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**Minutes of the Meeting of Wickhambrook Parish Council held on 21st January 2016
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

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

County Cllr. M. Evans

Clerk R. Medley and Clerk S. Thorburn.

There was one member of the public present until 9.20 p.m. and six members of the public until 8.15 p.m. The Chairman welcomed everyone to the meeting and explained that as Acting Chairman Item 6 on the agenda would deal with the Chairman and Vice Chairman appointments and this would be discussed after the open session to give members of the public the opportunity to leave at this stage should they so wish.

1. Apologies for absence

Apologies were received from Borough Cllr. C. Pollington and County Cllr. M. Evans would arrive during the course of the meeting.

2. Minutes of the Parish Council meeting held on 26th November 2015.

7.2.1 line 5 'approved' changed to 'proposed'.

The minutes were then signed as a correct record.

Cllr Midwood requested that the County Cllr. and Borough Cllr. were always referred to using their correct titles for clarity.

3. Matters Arising (for information)

3.1 Item 9 of previous meeting – Local Council Award Scheme. This had been submitted within the timeframe allowed and a decision was due by the end of the month.

4. Declarations of interest in agenda items

Cllr. Wilson declared an interest in 7.2.1, 7.2.2

Cllr. Walker declared an interest in 7.2.1, 7.2.2

Cllr. Sammons declared an interest in 9.1.4

5. OPEN SESSION 7.40 pm

Borough Cllr. C. Pollington – apologies had been received and a report was read out on behalf of Borough Cllr. Pollington. There was no further news on Kellys Meadow. The meeting regarding the fire service was poorly attended with mainly firemen there, a few Cllrs. and members of the public. The cut backs would involve £1.3 million but the view was positive that their plans would minimise the effect on their capacity to react to emergency situations. The lighting at Browns Close had not been installed but it should happen by the end of next month. The brown bin charge will be £40.00 with the details still in progress.

The Clerk stated there had been no report submitted by Police representatives.

A member of the public asked if the 'Discharge of conditions' relating to planning applications was circulated to the Parish Council. The reply was that this was not the case. There then followed a discussion involving all the members of the public present plus Cllr Midwood, who declared herself a member of the public at this stage, regarding the recent flooding at Attleton Green. There was also an email from a member of the public and one from Cllr. Wilson regarding conditions at Attleton Green. It was stated by the members of the public that the flooding that had occurred recently must be addressed before homes were flooded and various possible solutions were proposed. Cllr. Couzens stated that this would be passed to County Cllr. Mary Evans and any other departments suggested by the County Cllr.

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Cllr. Barton stated that he had reported a burst water main in the area and there were reports of a broken sewer in Cloaks Lane. Cllr. Sammons stated that 'Flooding in the Village' would be a permanent agenda item for the Estates Committee.

CLOSURE OF OPEN SESSION 8.05 p.m.

6. Resignation of Chairman and appointment of Vice Chairman

Cllr. Wilson thanked Cllr. Merrit for his efforts during his time as Chairman of the Parish Council.

Cllr. Wilson proposed Cllr. Couzens to the position of Chairman and this was seconded by

Cllr. Sammons.

8.10 p.m. Cllr. Barton left the meeting.

Cllr. Wilson proposed Cllr. Sammons to the position of Vice Chairman and

Cllr. Midwood seconded the proposal.

7. Planning

7.1.1 DC/15/2415/FUL Poplar Hall, Genesis Green. Erection of new dwelling after demolition of existing one.

7.2 Applications Granted/Refused/Withdrawn by the Borough Council

7.2.1 DC/15/1807/FUL Plot 1 Columbine Cottage, Nunnery Green. Approve application.

7.2.2 DC/15/1809/FUL Plot 2 Columbine Cottage, Nunnery Green. Approve application.

7.2.3 DC/15/2076/HH Tudor Barn, Ashfield Green. Approve application.

OPEN SESSION 8.15 p.m.

County Cllr. M. Evans reported on the misuse of the County's Byways by some 4 x4 drivers. A meeting will be held to discuss this activity that leads to damage to the surface of the Byways. County Cllr. Evans had mistakenly been informed the Brown's Close lighting had been ordered due to an error on an email received but this should be installed now the error had been identified. The closing up for the Bury Road playground will be heard at Bury St Edmunds magistrates court on 25th February.

The County Council would waive road closure fees for street parties to mark the Queen's 90th Birthday. The PCSO matched funding notification had not allowed Parish Councils time to accommodate any additional spend in the precept bid and the manning levels had not been explained clearly. The Chief Constable will be issuing a new letter to explain the position more fully.

A speed survey could cover the 40 mph on the A143 which could activate the presence of the speed camera van at the site.

County Cllr. Evans stated that the Highways teams would be called to clear the drains after reports of flooding at Attleton Green.

Cllr. Midwood reported that BT had left telegraph poles blocking one of the drainage ditches.

A member of the public queried road closures for maintenance work and County Cllr. Evans replied that this was a health and safety measure by the contractor.

OPEN SESSION CLOSED 8.25 p.m.

8. Clerk's Report

8.1 Circulated correspondence and documents

Cllr. Barton's draft response on behalf of the Parish Council to the Suffolk Fire and Rescue Service Integrated Risk Management Plan 2015-16 was endorsed by all the Cllrs and requested that it be sent.

There had been no comments by Cllrs. on circulated documents.

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8.2 Other matters

8.2.1 An email from a resident was read out concerning the state of a Byway which had been reported to Suffolk Highways resulting in stronger warning signs being erected to deter vehicle use in bad weather conditions. County Cllr. Evans had addressed this issue in the open session.

9. Finance.

Cllr. Wilson requested confirmation that election fees were payable and the Clerk (RM) confirmed the right of St Edmundsbury Borough Council to charge.

9.1 The following payments were approved.

9.1.1	2094 E-On Electricity use in Chapel (to 7 th Jan – 2 months)	17.21
9.1.2	2095 St Edmundsbury Emptying of dog bins 01/01-31/0316	72.80
9.1.3	2096 Vertas grounds maintenance 10/15-12/15	435.07
9.1.4	2097 The Rainbird Partnership paper	15.56
9.1.5	2098 Roger Medley Water butt and stand	46.01
9.1.6	2099 Roger Merry various playground maintenance	37.52
9.1.7	2100 St Edmundsbury election fees	640.94
9.1.8	2108 Newstalk Donation	50.00
9.1.9	2109 Suffolk Accident Rescue Services Donation	50.00
9.1.10	2110 Suffolk Family Carers Donation	50.00
9.1.11	2111 Marie Curie (Cancer Care) Donation	35.00
9.1.12	2112 EACH (Childrens Hospitals) Donation	35.00
9.1.13	2113 Villager Recorder Donation	30.00
9.1.14	2101 John Cysell locks/damage chapel door/roof and play area signs	276.00
9.1.15	2102 S. Thorburn Salary for January	514.80
9.1.16	2103 R. Medley. Salary for January	561.67
9.1.17	2104 R. Medley. Home as office final payment	30.00
9.1.18	2111 BT Phone rental charges for December	28.40
9.1.19	2112 BT Closing balance prior to moving line	7.22
9.1.20	2105 Petty Cash	50.00
9.1.21	2106 Papworth Trust – Playground signs	120.00
9.1.22	2107 HMRC PAYE amount	386.91

9.2 Recent income

9.2.1	Private burial plots reservation	160.00
9.2.2	Burial plot H J Paintin Ltd	160.00

10. Changes to the MSC Governing Document.

The document is to be circulated.

11. Budget and Setting of Precept

Cllr. Sammons reported that decisions made at the meeting on 26 November 2015 had been input to provide the new figures. Cllr. Wilson suggested that the budget for the memorial garden should be increased by £500.00. It was agreed that with this increase Cllr. Wilson proposed to accept the budget and setting of precept and this was seconded by Cllr. Midwood.

12. Highways Matters

12.1 Flooding/ditches update.

The resident who had requested clearance of the ditches at Coltsfoot Green had again been contacted with the information that the Parish Council would prefer to work to be done in drier

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conditions but the situation would be monitored. No further correspondence had been received to date.

12.2 Lighting on the footpath between MSC and Browns Close.

This had been dealt with in the Open Session by County Cllr. Evans and Borough Cllr. Pollington's statement.

12.3 VAS

Cllr. Barton had moved this from Ashfield Green to Bunters Road.

12.4 Water flooding – Attleton Green

This had been covered in the Open Session and referred to by County Cllr. Evans.

Any other business.

The clerk had received a total of five emails regarding adverse road conditions. Three were connected to item 12.4. One was regarding potholes outside the Wickhambrook surgery and another referred to 'the section of Cemetery Road between the Memorial Hall and Thorns Corner' with a build-up of water after heavy rain. County Cllr. Evans requested that this be forwarded for attention.

13. Estates Committee Matters

13.1 Moor Green

A meeting had taken place at the green with residents whose property bordered the green, two laymen members of the Estates Committee, Julian Girling and Roger Merry, and the contractor. A quote of £300 + VAT had since been received and the Parish Council agreed to accept this, proposed by Cllr. Walker and seconded by Cllr. Sammons.

13.2 Memorial Garden

Cllr. Sammons reported that after meeting at the cemetery the Estates Committee had decided to locate the Memorial Garden using some of the conservation area that was currently overtaken by brambles.

It was agreed that a quote should be requested from the contractor to remove the brambles and make the area suitable for use as part of the new garden.

13.3 Cemetery availability survey.

Chairman Cllr. Couzens reported that an enquiry had been received from a local town as cemetery spaces were becoming scarce in the area. This was referred to the Estates Committee to make the policy more robust to favour local residents or previous residents of the village.

13.4 Interment query resolution.

Two queries were now resolved – the condition of a grave had been improved and the member of the public who had raised the query had been informed. Secondly a request for a specific plot had been granted.

Any queries from minutes or other matters.

The Parish Councillors agreed to the posting of a request for feedback on the methods used to tackle dog fouling recently on the website.

14. Appointment of Footpaths Officer

Retiring Clerk Roger Medley is to be appointed as the Footpaths Officer. Proposed by Cllr. Wilson and seconded by Cllr. Sammons.

15. Neighbourhood Planning.

No report to date but the precept budget heading figure had been increased to accommodate this.

Cllr. Wilson reported the submission of the application for grant funding regarding the Community Land Trust.

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16. Her Majesty's 90th Birthday Celebrations and 'Clean for the Queen'.

The 'Clean for the Queen' litter pick date was agreed as Sunday 20 March 2016 at 11 a.m. Cllr. Sammons reported the Birthday celebrations to take the form of a picnic on the recreation ground had been suggested, which hoped to gain agreement from the W.I. and M.S.C. committees.

Cllr. Midwood requested a poster to be displayed in the village shop and on the website asking for volunteers to form a specific committee for the event. Cllr. Midwood would contact the school to request support and involvement from the Headteacher.

17. Reports from other village organisations.

No report currently.

18. To decide date of Annual Parish Council Meeting.

This would be the meeting on 26 May 2016 – all agreed.

19. Arrangements for Changeover of Clerk.

These were nearly complete and Cllr. Sammons expressed the thanks of the Parish Council to Clerk Roger Medley for all his work including that over and above the duties of the role, and added good wishes for his retirement.

The meeting closed at 9.20 pm.

Date of next Parish Council meeting Thursday 25th February 2016.

I confirm that the above is a correct record of the meeting held on 21st January 2016.

Chairman

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