

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 25 July, 2019**

Present: Cllrs J Barton, J Claydon, P Couzens, M Lavelle, K Merritt, J Norton, C Townsend

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

19.07.01 **Noted:**

No apologies for absence were received.

19.07.02 **Noted:**

There were:

- 2.1 No Members' Declarations of Local Non-Pecuniary Interests. Cllr Barton declared a Disclosable Pecuniary Interest in item 10.02.05 (refund of travel expenses).
- 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 No requests for dispensations
- 2.4 Nor any additions and/or deletions to the Council's Register of Interests.

19.07.03 **Resolved:**

That the Minutes of the Annual Parish Council meeting held on 27th June, as tabled, be agreed as a true record.

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

- 4.1 SALC updates (circulated) – The meeting asked the Clerk to arrange for publication of the information from Suffolk Family Carers to the Parish Website. Cllr Norton expressed an interest in attending the Cemetery Management Training on 24th September.
- 4.2 SCC – Consultation opens on County's Green Access Strategy (until 20/09/2019)
- 4.3 WSC
 - 1. Skills Share Fair: Haverhill 22nd August 2020
 - 2. West Suffolk Council Community Chest open for applications
 - 3. Rest Centre Training – Cllr Barton volunteered to attend this training
- 4.4 Historic England – invitation to comment on assessment of Wickhambrook War Memorial.
- 4.5 Anglian Water – "The Greens" Water Network Improvement Scheme" – the meeting asked that this information be added to the Parish Website.
- 4.5 Carnegie UK Trust

19.07.05 **Open Session: 7:40pm**

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

19.07.06 Noted:

- 6.1 An oral report from Cllr Mary Evans noting:
 - West Suffolk Council:
 - The information discussed at item 4 with respect to the Community Chest Funding and explaining that this funding was aimed at medium to long term community benefits which involve community engagement. Cllr Evans kindly offered to provide access to advice on draft applications and put the Parish Council in contact with the Localities Officer, John Eaton. Funding granted through Community Chest would be unlikely to come on stream until 2020.

Signed: *John Barton*

Date: *29/08/2019*

- The second meeting of the WSC Rural Task Force was due to take place the following week. Notes circulated to WSC Cllrs of the first meeting had made no mention of many of the rural issues parishes were familiar with (housing, broadband and rates).
- West Suffolk Council's contractors engaged to undertake cutting of amenity areas across many parishes had failed to undertake the work, much of which was having to be re-scheduled.
- WSC was looking into purchasing of properties for supported housing schemes for homeless individuals.
- Over 1000 empty houses had been identified across West Suffolk. The Council is working with owners to bring a first tranche of 250 of these back into habitable and viable use for rental
- The Trial on pay on exit parking at St Andrews St car park had had mixed results with a lower than anticipated uptake.
- There had been a noted increase in fly tipping across West Suffolk, notably on estates throughout the towns. Some previous under reporting of fly tipping had been identified where black bin collections had been picking up fly tipped rubbish. This had now been addressed, teams being asked to report fly tipping so that rubbish could be checked on collection for any identifying evidence leading to tippers. 3rd party companies collecting rubbish had been contacted and more formal action is planned for identified fly tippers.
- Suffolk County Council
 - A poster promoting Fostering and Adoption across Suffolk had been published, aiming to reduce as far as possible children in LA care.
 - Following recruitment of a new lead on network assurance, Highways had scheduled more meetings with utilities companies and progress had been made on getting them to sign up to new standards, seeking to improve experience for road users during scheduled road closures.
 - Working with NHS groups, SCC is seeking to offer greater support to younger children with speech, language and communications needs (over 60 – 80% young offenders have been found to have some degree of speech, language and communications difficulties).

Cllr Evans gave her apologies for the August meeting.

19.07.07 **Noted:**

7.1 Written reports (*circulated*) detailing results from VAS:

- B1063 – Shop Hill Near School – South west direction; and
- C659 – Ashfield Green Road – Hargrave direction

Cllr Barton further reported that the Parish Council had been well supported by Suffolk Constabulary's road and speed safety teams within their available resources. In response to questions, Cllr Barton advised that the VAS signs cannot display speeds of over 40mph when sited in 30mph zones, but do flash a "slow down" message for speeds recorded over 40mph.

7.2 A written report Updating on parking issues in vicinity of Wickhambrook Primary Academy (**WPC19.07.01**, *circulated*). The meeting noted in discussion that build-outs as a means of reducing vehicular speed very often resulted in more traffic congestion. The meeting considered the options available and agreed to establish a Working Group to include number of Councillors, together with representatives from (but not limited to)

- Suffolk County Council
- West Suffolk Council (Localities and Communities)
- Wickhambrook Primary Academy (parents, teachers and governors).

The meeting asked the Clerk to prepare a flyer to be circulated to school parents and an item for "The Scene" encouraging people with an interest to contact the Clerk about participating in a working Group. The meeting agreed that the formal constitution of a working group would be established at the August meeting, in advance of any expressions of interest from parishioners and stakeholders.

Signed: John Barton

Date: 29/08/2019

- 7.3 The meeting agreed that an update on Suffolk County Council arrangements for supporting parish volunteers in some environmental activities would be considered at the Council's August meeting.

7.4 **Resolved**

To create a portfolio & role description for a new lay member on the Estates Committee to promote sustainability and the environment in the Parish's work and engagement with members of the public through volunteering in activities such as litter picking, bulb planting, caring for greens and verges etc.

The meeting asked the Clerk to advertise the new role and lay vacancy for the Estates Committee through the Parish Website and "The Scene".

7.5 **Resolved**

To authorise subscription to Parish Online for the purposes of accessing and annotating mapping software to facilitate production of accurate maps and plans for project work and assist with recording of parish assets including trees, greens etc at a cost of £100 plus VAT per annum.

19.07.08 Noted: That due to a numbering error on the agenda there was no matter to consider

19.07.09 **Noted:** The following under the Clerk's report

- 9.1 Confirmation of receipt of AGAR from PKF Littlejohn
- 9.2 Commencement of Clerk's CILCA training and consideration of Learning Agreement – the meeting agreed to, and Cllr Barton signed on behalf of the Parish Council, the learning agreement.
- 9.3 Reminder for Councillors to submit their Register of Interests and Candidate expenses forms and forward any images for Website and noticeboard to the Clerk.
- 9.4 That following the advertisement of a Casual Vacancy by the Returning Officer of West Suffolk Council, no notification of request for an election had been received, and the Parish Council could co-opt a new member. The meeting asked the Clerk to prepare notices and information for the Parish noticeboard and website.
- 9.5 Update on progress with move to digital and online banking. The meeting noted that the Clerk would bring a report with proposals to the August meeting.
- 9.6 The National Association of Local Councils (NALC) **Legal Topic Note L09-18 – The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018** which obliged Parish Councils to apply accessibility standards to their existing websites by 23 September 2020. The purpose being to make information published to websites (and thus mobile devices) more accessible to all, through consideration of issues such as font, colour schemes, links and braille, large type and text relay services. The Clerk advised that a meeting had been scheduled with the webmaster to identify what work would need to be undertaken to meet the requirements.

19.07.10 **Noted:**

- 10.1 To note the following income received

10.1.1	Interest	£12.93
--------	----------	--------

Signed: John Barton

Date: 29/08/2019

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

10.2.1		Wickhambrook Memorial Social Centre #1088 (6/06/2019)	£15.00
10.2.2		Hilary Workman - Clerk Salary Period 4	£633.40
10.2.3		Suffolk Association of Local Councils # 6052	£21.00
10.2.4		D King	£3900
10.2.5		Cllr J Barton – Mileage Expenses for SCC training seminar	£26.01

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 June '19 (Minute 18.10.09.5 refers)	£26.14
10.4.2	DD	E.ON – Chapel of Rest (Minute 19.02.28.10.4 refers)	£10.00
10.4.3	DD	Smart Pension (Minute 18.12.08.7 refers) June '19	£7.73
10.4.4	Chq	AccountAbility Plus - #5964 (Minute 18.12.08.7 refers)	£54.00
10.4.5	Chq	Rialtas Business Solutions Ltd #269.46 & CN30535 (Minute 19.02.15.2 refers)	£1552.80

10.5 That the current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they are supported by relevant Bank Statements would be considered at the August meeting.

10.6 Resolved:

To confirm the continuation of authorised payments by Direct Debit agreed in the 2018/19 financial year as listed below, for the remainder of financial year 2019/20:

10.6.1	Clerk Business EE Mobile Contract– monthly variable up to (Minute 18.10.09.5 refers)	£35.00
10.6.2	E.ON – Chapel of Rest – monthly (Minute 19.02.28.10.4 refers)	£10.00
10.6.3	Smart Pension – monthly variable @ 5% salary (Minute 18.12.08.7 refers)	
10.6.4	AccountAbility Plus – monthly plus VAT (Minute 18.12.08.7 refers)	£15.00
10.6.5	Curry's PC World – repair & Support of laptop: monthly plus VAT (Minute 19.04.9.3 refers)	£6.99

10.7 Resolved:

To confirm Hilary Workman as Responsible Financial Officer for Wickhambrook Parish Council for the financial year 2019/2020

Signed: John Barton

Date: 29/08/2019

19.07.11 Noted: The following actions taken in response to comments/recommendations in the Internal Auditors's report as minuted at 19.07.13 and:

Resolved

- 11.1** It is a requirement for a VAT column to be maintained in the cashbook where recoverable VAT is shown – *This had been included in the 2019.20 Cashbook*
- 11.2** To include reference to GDPR in the Council's Risk Assessment – *This would be included in the next review of the Council's Financial Risk Assessment (last reviewed and adopted June 2019 Minute 19.07.12 refers)*
- 11.3** It is a requirement to review the Internal Report when received and minute the actions that the Council is to take – *Items 11.1 & 11.2 referred*
- 11.4** 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 – *this would be scheduled for the September/October meeting of the Parish Council.*

19.07.12 Noted:
The Planning results as notified by West Suffolk Council as summarised at **WPC19.07.03** (*circulated*).

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

- 13.1 DC/19/1335/H** – Householder planning application
1 No. Detached Garage
Beechwood House Meeting Green Wickhambrook CB8 8UR
The meeting determined to raise no objection to the application.
- 13.2 DC/19/1251/VAR** – Variation of Condition 2 of DC/18/1442/RM
To replace drawing numbers 4177-01A, 4177-05 and 4177-06 with 4177-10
to reduce the scale and reposition the proposed garaging for 1 no. dwelling and garage.
Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk
The meeting determined to raise no objection to the application.
- 13.4 Resolved:**
That the Clerk makes known the Council's comments on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

19.07.14 Noted:

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

- 14.1 DC/19/0480/FUL** - Change of use from commercial to residential dwelling (C3) and associated works
Timber Barn Peacocks Farm Farley Green Wickhambrook Suffolk
The Clerk advised that the closing date for comments on this application was 13th August. An extension had been requested, but WSC had been unable to grant one. The meeting decided not to schedule an Extra-ordinary meeting of the Council to consider the application.
- 14.2 DC/19/0913/HH** - (i) Proposed side and rear extension
18 Boyden Close Wickhambrook CB8 8XU
The Clerk advised that this application had been re-circulated and that the closing date had been set for 6th August. It had not been possible to arrange an extension. The Parish Council had not previously commented on the application and the meeting decided not to schedule an Extra-ordinary meeting of the Council to consider the application.

19.07.15 Noted:

Signed: John Barton

Date: 29/08/2019

The following matter for information, to be noted or for inclusion on a future agenda:

15.1 V75 – 75th Anniversary of VE Day 8th May 2020

19.07.16 Noted:

That the scheduled date for the next meeting was Thursday 29th August beginning at 7:30pm in the Memorial Social Centre Pavilion.

19.07.17 The meeting closed at 8:56pm.

Signed: John Barton

Date: 29/08/2019