

**10333 Minutes of the Annual Meeting of Wickhambrook Parish Council held on  
21st May 2015 at 7.30 p.m. in the MSC Pavilion**

**Present**

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

County Cllr. M. Evans (between 8.35 and 8.50 pm)

Clerk R. Medley.

There was one member of the public present for the entire meeting.

**1. Appointment of Chairman**

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

**2. Welcome to new councillors and any members of the public.**

The Chairman welcomed Cllrs. Barton and Midwood and the one member of the public.

**3. Apologies for absence.**

Apologies were received from Cllrs. J. Midwood and J. Claydon.

**4. Election of Vice-Chairman.**

Cllr. Couzens was proposed by Cllr. Merritt and seconded by Cllr. Barton.

**5. Minutes of Parish Council meetings**

5.1 The minutes of the Parish Council meeting of 23<sup>rd</sup> April 2015 were signed as a correct record.

**6. Matters Arising (for information)**

6.1 Item 5 of previous minutes – Wiggle Cycling Event. The Clerk read the letter sent to the organisers and the response.

**7. Declarations of interest in agenda items**

There were no declarations of interest.

**8. Appointment of Estates Committee**

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

It was understood that Roger Merry, Ian Spencer and Julian Girling would continue as lay members.

**9. Appointment of Representatives**

9.1 SALC area meetings. Cllr. Barton offered to attend.

9.2 United Charities. Cllr. Wilson was re-appointed and he hoped that B. Fairhall would continue.

9.3 Tree Warden. Cllr. Girling was re-appointed.

9.4 Village website and Facebook. Cllr. Sammons offered to be the main contact for the website and it was understood that Soren Bradbury had offered to continue as manager of Facebook.

9.5 Internal auditing of accounts. Cllr. Sammons agreed to carry out quarterly checks and any additional work required.

**OPEN SESSION 7.45pm**

**10.** A written Police report recorded no crimes over the previous month.

A member of the public asked that the recently erected list of donors on the play ground be checked.

There was a suspicion of several errors. The matter would be discussed at the next Estates meeting.

**CLOSURE OF OPEN SESSION 7.55pm.**

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**Chairman**

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**Date**

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## 11. Planning

- 11.1 The following applications had been considered by Councillors.
- 11.1.1 DC/15/0846/HH Rayners House, Wash Lane. Side and rear extensions.
  - 11.1.2 DC/15/0154/LB The Old Vicarage, Church Road. Installation of solar panels
  - 11.1.3 DC/15/0829/FUL Land adjacent to Ashlea, Ashfield Green. New dwelling and garage
  - 11.1.4 DC/15/0740/FUL Old School House, Giffords Lane. Conversion to holiday let.
- 11.2 Applications granted/refused/withdrawn by the Borough Council
- 11.2.1 DC/15/0425/FUL Meadowbrook, The Duddery. Stable block, tack room and hay barn. Approved
  - 11.2.2 DC/15/0194/FUL Gaines Hall, Attleton Green. New weld shop, extension to assembly building and provision of hard standing. Approved
  - 11.2.3 DC/15/0496/HH School Cottage, Cutbush, Thorns Corner. Single storey rear extension. Approved
  - 11.2.4 DC/15/0605/HH Giffords Hall, Giffords Lane. Courtyard and pavilion Approved

## 12. Clerk's Report

- 12.1 Circulated Documents
- 12.1.1 Cllrs. agreed to add the date to circulated documents before passing them on.
- 12.2 Other matters
- 12.2.1 Replacement of Parish Council laptop. After some discussion Cllrs. agreed that a laptop would be preferable to other alternatives and approved expenditure up to £500. Cllr. Sammons offered to make the purchase.

## 13. Finance.

- 13.1 The following payments were approved.
- |        |   |        |
|--------|---|--------|
| 13.1.1 | 002015 MSC. Hire of Pavilion. Invoices 623, 624 and 625 | 56.00  |
| 13.1.2 | 002016 Anglian Water. Bowls Green use. Feb. to April    | 13.49  |
| 13.1.3 | 002017 CPRE Annual membership                           | 36.00  |
| 13.1.4 | 002018 E.ON Electricity use in Chapel                   | 8.34   |
| 13.1.5 | 002019 Wickhambrook Carpet Bowls Club. Donation         | 700.00 |
| 13.1.6 | 002020 R. Medley. Purchase of printer cartridges.       | 35.98  |
| 13.1.7 | 002021 R. Medley Salary for May                         | 512.28 |
| 13.1.8 | 002022 R. Medley 'Home as Office' allowance             | 45.00  |
| 13.1.9 | DD BT phone rental in May                               | 27.17  |
- 13.2 The following income was noted.
- |        |                                 |           |
|--------|---------------------------------|-----------|
| 13.2.1 | Precept                         | 31,590.00 |
| 13.2.2 | Messrs. Fulcher (interment)     | 160.00    |
| 13.2.3 | Messrs. Fulcher (reserved plot) | 80.00     |
- 13.3 Other financial matters
- 13.3.1 Renewal of E.On Annual Contract. Cllrs. gave their approval.

## 14. Approval of Financial Statement and Accounts and completion of Sections 1 and 2 of the Annual Return for the Year Ended 31<sup>st</sup> March 2015.

Cllr. Sammons suggested that much of the surplus between the £46,029 total of earmarked funds and the balance of £55,592 should be allocated to costs of the Neighbourhood Plan. Cllrs. gave their approval. A note to this effect would be included in paperwork sent to the Auditor.

Cllrs. 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.

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Chairman

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Date

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**15. Review of the Effectiveness of Risk Assessment and Financial Control.** These documents had also been circulated before the meeting. Cllrs. agreed that no changes were necessary.

**16. Local Council Award Scheme.** Parish Council interest in the Foundation Level had been registered but the Clerk had yet to receive confirmation. Some criteria such as 'Action Plan for Current Year' and 'Policy for Training New Staff and Councillors' would appear as future agenda items.

**17. Highway Matters**

17.1 Progress on installation on VAS posts. The Clerk had attempted to complete the Memorandum of Understanding but had experienced difficulties. Alterations to the documentation were being made by Suffolk Highways. A workshop on the use of VAS machines had been arranged for 28<sup>th</sup> May.

17.2 Lighting on the Browns Close to MSC footpath. The Clerk was in touch with Richard Webster and hoped more speedy progress would follow.

**Open Session at 8.35pm (to coincide with the arrival of County Cllr. Mary Evans)**

County Cllr. Evans said that she was now Chairman of Scrutiny Committee which examines work done by all other county committees. Hen Abbott is looking into the possibility of extending the hatched area outside the school gates and the Junior Road Safety Officer has been asked to contact the Head Teacher. Cllr. Evans gave an explanation of the next stage in broadband distribution.

**Closure of Session at 8.50pm.**

**18. Estates Matters**

18.1 Registration of Wickhambrook War Memorial. The Clerk had identified April 27<sup>th</sup> 1924 as the date of the unveiling of the war memorial in the cemetery but had also discovered that it had been moved from a previous site at Thorns Corner. He would carry out further research.

18.2 Football Club developments. A section of the bank around the Bowls Club car park had been removed to allow access for the goalposts.

18.3 Bury Road playground. The Clerk had received a letter from Pam Ward, Highways Records Technician, saying that the utilities had been contacted to ask if they objected to the stopping up of the old highway.

**19. Annual Parish meeting**

19.1 Agenda. The previously circulated agenda was approved

19.2 Biscuit Barrel nomination. Cllrs. unanimously supported the nomination of Derek Redhead.

**20. Reports from representatives from other village organisations.**

21.1 WUC Cllr. Wilson said a new trustee had been appointed - Mr. Jamie Green

**21. Correspondence**

21.1 Recently circulated documents. There were no comments.

21.2 Correspondence requiring responses.

21.2.1 Councillor briefings. Cllr. Barton wished to attend the Horringer based version.

Cllrs. gave their approval for the Chairman to attend any appropriate courses.

21.2.2 VAS workshop on 28<sup>th</sup> May at Hargrave. Cllr. Barton and the Clerk would attend

21.2.3 Updated MSC hire agreement. Cllrs. were happy for this to be accepted and signed.

**The meeting closed at 9.03pm.**

**Date of next meeting.** Thursday 25<sup>th</sup> June 2015 in the MSC Pavilion at 7.30 pm. Cllr. Barton gave his apologies.

I confirm that the above is a correct record of the meeting held on Thursday 21<sup>st</sup> May 2015

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**Chairman**

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**Date**