

## **Wickhambrook Parish Council**

### **Minutes**

Of an ordinary meeting of the Parish Council held on **Thursday 24<sup>th</sup> September, 2020**

**Present:** Cllrs J Barton, M Lavelle, K Merritt, J Norton & S Thwaite

**Attending:** Parish Clerk Hilary Workman, SCC & WSC Cllr M Evans (part),  
SCC & WSC Cllr Mary Evans; Sunila Osborne, 1 Member of the public  
This meeting was conducted remotely via zoom.

**20.09.01 Noted:**

The following apologies for absence: Cllr P Couzens & C Townsend  
Cllr J Claydon was absent.

**20.09.02 Noted:**

- 2.1 There were no Members' Declarations of Local Non-Pecuniary Interests or Disclosable Pecuniary Interest in subsequent Agenda items
- 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.

**20.09.03 Resolved**

**That the Minutes of the Parish Council meeting held on 30<sup>th</sup> July 2020 and the extraordinary meeting held on 25<sup>th</sup> August 2020, as tabled, be agreed as a true record.**

**20.09.04 Public Forum – (Open Session 7:34 pm) – 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 Mr Byers asked for information about the Parish's tagging of trees. Cllr Barton explained that the parish council is responsible for many open spaces and the trees on them. The tagging enables the parish to know where there are, and log any remedial work required to them in the parish asset management system. It also means that the Tree Surgeon can find the trees which need work on them. Mr Byers expressed an interest in assisting with tree conservation.
- 4.2 Sunila Osborne from Community Action Suffolk: Rural Housing Project  
Sunila outlined the housing needs survey by CAS, its process and benefits. WSC has selected WPC as a pilot parish based on current housing need figures and where they feel housing needs may be identified which would hopefully bring forward a development for local people. Sunila specialises in rural and affordable housing, has been in this role since 2007. Her role being to work with parishes with a population of less than 3000, to identify if there is a local housing need in the parish, and if a need were established, to work with the parish to bring through a rural exception site (one abutting the settlement boundary where planning permission would not normally be granted – if there was evidence from a housing needs survey, planners would consider bringing a site forward for local people). With the changes to National Planning Policy, Sunila is now able to work with parishes with a higher population and also assists Neighbourhood Plan groups to identify housing needs. Any properties on such a site, whether shared ownership or rented, would always remain in perpetuity for people with a local connection. Shared ownership would always be capped at 80% market value. If they were to be sold on, the relevant share would be offered back to housing

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association that manages the properties. Limited to people with local connections.

CAS has a standard (bespoke) survey which ensures that it considers national policy planning framework and ensures that it takes into account people in the parish who want to downsize or move to an upgraded property that meets their changed needs. On a rural exception site, subject to planning, a small number of full market properties are allowed, to cross subsidise and ensure that the scheme is financially viable/affordable.

The Housing Needs Survey is split into 3 parts:

**Part one** – generic information about the household (no. people, type of household, no. bedrooms, tenure type) period of time settled in the parish. Helps to build a picture about the types of properties in the parish and feeds into WSC for their profiling. Asks about views of future development in the parish, and if supportive, what type of properties they would like to see coming forward. Important, as if the parish were to progress to a RES, the planners would want to know the level of support for the project in the parish.

**Part two** – is looking for any households or members of the household within the Parish that may be in need of housing now or in the future. more detailed information about parish households – financial, tenure types, needs. This information is required to establish why there is a need, the household affordability etc

**Part three** – as part 2, but looking at people who want to live or return to the village. Captured through word of mouth through the households.

**Process** - if the parish decides it would like to go ahead it is suggested that a small working group be set up (3 – 4 members of the pc). Sunila would work with the group, and could include additional relevant questions relating to housing, but does not recommend taking questions out. All questions optional for participants and they would be made aware of that. Would then discuss delivery methods, closing date, and comms plan, collection of questionnaires, closing date and report. There would be a formal agreement between the parish and CAS outlining the work that would be undertaken, and what is expected of each party. There is a clause with regard to sharing of report, the full report would be restricted to the parish council and West Suffolk, with only an executive summary shared with residents.

The surveys can now be completed online or delivered back to CAS by post, and all data is anonymised. Information does not go through or be held by the parish. Return rate, with good publicity, is 30-40 %. Where possible engage for 2-3 months in advance of distribution of the survey, setting out why the parish is undertaking the survey, and possible benefits.

CAS would then produce a full report and identifying any levels of housing need and reasons for need. If the PC wanted to proceed with RES, CAS would continue to work with the working group and WSC to look for potential sites in the parish (land adjoining or abutting the settlement boundary) and then contact landowners to bring forward any sites.

Cost – WSC would pay CAS services for work on the report. Cost to the parish would be the printing and stationery costs (£1.75 for printing & stationery, & £1.75 for data input per property where returned as hard copy). The parish would neither be a data processor nor data controller.

Sites identified outside the settlement boundary would be for local connection purposes only. There would be a S.106 obligation and agreement, restricting the properties to local connection purposes in perpetuity and would be exempt from right to buy. Any sites need to be near key facilities.

Cllr Evans reported that Wickhambrook PC had previously looked at local housing through community land trust and that there was at the time quite a

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bit of interest in building some housing in Wickhambrook that would be suitable for people who wanted to downsize and stay, or young couples to stay or move back into the village. Stansfield are using it to inform the PC's views of WSC Issues and Options consultation next month (part of WSC local plan development). Would be happy to support with some grant.

**Timeframe** – 2-3 months publicity, distribute survey, 6 weeks data entry, report 1 month - 6 weeks, so in total 4 -5 months excluding publicity.

Cllr Lavelle queried the likely cost of undertaking a housing needs survey, which would be a maximum of £3.50 per household (dependant on return rates).

Sunila confirmed that a decision by the Parish Council as to whether it would like to proceed with a Housing Needs Survey Generally by the end of November would be acceptable.

**Session closed:20:16 pm**

20.09.05 **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 – Team Doctor (*previously circulated*)
- 5.2 West Suffolk Council – Public Space Protection Orders (*previously circulated*)
- 5.3 Community Action Suffolk – Rural Housing Project (*previously circulated*)
- 5.4 SCC Public Rights of Way: FP25 – The clerk reported that there was currently only one footpath officer at present, so no timescale for discussion on works to drainage.
- 5.6 Anglia Water – Land adjacent to Croft Close – Clerk reported that the overhanging boughs had been cut back. Anglia Water had reported that there was a restriction on the Title Deed for the land only to be used for drainage, and consequently they had no interest in any transfer of ownership to the parish council.
- 5.7 One-Life Suffolk – Free Training for "Making Every Contact Count" (*previously circulated*)
- 5.8 London Hearts – offer on installation of defibrillators. Cllr Barton advised that PC has existing defibrillators are on supported properties, asked Cllrs to report any possible sites to the clerk for consideration at a future meeting.

20.09.06 **Noted:**

A written report from Cllr Mary Evans, who further:

- extended her apologies for not having been able to attend the scheduled working group meeting
- suggested that the clerk contact other parishes who have recently commenced or completed housing needs surveys for more information and advised that Wickhambrook is classified as a service centre; and
- advised that WSC'S upcoming Issues and options consultation would shape planning into the future and its local plan. One of the issues identified was not shortage of housing approvals, but housing delivery on sites approved. Because approved sites are not being developed, there was currently a housing need.
- That following a conversation with the highways team, SCC would be happy to consider a joint project between Wickhambrook and Stradishall to implement a Traffic Regulation order to reduce speeds to 30mph on both sections of the A11092. Stradishall would consider this at their next meeting. A joint project would have the effect of reducing the likely costs by half for Wickhambrook PC.

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- 20.09.07 **Noted:**  
The following any reports from Portfolio holders.
- 7.1 **Highways:** **Cllr Barton**  
7.1.1 VAS Machine Reports – Cllr Barton noted that speeds still very high, he also anticipated more support from local police to monitor and enforce.  
7.1.2 Councillors considered the funding of a possible joint TRO for the A143 (**WPC.20.09.01** *previously circulated*) the meeting agreed that it would like to support a joint TRO with Stradishall.
- 7.2 **Emergency Plan** **Cllr Lavelle**  
Cllr Lavelle reported that he had started work on it and would circulate a draft copy to councillors in the next couple of weeks.
- 7.3 **Road Safety, Access & Congestion Working Group** **Cllr Thwaite**  
Cllr Thwaite reported that they had been due to have a meeting last night, which had now been postponed. She had spoken to Cllr Claydon to find out who owned the land on the east of the school. The Head teacher was keen to get the children involved in developing the posters, which was being progressed. The working group had considered that the Bunters/Cemetery Road crossroads might be a good position for a possible roundabout, which would slow traffic into the village. Cllr Evans had advised that it was unlikely to be feasible unless planning go ahead for housing on land near there. The group was regularly in touch and a further meeting being scheduled.
- 7.4 **Planning** **Cllr Townsend**  
Nothing to report.
- 20.09.08 **Noted:**  
Decisions and actions taken at Estates Committee on 4<sup>th</sup> June 2020.
- 8.1 **Resolved**  
**That the cost of tagging the parish trees (£300 plus VAT) be authorised and the parish clerk instruct Acacia Tree Services to undertake the tagging at its interim inspection in August 2020.**  
(The clerk further reported that the interim survey of trees had been completed and some work identified, all to be completed within 12 to 18 months).
- 8.2 The meeting asked the clerk to consult on all the bench options identified with the History Society and report back to the next meeting with their preferred option and final costings.
- 8.3 The meeting agreed a number of points in respect of proposed changes to the cemetery regulations and fees (**Min.EC.20.08.10.3 refers**) and asked the clerk to investigate the cost of a metal plan of the cemetery.
- 20.09.09 Noted:** Clerks Report
- 9.1 The clerk has applied to Cllr Mary Evans for a locality grant to cover the cost of a survey of vehicle speeds through Wickham Street.
- 9.2 The Clerk has instructed Playforce for the new play equipment at Bury Road Play Park, work due to commence late September 2020.
- 9.3 The Clerk has renewed the ICO registration.
- 9.4 Confirmation of receipt of AGAR by external auditors PKF Littlejohn
- 9.5** 9.5.1 To consider proposed updates to the Standing Orders (tabled and circulated as **WPC.20.09.02**) and take action as appropriate.
- 9.5.2 Resolved**  
**The Standing Orders as amended at Appendix A report WPC.20.09.02 be adopted.**
- 9.6 To note decisions taken remotely (**WPC.20.09.03**) in the period to 18<sup>th</sup> August 2020.

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- 9.7 9.7.1 To note an update to the valuation of the Chapel of Rest and War Memorial valuations (tabled and circulated as **WPC.20.09.04**) and take action as appropriate.
- 9.7.2 **Resolved**  
**To authorise the Clerk to adjust the BHIB insurance cover for assets as identified in WPC.20.09.04 and the cost of the additional premium in the sum of not more than £75.96 including insurance premium tax.**
- 9.8 To note the NALC advice of the 2020 pay award for clerks (previously circulated) which includes an additional day leave (pro-rata) per annum and confirm the revision to annual leave in the clerk's contract.

**20.09.10 Noted:**

- 10.1 The following income received

10.1.3	Bank Compensation	£500.00
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- 10.2 The payments to be made as listed below:

10.2.1	Refund to Clerk – Adobe Pro @£15.17 per month Aug & Sept '20	£30.34
10.2.2	Clerk Homeworking Allowance Q2	£64.50
10.2.3	Clerk Expenses Aug & Sept '20	£29.97
10.2.4	Renewal of Parish Online Subscription	£120.00
10.2.5	Refund to Clerk – ICO subscription	£40.00
10.2.6	Rialtas Business Solutions Ltd #SM21839 (Min.20.04.8.2 refers)	£231.60

**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	EE Mobile Contract #H1089A13AE August '20 ( <b>Min. 19.01.08.5 refers</b> )	26.92
10.4.2	BACS	Mdsign #1609 ( <b>Min. 20.04.8.2 refers</b> ) T2675445034	£198.00
10.4.3	BACS	Wave Utilities #7588529 ( <b>Min.20.04.8.2 refers</b> )	£1.82
10.4.4	BACS	Playforce #0000023155 (Bury Road 1 <sup>st</sup> Tranche) ( <b>Min.20.09.17.2 refers</b> )	£4354.20
10.4.5	DD	E.ON Chapel of Rest #H109027FC9 August '20 ( <b>Min 19.02.10.4 refers</b> )	£8.64
10.4.6	BACS	Vertas Group Ltd ( <b>Min.20.04.8.2 refers</b> )	£520.38
10.4.7	DD	EE Mobile Contract # V01773663193 July '20 ( <b>Min. 19.01.08.5 refers</b> )	£27.72
10.4.8	BACS	Hilary Workman – Clerk Salary – Period 5 ( <b>Min. 20.04.8.2 refers</b> ) T747046377	£602.17
10.4.9	BACS	HMRC – Tax/NI Liability Period 5 ( <b>Min. 20.04.8.2 refers</b> )	£155.09
10.4.10	BACS	Memorial Social Centre ICT Grant ( <b>Min.20.08.05.2 refers</b> )	£500.00
10.4.11	DD	Smart Pension HCMDT7C August ( <b>Min.18.12.08.7 refers</b> )	£43.71
10.4.12	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/06/20 – 06/07/20 #E0100BH7MF ( <b>Min. 19.06.20.2 refers</b> ) T512145360	£45.60
10.4.13	BACS	W'rook Tennis Club Courts Repaint Grant ( <b>Min.20.08.06.2 refers</b> )	£2250.00

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10.4.14	BACS	Hilary Workman – Clerk Salary –Period 6 ( <b>Min. 20.04.8.2 refers</b> )	£677.10
10.4.15	BACS	HMRC – Tax & NI Liability Period 6 ( <b>Min. 20.04.8.2 refers</b> )	£202.47
10.4.16		Refund to Clerk – Rebuild Cost Assessment ( <b>Min.20.05.11.5 refers</b> )	£160.00
10.4.17	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/07/20 – 06/08/20 #E0100BR3SB ( <b>Min. 19.06.20.2 refers</b> )	£45.60
10.4.18	BACS	Acacia Tree Surgery # 357218 ( <b>Min.20.08.08.3.2 refers</b> )	£360.00
10.4.19	BACS	Mdsign Events Plugin ( <b>WPC.20.09.02 refers</b> )	£93.06

- 10.5 To note the current account balances and reconciliation to 31<sup>st</sup> August 2020, and the Chairman’s confirmation that they are supported by relevant bank balances.
- 10.6 To note the clerks Quarter 1 Budget Report (tabled and circulated as **WPC.20.09.05**).
- 20.09.11 To note the following Planning results as notified by West Suffolk Council since the previous meeting.
- 11.1 **DC/20/0621/VAR** Planning Application  
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**  
**WSC:** Application Granted **WPC:** No Comment (Min.Ref **20.04.14.2**)
- 20.09.12 To note the following planning applications listed below as notified by West Suffolk Council for comment.
- 12.1 **DC/20/0317/FUL** – Planning Application  
(i) 1 no. dwelling  
(ii) double garage  
**Willow Tree Cottage, Bury Road, Wickhambrook CB8 8PD – No Comment**
- 12.2 **DC/20/1020/TCA** – Trees in a Conservation Area Notification  
(i) 1no. Apple (T1 on plan) Overall crown reduction by 1 metre  
(ii) 1no. Cherry (T3 on plan) Overall crown reduction by 1.5 metres  
(iii) 2no. Ash (T2 and T5 on plan) and 1no. Sorbus (T4 on plan) fell  
**Church Cottages, Church Road, Wickhambrook – No Comment**
- 12.3 **DC/1500/EIASCO** - Request for Scoping Opinion under Regulation 15 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 - 55 kilometre potable water pipeline between Bexwell and Bury St Edmunds together with associated connections and above ground apparatus  
Location Bexwell To Bury St Edmunds Pipeline Suffolk - **No Comment**
- 12.4 **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.**
- 20.09.13 Councillors considered a proposed draft response to the planning white paper (**WPC.20.09.06** previously circulated) and having agreed the draft responses and the following additions, asked the Clerk to submit the response to the consultation.
- 20.09.14 That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none.

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- 20.09.15 Cllrs considered actions relating to registered Parish Lands ( **WPC.20.09.07**, *previously circulated*) and  
**Resolved**  
**To authorise the cost of valuation of the land identified at Plans A & B, at a cost of not more than £650 plus VAT.**
- 20.09.16 Cllrs considered updates to ICT and data security (**WPC.20.09.08**, *previously circulated*). The meeting asked the clerk to contact other parishes to about how they use Social Media, and any issues that they have experienced, establish the likely time and resource implications for the clerk and report back to a future meeting.
- 16.1 Resolved**  
**To authorise additional time for Mdsign to complete an audit of the website and make any necessary proportionate changes to improve accessibility in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 at a cost of £735 plus VAT.**
- 16.2 Resolved**  
**To authorise the clerk to undertake a free 3 month trial of the software and if satisfied subscribe to the software at a cost of £60 per annum.**
- 20.09.17 The meeting agreed to nominate Cllr Norton to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 8<sup>th</sup> November, and
- 17.1 Resolved**  
**That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath.**
- 20.09.18 That when any other matters for information, to be noted or for inclusion on a future agenda, there were none.
- 20.09.19 To confirm that the scheduled date for the next meeting is Thursday 26 November beginning at 7:30pm – Join Zoom Meeting

<https://us02web.zoom.us/j/88587156599?pwd=eUQvdFNORFFLOHU2NVdBb3psaHVOQT09>

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20.09.20 **Meeting Closed at 21:54pm**

**Signed:** John Barton

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