

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 27th February, 2020**

Present: Cllrs J Barton, Cllr J Claydon, M Lavelle, K Merritt, J Norton, Cllr S Thwaite & C Townsend

Attending: Parish Clerk Hilary Workman, SCC & WSC Cllr M Evans (part), R Medley

20.02.01 **Noted:**

Apologies received from Cllr P Couzens.

20.02.02 **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

20.02.03 Resolved:

That the Minutes of the Parish Council meeting held on 16th January, as tabled, were agreed as a true record.

20.02.04 **Open Session: 7:35pm - Noted:**

That when public comment or question on any Agenda item was invited, the following responses to questions from Mr R Medley:

- Rights of way had had a considerable reduction in funding over previous years. It was hoped that recent move from Highways to Environment would enable additional resources to be allocated to rights of way work;
- ME would send through an introduction to the Rights of Way team at Rougham Depot
- ME would send through a template hedging notice for the Clerk to send out to residents where hedging needed to be cut back. The meeting asked the Clerk to send out a hedging notice in respect of the overgrown hedge at Boyden End.
- The hedge at ** used to be cut in connection with Thorns Corner. Cllr Evans kindly offered to raise this with the team to see if it could be cut at the same time as the hedge at Thorns Close
- The Gripes would be cut in 2020
- SCC were no longer replacing waymarking posts for Rights of Way – there would be some budge to assist Parishes with this, through locality grants
- SCC had responsibility for the 1st metre from the edge of a highway, but land owners also have a riparian responsibility where water flows over their land

Session Closed at 8:07pm

20.02.05 **Noted:**

Signed: John Barton

Date: 30 April 2020

That when reports were invited from Representatives of the Council on External Bodies, Ward Members and other external bodies, an oral report from Cllr Evans advising:

Suffolk County Council:

- a new campaign to recruit more foster carers in the county – currently 900 looked after children, mainly in foster care. SCC looking to provide more support to foster carers and have also included older looked after children on interview panels for social workers
- Utilities and other agencies now have to ask permission from SCC Highways prior to undertaking works (previously, they gave notice), helping with scheduling
- 60,000 new dimmable LED bulbs purchased for street lighting, reducing maintenance costs, light pollution and carbon emissions
- Recent meeting with Suffolk Constabulary – new Inspector for area Kevin Houghton
- Fee for street closures for VE75 celebrations being waived
- Civil enforcement of parking offences would take effect from April '20
- Additional one-off funding for electric charging points supported by SCC
- Investigating new ANPR speed cameras schemes for operation by community groups
- ME asked that all pot holes on highways be reported through the Report a Problem page on the SCC website.
- Highways were trialling a move to a reduction in cutting of verges – straight stretches of verge would no longer be cut in 2020.
- Issues with drainage and flooding could be reported on the SCC website through report a problem. There was currently a backlog of issues, and priority was being given to those whose homes had been flooded.
- Suffolk Constabulary were now using ANPR to track issues such as hare coursing – ME re-iterated advice that residents should not approach hare coursers at any time, and the meeting asked the Clerk to post this advice to the website.

West Suffolk Council:

- New recycling centre had now opened
- Funding for additional parking at Bury St Edmunds Rail Station approved
- Planning for Bury 1000 celebrations underway
- Homelessness had been identified as a major issue. A number of houses had been purchased, and funding for mental health workers. It was recognised that some homeless individuals didn't want to come in.
- Planning policy had completed first sifts of SHEELA sites and the second stage, publishing options available, would commence in July.
- West Suffolk was responsible for the cleaning of gutters

20.02.06 **Noted:**

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

- 6.1 NALC/SALC Update (*previously circulated*) - Coronavirus advice – the meeting asked the Clerk to add this advice to the website.
- 6.2 Suffolk Constabulary – Public Questionnaire (*previously circulated*)
- 6.3 West Suffolk Council:

Signed: John Barton

Date: 30 April 2020

Anglia Revenues Partnership – NNDR (*previously circulated*). The Clerk reported that Anglia Revenues Partnership had been unable to advise of any Parish Liability.

Planning Parish Council Newsletter

SCRAP Fly Tipping campaign

West Suffolk Parish and Town Forum – 17th March 2020 –cancelled.

West Suffolk Civic Dinner – the meeting asked the Clerk to pass the invitation on to Cllr Couzens.

6.4 Funding requests (*previously circulated*) below were considered under Agenda item 9

- Arthritis Action
- Citizens Advice Bureau
- East Anglian Children’s Hospice
- Headway Suffolk
- Suffolk Community Foundation
- Suffolk Neighbourhood Watch Association
- Wickhambrook All Saints Church

6.5 The Voluntary Network (*previously circulated*)

20.02.07 **Noted:**

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

7.1 Cllr John Barton – VAS machine report

- 20.02.12 Bunters Road SE Direction (*previously circulated*)
- Report on Clare Area Police meeting

Cllr Barton also updated the meeting with information on Suffolk Constabulary’s successful prosecutions of speeding in the area

7.2 Cllr Mike Lavelle – Emergency Plan –advised that work on development of the Parish Emergency Plan was progressing and Steve Henthorn, responsible for emergency planning at West Suffolk Council, would be forwarding an exemplar to him in the near future.

7.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group reported that Information about the working group had been published in The Scene and on the Website. The Clerk had written to identified stakeholders, and leaflets had been printed, which the school were also happy to e-mail out to parents. Cllrs each took leaflets to deliver in their immediate vicinity. Some interest in participating in the group had already been registered. The meeting discussed the wider issue of speeding through the village, which had recently been the subject of further discussion on the Wickhambrook Community Facebook pages. The meeting agreed that the wider issue of speeding would best be dealt with at full Parish Council meetings, which would enable to the working group to focus on road safety issues in the vicinity of the school. The meeting thanked Cllr Thwaite for all her work on this to date.

20.02.08 **Noted:** the Clerks report:

8.1 That a VAT126 claim submitted in the sum of £2557.86 for Quarters 2 & 3 of the current financial year has now been paid.

Signed: John Barton

Date: 30 April 2020

- 8.2 The meeting considered briefing note **WPC.20.02.01** in respect of Parish Lands and
- 8.3 **Resolved:**
To authorise up to £100 to obtain Official Copies of Title Documents and Plans where available for the Cadastral parcels of land identified in report WPC.20.02.01.
- 8.4 **Resolved**
That Wickhambrook Parish Council appoint Hilary Workman as the Responsible Financial Officer (RFO) for the financial year 2020-2021.
- 8.5 That damage to Parish Notice board following recent storms had been reported by Cllr Lavelle, whom the meeting thanked for undertaking to make repairs to it.
- 8.6 Drawing attention to recent advice in respect of registering ancient footpaths and that a briefing note would be prepared for the next Estates Committee on 5th March.
- 8.7 Training Courses
CAS – Introduction to writing a successful funding Application – 7th April £10
SALC – Financial Procedures and Risk Management – 4th May £45
- 20.02.09** 9.1 The meeting considered report **WPC20.02.02** (*previously circulated*), requests for financial support by Wickhambrook Parish Council (circulated) from a variety of organisations and agreed to support the following:
- Citizens Advice Bureau - £50.00
 - East Anglian Children’s Hospice - £50.00
 - Headway Suffolk - £50.00
 - Suffolk Community Foundation - £50.00
- 9.2 **Resolved**
To authorise donations under S.137 to a total of £200 to the charitable organisations identified by Councillors from report WPC20.02.02.
- 9.3 The meeting considered report **WPC20.02.03** (*previously circulated*), a request for financial support by Wickhambrook Parish Council (circulated) from a Wickhambrook All Saints Church in respect of the Memorial Clock and
- 9.4 **Resolved**
To authorise a grant contribution of £250.00 towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957.
- 20.02.10 Noted:**
- 10.1 The following income received:
- | | | |
|--------|--------------------------|----------|
| 10.1.1 | Interest | £10.69 |
| 10.1.3 | Cemetery & Memorial Fees | £2557.86 |

Signed: John Barton

Date: 30 April 2020

10.2 The following payments to be authorised

	Chq No	Description	Amount
10.2.1	2633	Wickhambrook Memorial Social Centre #1151 5 Dec '19	£15.00
10.2.2	2634	Wickhambrook Memorial Social Centre #1160 16 Jan '20	£15.00
10.2.3	2635	Hilary Workman - Clerk Salary Period 9	£704.71
10.2.4	2636	Communicorp - Local Councils Update Subscription 2020-2021	£100.00
10.2.5	2637	Vertas Group Limited #SIN056516	£495.58
10.2.6	2638	JRB Enterprise Ltd #20695	£91.14
10.2.7	2639	Refund to Clerk – Arnold Baker Local Council Administration	£119.00
10.2.8	2640	Refund to Clerk – Print Toner	£100.10
10.2.9	2641	Refund to Clerk – Microsoft Annual Subscription for 2 nd Parish Laptop	£135.36
10.2.10	2642	Refund to Clerk – Acrylic Sign for Skate Park	£101.18
10.2.11	2643	Refund to Clerk – Defibrillator Pads (3)	£162.00
10.2.12	2644	Refund to Roger Merry (Estates Lay Member Play Equipment) for new lock to double gates at Cemetery Road	£19.99
10.2.13	2645	HMRC Tax/NI Liability Period 11	£37.10
10.2.14	2646	SALC – Clerk Training GDPR	£27.00
10.2.15	2647	Wickhambrook Parish Council (Unity Trust opening balance)	£500.00

10.3 Resolved

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

10.4 the following payments previously authorised.

10.4.1	DD	EE Mobile Contract #V01559499231 January '20 (Min. 19.01.08.5 refers)	£26.14
10.4.2	DD	Smart Pension (Min. 18.12.08.7 refers) January '20	£17.23
10.4.3	Chq 2648	Playforce #000022568 (Min.19.0	£2229.73
10.4.4	Chq 2649	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/01/20 – 06/02/20 (Min. 19.06.20.2 refers)	£45.60
10.4.5	Chq 2650	Refund to Clerk – Kallkwik – Flyers - Road Safety working group	£85.00
10.4.6	Chq 2651	Wave #6727797 12 Feb 2020	£11.19

10.5 the current account balances and reconciliation to 31 January 2020, as scheduled, and the Chairman's confirmation that they are supported by relevant bank balances.

Signed: John Barton

Date: 30 April 2020

20.02.11 Noted:

11.1 The meeting considered a considered an update towards internet banking **WPC20.02.04** (*previously circulated*) and

11.2 Resolved

That the Submission Form and Account Transfer Request for Unity Trust Bank (WPC.20.0203) be signed and submitted as part of the requirements for transferring banking arrangements from National Westminster Bank to Unity Trust.

20.02.12 12.1 The meeting considered renewal quotes for Parish Council Insurance (**WPC.20.02.05**, *previously circulated*). The Clerk advised that subsequent to the publication of the report its insurers had advised that the Parish had a 3 year undertaking with its existing insurers, which was due to expire on 31st March 2021. For this reason, the meeting agreed to renew the existing policy, and consider new quotes in advance of the renewal date in March 2021.

20.02.13 Noted: That there were no planning results notified by West Suffolk.

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

14.1 **DC/20/0087/OUT** – Outline Planning Application
Means of Access, Landscaping, Layout and Scale to be considered –
(i) 1 No. dwelling
(ii) double garage

Willow Tree Cottage, Bury Road, Wickhambrook CB8 8PD

The meeting agreed to record no objection to the application.

14.2 **DC/20/0229/FUL** – Planning Application
1 no. dwelling (following demolition of existing barn)

Doctors Barn, Cloak Lane, Wickhambrook CB8 8UJ

The meeting determined to object to it for the following reasons:

1. That the building proposed to be demolished was a historic barn currently in very good condition;
2. That plans were not in keeping with other properties in the immediate area
3. That there was concern about flood risk, which had not been referenced in the application;
4. That the plans for a four bedroom house were not consistent with an identified need for smaller homes in the village.

14.3 Resolved:

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

Signed: John Barton

Date: 30 April 2020

20.02.15 Noted:

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

15.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary

15.1.1 **DC/19/2149/HH** – Re-consultation in respect of a planning application

Single Storey detached outbuilding

Baxters, Baxters Green, Wickhambrook

15.1.2i **DC/19/2460/FUL** – Planning application

(i) vehicular and pedestrian access (removal of part of existing vehicular driveway) (ii) parking area

Clopton Hall, Giffords Lane, Wickhambrook CB8 8PQ

15.1.2ii **DC/19/2461/LB** – application for listed building consent

(i) vehicular and pedestrian access (removal of part of existing vehicular driveway) (ii) parking area

Clopton Hall, Giffords Lane, Wickhambrook CB8 8PQ

15.1.3 **DC/19/2483/FUL** - Proposal Planning Application

1no. Dwelling and detached garage

Land Adjacent To Aldersfield Place Ashfield Green Wickhambrook CB8 8UZ

15.1.4 **DC/20/0022/HH** - Householder Planning Application

Create a garden room rear elevation (following removal of existing conservatory)

Crows Cottage Malting End Wickhambrook Newmarket Suffolk

20.02.16 Resolved:

To approve the proposal agreed by the Estates Committee on 5th December 2019 (tabled and circulated as WPC20.02.04) to increase the cemetery fees and charges with effect from 1 April 2020 in accordance with the 2020-21 budget adopted by the Parish Council (Min 20.01.11.2 refers).

20.02.17 Noted:

The meeting considered an oral update by the Clerk, who reported that the refurbishment of the play fort at Cemetery Road had been completed and re-opened, with thanks extended to Roger Merry for all his work on this project. The Clerk further reported that additional quotes for proposed new play equipment at Bury Road Pocket Park had been sought in order that grant applications could be made.

20.02.18 Noted:

An oral update on GDPR, ICT and Accessibility issues (**WPC.20.02.03** *previously circulated*) and

Resolved:

To authorise subscription to Local Council Public Advisory Service (LCPAS) Data Protection Officer Service at a cost of £150 for one year.

Signed: John Barton

Date: 30 April 2020

- 20.02.19 **Noted:**
The meeting considered nominations for the 2020 award of the Alf Hicks Biscuit Barrel at the Parish Meeting on 28th May 2020 and agreed that the award should go to Mr Roger Merry.
- 20.02.20 **Noted:**
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, there were none.
- 20.02.21 To confirm that the scheduled date for the next meeting was Thursday 30 April beginning at 7:30pm in the Memorial Social Centre Pavilion.
- 20.02.22 Close of meeting: 9:47pm.

Signed: John Barton

Date: 30 April 2020