

## **Wickhambrook Parish Council**

### **Minutes**

Of an ordinary meeting of the Parish Council held on **Thursday 14<sup>th</sup> January 2021**

**Present:** Cllrs J Barton, J Claydon, M Lavelle (part), K Merritt, J Norton & S Thwaite, P Couzens

**Attending:** Parish Clerk Hilary Workman

This meeting was conducted remotely via zoom.

Page | 10579

**21.01.01 Noted:**

That there were no apologies for absence.

**21.01.02 Noted;**

- 2.1 That when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited:
- 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.

**21.01.03 Resolved**

**That the Minutes of the Ordinary Parish Council meeting held on 26<sup>th</sup> November 2020, be agreed as a true record.**

Cllr Claydon raised a point with respect to the responses to the consultation on the local service centre in 2012. The meeting agreed that the minute was correct but that the parish council did not have information about how many respondents there were to that survey.

**21.01.04 Noted: Public Forum – (Open Session). 7:40pm.**

When comments or questions on Agenda items or matters of concern were invited, there were none, there being no members of the public present.

**21.01.05 Noted:**

The following correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.

- 5.1 SALC – SCC consultation on shaping guidance for new housing developments – closing date 10<sup>th</sup> February – Cllr Thwaite reported that having read it, it seemed to be a fair document. The meeting agreed that if no Cllrs had comments, the clerk would not respond.
  - 5.2 Suffolk Police & Crime Commissioner –policing elements of council tax precept
  - 5.3 West Suffolk Council – Financial Support for the impact of COVID-19 on tax base
- The clerk further reported correspondence from DR King which would be reported to the extraordinary meeting on 21<sup>st</sup> January relating to land submitted under SHELAA WS518 (Land at Cutbush – adjacent to the primary school).

**21.01.06 Noted:**

That when reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate were invited, there were none.

**21.01.07 Noted:**

Reports and requests to this meeting from Portfolio holders:

**7.1 Highways:**

**Cllr Barton**

**7.1.1 VAS Machine Reports**

- 07/11/20 – B1063 Nr School Stradishall Bound
- 11/12/20 – Ashfield Green Wickhambrook Bound
- 14/12/20 - B1063 Shop Hill

**Signed:** John Barton

**Date: 05/03/2021**

Cllrs noted with concern the excess speeds recorded, particularly on the B1063 at Shop Hill. Cllr Barton has forwarded these figures to Suffolk Constabulary. Cllr Barton has tried to develop a template on Excel and would value any assistance with this, to make the figures more accessible to members of the public, for example by posting on the Website. He noted that it was disappointing that the Police have not been seen enforcing speed limits in the village. Cllr Thwaite kindly offered to look at the spreadsheets.

7.2 **Emergency Plan**

**Cllr Lavelle**

Page | 10580

Cllr Lavelle reported that he had received latest format of emergency plan from Andy Osman, Chief Emergency Planning Officer at SCC & would report back to the parish council at the next meeting. The meeting asked the clerk to send parish councillor's contact details to Mike.

7.3 **Road Safety, Access & Congestion Working Group** **Cllr Thwaite**  
(previously circulated).

Cllr Thwaite reported two issues, parking and speed reduction. Ideas that had been discussed were not set in stone. The group was waiting for Mary to set up meeting with David Chenery so that the ideas could be discussed and further developed. She had also met up with the West Suffolk Traffic Enforcement team leader based at Newmarket in early December. He was going to provide examples of successful schemes in other villages across West Suffolk.

One option which had been considered by the group was the small area which is already currently used for parking in front of the bowls club. A concern identified though was that the access from MSC single track and not currently in good condition. A link from Thorns Close to parking behind bowls club provided it was an adopted road. Cllr Barton noted that the parking of cars on Shop Hill below the school did not appear to be reducing speed of vehicles. The meeting acknowledged that the proposal outlined in Mr Kings letter with respect to land at Cut Bush was an excellent one, particularly if the school were to grow and facilities provided for parking.

Cllr Thwaite reported that the new headteacher at Wickhambrook Academy was Hannah Tyzak.

Cllrs noted Cllr Claydon's comments that it was important for the parish council to take a leading role in how the parish approaches development, for everyone in the village. Changes to working from home offered opportunities to re-invigorate the village, which serves a big area, and that there was an acknowledged need for affordable homes in the village and mixed housing – the housing needs survey would help with this.

The meeting agreed that it was important to look at the Cutbush site before investigating other options identified.

Cllr Barton thanked Cllr Thwaite for all her work on this so far.

21.01.08 **Noted:**

To note decisions and actions taken at Estates Committee on 3<sup>rd</sup> December 2020.

8.1 **Resolved:**

To agree a contractor and delegate the Clerk to instruct the works to be undertaken in accordance with the proposed schedule advised by Acacia Trees.

8.2 **Resolved:**

To authorise the cost of bi-annual inspection of the zip wire and any replacement parts at not more than £1015 plus VAT

8.3 **Resolved:**

To authorise the replacement of the existing gateposts at the entrance of the cemetery leading up to the War Memorial as set out in report WPC.EC.20.12.03 at a cost of not more than £2198.80 incl. VAT.

8.4 **Resolved:**

To adopt the specification of memorial furniture, as set out in WPC.EC.20.12.04, subject to any amendments agreed by the committee at this meeting.

**Signed:** John Barton

**Date:** 05/03/2021

**8.5 Resolved:**

The committee authorise the cost of initial outlay for up to four lockdown bins and one combined bin at a cost of not more than £1610.95 and a weekly cost in the current financial year of £3.02 per collection.

**21.01.09 Noted:** Clerk's report:

- 9.1 That there has been no request for by electors for a poll, and there for the vacancy on the parish council may be filled by co-option. A notice had been published, with a closing date for expressions of interest of 29<sup>th</sup> January, with any applicants to be considered at the next meeting on 25<sup>th</sup> February.
- 9.2 That the Quarter 3 VAT 126 claim was being prepared for submission to HMRC.
- 9.3 That a form of acceptance had been completed for Wickhambrook Volunteer COVID Response Grant. ML to review any additional funding for the Wickhambrook COVID Response Group and advise the clerk.

Page | 10581

**21.01.10** 10.1 To note the following income received

10.1.1	HMRC VTR	£1938.24
10.1.2	West Suffolk Council – Recycling Credits	£1606.80

The clerk advised that the West Suffolk Recycling Credits were listed here as at the time the November agenda had been prepared, notification of the payment was received and included on the agenda, but the funds were not received in the account until after the meeting.

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

10.2.1	PKF Littlejohn LLP	£240.00
10.2.2	Hilary Workman – Clerk Expenses	£149.97
10.2.3	Refund to Clerk – Adobe Pro @ £15.17 per month Dec '20	£15.17
10.2.4	Suffolk Assn. of Local Councils Member Training #23988	£60.00

**10.3 Resolved;**

**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 October '20 ( <b>Min. 19.01.08.5 refers</b> )	£28.42
10.4.2	DD	E.ON Chapel of Rest November '20 ( <b>Min 19.02.10.4 refers</b> )	£16.51
10.4.3	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/11/20 – 06/12/20 #E0100BR3SB ( <b>Min. 19.06.20.2 refers</b> )	£45.60
10.4.4	DD	EE Mobile Contract #H1089A13AE November '20 ( <b>Min. 19.01.08.5 refers</b> )	£36.52
10.4.5	DD	E.ON Chapel of Rest Dec '20 ( <b>Min 19.02.10.4 refers</b> )	£12.79
10.4.6	BACS	Hilary Workman – Clerk Salary –Period 8 ( <b>Min. 20.04.8.2 refers</b> )	£601.78
10.4.7	BACS	HMRC – Tax & NI Liability Period 8 ( <b>Min. 20.04.8.2 refers</b> )	£155.09
10.4.8	BACS	Smart Pension Payment – Period 8	£19.55
10.4.9	DD	EE Mobile Contract #H1089A13AE December '20 ( <b>Min. 19.01.08.5 refers</b> )	£36.52
10.4.10		Unity Trust Bank Service Charge	£18.00

Signed: John Barton

Date: 05/03/2021

10.4.11	BACS	Hilary Workman – Clerk Salary – Period 9 ( <b>Min. 20.04.8.2 refers</b> )	£601.78
10.4.12	BACS	HMRC – Tax & NI Liability Period 9 ( <b>Min. 20.04.8.2 refers</b> )	£155.09
10.4.13	DD	Smart Pension Payment – Period 9	£19.55
10.4.14	BACS	Suffolk Tree Surgery & Landscape #1182 (Min. EC20.10. refers)	£100.00
10.4.15	BACS	D R King & Son #1119 – Grounds Maintenance Q3 ( <b>Min.Ref 20.04.8.2 refers</b> )	£4200.00
10.4.16	BACS	Hilary Workman – Quarter 3 Home Working Allowance	£64.50

Page | 10582

10.5 To note the current account balances and reconciliation to 31<sup>st</sup> December 2020, and the Chairman's confirmation that they are supported by relevant bank balances.

**21.01.11 Resolved**  
**That Council appoints Messrs Heelis and Lodge as Internal Auditors for the financial year 2021/2022.**

**20.01.12 Noted:**  
 The meeting appointed the following three Cllrs to the Housing Needs Working Group: Cllrs Barton, Merritt & Thwaite. The meeting asked the clerk to arrange an initial meeting date with CAS and advise.

**21.01.13 Noted:**  
 That there were no planning applications listed below as notified by West Suffolk Council for comment.

**21.01.14 Noted:**  
 The following Planning results as notified by West Suffolk Council since the previous meeting.

- 14.1 **DC/20/1824/HH** – Householder Planning Application  
 Single storey rear extension  
**6 Nunnery Green Wickhambrook CB8 8XT**  
**West Suffolk:** Approved **WPC:** No Comment
- 14.2 **DC/20/1973/HH** – Householder Planning Application  
**a. single storey rear extension**  
**b. detached garden room/study**  
**Duddery Cottage The Duddery Wickhambrook Suffolk**  
**West Suffolk:** Approved **WPC:** No Extraordinary Meeting
- 14.3 **DCON(A)/20/0317** – Application to Discharge Condition 11  
 (ecological enhancement) of DC/20/0317/FUL  
 Willow Tree Cottage Bury Road Wickhambrook Newmarket Suffolk CB8 8PD  
**West Suffolk:** Approved **WPC:** Not Consulted

**21.01.15 Noted:**  
 The following Planning matters for information, to be noted or for inclusion on a future agenda.

- 15.1 The following applications circulated where no Extra-ordinary Meeting was considered necessary:
- 15.1.1 **DC/20/1935/HH** – Householder Planning Application  
 Conversion of detached garage to form granny annexe to include single storey side and rear extensions  
**New Cottage Cloak Lane Wickhambrook Suffolk**
- 15.1.2 **DC/20/1973/HH** – Householder Planning Application  
**a. single storey rear extension**  
**b. detached garden room/study**  
**Duddery Cottage The Duddery Wickhambrook Suffolk**
- 15.1.3 **DC/20/2051/HH** – Householder Planning Application

**Signed:** John Barton

**Date:** 05/03/2021

Detached timber garden building

**Sunnyside House Church Road Wickhambrook CB8 8XH**

15.1.4 **DC/20/2078/HH** – Householder Planning Application

**DC/20/2079/LB** - Listed Building Consent

Single storey rear extension (following demolition of existing rear extension)

**East Cottage Attleton Green Wickhambrook CB8 8YA**

15.2 The following application a re-consultation, WPC previously submitted no comment **DC/20/1785/FUL** – planning application

(a) one dwelling (following demolition of existing agricultural building) with associated parking and works - in association with DC/19/0201/P3QPA (

b) siting of temporary static caravan during construction

**Dwelling Peacocks Farm Farley Green Wickhambrook**

Page | 10583

21.01.18 **Noted:**

Nominations for the Alf Hicks Biscuit Barrel, to be presented in May 2021 were invited.

In 1991 the Barrel was presented to Alf as a gift in recognition of his service to the Village. Alf kept the Barrel for a while but then returned it to the Parish Council with a request that it be awarded annually for outstanding service to the village.

Cllr Lavelle nominated Julie Little, who had who made all the willow hearts (71) during the first lockdown, which was supported by all Councillors at the meeting.

21.01.19 **Noted:**

That when any other matters for information, to be noted or for inclusion on a future agenda were invited:

19.1 Cllr Norton reported that quite a few residents had asked him when the vaccinations were going to happen in Wickhambrook. Cllr Lavelle advised that all individuals in the first four cohorts would be contacted, and that it was a huge logistical issue. Local surgeries don't have any influence over when the NHS was able to roll out vaccinations to more rural areas. The clerk advised that Wickhambrook surgery would now be copying her and the webmaster into updates on the roll out. The practice manager had advised that there were logistical limitations with the Pfizer vaccine, which could only be moved four times between manufacturing and vaccination, which is why it had been limited to healthcare settings.

21.01.20 **Noted:**

That the scheduled date for the next meeting is Thursday 25<sup>th</sup> February beginning at 7:30pm – Join Zoom Meeting

<https://us02web.zoom.us/j/85152628482?pwd=djlGeVlWY1VIWEJQWmUzZFRucFluQT09>

Meeting ID: 851 5262 8482

Passcode: 171045

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21.01.22 **Close of meeting.** 20:59pm

**Signed:** John Barton

**Date:** 05/03/2021