a report on ICT issues (circulated and tabled as WPC19.06.07) and

20.2 **Resolved:**

To authorise the subscription to Office 365 for Parish Councillors and Estates Committee Lay Members @ £3.80 per user per month (up to 9 users).

19.06.20 Noted:

A draft Twelve Month Action Plan for Wickhambrook Parish Council (circulated and tabled as WPC19.06.07).

19.06.21 Noted:

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

19.06.22 Noted:

That the scheduled date for the next meeting was Thursday 25^h July beginning at 7:30pm in the Memorial Social Centre Pavilion.

19.06.24 The meeting closed at 9:30m.

Signed: John Barton

Date: 25th July '19