

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 25<sup>th</sup> March 2021**

at 7:30pm remotely through a scheduled Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/87993339868?pwd=VnhEUHFpeS9ieHZiSjZmbEJiQjAwdz09>

Meeting ID: 879 9333 9868

Passcode: 675387

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**

- 21.03.01 To note or approve apologies for absence.
- 21.03.02
- 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.
- 21.03.03 Proposal: Cllr Barton**  
**That the Minutes of the Ordinary Parish Council meeting held on 25th February 2021, be agreed as a true record.**
- 21.03.04 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**
- 21.03.05** To receive further information with respect to the Parish Council's request to Community Action Suffolk to initiate a Housing Needs Survey tabled and circulated as **WPC.21.03.01**), including oral advice from Julie Salisbury: Strategic Housing Officer, West Suffolk Council and take action as appropriate.
- Proposal: Cllr Barton**
- 5.1 That Wickhambrook Parish Council confirm its aspiration to work with CAS and West Suffolk Strategic Housing and Planning Services to identify and bring forward a Rural Exception site if evidence of a housing need for such a site is identified from the Housing Needs Survey which it has commissioned; and**
  - 5.2 That the parish clerk, in consultation with the Housing Needs Survey Working Group, be delegated authority to sign the agreement with Community Action Suffolk.**

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

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

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

**20.03.06** To receive further information about Neighbourhood Planning (tabled and circulated as **WPC.21.03.02**), including oral advice from Ann-Marie Howell, Principal Planning Policy Officer, West Suffolk Council and take action as appropriate.

**6.1 Proposal: Cllr Barton**

**The Parish Council agree to:**

**6.1.1 arrange a public meeting (when COVID regulations permit this) to present information to residents of the parish about Neighbourhood Planning, and authorise the cost of such a meeting, including hire of meeting room, refreshments, publicity and the time of a Neighbourhood Plan planning consultant, at a cost of not more than £500 from the Neighbourhood Plan Earmarked Reserves; and**

**6.2 in the event that residents of the parish agree at that meeting that they wish to establish a Neighbourhood Plan Steering Group to develop a Neighbourhood Plan for the parish, appoint two councillors to the steering group.**

21.03.07 To consider correspondence to this meeting (*previously circulated*) not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.

7.1 NALC – Chief Executive's Bulletin

7.2 West Suffolk Council

- Message from Leader – John Griffiths

- Co-production – Apprentice Project

- Anglia Revenues Partnership – confirmation no NNDR on Cemetery

7.3 West Suffolk Council – affordable housing at The Meadows

21.03.08 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

21.03.09 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.

**9.1 Highways:**

**Cllr Barton**

7.1.1 VAS Machine Reports

21.03.08 – Bunters Road SE Direction

21.03.14 – B1063 Nr School – Stradishall Bound

21.03.16 – Ashfield Green – Hargrave Bound

**9.2 Emergency Plan**

**Cllr Lavelle**

**9.3 Road Safety, Access & Congestion Working Group**

**Cllr Thwaite**

**21.03.10** To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

10.1 To note that CAS have been instructed for the parish council's insurance for the 2021/22 financial year (new premium £794.62). CAS has advised that the premium could be reduced further by committing to a 3 year undertaking (£754.89).

10.2 To note that the owner of land to the rear of the cemetery has confirmed that they do own the access onto the Coltsfoot Green C664 road and is considering their options.

10.2 To consider a review of the mobile phone contract for the clerk tabled and circulated as **WPC.21.03.03** and take action as appropriate.

**Proposal: Cllr Barton**

**Move the mobile phone plan to Three, to include Samsung Galaxy A12, unlimited calls & texts & 5GB data £15.83 plus VAT per month (plus any out of plan costs), plus a SIM only plan for unlimited calls & texts & 2gb data for existing handset at £2.50 plus VAT per month (plus any out of plan costs).**

10.5 To note that the proposed site for a combined dog bin at the end of FP25, as agreed at Estates Committee on 4<sup>th</sup> March (**WPC.EC.21.03.01** and Min. Ref **EC.21.03.** refer) has not proved viable, and agree an alternative location as tabled in report **WPC.21.03.04.**

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

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

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

10.6 To note in accordance with recent guidance from SALC and 2020 Practitioners Guidelines, draft Reserves and Internal Control policies have been tabled and circulated as **WPC.21.03.05**).

10.6.1 **Proposal: Cllr Barton**

**To adopt the draft reserves & internal control policies attached at Appendices A & B to WPC.21.03.05 and make provision for any necessary actions arising from adoption of those policies.**

**21.03.11** 11.1 To note the following income received

<b>SUMMARY OF PAYMENT RECEIVED</b>		<b>AMOUNT</b>
<b>11.1.1</b>	Wickhambrook Outdoor Bowls Club	£11.00
<b>11.1.2</b>	HMRC VTR Q3 Refund	£1062.36

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

<b>SUMMARY OF PAYMENT TO BE AUTHORISED</b>		<b>AMOUNT</b>
<b>11.2.1</b>	Anglian Water #8507044 12/02/2021	£11.97
<b>11.2.2</b>	Mdsign – renewal of Domain Name #1746	£24.00
<b>11.2.3</b>	Refund to Clerk – replacement sign at Skate Park	£103.48
<b>11.2.4</b>	Suffolk Association of Local Councils – Clerk Training #24272	£30.00
<b>11.2.5</b>	Refund to Clerk- Adobe Subscription #	£30.34
<b>11.2.6</b>	Signomatic – replacement sign for Skatepark #1170040	£103.58

**11.3 Proposal: Cllr Barton;**

**That the payments to be made, listed above at 11.2 be authorised.**

11.4 To note the following payments previously authorised.

<b>PAYMENT TYPE</b>	<b>SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT</b>	<b>AMOUNT</b>
<b>11.4.1</b>	DD E.ON Chapel of Rest #H10C28130E 12/02/2021 ( <b>Min 19.02.11.4 refers</b> )	£13.62
<b>11.4.2</b>	BACS Hilary Workman – Clerk Salary –Period 11 ( <b>Min. 20.04.8.2 refers</b> )	£601.78
<b>11.4.3</b>	BACS HMRC – Tax & NI Liability Period 11 ( <b>Min. 20.04.8.2 refers</b> )	£155.09
<b>11.4.4</b>	BACS Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/01/21 – 06/02/21 #E0100D67LS ( <b>Min. 19.06.20.2 refers</b> )	£45.60
<b>11.4.5</b>	DD Smart Pension Period 11 (February) ( <b>Min 20.04.8.2 refers</b> )	£19.55
<b>11.4.6</b>	BACS Places4People #323 ( <b>Min.21.01.06.2 refers</b> )	£96.00
<b>11.4.7</b>	BACS Vertas Grounds Maintenance Q4 #SIN070920 ( <b>Min 20.04.8.2 refers</b> )	£520.39

11.5 To note the current account balances and reconciliation to 28th February 2021, and the Chairman’s confirmation that they are supported by relevant bank balances.

11.6 To note and approve a summary of direct debits on the Unity Trust Current Account for the 2021.22 financial year, as set out below:

<b>PAYEE</b>	<b>PURPOSE</b>	<b>AMOUNT</b>	<b>DUE DATE</b>
SMART PENSION	Clerk Pension	Variable - apx £19 per month	11 <sup>th</sup> of month
E.ON	Chapel of Rest Electricity	Variable - apx £12 per month	15 <sup>th</sup> of month
E.E.	Clerk Mobile Phone	Variable - apx £36 per month	23 <sup>rd</sup> of month
UNITY TRUST	Bank Service Charge	Quarterly – £18.00	31 <sup>st</sup> of Month

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

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

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

- 11.7 To consider a schedule of due payments on a regular basis for the financial year 2021.22 (tabled and circulated as **WPC.21.03.06**) and take action as appropriate.  
**Proposal: Cllr Barton**  
**To authorise the schedule of due payments arising on a regular basis, as identified in report WPC.21.03.06 for the financial year 2021.22.**
- 20.03.12** 12.1 To consider the Financial Risk Assessment tabled and circulated in report WPC.21.03.07 for approval and take action as appropriate.  
**Proposal: Cllr Barton**  
**That this Council receives and approves the Risk Assessments (circulated & tabled as WPC21.03.07) 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.**
- 12.2 To consider a summary of proposed virements to earmarked reserves (tabled and circulated as **WPC.21.03.08**) and take action as appropriate.  
**Proposal: Cllr Barton**  
**To authorise virement of unspent funds in the 2020.21 financial year to earmarked reserves, as identified in Appendix A to report WPC.21.03.08 in accordance with the Reserves policy.**
- 20.01.13** 13.1 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC21.03.09**) from two organisations and take appropriate action.  
**13.2 Proposal: Cllr Barton**  
**To authorise donations under S.137 to a maximum of £100 to the charitable organisations identified by Councillors from report WPC21.03.09.**
- 21.03.14** To consider and determine a response to the planning applications listed below as notified by West Suffolk Council for comment.
- 14.1 **DC/21/0361/FUL** - Planning application  
a. part change of use of existing ancillary garage/annex to holiday let  
b. single storey extension to rear of outbuilding and insertion of roof lights  
**Butlers Hall Attleton Green Wickhambrook CB8 8YB**
- 14.3 **Proposal: Cllr 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.**
- 21.03.15 To note that now Planning results have been notified by West Suffolk Council since the previous meeting.
- 21.03.16 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 16.1 The following application not circulated by West Suffolk Council to Wickhambrook Parish Council  
16.1.1 **DC/21/0412/AG1** - Determination in respect of permitted agricultural development - agricultural road  
**Twights Farm Baxters Green Wickhambrook CB8 8UY**
- 21.03.17 To note decisions and actions taken at Estates Committee on 4<sup>th</sup> March 2021.  
**Resolved**  
To authorise the cost of backfilling the steps from Six Acres down onto FP25 and installing a hand-rail, at not more than £804 plus VAT. D Corkhill for Suffolk Public Rights of Way  
**Resolved**  
To approve a further £580 plus VAT to complete works to levelling graves in the cemetery in the next financial year. D R King & Son  
**Resolved**  
That the Clerk draw up contracts for groundworks for the financial year 2021/22 as determined by the meeting following their consideration of quotes for the areas identified in WPC.EC.21.03.02. R H Landscaping.

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

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

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

**Noted:**

The meeting agreed that it wished to proceed with the scheme to upgrade the scheme to improve drainage on FP25 at the Coltsfoot Green end (first 50 metres), upgrading using road planings, at a likely total cost of £1600 plus VAT were Suffolk County Council Public Rights of Way team not able to co-fund it (the current proposal being that the parish council bear the capital cost, and PROW the labour).

- 21.03.18 Any other matters for information, to be noted or for inclusion on a future agenda
- 19.1 Recent agendas have been very full, which has resulted in longer than usual meetings. Councillors may wish to consider whether they wish to amend the schedule of meetings to start earlier, so as to ensure that meetings do not run too late into the evening (n.b. meetings are restricted to not more than 3 hours).
- 21.03.19 To confirm that the scheduled date for the next meeting is Thursday 6th May beginning at 7:30pm – Join Zoom Meeting  
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
- 21.03.21 Close of meeting.

**Published & posted 19<sup>th</sup> March 2021**



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