

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 28 November, 2019**

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

Attending: Parish Clerk Hilary Workman,

19.11.01 **Noted:**

Apologies received from Cllr J Claydon and Cllr S Thwaite and SCC & WSC Cllr M Evans.

19.11.02 **Noted:**

There were:

- 2.1 No Members' Declarations of Local Non-Pecuniary Interests. Cllr J Barton disclosed a Pecuniary Interest in 10.4.4.
- 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 There were no additions and/or deletions to the Council's Register of Interests

19.11.03 **Resolved:**

That the Minutes of the Parish Council meeting held on 31 October, as tabled, were agreed as a true record.

19.11.04 **Open Session: 7:33pm**

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

19.11.05

Noted: That when reports were invited from Representatives of the Council on External Bodies, Ward Members and other external bodies, a written report from SCC Cllr Evans (*circulated*).

19.11.06 **Noted:**

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

- 6.1 SALC updates (*circulated*) – including draft constitution
- 6.2 WSC:
 - Democratic Services – re Purdah
 - Lifelink: Changing lives with communities
 - Looking for Change: Bury St Edmunds
- 6.3 Requests for Support:
 - Headway Suffolk
 - Arthritis Action

the meeting asked the Clerk to schedule these requests for consideration at the next meeting.
- 6.4 Primary Care Supplies – defibrillator signs

19.11.07 **Noted:**

The following reports Portfolio holders and actions determined by the meeting.

- 7.1 Cllr John Barton – VAS machine report
 - 3rd November '19 B1063 Bunters Road Stradishall Bound; and
 - 25th November '19 Cemetery Road

Cllr Barton further reported that Acting Inspector Gilbert had written to confirm that Suffolk Police would task an officer to monitor speeding in the village when the opportunity arose. He further advised that the Parish has two spare slow down signs and a repeater sign and the meeting agreed that these should be used where possible to reinforce the "Slow Down" message.

Signed: *John Barton*

Date: 16/01/2020

- 7.2 the Clerk had scheduled a meeting with Cllr Thwaite for early December with respect to the establishment of a Working Group to research and consider viable options for resolving access and congestion issues in the vicinity of Wickhambrook Primary Academy. The Clerk reported that there had been no uptake or interest expressed in participating from coverage to date. The meeting considered what more could be done to engage with residents and asked the Clerk to draft flyers for distribution early in the New Year, printing costs anticipated in the region of £100 plus VAT.
- 7.3 The Clerk reported that no response had been received from Suffolk County Council with respect to arrangements for supporting parish volunteers in some environmental activities.

19.11.08 **Noted:** Clerks Report - that

- 8.1 the Remembrance Service and Formal Opening of the Memorial Garden were well attended. The meeting extended its thanks to Mary Jolland for her support and organisation of the bulb planting, and thanks to Kerry and Barbara Merritt for their support in donating the cost of refreshments for the event.
- 8.2 the recent litter pick had been well attended, the meeting extended its thanks to Mary Jolland for her support and organisation of the litter picking, and thanks to Kerry and Barbara Merritt for their support in donating the cost of refreshments for the event.
- 8.3 the interim tree inspection had been completed, the meeting extended its thanks to Mr Roger Medley and Cllr Kerry Merritt, who both attended. The report had identified some works to be carried out to Parish Trees, which were to be reported in detail to the next Estates Meeting in early December. The meeting further

8.4 Resolved

To authorise expenditure on works to Parish Trees as identified in the report submitted by Acacia Tree Surgery, to a maximum of £3,000 plus VAT, the contractor and schedule to be determined by the Estates Committee.

- 8.5 a new laptop had been purchased (**Min. 19.10.16 refers**) for the purpose of supporting the VAS work.
- 8.5 a proposal for a future change to the Ordinary Meeting cycle (**WPC19.11.01** *previously circulated*) was considered and the meeting agreed to move to a cycle of seven meetings in the year 2020, as set out below:
- 16th January
 - 27th February
 - 23rd April
 - 28th May (Annual meeting of the Parish Council @ 6:30pm followed by Annual Parish Meeting @ 7:30pm)
 - 30th July
 - 24th September and
 - 26th November

Any urgent substantive business between these meetings (for example a major planning application), to be dealt with by means of an Extra-ordinary meeting if considered necessary). The meeting further agreed to review the schedule of meetings prior to setting meeting dates for 2021.

19.11.09 **Noted:**

The draft Budget for 2020/21 (**WPC19.11.02** *previously circulated*) and there being no questions or clarifications, it was agreed that Councillors would advise the Clerk of any queries not later than 31st December 2019, a final report to be brought to the next meeting (16th January, 2020) for approval, when the precept would be set.

19.11.10 Noted:

10.1 The following income received:

| | | |
|--------|---------------|---------|
| 10.1.1 | Interest | £12.92 |
| 10.1.2 | Ground Rents | £20.00 |
| 10.1.3 | Cemetery Fees | £250.00 |

10.2 The following payments to be authorised

| | | | |
|--------|--|--|---------|
| 10.2.1 | | Wickhambrook Memorial Social Centre #1130 3 rd & 31 st Oct '19 | £30.00 |
| 10.2.2 | | Hilary Workman - Clerk Salary Period 8 | £683.54 |
| 10.2.3 | | Hilary Workman - Clerk Salary Period 8 | £683.54 |
| 10.2.4 | | Mdsign # 1422 | £198.00 |
| 10.2.5 | | Mdsign # 1423 | £360.00 |
| 10.2.6 | | HMRC PAYE & NI Liability Period 8 | £34.01 |
| 10.2.7 | | HMRC PAYE & NI Liability Period 9 | £34.01 |

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

10.4 Cllr Barton having declared an interest at 10.4.4, left the room at this point. Cllrs noted the following payments previously authorised, as listed below:

| | | | |
|--------|-----|--|---------|
| 10.4.1 | DD | EE Mobile Contract #V01559499231 November '19 (Min. 19.11.08.5 refers) | £26.14 |
| 10.4.2 | DD | Smart Pension (Min. 19.12.08.7 refers) November '19 | £6.46 |
| 10.4.3 | Chq | Refund to Parish Clerk of Microsoft Business Essentials Subscription October '19 (Min. 19.06.20.2 refers) | £45.60 |
| 10.4.4 | Chq | Refund to John Barton - Royal British Legion: Donation for Wreath – (Min. 19.09.19 refers) | £50.00 |
| 10.4.5 | Chq | Refund to Hilary Workman – purchase of 2 nd Laptop for Parish for VAS Stats (Min. 19.10.16 refers) | £349.00 |

Cllr Barton returned to the room and resumed the Chair.

10.5 That the current account balances and reconciliation, as scheduled, which indicated a discrepancy of £1.84 (showing less in the bank account than accounted for).

19.11.11 Noted:

An oral update on progress towards internet banking confirming that form completion was progressing.

19.11.12 Noted:

The Planning results as notified by West Suffolk Council as summarised below:

12.1 Application to Discharge Conditions 3 (access and visibility splays), 4 (new vehicular access), 5 (surface water onto highway), 6 (surface water discharge) and 9 (electrical charging point) of application DC/19/0961/FUL

Land Adjacent To Bunters Gait Nunnery Green Wickhambrook Suffolk**WSC:** Decided N.b.PC'S not consulted on applications to discharge conditions12.2 **DC/19/0480/FUL – Planning Application**

Change of use from commercial to residential dwelling (C3) and associated works

Timber Barn, Peacocks Farm, Farley Green, Wickhambrook**WSC: Not Req'd WPC: No Comment Submitted (19.07.14)****Noted:** No Planning applications had been notified by West Suffolk Council for comment:

- 19.11.13 **Noted:** The following Planning applications notified by West Suffolk Council for comment:
- 13.1 **DC/19/2028/LB**
Application for Listed Building Consent – Conversion of Barn to Dwelling
Timber Barn, Peacocks Farm, Farley Green, Wickhambrook, Suffolk
The meeting agreed to support the application.
- 13.2 **DC/2149/HH**
Householder Planning Application - Single storey detached outbuilding
Baxters, Baxters Green, Wickhambrook CB8 8UY
The meeting agreed to support the application.
- 13.3 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.
- 19.11.14 **Noted:**
Other Planning matters for information, to be noted or for inclusion on a future agenda – the following.
- 14.1 **DCON(B)/17/1721**
Application to Discharge Condition 24 (Landscape and Ecological Management Plan) of Application DC/17/1721/FUL
Land West Of Cemetery Road Wickhambrook Suffolk
The meeting made no comment on this application
- 19.11.15 Noted:**
An oral update on progress with refurbishment of play fort at Cemetery Road. The Clerk reported that work was due to commence on Monday 9th December, and the meeting agreed that once the work had been completed it would be appropriate to have a formal re-opening of the play fort, to enable the Parish Council to thank Mr Roger Merry for all the work he had done to bring it back into use. The Clerk further reported that research into possible grants for the proposed equipment at Bury Road pocket park was underway, and a possible grant identified.
- 19.11.16 Noted:**
Update on GDPR, ICT and Accessibility issues (**WPC.19.11.03** *previously circulated*).
- 19.11.17 Noted:**
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- 17.1 Cllr Lavelle had been working on preparation of a draft Emergency Response Plan for the Parish, to be presented to a future meeting.
- 19.11.18 **Noted:**
That the scheduled date for the next meeting was Thursday 16th January beginning at 7:30pm in the Memorial Social Centre Pavilion.
- 19.11.23 The meeting closed at 20:28pm.