

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 28<sup>th</sup> May 2020**

at 7:30pm remotely through a scheduled Zoom meeting

Hilary Workman is inviting you to a scheduled Zoom meeting.

Topic: Wickhambrook Parish Council Meeting

Time: May 28, 2020 07:20 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/87663762117?pwd=T0FCeHNXUy9WSzVKRWVibWluV29rdz09>

Meeting ID: 876 6376 2117

Password: 645593

Dial by your location

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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.

N.B. 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**

- 20.05.01 To note or approve apologies for absence.
- 20.05.02
- 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.
- 20.05.03 Proposal: Cllr Barton**  
**That the Minutes of the Parish Council meeting held on 30<sup>th</sup> April 2020, as tabled, be agreed as a true record.**
- 20.05.04 To note that this meeting of the Parish Council is an ordinary meeting. The Parish Council having determined under [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](#) , not to hold an Annual Meeting of the Parish Council (**Min.20.04.8.6 refers**) the officers of the Council remaining in post until the next annual meeting of the Parish Council May 2020, unless they resign earlier.

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

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

Telephone: **07508 039821** Email: [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

- 20.05.05 Presentation of the Alf Hicks Crystal Biscuit Barrel
- 20.05.06 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**
- 20.05.07 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 20.05.08 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk’s report, and take action as appropriate.  
8.1 Suffolk Acre – Survey  
8.2 Nexus Fostering  
8.3 Suffolk Housing Association
- 20.05.09 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  
8.2 Cllr Mike Lavelle – Emergency Plan  
8.3 Cllr Sandy Thwaite – Road Safety, Access & Congestion Working Group
- 20.05.08 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 renewed.  
9.2 To note an update on ICT and GDPR issues (**WPC.20.05.01**, previously circulated) and take action as appropriate.  
**Proposal: Cllr Barton**  
**To authorise the subscription to the council’s insurer’s (BHIB) Cyber Security package at a cost of £299.99 including insurance premium tax.**  
9.3 To note that Accountability Plus will continue to provide the payroll service for the Council for the next financial year.  
9.4 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:  
9.4.1 Community Action Suffolk (FOC)  
9.4.2 ICO Data Protection (£35.00 Direct Debit)  
9.4.3 National CLT (£150.00 paid 30.04.2020)  
9.4.4 Suffolk Association of Local Councils (£445.19 paid 20.04.30)  
9.4.5 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)  
9.5 To consider an update towards internet banking **WPC.20.05.02** and take action as appropriate.  
9.6 Confirmation of approved dates for meetings to end of 2019  
**2020/21 Parish Council Meetings:**  
Thursday 30<sup>th</sup> July, 24<sup>th</sup> September, 26<sup>th</sup> November, 14<sup>th</sup> January 2021  
**2019 Estates Committee Meetings:**  
Thursday 4<sup>th</sup> June, 6<sup>th</sup> August, 1<sup>st</sup> October, 3<sup>rd</sup> December

- 20.05.10** 10.1 To note the following income received

10.1.1	Interest	£9.04
10.1.2	Recycling Credits – West Suffolk Council	£1250.54
10.1.2	Cemetery – Interment	£250.00

10.2 To authorise the payments to be made as listed below:

10.2.1	Refund to Clerk – Annual Microsoft Business Standard Subscription	£135.36
10.2.2	Refund to Clerk – Adobe Pro @ 3 x £15.17 per month, Feb, March & April 2020	£15.17
10.2.3	MSC – Refund of Recycling Credits from West Suffolk Council	£1250.54
10.2.4	Wave – Wickhambrook Bowling Club #7135405	£4.33
10.2.5	Refund to Clerk – Stationery Rymans	£43.44
10.2.6	West Suffolk Council #1129526	£471.12
10.2.7	Refund to Mike Lavelle – printing & connectivity for Wickhambrook Volunteer Coronavirus Support Group	£73.50

**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 # April '20 ( <b>Min. 19.01.08.5 refers</b> )	£32.35
10.4.2	DD	E.ON Chapel of Rest # April '20 ( <b>Min 19.02.10.4 refers</b> )	£8.07
10.4.3	DD	E.ON Chapel of Rest # May '20 ( <b>Min 19.02.10.4 refers</b> )	£8.36
10.4.4		EE Mobile Contract # May '20 ( <b>Min. 19.01.08.5 refers</b> )	£30.70
10.4.5	DD	Smart Pension ( <b>Min. 18.12.08.7 refers</b> ) April '20	£17.23
10.4.6	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/04/20 – 06/05/20 #E0100A71CH ( <b>Min. 19.06.20.2 refers</b> )	£45.60
10.4.7	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/03/20 – 06/04/20 #E0100AP74S ( <b>Min. 19.06.20.2 refers</b> )	£45.60
10.4.8	BACS	Hilary Workman – Clerk Salary – ( <b>Min. 20.04.8.2 refers</b> )	£638.51
10.4.9	BACS	Vertas Grounds Maintenance #SIN061147 ( <b>Min.20.04.8.2 refers</b> )	£520.39
10.4.10	BACS	HMRC Tax Liability Period 2 ( <b>Min 20.04.8.2 refers</b> )	£175.39
10.4.11	BACS	Mdsign – Website Quarterly Updates #1563	£198.00

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

20.05.11 11.1 To note the final accounts for the financial year 2019-20 and take action as appropriate.

**11.2 Proposal: Cllr Barton**  
**To approve the final accounts for financial year 2019-20 to be submitted to the internal auditor.**

11.3 To note the Financial Asset register and consider any appropriate adjustments to the Council's Insurance (tabled & circulated as **WPC.20.05.03**)

**11.4 Proposal: Cllr Barton**  
**To authorise the Clerk to adjust the BHIB insurance cover for assets as identified in report WPC.20.05.03, and the cost of the additional premium of £67.66.**

**11.5 Proposal: Cllr Barton**  
**To authorise the Clerk to appoint a Chartered Surveyor to provide a valuation of the replacement value of the Chapel of Rest at Wickhambrook Cemetery for insurance purposes at a cost of not more than £500 plus VAT.**

- 20.05.12 12.1** To receive reviewed Council Documents (circulated and tabled as **WPC20.05.04**) noting any proposed changes and take action as appropriate
- 12.2 Proposal: Cllr Barton**  
**That this Council adopts the reviewed Council documents listed below for publication**
- 12.2.1 Wickhambrook Parish Council Code of Conduct**
  - 12.2.2 Standing Orders**
  - 12.2.3 Estates Committee Terms of Reference**
  - 12.2.4 Financial Regulations**
  - 12.2.5 Training Policy**
  - 12.2.6 Media Policy**
  - 12.2.7 Social Media Policy**
  - 12.2.8 Freedom of Information Scheme**
  - 12.2.8 Publication Scheme**
  - 12.2.9 Complaints Procedure**
  - 12.2.10 Document Retention Policy**
  - 12.2.11 Requests for Information Policy**
  - 12.2.12 Equal Opportunities Policy**
  - 12.2.13 Health & Safety Policy**
  - 12.2.14 Training New Staff & Councillors**
- 20.05.13 To note the following Planning results as notified by West Suffolk Council since the previous meeting.
- 13.1 DC/20/0383/HH** – Householder planning application  
 Two storey side extension including attached garage (demolition of existing garage)  
 (i) Linked extension to annexe (demolition of existing links)  
 (ii) Single storey front, side & rear extensions (demolition of existing extension)  
**Little Timbers, Ashfield Green Wickhambrook CB8 8UZ**  
**WPC:** No Extra-ordinary meeting deemed necessary **WSC:** Granted
- 13.2 DC/20/0384/LB** – Listed Building Consent  
 (i) demolition of existing garage, linked extensions & side extension  
 (ii) two storey side extension  
 (iii) linked extension to annexe  
 (iv) single storey front, side & rear extensions  
**Little Timbers, Ashfield Green Wickhambrook CB8 8UZ**  
**WPC:** No Extra-ordinary meeting deemed necessary **WSC:** Granted
- 13.3 DC/20/0509/HH** – Householder planning application  
 Front porch – replacement of front porch  
 21 Boyden Close, Wickhambrook, Newmarket, CB8 8XU  
**WPC:** No extra-ordinary meeting deemed necessary **WSC:** Granted
- 13.4 DC/19/2460/FUL** – full planning application  
 (i) vehicular & pedestrian access (removal of part of existing vehicular driveway)  
 (ii) parking area  
**Giffords Hall, Giffords Lane, Wickhambrook CB8 8PQ**  
**WPC:** No extra-ordinary meeting deemed necessary **WSC:** Granted
- 20.05.14 To note that there were no planning applications notified by West Suffolk Council for comment:

- 20.05.15 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/20/0702/HH** – Householder planning application  
(i) Two storey rear extension  
(ii) single storey rear lean-to extension  
14 Bury Road, Wickhambrook CB8 8PE
- 20.05.16 To consider options for supporting Wickhambrook Memorial Social Centre to install wi-fi and enhanced ICT for meetings and take action as appropriate (tabled and circulated as **WPC20.05.05**).
- 20.05.17 To consider a report from the Chair on the Clerk’s Annual Performance Review and take action as appropriate.
- 20.05.18 Any other matters for information, to be noted or for inclusion on a future agenda
- 20.05.19 To confirm that the scheduled date for the next meeting is Thursday 30 July beginning at 7:30pm – Join Zoom Meeting  
<https://us02web.zoom.us/j/84978801095?pwd=L05aN3dZa1EwenR3UzRySVV2WUJKZz09>
- Meeting ID: 849 7880 1095                      Password: 599061
- 20.05.20 Close of meeting.

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