

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 25th February 2021

at 7:30pm remotely through a scheduled Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85152628482?pwd=djlGeVIWY1VIWEJQWmUzZFRucFluQT09>

Meeting ID: 851 5262 8482

Passcode: 171045

Dial In

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+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

- 21.02.01 To note or approve apologies for absence.
- 21.02.02 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.
- 21.02.03 Proposal: Cllr Barton**
That the Minutes of the Ordinary Parish Council meeting held on 14th January, and the Extra-ordinary Meeting held on 21st January 2021, be agreed as a true record.
- 21.02.04 4.1 To consider the co-option of one Councillor to the Parish Council and to take action as appropriate
4.2 Proposal: Cllr Barton
That Mrs Tracey Turner be co-opted on to Wickhambrook Parish Council to serve forthwith.
- 21.02.05 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
- 21.02.06 To consider information presented by external speakers on developing a Neighbourhood Plan for the Parish and take action as appropriate.
- 21.02.07 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 SALC - shaping the future plans of West Suffolk Hospital

Hilary Workman, Clerk & RFO to the Council

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- 7.2 West Suffolk Council – Dog Fouling Campaign 2021
- 7.3 National CLT Network
- 7.4 Anglian Water – proposed Bury to Haverhill water pipeline
- 7.5 United Reform Church
- 7.6 Arthritis Action
- 7.6 Headway

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

21.02.09 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

- 29/12/20 – Ashfield Green Wickhambrook Bound
- 29/12/20 – Ashfield Green Hargrave Bound
- 09/01/2021 – B1063 Nr School – Stradishall Bound

9.2 **Emergency Plan** **Cllr Lavelle**

To consider the draft Emergency Plan template (tabled and circulated as **WPC.21.02.01**) and take action as appropriate.

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

9.3.1 To consider Portfolio Report (tabled and circulated as **WPC.21.02.02**) and take action as appropriate.

9.3.2

9.3.2.1 Proposal: Cllr Barton

That Wickhambrook Parish Council donate £140.00 to Wickhambrook Academy for the purpose of purchasing prizes for the competition.

9.3.2.2 Proposal: Cllr Barton

That Wickhambrook Parish Council donate £60.00 to Wickhambrook Academy towards the production of a leaflet featuring the runner's up contributions.

9.3.2.3 Proposal: Cllr Barton

That Wickhambrook Parish Council authorise the cost of producing posters for display on noticeboards and signs around the village at a cost of not more than £560 plus VAT.

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

10.1 To note that the Quarter 3 VAT 126 claim has been submitted to HMRC in the sum of £1062.36.

10.2 To note that the commencement of the Housing Needs Survey with Community Action Suffolk has been delayed due to staff illness.

10.3 To consider renewal quotes for Parish Council Insurance (tabled & circulated as **WPC.21.02.03**) and take action as appropriate.

Proposal: Cllr Barton

The Parish Council authorise the clerk to move insurance providers to Community Action Suffolk at an annual premium of not more than £800.00.

10.4 **Proposal: Cllr Barton**

That Wickhambrook Parish Council appoint Hilary Workman as the Responsible Financial Officer (RFO) for the financial year 2021-2022.

10.5 To note National Association of Local Council's advice with respect to remote meetings (**WPC.21.02.04**) and take action as appropriate.

10.6 To note that the authorised signatories for Unity Trust Bank have been updated and an application submitted for a Corporate Charge Card.

21.02.10 11.1 To note the following income received

11.1.1	West Suffolk – Volunteer Coronavirus Support Group	£300.20
11.1.2	Hanchetts – Memorial Fee (1 st Feb 2021)	£150.00

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

11.2.1	Local Council's Update	£100.00
11.2.2	Refund to Clerk – Adobe Subscription (January)	£15.17
11.2.3	Refund to Roger Merry – Contribution to Print Toner	£15.00
11.2.4	Refund to Clerk- Microsoft Online Subscription Parish Laptop 2	£135.36

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.

11.4.1	DD	E.ON Chapel of Rest #H10b4f245PA 11.12.20 (Min 19.02.11.4 refers)	£12.79
11.4.2	BACS	The Rainbird Partnership – Pensions Administration Q3 (Min. 20.04.8.2 refers	£54.00
11.4.3	BACS	Playforce (Play Equipment Bury Road) #23402 (Min.20.07.17.2.1&2)	£4354.20
11.4.4	BACS	Hilary Workman – Clerk Salary –Period 10 (Min. 20.04.8.2 refers)	£601.58
11.4.5	BACS	HMRC – Tax & NI Liability Period 10 (Min. 20.04.8.2 refers)	£155.29
11.4.6	DD	EE Ltd Clerk Mobile	£36.52
11.4.7	DD	E.ON Chapel of Rest #Hh10BAEA6B0 11.01.21 (Min 19.02.11.4 refers)	£12.38
11.4.6	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/10/20 – 06/11/20 #E0100CLBVC (Min. 19.06.20.2 refers	£45.60
11.4.7	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/12/20 – 06/01/21 #E0100D67LS (Min. 19.06.20.2 refers	£45.60
11.4.8	BACS	Fenland Leisure Products Ltd #SIN038542 (Min.EC.20.12.8.3.2 refers)	£623.71
11.4.9	BACS	Countryside Equestrian Ltd #5979 (Min. EC.20.12.9.2)	£660.00
11.4.10	BACS	Clarke & Simpson Chartered Surveyors #27303 (Min. 20.09.15 refers)	£480.00
11.4.11	DD	Smart Pension Period 10 (January)	£19.55
11.4.12	BACS	David Ogilvie Engineering #186112 Commemorative Bench (Min.EC.20.10.9.2 refers)	£1269.60
11.4.13	BACS	Saxon Monumental Craft #7679 Cleaning of War Memorial (Min. EC.20. refers	£522.00
11.4.14	BACS	Mdsign #1737 Accessibility updates to website (Min. 20.09.16.2 refers)	£809.20

11.5 To note the current account balances and reconciliation to 31st January 2021, and the Chairman's confirmation that they are supported by relevant bank balances.

11.6 **Proposal: Cllr Barton**
To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Tracey Turner to be added as an authorised signatory (view and authorise payments).

20.01.12 12.1 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC21.02.05**) from two organisations and take appropriate action.

12.2 Proposal: Cllr Barton
To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC21.02.02.

21.02.13 To consider and determine a response to the planning applications listed below as notified by West Suffolk Council for comment.

13.1 **DC/20/2209/HH** - Householder planning application - Rear garden room

13.2 **DC/20/2209/LB** - **Application for listed building consent**
 Rear garden room

13.3 **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.

- 21.02.14 To note the following Planning results as notified by West Suffolk Council since the previous meeting.
- 14.1 **DC/21/0071/AG1**
Determination in respect of permitted agricultural development - storage shelter
Easterwood Farm Baxters Green Wickhambrook Bury St Edmunds CB8 8UY
WSC: Prior Approval not required **WPC:** Not Consulted
- 14.2 **DC/20/2051/HH** - Householder planning application
Detached timber garden building
Sunnyside House Church Road Wickhambrook CB8 8XH
WSC: Granted **WPC:** No Extra-ordinary meeting requested
- 14.3 **DC/20/1898/OUT** -Outline planning application (means of access to be considered) Two dwellings
Plot 1 Landmark Coltsfoot Green Wickhambrook Suffolk
WSC: Refused **WPC:** No Comment (**Min. 20.11.11.3**)
- 21.02.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 15.1 The following application not circulated by West Suffolk Council to Wickhambrook Parish Council
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
N.b. This is not an application which West Suffolk consults parish councils on.
- 21.02.16 To consider proposals to nominate Quiet Lanes within the Parish (tabled and circulated as **WPC.21.02.06**) and take action as appropriate.
- 21.02.17 17.1 To consider an update to ICT & Website Accessibility Regulations (tabled and circulated as **WPC.21.02.07**) and take action as appropriate.
17.2 **Proposal: Cllr Barton**
To authorise additional time for Mdsign to complete an audit of the website and make any necessary proportionate changes to improve accessibility in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 at a cost of £1050 plus VAT.
- 21.02.18 To request consider nominations received for the Alf Hicks Biscuit Barrel, to be presented in May 2021, and take action as appropriate.
- 21.02.19 Any other matters for information, to be noted or for inclusion on a future agenda
- 21.02.20 To confirm that the scheduled date for the next meeting is Thursday 29th April beginning at 7:30pm – Join Zoom Meeting
<https://us02web.zoom.us/j/87993339868?pwd=VnhEUHFpeS9ieHZiSjZmbEJiQjAwdz09>

Meeting ID: 879 9333 9868

Passcode: 675387

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- 21.02.21 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council

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