

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Ordinary Meeting of the Council on

Thursday 25 October 2018

at 7:30pm in the Memorial Social Centre Pavilion, Cemetery Road

Wickhambrook for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

AGENDA

- 18.10.01 Apologies for absence to be noted or approved – Cllr J Barton, Cllr K Sammons
- 18.10.02 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 18.10.03 **Proposal: Cllr Couzens;**
That the Minutes of the Parish Council meeting held on 27 September 2018, as tabled, be agreed as a true record.
- 18.10.04 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 6.1 Suffolk Police & Crime Commissioner – future of community policing etc. (circulated)
 - 6.2 The Aviva Community Fund (circulated)
 - 6.3 Eon (circulated)
 - 6.4 Suffolk Association of Local Councils Bulletin (circulated) – note advice that 2019 Annual Meeting must be held between 7th and 21st May.
 - 6.5 SEBC Delegation Panel Decisions
 - 6.6 West Suffolk Council – advance notice of Extraordinary Overview and Scrutiny Committee meeting on Wednesday 31 October 2018.
 - 6.7 West Suffolk Council – Housing Strategy consultation and online survey
 - 6.8 HM Land Registry
 - 6.9 UK Power Networks – Roadshows and Local Government Forums
 - 6.10 Civic Voice – War Memorial News
 - 6.11 Environment Agency – Flood and Coastal Erosion Risk Management
 - 6.12 Suffolk Emergency Planning
- 18.10.05 Public comment or question invited on any Agenda item (**Open Session**).
Session to close on or before 8.30pm.
- 18.10.06 6.1 To consider a request from Wickhambrook Bowls Club for the inclusion of the maintenance (banks and hedges, excluding the green itself) in the Parish Council contract (circulated) and appropriate action.
- 6.2 Proposal: Cllr Couzens**
The Estates Committee authorise the inclusion of the maintenance of the banks and hedges surrounding the Bowls Green, as detailed in the quote from D King in the Parish Council contract.

- 18.10.07 To receive and discuss any report to this meeting from County Councillor Mary Evans, District Councillor Clive Pollington, from Portfolio Holders or other agencies and to take action as appropriate.
- 7.1 Cllr Clive Pollington (circulated)
- 7.2 Cllr John Barton – VAS machines (circulated)
- 18.10.08 To receive any report from the Estates Committee and to take action as appropriate.
- 8.1 The Litter Pick is currently scheduled for 11th November, which falls on the centenary Remembrance Sunday.
- 8.2 To note the quotes received in respect of the work identified in the report Tree Condition and Hazard Assessment on Parish Council Trees by Acacia Tree Surgery in respect of the category A, B and C work identified.
- 8.2 Proposal: Cllr Couzens**
To authorise the cost of completing the category A work identified in the Tree Condition and Hazard Assessment report on Parish Council Trees to a maximum of £1625 plus VAT.
- 8.3 Proposal: Cllr Couzens**
To authorise the cost of completing the category B & C work identified in the Tree Condition and Hazard Assessment report on Parish Council Trees to a maximum of £3150 plus VAT.
- 8.4 Items of work have been identified by Estates Committee portfolio holders with responsibilities for the parks which require the purchase of sundry items or the engagement of local tradespersons. Whilst the items identified in the Annual Inspection reports were graded as low risk, the Estates Committee was keen to resolve these issues at the earliest opportunity.
- 8.5 **Proposal: Cllr Couzens**
To authorise payments of up to £250 to reimburse the cost of sundry items or engage local tradespersons to undertake work to address maintenance issues identified by the annual inspection of Parks and regular inspections carried out by relevant portfolio holders on the committee.
- 8.6** The Clerk has contacted Miracle, the installers of play equipment at Wickhambrook Park to resolve issues relating to wood rot on the fort posts.
- 18.10.09 9.1 To advise that the insurance schedule has now been amended to include cover for Data Breach response (Minute No 18.09.9.3 refers).
- 9.2 To advise that the Clerk has subscribed to CrashMap in order to obtain more in-depth information about previous RTA's recorded in Wickhambrook (Minute No 18.9.7.1 refers).
- 9.3 Detailed traffic survey data relating to volume and speed of traffic through Wickhambrook between 2008 and 2018 has been requested of Suffolk County Council Highways (Minute No 18.9.7.2 refers).
- 9.3 To note that LCPAS offered a Cemeteries workshop on 25th October at the cost of £40. Councillors are asked to consider reimbursing the cost of the course to the Clerk.
- 9.4 To note that the existing arrangements to enable members of the public to contact the Parish Clerk are not sustainable with the new Clerk resident out of the parish (report circulated)
- 9.5 Proposal: Cllr Couzens;**
That the Parish Council fund the cost of a mobile phone contract to the value of £35 per month; and

9.6 Proposal: Cllr Couzens;

That the Parish Council increase the home working payment to the Clerk by £6.50 per month to cover the cost of up grading the Clerk's home broadband and the one off purchase of a fixed IP address at £5.

18.10.10 10.1 To note the following income received

10.1.1	Interest	£2.81
10.1.2	Monuments, Gravestones, Tablets & Inscriptions	£110.00

10.2 To authorise the payments to be made as listed below:

10.2.1	H Workman (Clerk) salary for October	£555.15
10.2.2	Memorial Social Centre Invoice No 0979 Hire of Pavilion MSC for Parish Council Meetings & Estates Committee	£15.00
10.2.3	Eon: Chapel of Rest, Meeting Green, Wickhambrook CB8 8UR	£8.79
10.2.4	Vertas Invoice No SIN034964 Grounds Oct – Dec '18	£477.61
10.2.5	Petty Cash Imprest top up	
10.2.6	Royal British Legion - donation for Remembrance Sunday Wreath	£50.00

10.3 Proposal: Cllr Couzens;

That the payments to be made, listed above at 10.2 be authorised.

10.4 To note the following payments previously authorised.

10.4.1	Donation towards cost of Insurance for Wickhambrook Fireworks Display (Mr J Couzens) Minute No 18.06.14	£300.00
10.4.2	Donation to Annual Over 60's Festive Celebration (Mrs K Couzens) Minute No 18.09.11	£250.00
10.4.2	BHIB Insurance Brokers – LCO00083-193025 –Data Breach Cover	£27.46

10.5 To note the current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they are supported by relevant Bank Statements.

18.10.11 To consider a gift to celebrate the 100th birthday of a Wickhambrook resident (Minute 18.09.9.7 refers).

11.1 Proposal: Cllr J Couzens

That the purchase of a gift card of £50 in recognition of a local resident's 100th birthday be authorised.

18.10.12 To note any Planning results as notified by SEBC:

12.1 [Householder Planning Application - 1no. Cartlodge](#)

6 Wickham House Bungalows Giffords Lane Wickhambrook Newmarket Suffolk CB8 8PH

Ref. No: DC/18/1639/HH Refused

12.2 [Planning Application - 1no. replacement dwelling](#)

The Cottage The Gesyns Bunters Road Wickhambrook Newmarket Suffolk CB8 8XX

Ref. No: DC/18/1305/FUL Approved

18.10.13 To note the following Planning applications as notified by SEBC for comment:

13.1 [Planning Application - Change of Use of land from Agricultural to Equestrian use](#)



Land At Street Farm Bury Road Wickham Street Wickhambrook Suffolk CB8 8PB

Ref. No: DC/18/1979/FUL

13.2 [Planning Application - \(i\) Construction of footbridge for access to existing island from west side of the pond, oriented east-west \(ii\) Construction of boardwalk for access to proposed island from existing island, oriented north-south \(Amended plans and description, island and pond extension no longer included\)](#)

Giffords Hall Giffords Lane Wickhambrook Newmarket Suffolk CB8 8PQ

Ref. No: DC/18/0934/FUL

- 18.10.14 **Proposal: Cllr Couzens**
That the Clerk makes known the Council's comments on Planning Applications on this agenda to the Planning and Regulatory Services, St Edmundsbury Borough Council.
- 18.10.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 15.1 Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary
- 15.1.1 [Application for Listed Building Consent - Replace a number of softwood panel doors and badly made doors with rustic oak ledge doors with authentic beeswax T- hinges and Suffolk latches. Existing hardwood or oak doors will be 'dipped and stripped' then oiled and waxed.](#) 
Lane Cottage Coltsfoot Green Wickhambrook CB8 8UW
Ref. No: DC/18/1815/LB
- 15.1.2 [Prior Approval Application under Part 3 of the Town and Country Planning \(General Permitted Development\) \(Amendment and Consequential Provisions\) \(England\) Order 2015- \(i\) Change of use of agricultural building to dwellinghouse \(Class C3\) to create 5no. dwellings \(ii\) associated operational development.](#) 
Clopton Hall Farm Barns Giffords Lane Wickhambrook Newmarket Suffolk CB8 8PQ
Ref. No: DC/18/1834/P3QPA
Note this is a matter which may come up as a planning application in the future. The Parish Council has not been formally consulted on this as it is not a full planning application.
- 18.10.16 16.1 To consider a request from Councillor K Sammons for dispensation from the requirement to attend meetings, and take appropriate action.
- 16.2 To consider Councillor Sammons resignation from the Estates Committee and take appropriate action.
- 16.3 **Proposal: Cllr Couzens**
To appoint a new Councillor to the Estates Committee.
- 18.10.17 To consider a proposal to investigate access to land for parking as school drop off/pick up zone to the rear of the school on land which forms part of Six Acres (egress onto Cemetary Road) and to take appropriate action.
- 18.10.18 To receive a report on progress towards revising GDPR matters (circulated) and to take action as appropriate.
- 18.10.19 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 18.10.20 To confirm that the scheduled date for the next meeting is Thursday 29th November beginning at 7:30pm in the Memorial Social Centre Pavilion.
- 18.10.21 Close of meeting.

Published & posted 19.10.18

Hilary Workman

Hilary Workman

Clerk to the Council

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