

Wickhambrook Parish Council

Minutes

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

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

Attending: Parish Clerk Hilary Workman, SCC & WSC Cllr M Evans (part),
Ms Christine Brown (Part), 1 Member of the public

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This meeting was conducted remotely via zoom.

20.07.01 **Noted:**

The following apologies for absence: Cllr P Couzens, Cllr J Claydon

20.07.02 **Noted:**

- 2.1 Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items – Cllr Barton 10.2.1
- 2.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 There were no requests for dispensations
- 2.4 There were no additions and/or deletions to the Council's Register of Interests.

20.07.03 Resolved

That the Minutes of the Parish Council meeting held on 28th May 2020, as tabled, be agreed as a true record.

20.07.04 **Public Forum – (Open Session 7:44pm) – Noted:**

That when comment or question on any Agenda item or matter of concern from those members of the public present, the following:

- 4.1 Mrs Christine Brown and one member of the public had attended the meeting for consideration of item 20.07.22 on the agenda. Members agreed that under the council's standing orders (10vi), item 20.07.22 would be considered at this point.

Cllrs M Lavelle & K Merritt joined the meeting.

See **Minute 20.07.22.**

- 4.2 Question to Cllr Evans relating to Satellite Navigation directions for HGVs into an agricultural business in the village. The business has a restriction on the routes HGVs can take accessing and egressing the site (the main entrance via Bunters Road only can be used), but SatNav is directing drivers unfamiliar with the site via routes which are excluded by the planning conditions. The business owner is concerned that residents will be inconvenienced by HGV's use of smaller roads onto the business property. Cllr Evans suggested that the business provide very accurate directions to the business, or contact the post office to request a specific postcode for the property. Cllr Lavelle advised that it is possible to report SatNav errors to TomTom via an e-mail address (link to be forwarded to Cllr Barton).

Session closed: 8:24pm

Signed: *John Barton*

Dated: 29/09/2020

20.07.05 Noted:

Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report was considered, as set out below:

- 5.1 SALC – Quiet Lanes Suffolk – Expressions of Interest (previously circulated)
Cllr Evans advised that SCC be pushing this in West Suffolk and that was support and funding for proposals. The meeting asked the Clerk to post this to the web-site and report back to the next meeting.
- 5.2 West Suffolk Council - Small Business Grants (previously circulated)
- Letter from the Leader (previously circulated)
- 5.3 The Local Electricity Bill – has now been tabled in House of Commons
- 5.4 Kesgrave Aerials – Community Broadband Solutions – The meeting asked the clerk to circulate to councillors.
- 5.5 SP Tutors – published to website
- 5.6 Headway Suffolk Summer Newsletter (previously circulated)

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20.07.06 Noted:

Written report from Cllr Mary Evans (previously circulated) who further advised that she would encourage the parish council to submit the COVID-19 grant application and purchase the proposed VE Day bench considered in WPC.20.05. and would be able to support with funding from her locality budget.

20.07.07 Noted:

The following any reports from Portfolio holders.

- 7.1 Cllr John Barton – VAS machine report (previously circulated)
20.06.12 B1063 Shop Hill
20.06.22 Bunters Road – South East Direction
Cllr Mary Evans advised that, following recent concerns raised by residents in Wickham Street about excess speed on the A143 at this location, there had been two fatalities in the past year further down the road. She advised that should the parish wish SCC Highways to undertake a survey of that location to generate the evidence needed to support an application to reduce the speed limit to 30mph, she would fund the full £1000 to undertake the survey, and then would look to the parish to fund the cost of any traffic regulation order to be put in place.
The meeting asked the clerk to look to request a survey towards September, when traffic would be more likely to be at pre-COVID-19 levels, and report back to the next meeting.
- 7.2 Cllr Mike Lavelle – Emergency Plan – no update.
- 7.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group
An oral report advising that she had arranged a first meeting and that 6 had indicated that they would attend, including the Head Teacher of Wickhambrook Primary Academy. The meeting would set the scene, and identify goals.

Cllr Lavelle reported that the crossroads at Meeting Green was very overgrown. Cllr Evans to send a hedging notice to the Clerk.

Cllr Townsend reported that the barn at School Cottage, on the corner of the footpath opposite Wickhambrook Primary Academy was reported to be in a dilapidated condition and Cllrs were concerned that it was dangerous. The meeting asked the clerk to report this and copy in Cllr Mary Evans.

Signed: *John Barton*

Dated: 29/09/2020

20.07.08 Noted:

Decisions and actions taken at Estates Committee on 4th June 2020.

- 8.1 The meeting considered an update on the purchase of an additional piece of play equipment for children between 8 and 12 at the Bury Road Pocket Park (**WPC.EC.20.06.01**) and agreed to recommend to parish council the proposal and quote submitted by Playforce. The meeting asked the clerk to look for match funding.
- 8.2 The meeting considered commemorative street furniture options to mark VE75 and the community's response to COVID-19 (**WPC.EC.20.06.02**) and asked the clerk to:
- to report back on costs for VE75 street furniture to be sited in the Parish Cemetery and contact the History Society regarding the development of a design unique to Wickhambrook; and
 - work with Cllr Lavelle to establish costs of fabricating a metal willow heart to be affixed to the village sign.

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20.07.09 Noted: Clerks Report

- 9.1 That the Council's Insurance with BHIB has been updated (**Min.20.05.11.4**).
- 9.2 That the clerk had subscribed to BHIB Cyber Security Package (**Min.20.05.9.2**) and installed the software – details for Cllrs had been sent out for them to install.
- 9.3** 9.3.1 Cllrs considered an update towards internet banking **WPC.20.07.01** and
- 9.3.2 **Resolved**
That an application be made to Unity Trust Bank for a charge card with a weekly limit of £500.00 to enable the Clerk and RFO to make purchases in accordance with authorisations and the Council's Financial Regulations.
- 9.4 That the Quarter 1 VAT126 refund claim had been credited to the bank in the sum of £771.86.
- 9.5 The consultation from National Association of Local Councils on a new model code of conduct for councillors (**WPC.20.07.02**) and asked the clerk to respond.
- 9.6** 9.6.1 The consultation from National Association of Local Councils on a updates to the Standing Orders and Financial Regulations and (tabled and circulated as **WPC.20.07.03**) and
- 9.6.2 Resolved**
The Standing Orders and Financial Regulations as amended at Appendices A and B of report WPC.20.07.03 be adopted.
- 9.7 Decisions taken remotely (**WPC.20.07.04**) in the period to 24th July 2020.
- 9.8 That Acacia Tree Services would be undertaking their annual walking survey of the trees on 19th August.
- 9.9 That the clerk had confirmed with Unity Trust Bank that the parish council was eligible for Financial Services Compensation Scheme (FSCS).

20.07.10 Noted:

10.1 The following income received

10.1.1	Interest	£11.18
10.1.2	Ground Rent – Tennis Courts (Nb. Overpaid)	£40.00
10.1.3	Bank Compensation	£300.00
10.1.	HMRC – VAT126 Refund – Quarter 1 2020.21	£771.86

Signed: John Barton

Dated: 29/09/2020

10.2 The payments to be made as listed below:

10.2.1	Refund to Clerk – Adobe Pro @ £15.17 per month June & July 2020	£30.34
10.2.2	Clerk Homeworking Allowance	£64.50
10.2.3	Refund to Wickhambrook Tennis Club (overpayment of annual ground rent)	£10.00
10.2.4	West Suffolk Council #1104065 Uncontested Election Expenses	£21.34
10.2.5	Heelis & Lodge #HLD1044	£210.00
10.2.6	Clerk Expenses Q1 2020-21 & July 2020	£149.95
10.2.7	Refund to Clerk – Curry's PC World Replacement 2 nd Monitor	£99.97
10.2.8	JRB Enterprise Ltd #21324	£91.14
10.2.9	Mick Wiseman - #19 Repair to gate @ Cemetery Road Play Area	£210.00
10.2.10	Refund to Cllr Barton – Bike Locks for securing Play Areas	£24.00

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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	Smart Pension (Min. 18.12.08.7 refers) June '20	23.75
10.4.2	BACS	EE Mobile Contract #H1089A13AE June '20 (Min. 19.01.08.5 refers)	£26.92
10.4.3	DD	E.ON Chapel of Rest #H109027FC9 July '20 (Min 19.02.10.4 refers)	£17.12
10.4.4	DD	Smart Pension (Min. 18.12.08.7 refers) July '20	£16.59
10.4.5	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/05/20 – 06/06/20 #E0100B7KKP (Min. 19.06.20.2 refers) Transaction 512145360	£45.60
10.4.6	DD	EE Mobile Contract # V01773663193 July '20 (Min. 19.01.08.5 refers)	£27.72
10.4.7	BACS	Hilary Workman – Clerk Salary – Period 3 (Min. 20.04.8.2 refers) Transaction 668088429	£573.58
10.4.8	BACS	Wickhambrook Memorial Social Centre: Room Hire March #1180 Transaction 756984148	£15.00
10.4.9	BACS	BHIB – LC000083 #380693 (Trns241472428) Trn date 29.06.2020	£48.49
10.4.10	BACS	BHIB #22274 Cyber Security (Min.20.05.9.2b refers) T521906604	£299.99
10.4.11	BACS	HMRC – Tax/NI Liability Period 3	£143.40
10.4.12	BACS	CPRE Annual Subscription (Min. 20.05.9.4.5b refers) T114959961	£36.00
10.4.13	Cheque	Wickhambrook Parish Council (Transfer to Unity Trust Bank)	£55,900.00
10.4.14	BACS	BHIB – LC000083 #380693 (Min. 20.05.11.4 refers) T241472428	£64.65

Signed: John Barton

Dated: 29/09/2020

10.4.15	BACS	D R King & Son #1187 (Min.20.04.8.2 refers) T997174885	£4200.00
10.4.16	BACS	D R King & Son #1188 (Min.E20.03.09.2.i refers) T722346036	£720.00
10.4.17	BACS	Refund to Clerk – Printerland – Print Toner SOA1917616 Remote decision 20.07.09.6 T427092500	£408.54
10.4.18	Cheque	Wickhambrook Parish Council (Transfer to Unity Trust Bank)	£408.39
10.4.19	BACS	The Rainbird Partnership #5987 (Min.20.04.8.2 refers) Transaction date 14.07.20	£43.20
10.4.20	BACS	Refund to Clerk – HM Land Registry Searches 9 @ £6 (Min.20.2.8.3 refers)	£54.00
10.4.21	BACS	Hilary Workman – Clerk Salary –Period 4 (Min. 20.04.8.2 refers)	£641.52
10.4.22	BACS	HMRC – Tax & NI Liability (Min. 20.04.8.2 refers)	£177.42

10.5 The following Direct Debits for the current financial year:

Payee	Purpose	Amount	Due date
E.ON	Chapel of Rest Electricity	Variable (apx £10 per month)	15 th of month
E.E.	Clerk Mobile Phone	Variable (apx £27 per month)	23 rd of month
Smart Pension	Clerk Pension	Variable (apx £17 per month)	25 th of month

10.6 The current account balances and reconciliation to 30 June 2020, and the Chairman's confirmation that they were supported by relevant bank balances.

20.07.11 Resolved

That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.20, as commissioned from Heelis & Lodge, (as authorised under 20.02.09.3) and circulated and tabled as Appendix 1 of WPC20.07.05, noting that Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following comments or recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:

- 11.1 Reduce receipts & payments by £500 (internal transfer) and increase payments by £5.59 (smart pension payment).**
- 11.2 Review council's risk assessment to include reference to impact of General Data Protection Regulations (GDPR).**

20.07.12 Resolved

That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix 2 of WPC20.07.05) 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.

20.07.13 Resolved

That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.20, (circulated and tabled as Appendix 3 of WPC20.07.05) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

Signed: John Barton

Dated: 29/09/2020

20.07.14 Resolved

That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix 4 of WPC20.07.05) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.20 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

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19.06.15 Resolved

That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix 5 of WPC20.07.05) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.19 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval

19.06.16 Noted:

That the period for public inspection of the Annual Accounts will be between Monday 3rd August 2020 and Monday 14th September 2020 and a notice would be published and posted to that effect.

20.07.17 Noted:

17.1 Cllrs considered a report for funding proposed new play equipment at Bury Road Play Park (circulated and tabled as **WPC.20.07.06**) and

17.2 Resolved.

17.2.1 The Parish Council authorise the cost of the play equipment identified at Appendix 2 to the report based on the quote provided by Playforce, at a cost of £6,298.40 plus VAT, to be funded from £5,500 in earmarked reserves, the balance of to be funded from general reserves (£2058.08) and the Clerk be delegated to instruct Playforce for the work.

17.2.2 The Parish Council authorise the cost of a replacement sprung self-closing gate at a cost of £783.60 plus VAT, and further authorise the cost for Playforce to dig out and remove the existing gate at £175 plus VAT. The Parish Council delegate the Clerk to instruct Playforce for the work.

20.07.18 Noted:

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

18.1 **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

WSC – Granted WPC – No EO meeting deemed necessary

(Min.20.05.15.1.1)

18.2 **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

WSC – Granted WPC – No Comment (Min. 20.04.14.1)

20.07.19 Noted:

That there were no planning applications listed below as notified by West Suffolk Council for comment.

Signed: *John Barton*

Dated: 29/09/2020

- 20.07.20 **Noted:**
Other Planning matters for information, to be noted or for inclusion on a future agenda.
- 20.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary
- 20.1.1 **DC/20/1020/TCA**
- T1 Apple tree. Reduce crown by 1 meter all over.
 - T2 Ash tree. Twin stem. Fell. Close proximity to building.
 - T3 Cherry tree. Reduce crown by 1.5 meters.
 - T5 Ash. Coppiced multi stem growing in already dense area of trees. Unfavorable form, bark inclusions and compression forks.
 - T4 Sorbus. Tree situated in densely crowded area. Phototropism caused tree to grow with exaggerated lean.
- Church Cottages, Church Road, Wickhambrook, Suffolk**
- 20.2 Applications not circulated to WPC by West Suffolk (amendments & discharge of conditions)
- 20.2.1 **DCON(B)/19/0961**
Application to discharge Condition 8 (Construction management strategy) of DC/19/0961/FUL
Land Adjacent To Bunters Gait Nunnery Green Wickhambrook WSC - Approved
- 20.2.2 **NMA(A)/20/0236**
Non-material amendment for DC/20/0236/HH –
- (i) demolition of conservatory and enlarge door to rear elevation
 - (ii) reposition 1no. window from side to rear elevation
 - (iii) 1no. rooflight (iv) 1no. window to side elevation
- Heybridge Post Office Hill Wickhambrook Newmarket CB8 8UH WSC - Approve**
- 20.07.21 **Noted:**
- 21.1 Cllrs considered actions relating to registered Parish Lands (tabled and circulated in report **WPC.20.07.07**) and
- 21.2 Resolved**
To authorised the cost of verifying the identity of a corporate body (the parish council) in order to update the existing Title Deeds for land registered to Wickhambrook Parish Council with the correct postal and e-mail address at a cost of £50 plus VAT.
- 20.07.22 **Noted:**
This item was considered immediately at 20.07.04.
- Councillors considered a request for dispensation on S.106 restriction relating to a Suffolk Housing property at Nunnery Green. (tabled and circulated as **WPC.20.07.08**).
- Mrs Christine Brown, the housing officer dealing with the request for dispensation advised that both parties to the mutual exchange which had been requested, had a valid case, but that the initial information didn't substantiate the local connection for the incoming party necessary to meet the s.106 criteria, and that there was still some missing information from that party. She confirmed that the case on paper looked like a perfect exchange.
- The member of public present, who was the outgoing party summarised their situation as set out in their letter (previously circulated to councillors). They also advised that to the best of their knowledge, the father of incoming used to live in Malting End before he went into care, and that the incoming party wanted to move into the village so that their child could go to schools in the catchment area and be nearer to their family.

Signed: John Barton

Dated: 29/09/2020

Resolved:

That the press and public should be excluded¹ from item 22, as it was considered that their presence would be prejudicial to the public interest, due to the confidential nature of the business.

Noted

That members of the public were excluded from the meeting at 8.58pm. Cllrs acknowledged that any decision would not be likely to set a precedent for the future, but agreed that the parish council was not able to dispense with decision without the housing history from the incoming party. The meeting agreed that it would be willing to consider the request again if that information were to be available in the future.

Members of the public were invited back into the meeting and decision and its reasons explained.

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20.07.23

Noted:

23.1 Cllrs considered report proposed additions to cemetery fees and charges (previously circulated as **WPC.20.07.09**) and

23.2 Resolved

That the revised table of fees and charges attached as Appendix C to WPC.20.07.09 be adopted.

20.07.24

Noted:

That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:

Cllr Lavelle reported that the Wickhambrook volunteer response to COVID-19 has stood down until or unless the situation changes. Residents who require assistance should be signposted to Home but not Alone. The meeting asked the clerk to update messaging on the website and thank the volunteers who participated in this much needed response during the lockdown.

20.07.25

Noted:

Confirmation that the scheduled date for the next meeting is Thursday 24 September beginning at 7:30pm – Join Zoom Meeting

<https://us02web.zoom.us/j/81669565371?pwd=T1VMsGNqRlg1bTFPWUlmV1V4ZTZwdz09>

Meeting ID: 816 6956 5371

Passcode: 824472

Dial In

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20.07.26

Close of meeting. 21:33pm

Signed: John Barton

Dated: 29/09/2020