

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 30 April, 2020**

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

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

This meeting was conducted remotely via zoom

20.04.01 Noted:

There were no apologies for absence. Cllr J Norton was not in attendance.

20.04.02 Noted:

There were:

- 2.1 No Members' Declarations of Local Non-Pecuniary Interests. Cllr M Lavelle disclosed a Pecuniary Interest in 20.04.14.1
- 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

20.04.03 Resolved:

That the Minutes of the Parish Council meeting held on 27 February, as tabled, were agreed as a true record.

20.04.04 Open Session: 7:36 pm - Noted:

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

Session Closed at 7:37pm

20.04.05 Noted:

That when reports were invited from Representatives of the Council on External Bodies, Ward Members and other external bodies, written report from Cllr Evans (*previously circulated*) advising, who further advised that:

Following a number of complaints about flooding on the A143 at Wickham Street earlier in the year, which had impacted significantly on residential properties, Cllr Evans had identified that a reduction in the speed limit from 40mph to 30mph, which might mitigate the impacts, would need to go through a traffic regulation order. A traffic speed survey would be required. However, whilst it is recognised that there is a speeding problem, due to the volume of traffic, such a survey might not be representative. For this reason she did not consider that a survey would be a good use of the locality budget. There ought to be a reasonable chance in succeeding with TRO, partly because of the bus stop there, and the danger it poses to pedestrians crossing to access or egress it. It has also been recognised that there have been a number of vehicle accidents at the crossroads in Wickham Street.

Suffolk County Council:

Signed: *John Barton*

Date: *30th May 2020*

- Cllr Evans noted the level of quality of partnership working arising from working through issues to address the impacts of COVID-19. Home Alone is taking a lot of calls across the county.
- Incidents of domestic abuse and possibly also child abuse have increased.
- Sourcing PPE for social care settings has also been an issue for the County Council.
- No cases of COVID-19 at children in care homes.
- Extraordinary effort by SCC staff – lowest absentee rate in years (below 3%) and flexibility in moving between roles.
- There has been some confusion and delay in communications about testing facilities.

West Suffolk Council:

- Currently looking at how and when re-cycling centres can be re-opened and awaiting formal guidance
 - Pleased to have been able to arrange the £10,000 grant to support the MSC at this time, and also additional funding for the volunteer groups responding to COVID-19.
 - Issues and options consultation on SHEELA has been delayed until October.
- Cllr John Barton offered thanks on behalf of the Parish Council to Mary for all her support.

Jeff Claydon Joined: 7:42pm

20.04.06 **Noted:**

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

- 6.1 Ministry of Housing, Communities & Local Government – Update on emergency legislation (*Previously circulated*)
- 6.2 Suffolk County Council – Various Traffic Regulations
- 6.3 West Suffolk Council – National Non-Domestic Rate – Cemetery (nil)
- 6.4 Anglian Water – Strategic Pipework Network
- 6.5 Community Housing Fund Campaign
- 6.6 East Anglian Anglia Childrens Hospices

No questions

20.04.07 **Noted:**

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

- 7.1 Cllr John Barton – VAS machine report
 - 20.03.08 Ashfield Green Wickhambrook Bound
 - 20.03.10 B1063 Stradishall Bound Nr School
 - 20.03.29 B1063 Lidgate Bound Shop Hill (*previously circulated*)
 - 20.04.20 Bunters Road SE Direction

Cllr Barton further noted that had been advised Police very busy at present and resources diverted away from enforcement. Will continue to collect data.

- 7.2 Cllr Mike Lavelle – Emergency Plan –
Received all templates from Suffolk County Council for completion. The first action was to develop a telephone support line for the parish in response to COVID-19 which has been done. There are 18 households who routinely use the line to get support for medication & food supplies. All working well with volunteers. Will move on to work on rest of emergency plan when response to COVID-19 phases down.
- 7.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group
Cllr Thwaite reported that she has a list of people keen to pick up when things get back to normal and children in school

Signed: John Barton

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- 20.04.08 **Noted:** the Clerks report:
- 8.1 To note that a VAT126 claim in the sum of £1518.64 for Quarter 4 of the 2019-20 current financial year has now been submitted.
- 8.2 To note that the Council's Insurance with BHIB has been renewed and enquired of them whether fidelity insurance needs to be increased following move to internet banking – awaiting response.
- 8.3 To note that West Suffolk have confirmed in writing that there is no NNDR liability for Wickhambrook Parish Council.

7:59 – adjourned for Clap for Carers

8:03 – resumed meeting

- 8.4 To note correspondence circulated for PKF Littlejohn (external auditor) regarding extensions to deadlines arising from COVID-19 (*previously circulated*) and summary of new arrangements tabled and circulated as **WPC.20.04.01**. The meeting noted that the clerk would aim as far as possible to stick with the normal timescale.
- 8.5 To note a summary of decisions to date made remotely arising from the restrictions on meetings as a result of the COVID-19 Pandemic (reports **WPC.20.03.01, WPC20.03.02 & WPC20.03.03** refer), previously circulated as **WPC.20.04.02**
- 8.6 To note a summary of the [SI 2020/392 The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) report **WPC.20.04.03** refers, and take action as appropriate.
The meeting decided to continue as normal without holding the APCM, noting that the Chair and Vice-chair would continue in post until the APCM in May 2021 (or earlier, should they decide to resign).
The meeting noted that there would not be a Parish Meeting in 2020.

- 20.04.09** To consider an update towards internet banking **WPC.20.04.04** and take action as appropriate.

20.04.10 Noted:

- 10.1 The following income received:

10.1.1	Interest	£18.99
10.1.2	Recycling Credits – West Suffolk Council	£1110.60
10.1.3	Cemetery & Memorial Fees	£1000.00
10.1.4	West Suffolk Council – 2020 – 21 Precept Payment	£35, 610.00

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

10.2.1	Hilary Workman - Clerk Salary 2019-20 Period 12	£683.74
10.2.2	Hilary Workman – Clerk Salary 2020-21 Period 1	£665.77
10.2.3	Hilary Workman – 2019-20 Quarter 4 Expenses	£74.50
10.2.4	Refund to Clerk – Defibrillator Pads (1)	£54.00
10.2.5	Refund to Clerk – Adobe Pro @ 3 x £15.17 per month, Feb, March & April 2020	£45.51
10.2.6	BHIB – Local Council Insurance Renewal	£1334.56
10.2.7	Mdsign Internet Services Ltd – Website Updates	£198.00
10.2.8	SALC – Councillor Training 29 th February (x 2 cllrs)	£144.00
10.2.9	MSC – Room Hire for meetings #1169 (27 th February)	£15.00

Signed: John Barton

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10.2.10	JRB Enterprise Ltd – Economy Dispenser Dog Glove	£91.14
10.2.11	D R King – Grounds Maintenance 2019-20 Quarter 4	£2407.20
10.2.12	D R King & Son #1174 - replacement of posts @ Coltsfoot Grn	£96.00
10.2.13	Refund to Clerk – Print Toner	£69.01
10.2.14	HMRC Tax/NI Liability Period 12	£33.81
10.2.15	SALC #23335 - Membership Subscription 2020-21	£445.19
10.2.16	Community Land Trust (CLT) 2020-21 Membership	£150.00
10.2.17	Refund to Clerk – Zoom Pro on-line meetings	£143.88
10.2.18	MSC – Refund of Recycling Credits from West Suffolk Council	£1110.60
10.2.19	HMRC Tax/NI Liability 2020-21 Period 1	£193.51
10.2.20	Mike Lavelle – Refund of materials to mend Parish Noticeboard	£173.10

10.3 Resolved: 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 February '20 (Min. 19.01.08.5 refers)	£32.35
10.4.2	DD	E.ON Chapel of Rest H106562EDC February '20 (Min 19.02.10.4 refers)	£8.07
10.4.3	DD	E.ON Chapel of Rest H1073E945C March '20 (Min 19.02.10.4 refers)	£8.07
10.4.4		EE Mobile Contract #V01733819649 March '20 (Min. 19.01.08.5 refers)	£30.70
10.4.5	DD	Smart Pension (Min. 18.12.08.7 refers) February '20	£19.92
10.4.6	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/02/20 – 06/03/20 #E0100AG8QC (Min. 19.06.20.2 refers)	£45.60
10.4.7	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/03/20 – 06/04/20 #E0100AP74S (Min. 19.06.20.2 refers)	£45.60
10.4.8	BACS	Hilary Workman – Clerk Home Working Allowance Q4 – (Min. 18.10.9.6 refers)	£64.50
10.4.9	BACS	The Rainbird Partnership – 2019-20 Quarter 4 Smart Pension Processing (Min.18.11.08.7 refers)	£43.20

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

20.04.11 Noted:

11.1 To note the year end accounts for the financial year 2019-20 and take action as appropriate.

11.2 Resolved: Cllr Barton
To approve the year end accounts for financial year 2019-20.

11.3 To note the proposal to transfer any unspent balances from the budget lines indicated in report **WPC.20.04.05** and take action as appropriate.

Signed: John Barton

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- 11.4 Resolved: Cllr Barton**
To transfer any unspent balances from the budget lines indicated in report WPC.20.04.05 to earmarked reserves.
- 20.04.12** 12.1 To note the attached Financial Risk Assessment for the financial year 2020-21 and take action as appropriate.
- 12.2 **Resolved: Cllr Barton**
That this Council receives and approves the Financial Risk Assessments (circulated & tabled as WPC20.04.06) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.
- 20.04.13 Noted:** That there were no planning results notified by West Suffolk.
- 13.1 **DC/19/2483/FUL** - Proposal Planning Application
 1no. Dwelling and detached garage
Land Adjacent To Aldersfield Place Ashfield Green Wickhambrook CB8 8UZ
WPC: Granted **WPC:** No Extra-ordinary meeting deemed necessary
- 13.2 **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
WSC: Granted **WPC:** No Extra-ordinary meeting deemed necessary
- 13.3 **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
WSC – Granted **WPC:** No objection **Min. Ref. 20.02.14.1**
- 13.4 **DC/19/2149/HH** – Re-consultation in respect of a planning application
 Single Storey detached outbuilding
Baxters, Baxters Green, Wickhambrook
WSC: Granted **WPC:** No Extra-ordinary meeting deemed necessary
- 13.5 **DC/19/2423/VAR**
 Application to Vary Conditions 6 and 7 of DC/19/1102/FUL to replace visibility splays of 90 metres with 50 metres in both directions to allow for 5no. dwellings with cart sheds and alterations to vehicular access (following demolition of existing agricultural buildings) **Clopton Hall, Clopton Hall Farm Ltd Giffords Lane Wickhambrook CB8 8PQ**
WSC: Granted **WPC:** No objection **Min.Ref 20.01.14.3**

Signed: John Barton

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- 20.04.14 Noted:** The following Planning applications notified by West Suffolk Council for comment:
- 14.1 **DC/20/0574/LB** – Application for Listed Building Consent
 (i) Basement to proposed north wing omitted
 (ii) new replacement stairs to existing cellar added (amendment to existing approval to DC/18/0571/LB)
Giffords Hall, Giffords Lane, Wickhambrook CB8 8PQ – No Comment
- 14.2 **DC/20/0621/VAR** – Variation of condition 2 of DC/17/1721/FUL
 To allow use of amended plans and materials for (i) 23.no dwellings and associated infrastructure.
Land west of Cemetery Road, Wickhambrook, Suffolk – No Comment
- 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.
- 20.04.15 **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/20/0383/HH** – Householder Planning Application
 (i) two storey side extension including attached garage (demolition of existing garage)
 (ii) linked extension to annexe (demolition of existing links)
 (iii) single storey front, side & rear extensions (demolition of existing extension)
 Demolition of modern single-storey extension and erection of new extension.
 Demolition of modern garage and link structures and erection of new garage and link structures and erection of new garage and link extensions etc.
Little Timbers, Ahfield Green, Wickhambrook CB8 8UZ
- 15.1.2 **DC/20/0384/LB** – Application for Listed Building Consent
 (i) demolition of existing garage, linked extensions and side extension
 (ii) two storey side extension
 (iii) linked extension to annexe
 (iii) single storey front, side & rear extension
Little Timbers, Ahfield Green, Wickhambrook CB8 8UZ
- 15.1.3 **DC/20/0419/HH** – Householder Planning Application
 (i) two storey side extension (following demolition of existing shower room)
 (ii) first floor rear extension
Moor Green Farm, Meeting Green, Wickhambrook CB8 8XS
- 15.1.4 **DC/20/0509/HH** – Householder Planning Application
 Front porch (replacement of existing porch)
32 Boyden Close, Wickhambrook, Newmarket, Suffolk CB8 8XU
- 20.04.16** The meeting noted SSAFA proposals for celebration of the 75th anniversary of VE Day and asked the Clerk to make the information available on the parish website.
- 20.04.17 There were no other matters for information, to be noted or for inclusion on a future agenda.
- 20.04.21 To confirm that the scheduled date for the next meeting is Thursday 28th May beginning at 7:30pm – Zoom meeting reference Meeting ID: 876 6376 2117 Password: 645593
- 20.04.22 Close of meeting. 8:26pm

Signed: John Barton

Date: 30th May 2020