

**Minutes of the Meeting of Wickhambrook Parish Council held on 25th June 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 (from start to 8.50pm)

Clerk R. Medley.

There were no members of the public present.

1. Apologies for absence.

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

2. Minutes of Annual Parish Council meeting held on 21st May 2015.

The minutes were signed as a correct record.

3. Matters Arising (for information)

Parish Council minutes of 23rd April. Open Session – Councillors agreed that a reference to each conversation be recorded, in line with SALC recommendations.

4. Declarations of interest in agenda items

Cllr. Claydon declared an interest in item 6.3.1, Cllr. Sammons in 8.1.5, Cllr. Wilson in 8.1.2 and Cllr. Couzens in 18.2.1 and 2.

5. OPEN SESSION 7.40 pm

County Cllr. M. Evans said that the repairs planned for Nunnery Green would include all road surfaces in the area and she hoped to learn soon when in the three year programme the improvements would be carried out. The Junior Road Safety Officer had been in touch with the Head teacher at the School. VAS machines record data so that incidences of regular speeding can be identified and this will give an indication when speed checks would be most effective. She advised on brackets and insurance for VAS. Clare Police Station will close and the team will have a base in the Fire Station from 14th July offering drop-in sessions every Tuesday from 10.00am to midday. The County Fire Service must make a further £1 million savings in the current financial year.

Police. A written report gave details of four crimes of note in the last month – An assault and theft in Nunnery Green, a burglary with intent to steal from the Chapel in the cemetery and criminal damage in the school swimming pool area.

CLOSURE OF OPEN SESSION 8.00pm.**6. Planning**

6.1 Applications considered by the Parish Council

6.1.1 DC/15/1026/TCA 2, Brook Cottages, Wickham Street. Fell two trees.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/15/0686/HH 2, Malting End. Front and rear extensions.

Approved

6.2.2 DC/15/0645/LB Lane Cottage, Coltsfoot Green. Replacement of front and rear doors.

Approved

6.2.3 DC/15/0846/HH Rayners House, Wash Lane. Side and rear extensions.

Approved

6.3 Any other planning matters

6.3.1 APP/E3525/W/14/3001041. Claydon Yieldometer Ltd., Attleton Green. (original application DC/14/0579/FUL) 2 new buildings, 1 extension, additional hard surfacing and landscaping.

Allowed

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Chairman

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Date

7. Clerk’s Report

7.1 Circulated documents

None had been returned with written comments.

7.2 Other matters

7.2.1 Replacement of the laptop. Cllr. Sammons had purchased a new laptop and Office software for £492.36 and hoped for delivery in the next few days.

7.2.2 Clerk’s Holiday. The Clerk would be on holiday from 2nd to 6th July. Cllr. Sammons offered to provide cover.

7.2.3 Clerk’s Retirement. The Clerk had circulated a document saying that he wished to retire in the next 12 months and suggested that individual Cllrs. may be willing to take responsibility for certain aspects of his workload. Cllr. Couzens offered to take on responsibility for the Cemetery and Cllr. Barton for the use of Vehicle Activated Signs. The Clerk was asked to list his various duties for the next meeting. Advertising for a replacement Clerk would then be discussed.

8. Finance.

8.1 The following payments were approved.

8.1.1	2023 E-On. Electricity use in Chapel for May	8.61
8.1.2	2024 Mdsign. Website services March to May	169.50
8.1.3	2025 MSC Hire of Pavilion. Invoices for April and May	42.00
8.1.4	2026 John Crysell. Notice board and playground signs	315.80
8.1.5	2027 The Rainbird Partnership. Stationery	23.89
8.1.6	2028 HMRC Employer payments (April to June)	384.60
8.1.7	2029 R. Medley. Salary for June	512.48
8.1.8	2030 R. Medley. Printer cartridges	31.49
8.1.9	DD BT Phone rental in May	27.84
8.1.10	DD BT Broadband services	67.20

8.2 Recent income

No income

8.3 Other financial matters

8.3.1 Letter from Pensions Regulator. Cllr. Sammons explained that, under Auto Enrolment, all employers must provide a workplace pension scheme for eligible employees. She offered to be the main contact for the Parish Council and would respond to the letter.

8.3.2 Changes to BT business account. BT wishes to increase charges from 1st July. The Clerk was instructed to contact BT and ask about any alternatives offers.

8.3.3. With several new Cllrs. there was a need to update the list of approved signatures for cheques, etc. The Clerk would obtain a bank mandate.

9. Local Council Award Scheme. The application for Foundation level had been accepted by the Accrediting Body. The Clerk listed four headings where further work was needed and offered to circulate a discussion paper for the next meeting.

10. Highway Matters

10.1 Lighting on footpath between MSC and Browns Close. Cllrs. approved the Pharos LED bollard suggested by Richard Webster and authorised the Clerk to arrange installation of a single unit in the dark corner.

10.3 Vehicle Activated Signs. The Memorandum of Understanding had been completed and sent to Highways on 29th May. Cllrs. Barton, Merritt and the Clerk attended the workshop at Hargrave. The supporting posts were on order. A meeting of volunteers would be arranged to discuss obligations and safe working procedures. Cllrs. gave approval for the expenditure of £300 for supporting brackets and hi-vis. clothing. Cllr. Barton confirmed he would lead the initiative.

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Chairman

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Date

11. Estates Matters

11.1 Memorial garden. Cllrs. agreed that a simple solution would be preferable – cheaper to install and maintain. Cllr. Couzens felt that a raised bed could be incorporated into a simple design and this could be maintained by the school children. This received general approval. Cllrs. Sammons and Couzens would discuss designs and the resulting proposal would be taken to the Estates Committee.

11.2 Break-in at Chapel. The damage was reported to the Police on Friday 12th June; the break in had taken place sometime over the previous 24 hours. Cllrs. gave approval for the necessary repairs to be carried out.

11.3 Inter-village sports. Thurlow had withdrawn from the competition so the sports arranged for the Carnival would not take place.

11.4 Any other matters. An overhanging hedge down Mole Hill was causing concern. Cllr. Wilson hoped to contact the owner.

12. Report from Internal Auditor and completion of Annual Statement for External Audit.

The report recommended that a sales invoice register be kept, the balance of Petty Cash be recorded in year-end accounts and the fact that pay rises always start from 1st April should be minuted.

Cllrs. gave approval to the implementation of these suggestions.

The internal auditor had completed Section 4 of the Annual Statement without query. Cllrs. approved the previously circulated Explanation of Significant Variances comparison for the last two years.

All supporting paperwork needed to be sent to BDO before 13th July.

13 and 14. Neighbourhood Planning and Community Land Trusts. Cllr. Wilson offered to write brief summaries of both for the next edition of the Scene.

15. Replacement biscuit barrel box. There was no further news.

16. Reports from representatives of other village organisations.

There were no reports.

17. Website changes. OneSuffolk was one of several alternatives. Cllrs. would investigate others.

Cllr. Sammons offered to attend the website training to be held on 29th July 2015.

18. Correspondence

18.1 There were no comments on correspondence previously circulated.

18.2 Correspondence requiring responses.

18.2.1 Request for financial support from Carnival Organisers. Cllrs. approved the payment of £195.84 for St John’s Ambulance to provide first aid cover for the event.

18.2.2 Request for financial support for Over 60s Christmas Party. Cllrs. approved the payment of £250 towards this event.

18.2.3 Request for financial support for Little Teapots Pre-School. A letter asking for further details had yet to receive a response. The matter would be discussed at a later meeting.

Date of next Parish Council meeting Thursday 30th July 2015.

Meeting closed at 9.10 pm.

I confirm that the above is a correct record of the meeting held on 25th June 2015.

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Chairman

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Date