

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 30th April 2020

at 7:30pm remotely through a scheduled Zoom meeting

Topic: Wickhambrook Parish Council Meeting

Time: Apr 30, 2020 07:20 PM London (meeting commences at 7:30pm)

Join Zoom Meeting

<https://us02web.zoom.us/j/88913222931?pwd=NFBadFptNmRVSzNTc1pLQjVCemVQQT09>

Meeting ID: 889 1322 2931

Password: 248471

Find your local number: <https://us02web.zoom.us/j/88913222931> Meeting Reference 889 1322 2931

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.

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

AGENDA

- 20.04.01 To note or approve apologies for absence.
- 20.04.02
 - 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.
- 20.04.03 Proposal: Cllr Barton**
That the Minutes of the Parish Council meeting held on 27th February 2020, as tabled, be agreed as a true record.
- 20.04.04 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

- 20.04.05 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 20.04.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
- 6.1 Ministry of Housing, Communities & Local Government – Update on emergency legislation (*Previously circulated*)
- 6.2 Suffolk County Council – Various Traffic Regulations
- 6.3 West Suffolk Council – National Non-Domestic Rate – Cemetery (nil)
- 6.4 Anglian Water – Strategic Pipework Network
- 6.5 Community Housing Fund Campaign
- 6.6 East Anglian Anglia Childrens Hospices
- 20.04.07 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.
- 7.1 Cllr John Barton – VAS machine report
- 20.03.08 Ashfield Green Wickhambrook Bound
 - 20.03.10 B1063 Stradishall Bound Nr School
 - 20.03.29 B1063 Lidgate Bound Shop Hill (*previously circulated*)
 - 20.04.20 Bunters Road SE Direction
- 7.2 Cllr Mike Lavelle – Emergency Plan
- 7.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group
- 20.04.08 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 8.1 To note that a VAT126 claim in the sum of £1518.64 for Quarter 4 of the 2019-20 current financial year has now been submitted.
- 8.2 To note that the Council's Insurance with BHIB has been renewed.
- 8.3 To note that West Suffolk have confirmed that there is no NNDR liability for Wickhambrook Parish Council.
- 8.4 To note correspondence circulated for PKF Littlejohn (external auditor) regarding extensions to deadlines arising from COVID-19 (previously circulated) and summary of new arrangements tabled and circulated as **WPC.20.04.01**
- 8.5 To note a summary of decisions to date made remotely arising from the restrictions on meetings as a result of the COVID-19 Pandemic (reports **WPC.20.03.01**, **WPC20.03.02 & WPC20.03.03** refer), tabled and circulated as **WPC.20.04.02**
- 8.6 To note a summary of the [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](#) report **WPC.20.04.03** refers, and take action as appropriate.
- 20.04.09 9.1 To consider an update towards internet banking **WPC.20.04.04** and take action as appropriate.

20.04.10 10.1 To note the following income received

10.1.1	Interest	£18.99
10.1.2	Recycling Credits – West Suffolk Council	£1110.60
10.1.3	Cemetery & Memorial Fees	£1000.00
10.1.4	West Suffolk Council – 2020 – 21 Precept Payment	£35, 610.00

10.2

To authorise the payments to be made as listed below:

10.2.1	Hilary Workman - Clerk Salary 2019-20 Period 12	£683.74
10.2.2	Hilary Workman – Clerk Salary 2020-21 Period 1	£665.77
10.2.3	Hilary Workman – 2019-20 Quarter 4 Expenses	£74.50
10.2.4	Refund to Clerk – Defibrillator Pads (1)	£54.00
10.2.5	Refund to Clerk – Adobe Pro @ 3 x £15.17 per month, Feb, March & April 2020	£45.51
10.2.6	BHIB – Local Council Insurance Renewal	£1334.56
10.2.7	Mdsign Internet Services Ltd – Website Updates	£198.00
10.2.8	SALC – Councillor Training 29 th February (x 2 cllrs)	£144.00
10.2.9	MSC – Room Hire for meetings #1169 (27 th February)	£15.00
10.2.10	JRB Enterprise Ltd – Economy Dispenser Dog Glove	£91.14
10.2.11	D R King – Grounds Maintenance 2019-20 Quarter 4	£2407.20
10.2.12	D R King & Son #1174 - replacement of posts @ Coltsfoot Grn	£96.00
10.2.13	Refund to Clerk – Print Toner	£69.01
10.2.14	HMRC Tax/NI Liability Period 12	£33.81
10.2.15	SALC #23335 - Membership Subscription 2020-21	£445.19
10.2.16	Community Land Trust (CLT) 2020-21 Membership	£150.00
10.2.17	Refund to Clerk – Zoom Pro on-line meetings	£143.88
10.2.18	MSC – Refund of Recycling Credits from West Suffolk Council	£1110.60
10.2.19	HMRC Tax/NI Liability 2020-21 Period 1	£193.51
10.2.20	Mike Lavelle – Refund of materials to mend Parish Noticeboard	£173.10

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 #V01559499231 February '20 (Min. 19.01.08.5 refers)	£32.35
10.4.2	DD	E.ON Chapel of Rest H106562EDC February '20 (Min 19.02.10.4 refers)	£8.07
10.4.3	DD	E.ON Chapel of Rest H1073E945C March '20 (Min 19.02.10.4 refers)	£8.07
10.4.4		EE Mobile Contract #V01733819649 March '20 (Min. 19.01.08.5 refers)	£30.70
10.4.5	DD	Smart Pension (Min. 18.12.08.7 refers) February '20	£19.92
10.4.6	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/02/20 – 06/03/20 #E0100AG8QC (Min. 19.06.20.2 refers)	£45.60
10.4.7	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/03/20 – 06/04/20 #E0100AP74S (Min. 19.06.20.2 refers)	£45.60
10.4.8	BACS	Hilary Workman – Clerk Home Working Allowance Q4 – (Min. 18.10.9.6 refers)	£64.50
10.4.9	BACS	The Rainbird Partnership – 2019-20 Quarter 4 Smart Pension Processing (Min.18.11.08.7 refers)	£43.20

10.5 To note the current account balances and reconciliation to 31 January, and the Chairman's confirmation that they are supported by relevant bank balances.

Hilary Workman, Clerk & RFO to the Council

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

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- 20.04.11 11.1 To note the year end accounts for the financial year 2019-20 and take action as appropriate.
- 11.2 Proposal: Cllr Barton
To approve the year end accounts for financial year 2019-20.**
- 11.3 To note the proposal to transfer any unspent balances from the budget lines indicated in report **WPC.20.04.05** and take action as appropriate.
- 11.4 Proposal: Cllr Barton
To transfer any unspent balances from the budget lines indicated in report WPC.20.04.04 and take action as appropriate.**
- 20.04.12 12.1 To note the attached Financial Risk Assessment for the financial year 2020-21 and take action as appropriate.
- 12.2 **Proposal: Cllr Barton
That this Council receives and approves the Risk Assessments (circulated & tabled as WPC20.04.05) 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.**
- 20.04.13 To note the following Planning results as notified by West Suffolk Council since the previous meeting.
- 13.1 **DC/19/2483/FUL - Proposal Planning Application**
1no. Dwelling and detached garage
Land Adjacent To Aldersfield Place Ashfield Green Wickhambrook CB8 8UZ
WPC: Granted WPC: No Extra-ordinary meeting deemed necessary
- 13.2 **DC/20/0022/HH - Householder Planning Application**
Create a garden room rear elevation (following removal of existing conservatory)
Crows Cottage Malting End Wickhambrook Newmarket Suffolk
WSC: Granted WPC: No Extra-ordinary meeting deemed necessary
- 13.3 **DC/20/0087/OUT – Outline Planning Application**
Means of Access, Landscaping, Layout and Scale to be considered –
(i) 1 No. dwelling
(ii) double garage
Willow Tree Cottage, Bury Road, Wickhambrook CB8 8PD
WSC – Granted WPC: No objection Min. Ref. 20.02.14.1
- 13.4 **DC/19/2149/HH – Re-consultation in respect of a planning application**
Single Storey detached outbuilding
Baxters, Baxters Green, Wickhambrook
WSC: Granted WPC: No Extra-ordinary meeting deemed necessary
- 13.5 **DC/19/2423/VAR**
Application to Vary Conditions 6 and 7 of DC/19/1102/FUL to replace visibility splays of 90 metres with 50 metres in both directions to allow for 5no. dwellings with cart sheds and alterations to vehicular access (following demolition of existing agricultural buildings)
Clopton Hall, Clopton Hall Farm Ltd Giffords Lane Wickhambrook CB8 8PQ
WSC: Granted WPC: No objection Min.Ref 20.01.14.3

- 20.04.14 To note planning applications notified by West Suffolk Council for comment:
- 14.1 **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
- 14.2 **DC/20/0621/VAR** – 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
- 14.3 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.
- 20.04.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 15.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary
- 15.1.1 **DC/20/0383/HH** – Householder Planning Application
 (i) two storey side extension including attached garage (demolition of existing garage)
 (ii) linked extension to annexe (demolition of existing links)
 (iii) single storey front, side & rear extensions (demolition of existing extension)
 Demolition of modern single-storey extension and erection of new extension.
 Demolition of modern garage and link structures and erection of new garage and link structures and erection of new garage and link extensions etc.
Little Timbers, Ahfield Green, Wickhambrook CB8 8UZ
- 15.1.2 **DC/20/0384/LB** – Application for Listed Building Consent
 (i) demolition of existing garage, linked extensions and side extension
 (ii) two storey side extension
 (iii) linked extension to annexe
 (iv) single storey front, side & rear extension
Little Timbers, Ahfield Green, Wickhambrook CB8 8UZ
- 15.1.3 **DC/20/0419/HH** – Householder Planning Application
 (i) two storey side extension (following demolition of existing shower room)
 (ii) first floor rear extension
Moor Green Farm, Meeting Green, Wickhambrook CB8 8XS
- 15.1.4 **DC/20/0509/HH** – Householder Planning Application
 Front porch (replacement of existing porch)
32 Boyden Close, Wickhambrook, Newmarket, Suffolk CB8 8XU
- 20.04.16 To note SSAFA proposals for celebration of the 75th anniversary of VE Day and take action as appropriate.
- 20.04.17 Any other matters for information, to be noted or for inclusion on a future agenda
- 20.04.21 To confirm that the scheduled date for the next meeting is Thursday 28th May beginning at 7:30pm – Zoom meeting reference Meeting ID: 876 6376 2117 Password: 645593
- 20.04.22 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council