

**Minutes of the Meeting of Wickhambrook Parish Council held on 24<sup>th</sup> September 2015  
at 7.30 p.m. in the Pavilion of MSC Hall**

**Present**

Cllrs. K. Merritt (Chairman), J. Barton, J. Claydon, P. Couzens, J. Midwood, K. Sammons and J. Wilson.  
County Cllr. M. Evans (left at 7.55pm)

Clerk R. Medley.

There were five members of the public present for the whole meeting.

**1. Apologies for absence.**

Apologies were received from Borough Cllr. C. Pollington and Cllr. J. Walker.

**2. Minutes of the Parish Council meeting held on 27<sup>th</sup> August 2015.**

The minutes were signed as a correct record.

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

- 3.1. Item 3.1 of previous meeting – Accounts on notice board. Financial statements for the two most recent financial years had been displayed on the notice board and a copy of the Annual Return posted on the website.
- 3.2. Item 3.2 of previous meeting – Letter to Matthew Hancock MP. A holding response had been received.
- 3.3 Item 7.2.2 of previous meeting – old laptop. This had been donated to the Haverhill based community mini-bus scheme.

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

Cllr. Couzens declared an interest in 8.2.2 and Cllr. Wilson in 8.1.6.

**5. OPEN SESSION 7.35 pm**

**County Cllr. M. Evans** mentioned i) that an additional VAS workshop would be held on 14<sup>th</sup> October, ii) Guy Smith is to take over Simon Curl's post in the near future, iii) the Attleton Green drainage chamber is to be placed on 12 week interval cleaning programme and the overflow of water from Bunters Road to be investigated, iv) the surface of the Farley Green road is to be repaired, v) a smaller speed detection van has been purchased, and vi) a meeting to discuss Kelly's Meadow has been arranged for 9<sup>th</sup> October.

The Clerk was instructed to ask if a Parish Council representative could attend this meeting.

**Borough Cllr. C. Pollington** sent a written report mentioning recent discussions on devolution. Cllr.

Midwood offered to relay Cllr. comments on temporary sites for gypsies and travellers to the Borough.

**Police.** PCSO Kayla Packman reported on the theft of garden urns and damage to the P. C. notice board.

**CLOSURE OF OPEN SESSION 8.05 pm.****6. Planning**

6.1 Applications considered by the Parish Council

6.1.1 DC/15/1441/HH 3, Clopton Park. Side and rear extension and garage conversion.

6.1.2 DC/15/1616/HH Fieldfare, Malting End. Two bay cart lodge.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/15/1441/HH (see above) The Development Control Committee would consider this planning application at a meeting to be held on 1st October. No Cllr. was available to attend but, as a general principle, Cllrs. thought that if the Parish Council had raised objections then at least one Cllr. should be willing to attend.

6.3 Other Planning matters.

6.3.1 Kelly's Meadow, Bury Road. Please see comments by County Cllr. M. Evans above.

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6.3.2 Consultation event for Cemetery Road Development. Cllrs. were disappointed that the suggestion of an alternative surgery plus extra parking on the site had not been supported.

6.3.3 More efficient circulation of planning applications. The Chairman described a recent instance where an application was two days late being returned to the Clerk and had not been seen by all Cllrs. He asked Cllrs. to let the Clerk know when they were away and to pass any application on within 48 hours of receipt.

## 7. Clerk's Report

### 7.1 Circulated documents

There had been no circulated documents considered by Cllrs.

### 7.2 Other matters

7.2.1 Clerk's Holiday. Cllr. Couzens was willing to deal with cemetery and other queries in the Clerk's absence. The phone would be diverted and the paperwork for planning applications transferred.

## 8. Finance.

### 8.1 The following payments were approved.

8.1.1 2056 E-On. Electricity use in Chapel for August	8.34
8.1.2 2057 Papworth Trust. Signs for playground	108.00
8.1.3 2058 Westcotec. 5 x VAS brackets	300.00
8.1.4 2059 Acacia Tree Surgery Ltd. Tree inspection.	480.00
8.1.5 2060 BDO LLP External Audit	240.00
8.1.6 2061 Mdsign. Internet services June to August.	169.50
8.1.7 2062 HMRC Employer payments (to replace 'missing' payment of July)	384.40
8.1.8 2063 R. Medley. Printer cartridges	31.49
8.1.9 2064 R. Medley Salary for September	512.28
8.1.10 DD BT Phone rental in August	29.46
8.1.11 DD BT Broadband Services	67.20

### 8.2 Recent income

8.2.1 Return of Vat for period Jan. to July	1476.88
8.2.2 Youth Football Club. Ground rent.	10.00
8.2.3 Co-op Funeral Service. Interment.	160.00

## 9. Local Council Award Scheme.

9.1 Training of Cllrs. Cllr. Sammons reported on her attendance at an Accounts & Financial Regulations for Parish Councils workshop on 22<sup>nd</sup> September and Cllr. Barton on a Community Emergency Planning Workshop on 5<sup>th</sup> October. An updating of financial guidance may mean changes in Standing Orders, more transparency of larger purchases and an altered relationship with the internal auditor.

9.2 Qualification. For the Foundation Level all evidence has to be submitted and all resolutions made at, or before, the 26<sup>th</sup> November meeting. Cllrs. agreed to proceed on to the Quality Level and pay the required fee (£50) and instructed the Clerk to register before the deadline of 1<sup>st</sup> October.

Additional posting on the website would be necessary. This had been discussed with the Webmaster who saw no problems.

## 10. Highway Matters

10.1 Lighting on footpath between MSC and Browns Close. The lighting bollard had been ordered.

10.2 Vehicle Activated Signs. County Cllr. Evans delivered a VAS and 5 brackets been purchased and received. The supporting posts were awaited.

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10.3 Other matters. Cllr. Sammons relayed a recent conversation with a local resident suggesting that Ashfield Green area should be signed in some way. Cllrs. favoured one of the usual Wickhambrook village signs with a vertical Ashfield Green on one of the supporting posts. Cllr. Sammons offered to make further enquiries.

**11. Estates Matters**

11.1 Memorial garden. Cllr. Sammons had investigated the approximate costs of planting one semi mature tree with a surrounding seat. The total was between £1,400 and £3,000. The Clerk was instructed to send the HLF links to Cllrs. Sammons and Couzens.

11.2 Cllrs. approved the attendance of R. Merry at Playground Inspection course on 16<sup>th</sup> October.

11.3 Errors in donor list on Playground. Cllrs. agreed that Locality Funding should be added.

11.4 Unusual interment enquiry. A request had been received for an interment in the old section of the cemetery. Cllrs. favoured approval once the area had been checked for previous burials.

11.5 Dog Fouling. Cllrs. supported the offer from the Borough of trials to discourage dog fouling and were willing to offer financial support.

11.6 Bury Road notice board. The glass had been smashed and the frame damaged for the third time in 3 years. The matter had been reported to the Police.

11.7 Footballers and the playground. Cllr. Barton described a recent incident where a football kicked with considerable force had struck the playground slide while children were using it.

All the above would be discussed at the next Estates Committee meeting.

**12. Updating the Bank Mandate.** Cllrs. Barton and Couzens had completed and delivered the necessary paperwork. Cllr. Midwood stated that she preferred not to be a signatory of cheques.

**13. Neighbourhood Planning.** No report. Cllr. Sammons offered Cllr. Wilson assistance.

**14. Community Land Trusts.** Cllr. Wilson had arranged a meeting with Debbie Wildridge and offered to formulate a response to the Matthew Hancock letter.

**15. Replacement biscuit barrel box.** Cllr. Wilson had found a contact and it seemed likely that a new Biscuit Barrel box could be purchased for around £30 plus vat.

**16. Reports from other village organisations.**

16.1 Wickhambrook United Reform Charities. Cllr. Wilson reported that the Alms Houses oil tanks were leaking and needed replacing.

**17. Correspondence**

17.1 There were no comments on correspondence previously circulated.

17.2 Correspondence requiring responses.

17.2.1 Parish Conference. There were no suggestions for the agenda.

**18.** Candidates for the Clerk vacancy were given the opportunity to question Cllrs. about the role.

**19. Date and time for interviewing candidates.** Cllrs. agreed the evenings of Tuesday 20<sup>th</sup> October and Thursday 22<sup>nd</sup> October and to allow 45 minutes per candidate.

The meeting closed at 9.37 pm. **Date of next Parish Council meeting Thursday 29<sup>th</sup> October 2015.**

I confirm that the above is a correct record of the meeting held on 24th September 2015.

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**Chairman**

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**Date**