

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 14th January 2020

at 7:30pm remotely through a scheduled Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/87693421961?pwd=TDZZQWJWNGx3NUdLOUdzckF3RVZFZz09>

Meeting ID: 876 9342 1961

Passcode: 805054

Dial In

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

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

- 21.01.01 To note or approve apologies for absence.
- 21.01.02
 - 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.
- 21.01.03 Proposal: Cllr Barton**
That the Minutes of the Ordinary Parish Council meeting held on 26th November 2020, be agreed as a true record.
- 21.01.04 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
- 21.01.05 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 – SCC consultation on shaping guidance for new housing developments
 - 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

Hilary Workman, Clerk & RFO to the Council

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

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

- 21.01.06 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 21.01.07 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
- 07/11/20 – B1063 Nr School Stradishall Bound
 - 11/12/20 – Ashfield Green Wickhambrook Bound
 - 14/12/20 - B1063 Shop Hill
- 7.2 Emergency Plan **Cllr Lavelle**
- 7.3 Road Safety, Access & Congestion Working Group **Cllr Thwaite**

21.01.08 To note decisions and actions taken at Estates Committee on 3rd 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.
- 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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 9.1 To note 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 has been published, with a closing date for expressions of interest of 29th January, with any applicants to be considered at the next meeting on 25th February.
- 9.2 To note that the Quarter 3 VAT 126 claim is being prepared for submission to HMRC.
- 9.3 To note that a form of acceptance has been completed for Wickhambrook Volunteer Covid Response Grant.

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

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 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 October '20 (Min. 19.01.08.5 refers)	£28.42
10.4.2	DD	E.ON Chapel of Rest November '20 (Min 19.02.10.4 refers)	£16.51
10.4.3	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/11/20 – 06/12/20 #E0100BR3SB (Min. 19.06.20.2 refers)	£45.60
10.4.4	DD	EE Mobile Contract #H1089A13AE November '20 (Min. 19.01.08.5 refers)	£36.52
10.4.5	DD	E.ON Chapel of Rest Dec '20 (Min 19.02.10.4 refers)	£12.79
10.4.6	BACS	Hilary Workman – Clerk Salary –Period 8 (Min. 20.04.8.2 refers)	£601.78
10.4.7	BACS	HMRC – Tax & NI Liability Period 8 (Min. 20.04.8.2 refers)	£155.09
10.4.8	BACS	Smart Pension Payment – Period 8	£19.55
10.4.9	DD	EE Mobile Contract #H1089A13AE December '20 (Min. 19.01.08.5 refers)	£36.52
10.4.10		Unity Trust Bank Service Charge	£18.00
10.4.11	BACS	Hilary Workman – Clerk Salary – Period 9 (Min. 20.04.8.2 refers)	£601.78
10.4.12	BACS	HMRC – Tax & NI Liability Period 9 (Min. 20.04.8.2 refers)	£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 (Min.Ref 20.04.8.2 refers)	£4200.00
10.4.16	BACS	Hilary Workman – Quarter 3 Home Working Allowance	£64.50

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

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

20.01.12 To appoint three Cllrs to a Housing Needs Working Group.

21.01.13 That there are no planning applications listed below as notified by West Suffolk Council for comment.

21.01.14 To note 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: Approve

WPC: Not Consulted

21.01.15 Any other 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

Hilary Workman, Clerk & RFO to the Council

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

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

- 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
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

- 21.01.18 To request nominations for the Alf Hicks Biscuit Barrel, to be presented in May 2021.
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.
- 21.01.19 Any other matters for information, to be noted or for inclusion on a future agenda
- 21.01.20 To confirm that the scheduled date for the next meeting is Thursday 25th February beginning at 7:30pm – Join Zoom Meeting

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

Meeting ID: 851 5262 8482

Passcode: 171045

Dial In

+44 203 481 5240 United Kingdom

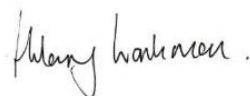
+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

- 21.01.22 Close of meeting.

Published & posted 8th January 2021



Hilary Workman
Clerk & RFO to the Council