

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 30<sup>th</sup> July 2020**

at 7:30pm remotely through a scheduled Zoom meeting

<https://us02web.zoom.us/j/84978801095?pwd=L05aN3dZa1EwenR3UzRySVV2WUJKZz09>

Meeting ID: 849 7880 1095

Password: 599061

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for the transaction of the business on the agenda below.

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### **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

Nb. Please note that this meeting will be recorded, the recording kept only until draft minutes are approved at the following meeting.

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### **AGENDA**

- 20.07.01 To note or approve apologies for absence.
- 20.07.02
  - 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.
- 20.07.03 Proposal: Cllr Barton**  
**That the Minutes of the Parish Council meeting held on 28<sup>th</sup> May 2020, as tabled, be agreed as a true record.**
- 20.07.04 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**
- 20.07.05 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
  - 5.1 SALC – Quiet Lanes Suffolk – Expressions of Interest (previously circulated)
  - 5.2 West Suffolk Council - Small Business Grants (previously circulated)
  - 5.3 - Letter from the Leader (previously circulated)
  - 5.3 The Local Electricity Bill - update
  - 5.4 Kesgrave Aerials – Community Broadband Solutions
  - 5.5 SP Tutors – published to website
  - 5.6 Headway Suffolk Summer Newsletter (previously circulated)

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- 20.07.06 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 20.07.07 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.
- 8.1 Cllr John Barton – VAS machine report  
20.06.12 B1063 Shop Hill  
20.06.22 Bunters Road – South East Direction
- 8.2 Cllr Mike Lavelle – Emergency Plan
- 8.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group
- 20.07.08 To note decisions and actions taken at Estates Committee on 4<sup>th</sup> 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.
- 20.07.09** To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 9.1 To note that the Council's Insurance with BHIB has been updated (**Min.20.05.11.4**).
- 9.2 To note the clerk has subscribed to BHIB Cyber Security Package (**Min.20.05.9.2**) and installed the software – details for Cllrs have been sent out for them to install.
- 9.3** 9.3.1 To consider an update towards internet banking **WPC.20.07.01** and take action as appropriate.
- 9.3.2 **Proposal: Cllr Barton**  
**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 To note that the Quarter 1 VAT126 refund claim has been credited to the bank in the sum of £771.86.
- 9.5 To note the consultation from National Association of Local Councils on a new model code of conduct for councillors (**WPC.20.07.02**) and take action as appropriate
- 9.5** 9.5.1 To note 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 take action as appropriate.
- 9.5.2 Proposal: Cllr Barton**  
**The Standing Orders and Financial Regulations as amended at Appendices A and B of report WPC.20.07.03 be adopted.**
- 9.6 To note decisions taken remotely (**WPC.20.07.04**) in the period to 24<sup>th</sup> July 2020.
- 9.7 To note that Acacia Tree Services will be undertaking their annual walking survey of the trees on 7<sup>th</sup> August.
- 9.8 To note that the clerk has confirmed with Unity Trust Bank that it is eligible for Financial Services Compensation Scheme (FSCS).
- 20.07.10** 10.1 To note 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

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10.2 To authorise 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 <sup>nd</sup> 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

**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	Smart Pension ( <b>Min. 18.12.08.7 refers</b> ) June '20	23.75
10.4.2	BACS	EE Mobile Contract #H1089A13AE June '20 ( <b>Min. 19.01.08.5 refers</b> )	£26.92
10.4.3	DD	E.ON Chapel of Rest #H109027FC9 July '20 ( <b>Min 19.02.10.4 refers</b> )	£17.12
10.4.4	DD	Smart Pension ( <b>Min. 18.12.08.7 refers</b> ) July '20	£16.59
10.4.5	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/05/20 – 06/06/20 #E0100B7KKP ( <b>Min. 19.06.20.2 refers</b> ) Transaction 512145360	£45.60
10.4.6	DD	EE Mobile Contract # V01773663193 July '20 ( <b>Min. 19.01.08.5 refers</b> )	£27.72
10.4.7	BACS	Hilary Workman – Clerk Salary – Period 3 ( <b>Min. 20.04.8.2 refers</b> ) 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 ( <b>Min.20.05.9.2b refers</b> ) T521906604	£299.99
10.4.11	BACS	HMRC – Tax/NI Liability Period 3	£143.40
10.4.12	BACS	CPRE Annual Subscription ( <b>Min. 20.05.9.4.5b refers</b> ) 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 ( <b>Min. 20.05.11.4 refers</b> ) T241472428	£64.65
10.4.15	BACS	D R King & Son #1187 ( <b>Min.20.04.8.2 refers</b> ) T997174885	£4200.00
10.4.16	BACS	D R King & Son #1188 ( <b>Min.E20.03.09.2.i refers</b> ) 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 ( <b>Min.20.04.8.2 refers</b> ) Transaction date 14.07.20	£43.20
10.4.20	BACS	Refund to Clerk – HM Land Registry Searches 9 @ £6 ( <b>Min.20.2.8.3 refers</b> )	£54.00
10.4.21	BACS	Hilary Workman – Clerk Salary –Period 4 ( <b>Min. 20.04.8.2 refers</b> )	£641.52
10.4.22	BACS	HMRC – Tax & NI Liability ( <b>Min. 20.04.8.2 refers</b> )	£161.52

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10.5 To note the following Direct Debits for the current financial year:

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

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

**20.07.11 Proposal: Cllr Barton**

**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 Proposal: Cllr Barton**

**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 Proposal: Cllr Barton**

**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.**

**19.06.14 Proposal: Cllr Barton;**

**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.**

**19.06.15 Proposal: Cllr Barton;**

**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** To note that the period for public inspection of the Annual Accounts will be between Monday 3<sup>rd</sup> August 2020 and Friday 11<sup>th</sup> September 2020 and a notice will be published and posted to that effect.

- 20.07.17 17.1 To consider a report for funding proposed new play equipment at Bury Road Play Park (circulated and tabled as **WPC.20.07.06**) and a supporting application for Grant Funding.
- 17.2 Proposal: Cllr Barton
- 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 To note 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 To note there are no planning applications listed below as notified by West Suffolk Council for comment.
- 20.07.20 Any 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 Suffolk**
- 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 Suffolk CB8 8UH**
- WSC - Approve**

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- 20.07.21 21.1 To consider actions relating to registered Parish Lands (tabled and circulated in report **WPC.20.07.07**) and take action as appropriate.
- 21.2 **Proposal: Cllr Barton**  
**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 To consider a request for dispensation on S.106 restriction relating to Suffolk Housing (tabled and circulated as **WPC.20.07.08**) and take action as appropriate.
- 20.07.23 23.1 To consider report proposed additions to cemetery fees and charges (tabled and circulated as **WPC.20.07.09**) and take action as appropriate.
- 23.2 **Proposal: Cllr Barton**  
**That the revised table of fees and charges attached as Appendix C to WPC.20.07.09 be adopted.**
- 20.07.24 Any other matters for information, to be noted or for inclusion on a future agenda
- 20.07.25 To confirm 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>

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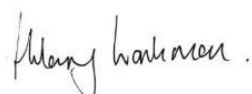
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- 20.07.26 Close of meeting.

**Published & posted 24 July 2020**



**Hilary Workman**  
**Clerk & RFO to the Council**