

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 27th February 2020

at 7:30pm at the Pavilion, Wickhambrook Memorial Social Centre 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.

AGENDA

- 20.02.01 To note or approve apologies for absence.
- 20.02.02 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.
- 20.02.03 Proposal: Cllr Barton**
That the Minutes of the Parish Council meeting held on 16th January 2020, as tabled, be agreed as a true record.
- 20.02.04 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**
- 20.02.05 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 20.02.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
- 6.1 NALC/SALC Update (*previously circulated*)
Coronavirus advice
- 6.2 Suffolk Constabulary – Public Questionnaire (*previously circulated*)
- 6.3 West Suffolk Council:
Anglia Revenues Partnership – NNDR (*previously circulated*).
Planning Parish Council Newsletter
SCRAP Fly Tipping campaign
West Suffolk Parish and Town Forum – 17th March 2020
West Suffolk Civic Dinner

Hilary Workman, Clerk & RFO to the Council

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

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

- 6.4 Funding requests (*previously circulated*):
- Arthritis Action
 - Citizens Advice Bureau
 - East Anglian Children's Hospice
 - Headway Suffolk
 - Suffolk Community Foundation
 - Suffolk Neighbourhood Watch Association
 - Wickhambrook All Saints Church
- See Agenda item 9
- 6.5 The Voluntary Network (*previously circulated*)
- 20.02.07 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.
- 7.1 Cllr John Barton – VAS machine report
- 20.02.12 Bunters Road SE Direction (*previously circulated*)
 - Report on Clare Area Police meeting
- 7.2 Cllr Mike Lavelle – Emergency Plan
- 7.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group
- 20.02.08 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 8.1 To note that a VAT126 claim submitted in the sum of £2557.86 for Quarters 2 & 3 of the current financial year has now been paid.
- 8.2 To note briefing note **WPC.20.02.01** in respect of Parish Lands and take action as appropriate.
- 8.3 **Proposal: Cllr Barton**
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 **Proposal: Cllr Barton**
That Wickhambrook Parish Council appoint Hilary Workman as the Responsible Financial Officer (RFO) for the financial year 2020-2021.
- 8.5 To note report of damage to Parish Notice board following recent storms.
- 8.6 To note recent advice in respect of registering ancient footpaths and that a briefing note will 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
 - SAL – Financial Procedures and Risk Management – 4th May £45
- 20.02.09 9.1 To consider report **WPC20.02.02** into requests for financial support by Wickhambrook Parish Council (circulated) from a variety of organisations and take appropriate action.
- 9.2 Proposal: Cllr Barton**
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 To consider report **WPC20.02.03** into a request for financial support by Wickhambrook Parish Council (circulated) from a Wickhambrook All Saints Church in respect of the Memorial Clock and take appropriate action.
- 9.4 **Proposal: Cllr Barton**
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 10.1 To note the following income received

10.1.1	Interest	£10.69
10.1.3	Cemetery & Memorial Fees	£2557.86

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

10.2.1		Wickhambrook Memorial Social Centre #1151 5 Dec `19	£15.00
10.2.2		Wickhambrook Memorial Social Centre #1160 16 Jan `20	£15.00
10.2.3		Hilary Workman - Clerk Salary Period 9	£704.71
10.2.4		Communicorp - Local Councils Update Subscription 2020-2021	£100.00
10.2.5		Vertas Group Limited #SIN056516	£495.58
10.2.6		JRB Enterprise Ltd #20695	£91.14
10.2.7		Refund to Clerk – Arnold Baker Local Council Administration	£119.00
10.2.8		Refund to Clerk – Print Toner	£100.10
10.2.9		Refund to Clerk – Microsoft Annual Subscription for 2 nd Parish Laptop	£135.36
10.2.10		Refund to Clerk – Acrylic Sign for Skate Park	£101.18
10.2.11		Refund to Clerk – Defibrillator Pads (3)	£162.00
10.2.12		Refund to Roger Merry (Estates Lay Member Play Equipment) for new lock to double gates at Cemetery Road	£19.99
10.2.13		HMRC Tax/NI Liability Period 11	£37.10
10.2.14		SALC – Clerk Training GDPR	£27.00
10.2.15		Wickhambrook Parish Council (Unity Trust opening balance)	£500.00

10.3 Proposal: Cllr Barton;
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 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	Playforce #000022568 (Min.19.0	£2229.73
10.4.4	Chq	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	Refund to Clerk – Kallkwik – Flyers - Road Safety working group	£85.00
10.4.6	Chq	Wave #6727797 12 Feb 2020	£11.19

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

20.02.11 11.1 To consider an update towards internet banking (**WPC20.02.04**) and take action as appropriate.

11.2 Proposal: Cllr Barton
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** To consider renewal quotes for Parish Council Insurance (**WPC.20.02.05**) and take action as appropriate.
- 20.02.13 To note there have been no Planning results as notified by West Suffolk Council since the previous meeting.
- 20.02.14 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
- 14.2 **DC/20/0229/FUL** – Planning Application
1 no. dwelling (following demolition of existing barn)
Doctors Barn, Cloak Lane, Wickhambrook CB8 8UJ
- 14.3 Proposal: Cllr Barton**
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.
- 20.02.15 Any 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
- 19.01.16 Proposal: Cllr Barton**
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 To consider update on progress with refurbishment of play fort at Cemetery Road and new play equipment at Bury Road Pocket Park.
- 20.02.18 18.1 To consider an update on GDPR, ICT and Accessibility issues and take action as appropriate.
- 18.2 **Proposal: Cllr Barton**
To authorise subscription to Local Council Public Advisory Service (LCPAS) Data Protection Officer Service at a cost of £150 for one year.
- 20.02.19 To consider nominations for the 2020 award of the Alf Hicks Biscuit Barrel at the Parish Meeting on 28th May 2020 and take action as appropriate.
- 20.02.20 Any other matters for information, to be noted or for inclusion on a future agenda
- 20.02.21 To confirm that the scheduled date for the next meeting is Thursday 30 April beginning at 7:30pm in the Memorial Social Centre Pavilion.
- 20.02.22 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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