

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 24th September 2020

at 7:30pm remotely through a scheduled Zoom meeting

<https://us02web.zoom.us/j/81669565371?pwd=T1VMMSGNqRlg1bTFPWUlmV1V4ZTZwdz09>

Meeting ID: 816 6956 5371

Passcode: 824472

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for the transaction of the business on the agenda below.

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.

AGENDA

- 20.09.01 To note or approve apologies for absence.
- 20.09.02 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.
- 20.09.03 Proposal: Cllr Barton**
That the Minutes of the Ordinary Parish Council meeting held on 30th July 2020, and the Extra-ordinary Parish Council meeting held on 25th August, as tabled, be agreed as a true record.
- 20.09.04 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

Hilary Workman, Clerk & RFO to the Council

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039821** Email: parishclerk@wickhambrook.org.uk

- 20.09.05 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 – 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
 - 5.6 Anglia Water – Land adjacent to Croft Close
 - 5.7 One-Life Suffolk – Free Training for “Making Every Contact Count” (previously circulated)
 - 5.8 London Hearts – offer on installation of defibrillators
- 20.09.06 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 20.09.07 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.
- 7.1 Highways: **Cllr Barton**
 - 7.1.1 VAS Machine Reports
 - 7.1.2 To consider funding of a possible joint TRO for the A143 and take action as appropriate (tabled and circulated as **WPC.20.09.01**)
 - 7.2 Emergency Plan **Cllr Lavelle**
 - 7.3 Road Safety, Access & Congestion Working Group **Cllr Thwaite**
 - 7.4 Planning **Cllr Townsend**
- 20.09.08 To note decisions and actions taken at Estates Committee on 6th August 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.
 - 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** To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 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 Proposal: Cllr Barton**
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 18th August 2020.
 - 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 **Proposal: Cllr Barton**
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 10.1 To note the following income received

10.1.1	Bank Compensation	£500.00
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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 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 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	EE Mobile Contract #H1089A13AE August '20 (Min. 19.01.08.5 refers)	26.92
10.4.2	BACS	Mdsign #1609 (Min. 20.04.8.2 refers) T2675445034	£198.00
10.4.3	BACS	Wave Utilities #7588529 (Min.20.04.8.2 refers)	£1.82
10.4.4	BACS	Playforce #0000023155 (Bury Road 1 st Tranche) (Min.20.07.17.2 refers)	£4354.20
10.4.5	DD	E.ON Chapel of Rest #H109027FC9 August '20 (Min 19.02.10.4 refers)	£8.64
10.4.6	BACS	Vertas Group Ltd (Min.20.04.8.2 refers)	£520.38
10.4.7	DD	EE Mobile Contract # V01773663193 July '20 (Min. 19.01.08.5 refers)	£27.72
10.4.8	BACS	Hilary Workman – Clerk Salary – Period 5 (Min. 20.04.8.2 refers) T747046377	£602.17
10.4.9	BACS	HMRC – Tax/NI Liability Period 5 (Min. 20.04.8.2 refers)	£155.09
10.4.10	BACS	Memorial Social Centre ICT Grant (Min.20.08.05.2 refers)	£500.00
10.4.11	DD	Smart Pension HCMDT7C August (Min.18.12.08.7 refers)	£43.71
10.4.12	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/06/20 – 06/07/20 #E0100BH7MF (Min. 19.06.20.2 refers) T512145360	£45.60
10.4.13	BACS	W'rook Tennis Club Courts Repaint Grant (Min.20.08.06.2 refers)	£2250.00
10.4.14	BACS	Hilary Workman – Clerk Salary –Period 6 (Min. 20.04.8.2 refers)	£677.10
10.4.15	BACS	HMRC – Tax & NI Liability Period 6 (Min. 20.04.8.2 refers)	£202.47
10.4.16		Refund to Clerk – Rebuild Cost Assessment (Min.20.05.11.5 refers)	£160.00
10.4.17	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/07/20 – 06/08/20 #E0100BR3SB (Min. 19.06.20.2 refers)	£45.60
10.4.18	BACS	Acacia Tree Surgery # 357218 (Min.20.08.08.3.2 refers)	£360.00
10.4.19	BACS	Mdsign Events Plugin (WPC.20.09.02 refers)	£93.06

10.5 To note the current account balances and reconciliation to 31st 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
- 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
- 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
- 12.4 **Proposal: J Barton**
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 To consider the Council's proposed responses to the consultation on the planning white paper and (tabled and circulated as **WPC.20.09.06**) and take action as appropriate.
- 20.09.14 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 20.09.15 To consider actions relating to registered Parish Lands (tabled and circulated in report **WPC.20.09.07**) and take action as appropriate.
Proposal: Cllr Barton
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 To consider updates to ICT and data security and take action as appropriate (**WPC.20.09.08** refers).
- 16.1 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 Proposal: Cllr Barton**
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 To nominate a councillor to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 8th November, and
- 17.1 Proposal: Cllr Barton**
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath.
- 20.09.18 Any other matters for information, to be noted or for inclusion on a future agenda

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 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council