

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summonsed to attend an ordinary meeting of the Council on

Thursday 26 November 2020

at 7:30pm remotely through a scheduled Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88587156599?pwd=eUQvdFNORFFLOHU2NVdBb3psaHVOQT09>

Meeting ID: 885 8715 6599

Passcode: 350178

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for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

Nb. Please note that this meeting will be recorded, the recording kept only until draft minutes are approved at the following meeting.

AGENDA

- 20.11.01 To note or approve apologies for absence.
- 20.11.02
 - 2.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
 - 2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 2.3 To receive requests for dispensations
 - 2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 20.11.03 Proposal: Cllr Barton
That the Minutes of the Ordinary Parish Council meeting held on 24th September 2020, be agreed as a true record.**
- 20.11.04 Public Forum – (**Open Session**).
To receive comment or question on any Agenda item or matter of concern from those members of the public present
Session to close on or before 8.30pm

Hilary Workman, Clerk & RFO to the Council

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039821** Email: parishclerk@wickhambrook.org.uk

20.11.05 To consider the Parish Council's response to West Suffolk Council's Issues and Options consultation on development of a new local plan (tabled and circulated as **WPC.20.11.01**) and take action as appropriate.

Proposal: Cllr Barton

That the Clerk make known to West Suffolk Council the Council's responses to the issues and options consultation, as tabled at WPC20.11.01 subject to any modifications agreed by the Council at this meeting.

20.11.06 To consider whether to initiate a Housing Needs Survey as **WPC.20.11.02**) and take action as appropriate.

Proposal: Cllr Barton

That Wickhambrook Parish Council ask Community Action Suffolk to undertake a Housing Needs Survey for the parish, based on West Suffolk funding CAS to undertake the work, and Wickhambrook Parish Council underwriting the cost of printing and stationery and data input where returned as a hard copy, at not more than £3.50 per property.

20.11.07 To receive preliminary information about Neighbourhood Planning and take action as appropriate.

20.11.08 To consider a financial contribution towards a joint TRO for the A143 (tabled and circulated as **WPC.20.11.03**) and take action as appropriate.

Proposal: Cllr Barton

The parish council authorise £2500 from existing earmarked funds to contribute to the cost of a Traffic Regulation Order to reduce the speed limit from 40mph to 30mph in Wickham Street, if supported by sufficient evidence from the Traffic Survey.

20.11.09 To receive and discuss draft Budget for 2021/22 (circulated and tabled as **WPC20.11.04**) and take action as appropriate.

20.11.10 10.1 To note the following income received

10.1.1	Armstrongs – CR Interment	£175.00
10.1.2	West Suffolk Council – Recycling Credits	£1606.80

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

10.2.1	Suffolk Assn. of Local Councils	£48.00
10.2.2	Community Action Suffolk: DBS #10269	£12.00
10.2.3	MSC – Recycling Credits	£1606.80
10.2.4	JRB Enterprise Ltd # 21635	£91.14
10.2.5	Refund to Roger Merry – Palings to repair Play Area Fence	£13.03
10.2.6	Wave #7940078 (part) and #8122241 (Wickhambrook Bowling Club)	£24.54
10.2.7	Refund to Clerk – Adobe Pro @ £15.17 per month Oct & Nov '20	£30.34

10.3 Proposal: Cllr Barton;

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

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10.4

To note the following payments previously authorised.

10.4.1	DD	EE Mobile Contract #H1089A13AE September '20 (Min. 19.01.08.5 refers)	26.92
10.4.2	DD	E.ON Chapel of Rest September '20 (Min 19.02.10.4 refers)	£9.44
10.4.3	BACS	BHIB Councils Insurance #420991 Uplift to Chapel of Rest & Memorial Cover (Min.Ref 20.09.9.7.2 refers)	£68.34
10.4.4	DD	Rainbird Partnership – Pension Admin #6055 (Min.18.12.08.7 refers)	£54.00
10.4.5	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/10/20 – 06/11/20 #E0100BR3SB (Min. 19.06.20.2 refers)	£45.60
10.4.6	DD	Smart Pension Payment Period 6	£28.58
10.4.7	DD	E.ON Chapel of Rest #H10A7E8E19 Oct'20 (Min 19.02.10.4 refers)	£16.51
10.4.8	BACS	Vertas # SIN067567 Grounds Contract Q3 (Min.Ref 20.04.8.2 refers)	£520.39
10.4.9	BACS	D R King & Son #1199 – Level up soil heap (Min.Ref EC20.03.09.2ii refers)	£336.00
10.4.10	BACS	D R King & Son #1110 – Grounds Maintenance Q2 (Min.Ref 20.04.8.2 refers)	£4200.00
10.4.11	BACS	Saxon Monumental Craft – Clean War Memorial (Min.Ref EC 19.12.8.2 refers)	£522.00
10.4.12	BACS	Hilary Workman – Clerk Salary –Period 7 (Min. 20.04.8.2 refers)	£601.78
10.4.13	BACS	HMRC – Tax & NI Liability Period 7 (Min. 20.04.8.2 refers)	£155.09
10.4.14	BACS	Smart Pension Payment – Period 7	£19.55
10.4.15	BACS	Mdsign # 1668 Website Quarter 3 Updates	£198.00
10.4.16	BACS	Mdsign # 1669 Website & Internet Services	£360.00
10.4.17	BACS	HMRC – Tax & NI Liability Period 3 (Min. 20.04.8.2 refers)	£143.40
10.4.18	BACS	WAVE - #9740078 (part) (Min.Ref 20.04.8.2 refers)	£68.85

10.5 To note the current account balances and reconciliation to 31st October 2020, and the Chairman's confirmation that they are supported by relevant bank balances.

20.11.11 To note the following planning applications listed below as notified by West Suffolk Council for comment.

11.1 **DC/20/1785/FUL** – planning application
 - (a) one dwelling (following demolition of existing agricultural building) with associated parking and works - in association with DC/19/0201/P3QPA (b) siting of temporary static caravan during construction

Dwelling Peacocks Farm Farley Green Wickhambrook

11.2 **DC/20/1824/HH** – Householder Planning Application
 Single storey rear extension

6 Nunnery Green Wickhambrook CB8 8XT

11.3 **DC/20/1898/OUT** - Outline Planning Application
 (means of access to be considered) – two dwellings

Plot 1 Landmark Coltsfoot Green Wickhambrook Suffolk

11.4 **DC/20/1900/FUL** - Planning application
 - vehicular access

Land At Giffords Lane Giffords Lane Wickhambrook Suffolk

11.5 Proposal: J Barton

That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

20.11.12 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

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20.11.13 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.

13.1 Highways: **Cllr Barton**

13.1.1 VAS Machine Reports

- 20.09.07 - B1063 Stradishall Bound
- 20.09.20 – Bunters Road SE Direction
- 20.09.27 – Ashfield Green Wickhambrook Bound
- 20.10.10 – B1063 Shop Hill
- 20.10.25 – Bunters Road SE Direction
- 20.11.07_B1063 Nr School Stradishall Bound

13.2 Emergency Plan **Cllr Lavelle**

13.3 Road Safety, Access & Congestion Working Group **Cllr Thwaite**

20.11.14 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

14.1 To note the resignation of Charles Townsend from the parish council and thank him for his contribution.

Proposal: Cllr Barton

To remove Charles Townsend as an authorized signatory on the parish council Unity Trust bank accounts.

14.2 To note the External Auditors's report and certificate 2019/20 (*circulated*), that in their opinion

"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met".

and that the Council has complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

14.3.1 To note that the interim tree inspection has been completed, with thanks to Mr Roger Medley who attended. The report has identified some works to be carried out to Parish Trees, to be reported in detail to the next Estates Meeting.

14.3.2 Proposal:

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.

20.11.15 To note the following Planning results as notified by West Suffolk Council since the previous meeting.

15.1 **DC/20/1232/HH** – Householder Planning Application

(i) two storey rear extension (ii) single storey side and rear extension (following demolition of existing two storey lean-to structure)

Gaines Cottage Bunters Road Wickhambrook CB8 8XY

WSC: Application Granted **WPC:** No Comment (Min.Ref **20.08.**)

15.2 **DC/20/1252/HH** – Householder Planning Application

Timber garden room in rear garden

Ashleigh, Attleton Green, Wickhambrook CB8 8YB

WSC: Granted **WPC:** No Comment

15.3 **DC/20/0317/FUL** – Planning Application

(i) 1 no. dwelling

(ii) double garage

Willow Tree Cottage, Bury Road, Wickhambrook CB8 8PD

WSC: Grant WPC: No Comment (Min. Ref. 20.09.12.1)

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- 20.11.16 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
- 16.1 SALC – Electricity Bill
Planning White Paper
 - 16.2 Suffolk Police & Crime Commissioner
 - 16.3 Sunnica Energy Farm Statutory Consultation (previously circulated)
 - 16.4 Headway
 - 16.5 Community Land Trusts – Renewing Community Housing Fund
 - 16.6 Wickhambrook Tennis Club
 - 16.7 Ian Rush Foundation – Community Football Grounds
 - 16.8 The Sicon Foundation – Tree Planting Initiative
 - 16.9 Resident of Parish – Shared ownership at Cemetery Road
- 20.11.17 To note decisions and actions taken at Estates Committee on 6th August 2020.
- 17.1 Resolved:
To authorise works to install handrails over a culvert at Coltsfoot Green and at the footbridge by the Sewerage Works at a cost of £490 plus VAT, and to lift the crowns of trees at Genesis Green adjacent to the memorial bench, at a cost of not more than £460 plus VAT.
 - 17.2 Resolved:
The committee authorise the purchase of a WW2 Memorial Bench Seat as specified in report WPC.E.20.10.03 at a cost of £1058 plus VAT, plus installation at a cost of £320 plus VAT to commemorate VE75.
 - 17.3 Resolved:
To recommend the proposed changes to Cemetery Regulations, and fees and charges for memorial furniture (as set out in WPC.EC.20.10.05) to the Parish Council for adoption.
- 20.11.18
- 18.1 To consider draft cemetery regulations, and a revised scale of fees and charges (tabled and circulated as **WPC.20.11.05**) and take action as appropriate.
 - 18.2 **Proposal: Cllr Barton**
 - (i) **To adopt the draft regulations at Appendix B of report WPC.20.11.05**
 - (ii) **To insert a renewal fee into the scale of fees and charges for Memorial Permits at a cost of £25.00;**
 - (iii) **To delegate a decision on the type and style of memorial benches which could be accepted as gifts to the parish to the Estates Committee.**
- 20.11.19 To approve dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2021), as set out below:
- Ordinary Meetings of the Parish Council (@ 7:30pm):
- Thursday 14th January
 - Thursday 25th February
 - Thursday 29th April
 - Thursday 29th July
 - Thursday 30th September
 - Thursday 28th October
- | | | | |
|-------------------------------|---|---------------------------------|--------|
| Annual Parish Council Meeting | – | Thursday 26 th May @ | 6:00pm |
| Annual Parish Meeting | - | Thursday 26 th May @ | 7:30pm |
- Estates Committee Meetings (at 7:30pm):
- Thursday 4th March
 - Thursday 3rd June
 - Thursday 5th August
 - Thursday 7th October
- 20.11.20 Any other matters for information, to be noted or for inclusion on a future agenda

20.11.221 To confirm that the scheduled date for the next meeting is Thursday 14th January beginning at 7:30pm – Join Zoom Meeting
<https://us02web.zoom.us/j/87693421961?pwd=TDZZQWJWNGx3NUdLOUdzckF3RVZFZz09>

Meeting ID: 876 9342 1961

Passcode: 805054

Dial In

+44 203 481 5240 United Kingdom

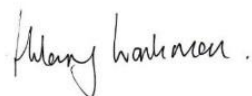
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20.11.22 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council