

Wickhambrook Parish Council

Minutes

Of an extraordinary meeting of the Parish Council held on **Thursday 7th April 2022**

Present: Cllrs M Lavelle, S Thwaite, T Turner

Attending: Parish Clerk Hilary Workman,

This meeting was held in the Pavilion, Wickhambrook Memorial Social Centre.

EO22.04.01 **Noted:**

The following apologies for absence were approved:

- Cllr Merritt – Medical
- Cllr Couzens – Work Commitments

The following absences were noted - Cllrs J Claydon, S Moy

EO22.04.02 **Noted:** That when invited, there were

- 2.1 No Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
- 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 No requests for dispensations
- 2.4 No additions and/or deletions to the Council's Register of Interests.

EO22.04.03 **Noted:** Public Forum – (**Open Session**). **18:02**

That when comments or questions on any Agenda item or matter of concern were invited, there being no members of the public present, there were none.

EO22.04.04 **Noted:**

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

4.1 Mr David King – WS518

The meeting discussed the leaflet Mr King had had printed with a view to distribution, which invited residents of the parish to express their views to either the NP Working Group or the Parish Clerk. The view of the meeting was that the parish council could not endorse the leaflet, and that it did not have the support of the parish council. The clerk was asked to publish an official rebuttal to the leaflet in the event it was distributed in its current form, without the removal of contact details for the parish council or the NP working group, and that Mr King be advised of this.

EO22.04.05 Noted:

The meeting considered progress on preparation for celebration of HRH The Queen's Platinum Jubilee (previously circulated as **EO.WPC.22.03.01**), summarised below:

- The co-production group for the event had been unable to identify anyone to run a bar – the meeting agreed a better option would be to invite residents to bring their own refreshments
- Additional ideas for activities on the day included:
 - A scarecrow competition in gardens throughout the parish
 - A treasure hunt around the village
 - Fairy houses for the trees on the recreation ground
 - Balloon Arches & bunting
 - To source a PA system (a TEN may be required)

Signed: *Paul Couzens*

Dated: 28/04/22

The clerk advised that the application for grant funding under Lets Create had reached the last round, but had not been successful. The meeting asked the clerk to establish whether the event could be covered by the parish insurance, and whether or not there would be an additional premium and

Resolved

To authorise the purchase of four mini-videos to share to Facebook for the promotion of Wickhambrook HRH The Queen's Platinum Jubilee events at a cost of £30.00 plus VAT.

EO22.04.06 Noted:

The meeting considered progress on preparation of Neighbourhood Plan and a planned Community Engagement day on 9th July and noted Cllr Turner's oral report that:

- All data from the Household Questionnaire was back and a meeting had been scheduled for 21st April to feed back on results.
- The Housing Needs Survey had had a very good response rate (50%)
- West Suffolk Local Feedback was scheduled for 26th April

The meeting further noted that an item should be added to the Agenda for the April scheduled meeting to consider a grant contribution towards the cost of the St John's ambulance for the 9th July.

EO22.04.07 Noted:

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

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
7.1.1	JRB Enterprise Ltd – Dog Waste Bags #23580	£91.14
7.1.2	Places4People – Neighbourhood Plan Support #372	£4452.00

7.2 Resolved

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

EO22.04.08 Noted:

The meeting considered the Financial Risk Assessment (previously circulated as **EO.WPC.22.04.02**) and

Resolved

That this Council receives and approves the Risk Assessments (circulated & tabled as WPC) 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.

EO22.04.09 Noted:

The meeting considered the planning applications listed below as notified by West Suffolk Council for comment.

- 8.1 **DC/22/0311/HH** - Householder Planning application
single storey rear extension
7 Croft Close Wickhambrook Suffolk CB8 8YG
and having agreed that it had **No objections** to the application

8.2 **Resolved**

That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

EO.22.04.10 Noted:

Signed: *Paul Couzens*

Dated: 28/04/22

The meeting considered a proposal to instruct solicitors to renew the lease with Trustees of Wickhambrook Memorial Social Centre for the Cemetery Road Play Park (previously circulated as **EO.WPC.22.04.03**) and, having identified Burnett Barker as its preferred option

Resolved

To authorise the Clerk to instruct solicitors to renew the lease with Trustees of Wickhambrook Memorial Social Centre at a cost of not more than £1500 plus VAT.

EO.22.04.11 **Noted:**

The meeting considered a report from the Chair on the Clerk's hours and salary and agreed that:

The parish council approve the overtime worked to 31st March 2022 (£658.35 subject to tax, NI and pension contributions @ 55 hours x £11.97) and note the changes to SCP (increase from SCP 13 to 14) of and National Pay Award (backdated to April '21).

EO.22.04.12 **Noted:**

Any other matters for information, to be noted or for inclusion on a future agenda:

- Purchasing test kits for COVID

EO22.04.13 **Noted:**

To confirm that the scheduled date for the next meeting is Thursday 28th April beginning at 7:30pm in the Pavilion of the Wickhambrook Memorial Social Centre.

EO22.04.14 **Noted:** Close of meeting. 18:32