

**10409 Minutes of the Annual Meeting of Wickhambrook Parish Council held on
25 May 2017 at 7.30 p.m. in the MSC Pavilion**

Present

Cllrs. P. Couzens (Chairman), J. Barton, J. Claydon, K. Merritt, J. Midwood, K. Sammons, J Walker and J. Wilson.

Borough Councillor Clive Pollington (present but left prior to the start of the meeting)

Clerk S.Thorburn

1. Appointment of Chairman

Cllr. Couzens was proposed by Cllr. Wilson and seconded by Cllr. Walker. Cllr. Couzens accepted the position for one year and signed the Declaration of Acceptance.

2. Welcome

The Chairman welcomed everyone to the meeting.

3. Apologies for absence.

Apologies were received from County Cllr. M. Evans

4. Election of Vice-Chairman.

Cllr. Sammons was proposed by Cllr. Wilson and seconded by Cllr. Barton.

5. Minutes of Parish Council meetings

The minutes of the Parish Council meeting of 27 April 2017 were signed as a correct record.

6. Matters Arising

Any matters to be dealt with under agenda items already listed

7. Declarations of Disclosable Pecuniary Interests

No amendments to the declarations held on file were made

8. Declarations of interest in agenda items

There were no declarations of interest

9. Appointment of the Estates Committee and Representatives

Existing members Cllrs. Barton, Merritt, Sammons and Walker were re-elected.

It was understood that Andy Harris, Roger Merry and Julian Girling would continue as lay members, Ian Spencer to be confirmed at the Estates meeting on 8 June.

9.1 SALC Area Meetings - Cllr Barton was re-appointed to attend the meetings and other associated matters.

9.2 United Charities – Cllr Wilson was re-appointed

9.3 Tree Warden – J Girling was re-appointed

Playground Inspections – R Merry was re-appointed and the Clerk was instructed to confirm K Grimes would continue the Bury Road inspections at the Estates meeting on 8 June

9.4 Village website and Facebook – Cllr Sammons was re-appointed to be the main contact for the website and Soren Bradbury had agreed to continue as manager of the Facebook page.

9.5 Cemetery – J Girling was re-appointed

9.6 Village Greens and Six acres – A Harris had offered to inspect the Greens and Cllr Merritt was re-appointed to inspect the playing field.

9.7 Footpaths Officer – R Medley was re-appointed

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Chairman

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- 9.8 Churchyard - Cllr Sammons was re-appointed
- 9.9 Internal checks on accounts – Cllr Sammons was re-appointed to carry out quarterly checks.

OPEN SESSION 7.45pm

10. A written report was read out on behalf of Borough Cllr Pollington. The offer of funding for a sign at Ashfield Green still stands up to £200. I will also give around £300 to help with the floor in the village hall, this will all be allocated once the election is over as we are unable to give funds out before as it could be seen as a bribe for votes. The Waste Hub is at the planning application stage. The merging of Forest Heath and St Eds has to go through Cabinet but I am sure it will go through, by just sharing services it has saved £4 million pounds already. There had been an increase in drug related activity in schools with children from other areas being used to take drugs into schools. The high level alert for terrorism had resulted in armed police officers patrolling in local towns. A written report was read out on behalf of County Cllr Evans which was carried over from the Annual Parish meeting.

CLOSURE OF OPEN SESSION 7.50pm.

11. Planning

- 11.1 Applications considered by the Parish Council
None submitted
- 11.2 Applications granted/refused/withdrawn by the Borough Council.
 - 11.2.1 DC/16/1395/FUL Genesis Green Stud. 4 flats. Approved
 - 11.2.2 DC/17/0196/FUL Boyden End House. 1 equestrian workers dwelling. Approved

12. Clerk's Report

- 12.1 Circulated Documents to be adopted by resolution:
 - Twelve month action plan for Wickhambrook – adopted, all approved
 - Wickhambrook Parish Council Code of Conduct – signed by the Chairman as adopted, all approved
 - Standing Orders – adopted, all approved
 - Estates Committee Terms of Reference – adopted, all approved
 - Six Acres Agreements (Bowls, Tennis, Adult Football, Youth Football – adopted, all approved
 - Financial Risk Assessment – adopted, all approved
 - Training Policy – adopted, all approved
 - Press and Media Policy – adopted, all approved
 - Freedom of Information Scheme – adopted, all approved
 - Financial Regulations – adopted, all approved

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Complaints Procedure – adopted, all approved

Asset Register – all approved

Budget 2016-2017 – all approved

13. Finance.

13.1 The following payments were approved proposed by Cllr Wilson, seconded by Cllr Midwood

	Cheque no	Detail	Amount
13.1.1	002251	MSC recycling credit Oct – Mar 17	997.11
13.1.2	002252	Anglian Water – bowls supply Mar-May	9.21
13.1.3	002253	SALC subscription	430.66
13.1.4	002254	Mdsign Mar-May2017 internet services	169.50
13.1.5	002255	S Thorburn (Clerk) salary for May	538.88
13.1.6		BT Phone rental charges for Mar-July	99.08
13.1.7		BT Internet charges for Apr - June	84.00

13.2 Recent Income for information.

13.2.1	HMRC VAT refund	1539.48
13.2.2	West Suffolk recycling payment (MSC) Oct – Mar 17	997.11

13.3 Other financial matters

13.3.1 Approval of Financial Statement, completion of Annual Return and Internal audit

All approved the previously circulated Financial Statement and the resulting figures entered into Section 1 of the Annual Report and answered all questions in Section 2 (the Annual Governance Statement). The Chairman and Responsible Financial Officer signed the documents.

The Clerk stated that the internal audit undertaken by Ladywell had been successfully completed.

13.3.2 Request from Carnival Committee for funding to support the First Aid presence all agreed a donation of £250.00.

13.3.3 Solicitors fee for Bury Road Playground conveyance. The Councillors discussed the request by the solicitors to re-evaluate the estimated quotation in view of the length of time elapsed since this was presented. The clerk was instructed to reply that it had been considered but it was felt that the amount should remain the same.

14. Confirmation of insurance Cover

The Clerk reported that the premium with AON was in the final year of the three year agreement and a price comparison exercise with other companies offering insurance to local government would be undertaken before the renewal premium was due.

15. Review of subscriptions to other bodies

The Clerk reported three subscriptions as Community Land Trust £150, SALC £419.41, Campaign to Protect Rural England £36 and the I.C.O. (data protection) £35

16. Dates for future meetings

These were confirmed as 29 June, 27 July, 31 August, 28 September, 26 October and 30 November to the end of 2017. It was agreed to continue with the third Thursday in each month in 2018 and the Annual Parish Meeting date to be set in November.

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Chairman

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Estates committee meetings were 8 June, 10 August, 12 October and 4 December for 2017.

17. Highways Matters

17.1 Purchase of VAS machine options and sites for additional poles to be installed
All agreed to the option of a machine with a SLOW DOWN display in white led lights and to investigate sites at Malting End, Cemetery Road and Nunnery Green for additional poles. The Clerk was instructed to contact County Councillor Evans for verification of these decisions. Cllr Barton was to investigate the Blue Tooth system of downloading data. Police activity had been reported in the village following the submission of data from the VAS by Cllr Barton.

17.2 Speedwatch volunteers from Ashfield Green list plus email from resident.
The list had been passed to County Councillor Evans.

17.3 Email from resident regarding speeding at Nunnery Green
Speeding in this area was discussed and had already been highlighted as a survey site for the VAS.

18. Estates Matters

18.1 Item 10.3 of previous Parish Council meeting. Inspection of ditch to the rear of Coltsfoot Green plus email from resident.
The Councillors had made individual visits to inspect the site and the Clerk was instructed to write to the resident stating that on this occasion, the Parish Council would pay 50% of the cost of ditch clearance. This will be payable on completion of the work and receipt of invoice once a suitable quotation has been submitted and approved.

18.2 Chapel renovation revised quotation and acceptance as part of the Tesco Groundworks grant revised budget allocations. The quote revision requested resulted in a reduction to £2400 with the work to be undertaken this summer. This had now been incorporated in the Grant budget. Sponsors would be sought to purchase benches with commemorative plaques.

18.3 Response from Youth Football Club regarding request to paint the container sited on the Six Acres. The painting was scheduled for 3 June but the club had requested clearance of the hedge prior to starting. The Clerk was instructed to ask the contractor if this could be undertaken as soon as possible and update the club accordingly.

19. Report on the Annual Parish Meeting and thanks to all the clubs and societies who contributed a report.

Reports had been presented by members of the History Club, W.I., Youth Football Club and the Headteacher from the school. Reports had been submitted by the MSC Hall Trustees, Bowls Club and the Police.

The Chairman thanked everyone who had contributed to the Annual Parish Meeting.

The meeting closed at 8.35 pm.

Date of next meeting. Thursday 29 June 2017 in the MSC Pavilion at 7.30 pm.

I confirm that the above is a correct record of the meeting held on Thursday 25 May 2017

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Chairman

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Date