

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 28 May, 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), Mr Steven Thwaite (part)

This meeting was conducted remotely via zoom

20.05.01 **Noted:**

Apologies for absence received from Cllr J Norton.

20.05.02 **Noted:**

There were:

- 2.1 No Members' Declarations of Local Non-Pecuniary Interests. Cllr M Lavelle disclosed a Pecuniary Interest in 20.05.10.2.7.
- 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

20.05.03 Resolved:

That the Minutes of the Parish Council meeting held on 30th April 2020, as tabled, be agreed as a true record.

20.05.04 **Noted:**

That this meeting of the Parish Council was an ordinary meeting. The Parish Council having determined under [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](#) , not to hold an Annual Meeting of the Parish Council (**Min.20.04.8.6 refers**) the officers of the Council would remain in post until the next annual meeting of the Parish Council May 2020, unless they resigned earlier.

20.05.05 **Noted:**

The Alf Hicks Crystal Biscuit Barrel was awarded this year to Mr Roger Merry (a lay member of the Parish Council's Estates Committee) in recognition of his work looking after the Parish's play areas. He has been instrumental in bringing the damaged play fort at the Cemetery Road playpark back into use. Cllr Barton thanked him on behalf of the Parish Council for all his hard work and support of the parish.

20.05.06 Public Forum – (**Open Session**). 8:40pm -

To note that there were no comments or questions on any Agenda item or matter of concern from those members of the public present
Session to close on or before 8.30pm

Signed: John Barton

Date: 30th July 2020

20.05.07 **Noted:**

An oral report from SCC & WSC Cllr Mary Evans:

- Noted how nice it is for the parish council to acknowledge the contributions of residents in the village and how this improves spirits in these difficult times.
- Recycling centres working really well across the county and people in and out in 10 minutes easily.
- Brown bins would be coming back into collection at the beginning of June.
- Now working to make spaces safer in town and village centres – bigger schemes include new cycle lanes.
- Schools now coming back (they had been working throughout the period) – they are doing a lot of work on risk assessments, but continued social distancing would be likely to have a significant impact on school transport.
- Reported that initial feedback on the recent accident on Shop hill did not appear to have resulted from a speeding issue and fortunately the cyclist had not had serious injuries.
- The next two weeks would see the police undertaking a programme of enforcement action against speeding.
- Improvements to broadband would be starting soon (fibre to cabinets)
- Teams looking after teenagers in care said that one of the reported benefits of online meetings has been longer and more effective meetings with clients on line, and some of the children were benefiting from learning online.

20.05.08 **Noted:**

Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and actions identified by the meeting.

- 8.1 Suffolk Acre Survey: no additional support identified in response to COVID-19
- 8.2 Nexus Fostering – added to website
- 8.3 Suffolk Housing Association – the meeting agreed that whilst in the past one councillor had been appointed to consider any applications for housing association properties on Nunnery Green, it was beneficial moving forward for any application referred to the parish to be considered by the full parish council.

20.05.09a **Noted;**

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

- 9.1a **Cllr John Barton** – VAS machine report – meeting agreed presentation and graphics were helpful in understanding the stats.
- 9.2a **Cllr Mike Lavelle** – Emergency Plan – reported that there were 18 households that routinely call upon the group for assistance. Jack Couzens had been instrumental in bringing this group of 5 – 6 volunteers together. The meeting agreed not to continue with the group following the end of the COVID-19 response due to the additional requirements which would normally apply to volunteer groups. Cllr Barton thanked Cllr Lavelle for his work in supporting this group. Cllr Lavelle advised that information on how the group worked be included in the emergency plan for the future.
- 9.3a **Cllr Sandy Thwaite** – Road Safety, Access & Congestion Working Group Reported that with schools etc. going back the following week, she would look at contacting members of the working group to maintain momentum.

Signed: John Barton

Date: 30th July 2020

- 20.05.09b **Noted:** Clerk's report
- 9.1b That the Council's Insurance with BHIB had been renewed.
- 9.2b An update on ICT and GDPR issues (**WPC.20.05.01**) and
Resolved
To authorise the subscription to the council's insurer's (BHIB) Cyber Security package at a cost of £299.99 including ins. Premium tax.
- 9.3b That Accountability Plus would continue to provide the payroll service for the Council for the next financial year.
- 9.4b Continuing membership of the following organisations, current subscriptions indicated in brackets:
- 9.4.1 Community Action Suffolk (FOC)
- 9.4.2 ICO Data Protection (£35.00 Direct Debit)
- 9.4.3 National CLT (£150.00 paid 30.04.2020)
- 9.4.4 Suffolk Association of Local Councils (£445.19 paid 20.04.30)
- 9.4.5 Suffolk Preservation Society (CPRE) (£36.00)
- 9.5 b An update towards internet banking **WPC.20.05.02.** The meeting agreed that a cheque be written for all of the funds in the council's current account, (once the bank had completed the transfer from the Business Reserve accounts), made out to Wickhambrook Parish Council, to be paid into the council's new account at Unity Trust bank. The Clerk to then cancel any direct debits on the old bank account and set them up on the new bank account. The meeting also requested that, in addition to the formal complaint already lodged, the Clerk be instructed to write to the Chief Executive's office of its current bank setting out the nature of the complaint and requesting compensation for the time spent.
- 9.6b Confirmation of approved dates for meetings to end of 2019
2020/21 Parish Council Meetings:
 Thursday 30th July, 24th September, 26th November, 14th January 2021
2019 Estates Committee Meetings:
 Thursday 4th June, 6th August, 1st October, 3rd December

20.05.10 10.1 To note the following income received

10.1.1	Interest	£9.04
10.1.2	Recycling Credits – West Suffolk Council	£1250.54
10.1.2	Cemetery – Interment	£250.00

- 10.2 To authorise the payments to be made as listed below:
 (Cllr Lavelle was absent for the duration of this item)

10.2.1	Refund to Clerk – Annual Microsoft Business Standard Subscription	£135.36
10.2.2	Refund to Clerk – Adobe Pro @ £15.17 per month May 2020	£15.17
10.2.3	MSC – Refund of Recycling Credits from West Suffolk Council	£1250.54
10.2.4	Wave – Wickhambrook Bowling Club #7135405	£4.33
10.2.5	Refund to Clerk – Stationery Rymans	£43.44
10.2.6	West Suffolk Council #1129526	£471.12
10.2.7	Refund to Mike Lavelle – printing & connectivity for Wickhambrook Volunteer Coronavirus Support Group	£73.50

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

Signed: John Barton

Date: 30th July 2020

10.4 To note the following payments previously authorised.

10.4.1	DD	EE Mobile Contract # April '20 (Min. 19.01.08.5 refers)	£29.62
10.4.2	DD	E.ON Chapel of Rest # April '20 (Min 19.02.10.4 refers)	£8.64
10.4.3	DD	E.ON Chapel of Rest # May '20 (Min 19.02.10.4 refers)	£8.36
10.4.4		EE Mobile Contract # May '20 (Min. 19.01.08.5 refers)	£27.31
10.4.5	DD	Smart Pension (Min. 18.12.08.7 refers) April '20	£17.23
10.4.6	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/04/20 – 06/05/20 #E0100ACYST (Min. 19.06.20.2 refers)	£45.60
10.4.7		Clerk noted No payment – previously paid on April Agenda	
10.4.8	BACS	Hilary Workman – Clerk Salary – (Min. 20.04.8.2 refers)	£638.51
10.4.9	BACS	Vertas Grounds Maintenance #SIN061147 (Min.20.04.8.2 refers)	£520.39
10.4.10	BACS	HMRC Tax Liability Period 2 (Min 20.04.8.2 refers)	£175.39
10.4.11	BACS	Mdsign – Website Quarterly Updates #1563	£198.00

10.5 To note the current account balances and reconciliation to 30 April 2020, and the Chairman's confirmation that they are supported by relevant bank balances.

20.05.11 Noted:

11.1 The final accounts for the financial year 2019-20 and

11.2 Resolved:

To approve the final accounts for financial year 2019-20 to be submitted to the internal auditor.

11.3 Noted the Financial Asset register and consider any appropriate adjustments to the Council's Insurance (tabled & circulated as **WPC.20.05.03**) and

11.4 Resolved:

To authorise the Clerk to adjust the BHIB insurance cover for assets as identified in report WPC.20.05.03, and the cost of the additional premium of £67.66; and

11.5 Resolved:

To authorise the Clerk to appoint a Chartered Surveyor to provide a valuation of the replacement value of the Chapel of Rest at Wickhambrook Cemetery for insurance purposes at a cost of not more than £500 plus VAT.

And the meeting further asked the clerk to instruct the cheapest quote which met the requirements for valuation set out by the insurers.

Signed: John Barton

Date: 30th July 2020

20.05.12 Noted;

12.1 Council Documents (circulated and tabled as **WPC20.05.04**) and proposed changes and

12.2 Resolved

That this Council adopts the reviewed Council documents listed below for publication

- 12.2.1 Wickhambrook Parish Council Code of Conduct**
- 12.2.2 Standing Orders**
- 12.2.3 Estates Committee Terms of Reference**
- 12.2.4 Financial Regulations**
- 12.2.5 Training Policy**
- 12.2.6 Media Policy**
- 12.2.7 Social Media Policy**
- 12.2.8 Freedom of Information Scheme**
- 12.2.8 Publication Scheme**
- 12.2.9 Complaints Procedure**
- 12.2.10 Document Retention Policy**
- 12.2.11 Requests for Information Policy**
- 12.2.12 Equal Opportunities Policy**
- 12.2.13 Health & Safety Policy**
- 12.2.14 Training New Staff & Councillors**

20.05.13 Noted: The following Planning results as notified by West Suffolk Council since the previous meeting.

13.1 DC/20/0383/HH – Householder planning application

Two storey side extension including attached garage (demolition of existing garage)

- (i) Linked extension to annexe (demolition of existing links)
- (ii) Single storey front, side & rear extensions (demolition of existing extension)

Little Timbers, Ashfield Green Wickhambrook CB8 8UZ

WPC: No Extra-ordinary meeting deemed necessary **WSC:** Granted

13.2 DC/20/0384/LB – Listed Building Consent

- (i) demolition of existing garage, linked extensions & side extension
- (ii) two storey side extension
- (iii) linked extension to annexe
- (iv) single storey front, side & rear extensions

Little Timbers, Ashfield Green Wickhambrook CB8 8UZ

WPC: No Extra-ordinary meeting deemed necessary **WSC:** Granted

13.3 DC/20/0509/HH – Householder planning application

Front porch – replacement of front porch

21 Boyden Close, Wickhambrook, Newmarket, CB8 8XU

WPC: No extra-ordinary meeting deemed necessary **WSC:** Granted

13.4 DC/19/2460/FUL – full planning application

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

Giffords Hall, Giffords Lane, Wickhambrook CB8 8PQ

WPC: No extra-ordinary meeting deemed necessary **WSC:** Granted

20.05.14 Noted:

Signed: John Barton

Date: 30th July 2020

That there were no planning applications notified by West Suffolk Council for comment:

20.05.15 **Noted:**

The Planning matters for information, listed below:

15.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary

15.1.1 **DC/20/0702/HH** – Householder planning application

(i) Two storey rear extension

(ii) single storey rear lean-to extension

14 Bury Road, Wickhambrook CB8 8PE

The clerk further advised that the above application had been re-circulated by WSC following amendments – comments due by 18th June. Councillors were asked to let the clerk know if they considered an extra-ordinary meeting would be necessary to consider the amended application.

20.05.16 **Noted:**

The meeting considered options for supporting Wickhambrook Memorial Social Centre to install wi-fi and enhanced ICT for meetings (tabled and circulated as **WPC20.05.05**).

The Clerk updated the meeting and confirmed that the previous grant to MSC had been for £3,500. Cllr supported the proposal and advised that in terms of emergency planning response it was vital to have internet connectivity at the MSC. Councillors wanted to be sure that the MSC was supportive of the proposal and happy to take on the management and particularly the ongoing maintenance and associated costs.

Cllrs supported the need for internet connectivity at the MSC, and recognised that widescreen tv's may be of benefit to the community, but that the parish council itself might not need the audio visual elements for the purposes of their meetings. Cllr Barton confirmed that the proposal was that the parish council and MSC get together to explore what it needs, and that with MSC designated as the Emergency Rest Centre for Wickhambrook, it might be possible to tap into additional grant funding to support emergency plan responses.

Mr Steven Thwaite was able to join the meeting and answer questions as Chair of the MSC. The centre's view was that it would benefit from wi-fi connectivity, but that putting audio-visuals into the Pavilion was problematic due to the number of groups which had access to it. Their suggestion was that they would benefit from audio-visuals in the Dulcie Smith Room, which could be secured. This would be covered on MSC insurance. It would be beneficial to MSC in terms of being attracting more business and community groups longer term. MSC is keen to improve its connectivity and audio visuals, and would bear the ongoing costs, but would be looking to the parish council for capital financing of the project. The MSC would also look to move the parish council meetings into the Dulcie Smith Room, which is now used for meetings.

The Meeting thanked Mr Thwaite for his advice and agreed that the meeting would like to explore how the parish council could further help the MSC and agreed that this could be considered in stages:

1. Internet connectivity – aiming at the best equipment and installation possible to ensure value for money over time; and
2. Audio-visual equipment which would benefit the MSC and the wider community

- 20.05.17 **Noted:**
A report from the Chair on the Clerk's Annual Performance Review. The meeting agreed that the Clerk's performance over the past year had been satisfactory and that in accordance with the terms of the Clerks contract an annual increment be awarded. The meeting extended their appreciation of the Clerk's hard work over the past year.
- 20.05.18 Noted:
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:

Cllr Lavelle suggested that to mark the village's response to the COVID-19 pandemic, a large scale metal willow heart be fabricated to be attached to the Parish's village sign, to commemorate the willow hearts which had been left at properties as a sign of hope during the lockdown by an anonymous maker.

Cllr Barton suggested that a future discussion of how the parish can recognise people's contributions to extraordinary events.
- 20.05.19 To confirm that the scheduled date for the next meeting is Thursday 30 July beginning at 7:30pm – Join Zoom Meeting
<https://us02web.zoom.us/j/84978801095?pwd=L05aN3dZa1EwenR3UzRySVV2WUJkZz09>

Meeting ID: 849 7880 1095 Password: 599061
- 20.05.20 Close of meeting. 8:20 pm

Signed: John Barton

Date: 30th July 2020