

Wickhambrook Parish Council**Minutes**

Of an ordinary meeting of the Parish Council held on **Thursday 6th May 2021**

Present: Cllrs J Barton, P Couzens, J Claydon (part), M Lavelle (Part), J Norton, T Turner

Attending: Parish Clerk Hilary Workman, SC Cllr Mary Evans (Part), WS Cllr Mike Chester

This meeting was conducted remotely via zoom.

- 21.05.01 **Noted:**
Cllr Paull Couzens was elected an interim chairman until the next full meeting.
- 21.05.02 **Noted:**
That the Chairman's Declaration of Acceptance of Office would be signed immediately after the meeting and forwarded to the clerk.
- 21.05.03 **Noted:**
That Cllr J Barton was elected the Vice Chairman of the Council for the coming year.
- 21.05.04 **Noted:**
The accounts for the 12 months ended 31.03.21, including a review of expenditure incurred under s.137 of the Local Government Act 1972 (previously circulated as **WPC.21.05.01**) which have been forwarded with supporting documents to the internal auditors.
The Chairman proposed and the meeting resolved to take item 07 on the agenda at this point, both District and County Councillors having other annual meetings of parish councils to attend through the evening.
- 21.05.05 **Noted:**
A review of the delegation arrangements to committees and staff (previously circulated as **WPC.21.05.02**).
- 21.05.06 **Noted:**
6.1 The reviewed Council Documents (previously circulated as **WPC.21.05.03**) noting any proposed changes; and
6.2 **Resolved.**
That this Council adopt the reviewed Council documents listed below for publication
6.2. 1 Standing Orders
6.2.2 Financial Regulations
6.2.3 Estates Committee Terms of Reference
6.2.4 Wickhambrook Parish Council Code of Conduct
6.2.5 Media & Social Media Policy
6.2.6 Requests for Information Policy (FOI)
6.2.7 Publication Scheme
6.2.8 Complaints Procedure
6.2.9 Document Retention Policy
6.2.10 Data Protection Policy
6.2.11 Equal Opportunities Policy
6.2.12 Health & Safety Policy
6.2.13 Training Policy

Signed: Paul Couzens

Dated: 22/07/2021

21.05.07

Noted:

Clrs received reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

- 7.1 Cllr Mrs Mary Evans, Suffolk County Council and West Suffolk Council (report circulated) who further advised that:
- Inspector Matt Paisley would be happy to come attend a Parish Council meeting, and that the Cheryl Claydon, the Police Community Engagement Officer would be happy to come to the parish on a Weekend for an engagement day.
 - Details on how to register the ANPR site would be sent to the Clerk
 - She had spoken to the Asset Manager at SCC with respect to the drainage issue at Wickham Street. This had been due to be undertaken in January and whilst not yet scheduled, SCC would undertake this work and accepted it was a road safety issue.
 - That the speed survey to be undertaken in Wickham Street, as a precursor to a Road Traffic Order to reduce the speed from 40mph to 30mph had been paid for out of her highways budget, but the survey had not yet commenced due to other scheduling commitments and to see traffic levels return to their pre-pandemic levels.
 - Changes to Highways budget for County Councillors so that they would receive their 4 year allocation (£24k) at the start of the term, and all underspends would be ringfenced for strategic projects (for example, across more than one community).

Cllr Evans noted that there was a lot coming up in Wickhambrook and that it had been a pleasure working with the Parish. Clrs Barton and Couzens thank Cllr Evans for her support and all she had done for the parish as its County and District Councillor.

- 7.2 Cllr Chester thanked Cllr Evans for all her work for the Parish and wished her well for the future and summarised his newsletter (previously circulated).

Clrs Chester and Evans left the meeting.

21.05.08

Noted:

The following officers (identified in brackets) of the Council confirmed:

- | | | |
|------|----------------------------------------------|------------------------------------|
| 8.1 | Cemetery & Churchyard Officer | (Mr John Norton) |
| 8.2 | Emergency Planning | (Cllr Mike Lavelle) |
| 8.3 | Environment & Sustainability Officer | (Mrs Mary Jolland) |
| 8.4 | Footpath Officer | (Mr Roger Medley) |
| 8.5 | Highways & VAS Officer | (Cllr John Barton) |
| 8.6 | Internal Monitoring Officer | (Cllr Mike Lavelle) |
| 8.7 | Planning Officer | (pending) |
| 8.8 | Play area inspections Officer | (Mr Roger Merry) |
| 8.9 | Play area inspections – Bury Road | (Mr Kevin Grimes) |
| 8.10 | Public Access Devices Officer | (Cllr Paul Couzens) |
| 8.11 | Road Safety Working Group | (Cllr Sandy Thwaite) |
| 8.12 | SALC Area Meetings | (Cllr Barton stood down - pending) |
| 8.13 | Six Acres Officer | (Cllr Kerry Merritt) |
| 8.14 | Tree Officer | (Mr Roger Medley) |
| 8.15 | Village Greens Officer | (Mr John Norton) |
| 8.16 | Village Recorder | (Dorothy Anderson) |
| 8.17 | Village Website, Social Media & News Officer | (pending) |
- and, pending portfolios to be filled at the next meeting

Signed: Paul Couzens

Dated: 22/07/2021

- 21.05.09 **Noted:** - External appointments
That Julian Wilson, who stood down as a Councillor in 2019, had been the parish council's appointed representative on the United Charities (together with Ben Salmon, Chair, Rev E R Bell, and two further trustees). This external appointment had remained vacant since that time. Mr Wilson continued to act as Treasurer on the United Charities. The meeting asked the clerk to contact Mr Wilson to ascertain whether he was willing to continue in this role as a lay member of the parish council and report back to it, or, if not, to make arrangements for a councillor to be appointed at a future meeting.
- 21.05.10 **Noted:** The following members appointed members to the following Committees (NB Chairman & Vice Chairman of Council are members *ex Officio*):
Estates Committee Cllrs Barton, Couzens, Merritt, Norton
- 21.05.11 **Noted:**
Continuing membership of the following organisations, current subscriptions indicated in brackets, were confirmed as summarised below:
- | | | |
|------|---------------------------------------|----------------|
| 111 | Community Action Suffolk | FOC |
| 11.2 | ICO Data Protection | £40.00 (paid) |
| 11.3 | National CLT | £150.00 |
| 11.4 | Suffolk Association of Local Councils | (£430.22 paid) |
| 11.5 | Suffolk Preservation Society (CPRE) | £36.00 agreed |
- 21.05.12 **Noted:**
Cllrs reviewed the inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Community Action Suffolk in respect of all insurable risks (previously circulated as **WPC.21.05.04**).
- 21.05.13 **Noted:**
Confirmation of approved dates for meetings to the next Annual Meeting in 2022, to be held in the Dulcie Smith Room, Memorial Social Centre, Wickhambrook unless otherwise advised.
2021/2022 Parish Council Meetings:
Thursday 29th July, 30th September, 25th November '21, 13th January, 31st March, 28th April & 26th May '22
2021/2022 Estates Committee Meetings:
Thursday 3rd June, 5th August, 7th October, 3rd December '21 & 3rd March '22
- 21.05.14 **Noted:**
To confirm the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
- | | |
|-----------------------------|------------------------------------------------------------------|
| View & Authorise | Cllrs J Barton; P Couzens; K Merritt; S Thwaite; T Turner |
| View Only | Cllr M Lavelle |
- 21.05.15 **Noted:**
That that Accountability Plus will continue to provide the payroll service for the Council for the next financial year.
- 21.05.16 **Noted:**
The following apologies for absence were approved – Cllrs K Merritt, S Thwaite

Signed: Paul Couzens

Dated: 22/07/2021

- 21.05.17 **Noted:**
 17.1 That when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, there were none
 17.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 17.3 There were no requests for dispensations
 17.4 There were no additions and/or deletions to the Council's Register of Interests
- 21.05.18 18.1 Resolved**
That the Minutes of the Parish Council meeting held on 25th March 2021, as tabled, be agreed as a true record.
 18.2 The minutes of the Estates Committee held on 3rd March 2021 were noted.
- 21.05.19 **Noted:**
 Cllrs considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report:
 19.1 SALC Bulletins
 - Reminder to take part in Government Remote meetings consultation – the meeting asked the clerk to respond on behalf of the council, noting that there should be an option for parish councils to have remote meetings where necessary/and or appropriate.
 - New code of Conduct developed by Local Government Association
 - Welcome Back Fund
 19.2 West Suffolk Council – safe re-opening of town centres
 19.3 Suffolk Constabulary – New Locality Commander for Sudbury & Haverhill – the clerk was arranging a meeting with Inspector Matt Paisley, to request a more pro-active approach to enforcement base on the VAS data supplied to Suffolk Constabulary prepared and supplied by Cllr Barton on behalf of the parish. The meeting asked the clerk to invite Insp. Paisley to attend a parish council meeting once this initial meeting had been taken place.
 19.4 Clare TC - Reminder to attend Clare Division Suffolk Day and Proclamation - the meeting asked Cllr John Norton to attend on behalf of the parish council.
 19.3 Suffolk Community Foundation – The Covid Local Support Grant
- 21.05.20 **Noted:** 19:50 (Open Session).
 That when invited, there was no Public comment or questions on any Agenda item
Session closed
- 21.05.21 **Noted:**
 Cllrs received reports and requests to this meeting relating to portfolio issues and take action as appropriate.
 21.1 **Highways/VAS reporting** Cllr John Barton (circulated)
 Bunters Road – South East Direction
 Cllr Barton had been working with the clerk to get the stats published to the website. Cllr Turner kindly offered to look at the data to convert into a format that the lay person can interpret. Cllr Barton thanked Cllr Turner and agreed to send data over to her.
 21.2 **Emergency Planning** Cllr Mike Lavelle
 Nothing to report, it had not been possible to the Emergency Planning Officer.
 21.3 **Road Safety Working Group** Cllr Sandy Thwaite (circulated)

Signed: Paul Couzens

Dated: 22/07/2021

21.05.22 **Noted:** Clerks report that

- 22.1 Documents required for the 2020-2021 audit had been submitted to Heelis & Lodge (Agenda Item 21.05.04 refers).
- 22.2 The application for the Multi-pay charge card had been submitted to Unity Trust Bank, together with an updated mandate to include Cllr T Turner as an authorised Signatory (view and authorise). Unity Trust had advised that it would be increasing the charges on the current account as the credit turnover in the past year had been over £100k). The clerk had disputed this on the basis that the first two credits had been a transfer in to open the account, and then there had been a subsequent transfer from the savings account to the current account. The actual credits on the account are nothing like £100k.
- 22.3 the clerk had contacted the owner of the land to the rear of the cemetery, who had not yet reached a decision on whether they would wish to proceed with a sale of the land.
- 22.4 **Resolved**
To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £125 plus VAT for the current financial year.

21.05.23 **Noted:**

23.1 The following income received

	SUMMARY OF PAYMENT RECEIVED	AMOUNT
23.1.1	Hanchetts	£100.00
23.1.2	Saxon Monumental Masons	£150.00
23.1.3	HMRC VTR – Quarter 4 2020/2021	£2318.50
23.1.4	H J Paintin Limited	£275.00
23.1.5	West Suffolk Council – Precept & Covid Grant	£35,920.00

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

	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
23.2.1	JRB Enterprise Ltd – Dog Waste Bags #22354	£91.14
23.2.2	Refund to Clerk – Stationery & Office Equipment	£113.90
23.2.3	SALC – Cllr Training Costs (5 Modules) #24706	£150.00
23.2.4	Countryside Equestrian Limited # 6138	£88.00
23.2.5	Refund to Clerk (Timpsons – 2 sets keys cut for chapel of rest	£38.25
23.2.6	SALC – Printed Training Material - #24298	£9.40
23.2.7	SALC – Councillor Training Costs (1 Module) #24304	£30.00
23.2.8	SALC – Membership Subscription 2021/2022 # 24623	£457.39
23.2.9	CLT – Membership Subscription 2021/2022 # INV-2248	£150.00
23.2.10	Refund to Cllr Barton – Print Toner	£41.19
23.2.11	Refund to Clerk – Adobe Subscription #IEN2021015817300	£15.17
23.2.12	Refund to Clerk – Zoom licence (April/May)	£14.04
23.2.13	Clerk – Home Working Allowance	£64.50
23.2.14	Clerk – 2020-21 Quarter 4 Expenses	£29.97
23.2.15	Printerland – Print Toner	£492.00

23.3 **Resolved**

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

Signed: Paul Couzens

Dated: 22/07/2021

23.4 The following payments previously authorised.

	PAYMENT TYPE	SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT	AMOUNT
23.4.1	BACS	Hilary Workman – Clerk Salary –Period 12 (Min. 20.04.8.2 refers)	£601.78
23.4.3	DD	E.ON Chapel of Rest #H10C984823 21/03/2021 (Min 21.03.11.6 refers)	£12.38
	DD	Smart Pension Period 12 (March) (Min 20.04.8.2 refers)	£19.55
23.4.4	BACS	The Rainbird Partnership: Pensions Administration Q4 2020/21 #6157 (Min. 21.03.11.7 refers)	
23.4.5	BACS	CAS Business Services (parish insurance) (Min.21.02.10 & 21.03.10.1 refer)	£754.89
23.4.6	BACS	HMRC – Tax & NI Liability Period 12 (Min. 21.03.11.7 refers)	£155.09
	BACS	Arthritis Action – Charity Donation (Min.21.02.12.2 refers)	£50.00
	BACS	Fresh Start New Beginnings – Charity Donation (Min 21.03.11.2 refers)	£50.00
23.4.7	DD	EE Limited – Clerk mobile #VO1863733357 (Min. 21.03.11.6 refers)	£36.95
23.4.8	DD	E.ON Limited – Chapel of Rest #H10D0D88FD (Min. 21.03.11.6 refers)	£23.55
23.4.9	BACS	Mdsign – Website Updates Q4 2020/21 #1733 (Min. 21.03.11.7 refers)	£198.00
23.4.10	BACS	Suffolk Tree Surgery – Work to parish trees #1203 (Min.EC.20.12.8.2.2 refers)	£1060.00
23.4.11	BACS	Mdsign – Website Accessibility Work #1755 (Min. 21.02.17.2 refers)	£378.00
23.4.12	BACS	CountrySide Equestrian Limited – Balance on Refurbishment of Cemetery Gates #5979 (Min. EC.20.12.9.2 refers)	£1538.80
23.4.13	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/02/21 – 06/03/21 #E0100DRQ8W (Min. 21.03.11.7 refers)	£45.60
23.4.14	BACS	West Suffolk Council – Bin & Dog Waste Collection #1142842 (Min 21.03.11.7 refers)	£480.54
23.4.15	BACS	Suffolk Accident Rescue Service – Charity Donation (Min 21.03.13.2 refers)	£50.00
23.4.16	BACS	Hilary Workman – Clerk Salary – Period 1 (Min. 21.03.11.7 refers)	£735.18
23.4.17	BACS	HMRC – Tax NI Liability Period 1 (Min. 21.03.11.7 refers)	£21.00
23.4.18	BACS	R H Landscapes #000973 April Cuts (Min. 21.03.11.7 refers)	£1056.00

23.5 The current account balances and reconciliation to 31st March 2021 (year-end), and the Chairman's confirmation that they are supported by relevant bank balances.

21.05.24 **Noted:**

Cllrs considered a summary of proposed virements to earmarked reserves (previously circulated as **WPC.21.05.05**) and

Resolved

To authorise virement of funds in General Reserve to Earmarked Reserves equivalent to unspent funds in the 2020.21 financial year, as identified in Appendix A to report WPC.21.05.05 in accordance with the Reserves policy.

21.05.25 **Noted:**

Cllrs considered the request for a dispensation of the S.106 agreement in respect of a property at Nunnery Green (previously circulated as **WPC.21.05.06**) and agreed that, based on the information provided, a dispensation should be approved to allow a mutual exchange in this instance.

21.05.26 **Noted:**

Planning results as notified by West Suffolk summarised below:

26.1 **DCON(A)/20/2209** Application to discharge condition 3 (bricks and mortar) of application DC/20/2209/LB

Black Horse Farmhouse Ashfield Green Wickhambrook CB8 8UZ

WSC: Approved

Signed: Paul Couzens

Dated: 22/07/2021

- 26.2 **NMA(A)/20/1973** - Non material amendment to DC/20/1973/HH to extend garden room/study to 7.2 metres
Duddery Cottage The Duddery Wickhambrook Newmarket CB8 8UN
WSC: Approved
- 26.3 **DC/21/0412/AG1** Determination in respect of permitted agricultural development - agricultural road
Twights Farm Baxters Green Wickhambrook CB8 8UY
WSC: Not Required
- 26.4 **DC/21/0195/P3QPA** Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015
(a) change of use of agricultural building to dwellinghouse (class C3) to create three dwellings
(b) associated operational development
The Old Grainstore Giffords Lane Wickhambrook Suffolk
WSC: Prior approval required and granted
- 26.5 **DC/20/2208/HH** Householder planning application - rear garden room
Black Horse Farmhouse Ashfield Green Wickhambrook CB8 8UZ
WSC: Approved
- 26.6 **DC/20/2209/LB** Application for listed building consent rear garden room
Black Horse Farmhouse Ashfield Green Wickhambrook CB8 8UZ
WSC: Approved
- 26.7 **DC/20/1900/FUL** Planning application vehicular access
Land At Giffords Lane Giffords Lane Wickhambrook Suffolk
WSC: Approved

21.05.27 **Noted:**

CLRs considered the following Planning applications notified by West Suffolk Council for which no comment was made:

- 27.1 **DC/20/2078/HH** - householder planning application
a. single storey rear and side extension (following demolition of existing single storey rear extension);
East Cottage , Attleton Green, Wickhambrook, CB8 8YA
No comment
- 27.2 **DC/20/2079/LB** - application for listed building consent
a. single storey rear and side extension (following demolition if existing single storey rear extension);
b. repair works
East Cottage , Attleton Green, Wickhambrook, CB8 8YA
No comment
- 27.3 **DC/21/0518/FUL** - Full Planning Application
two dwellings following demolition of existing dwellings
Aldersfield Hall Ashfield Green Wickhambrook CB8 8UZ
No comment
- 27.4 **DC/21/0737/HH** - Householder planning application
a) cladding to existing dormer windows and porch on front elevation
b) single storey and two storey rear extensions (following demolition of existing conservatory)
Church View 3 Wickham House Bungalows Giffords Lane Wickhambrook, Newmarket.
The clerk advised that supporting documentation had now been posted to the planning portal, and an extension to 4th June for the matter to be considered had been requested.

Signed: Paul Couzens

Dated: 22/07/2021

- 21.05.28 **Noted:**
Any other Planning matters for information, to be noted or for inclusion on a future agenda.
28.1 The following item was circulated and there was not request for consideration at an extra-ordinary meeting:
DC/21/0155/HH – Householder planning application
one annexe
The New House Coltsfoot Green Wickhambrook CB8 8UW
- 21.05.29 **Noted:**
An update on the Housing Needs Survey to be commissioned with Community Action Suffolk (previously circulated as **WPC.21.05.07**) and
Resolved:
The parish council authorise the cost of printing leaflets to promote the drop-in public meeting planned for July, at a cost of not more than £150.00.
- 21.05.30 **Noted:**
An update on Quiet Lanes Suffolk (tabled and circulated as **WPC.21.05.08**) and
30.1 Resolved
Wickhambrook Parish Council authorise the following costs associated with Quiet Lanes:
i. **Not more than £150.00 for the production of leaflets advising the proposed Quiet Lanes and date of public meeting**
ii. **£50.00 per route to be designated as a quiet lane (maximum eight routes)**
- 21.05.31 **Noted:**
That when any other matters for information, to be noted or for inclusion on a future agenda, the following
- The Memorial Social Centre were trying to raise funds to repair the roof and approaching various potential sources and had contacted Cllr Barton to request him to act as a referee for their grant applications. The Clerk had checked with SALC who had advised that there was no reason why either the parish council or an individual could not act as a referee, but that it needed to be very clear whether it was the parish council or an individual (not in their role as a Councillor). If the parish council were to provide a reference, this should be considered at the next meeting.
 - The developing shrine beneath the oak tree on the Recreation Ground following a recent bereavement. A family member had contacted Cllr Barton last year with respect to siting a memorial bench near the tree. Cllr Turner kindly offered to pass on the family name for the clerk to contact them.
- 21.05.32 **Noted:**
That the scheduled date for the next meeting would be on Thursday 29th July beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 21.05.33 **Noted:**
Close of meeting. 8:20pm