

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summonsed to attend an ordinary meeting of the Council on

Thursday 16th January 2020

at 7:30pm at the Pavilion, Wickhambrook Memorial Social Centre 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

- 20.01.01 To note or approve apologies for absence.
- 20.01.02 2.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
- 2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 To receive requests for dispensations
- 2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 20.01.03 Proposal: Cllr Barton**
That the Minutes of the Parish Council meeting held on 28 November 2019, as tabled, be agreed as a true record.
- 20.01.04 Public Forum – (**Open Session**).
To receive comment or question on any Agenda item or matter of concern from those members of the public present
Session to close on or before 8.30pm
- 20.01.05 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 20.01.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
- 6.1 SALC updates (*circulated*)
– Request for nomination for invitation to Buckingham Palace Garden Party
- 6.2 WSC: Development Control – Parish Council Newsletter
- 6.3 Requests for Support:
- Citizens Advice West Suffolk
Suffolk Community Foundation
- 6.4 Wickhambrook GP Practice – Directory of Leisure Activities
- 20.01.07 To receive and discuss any reports and requests to this meeting from Portfolio holders and take action as appropriate.
- 7.1 Cllr John Barton – VAS machine report
- 7.2 Update on the establishment of a Working Group to research and consider viable options for resolving access and congestion issues in the vicinity of Wickhambrook Primary Academy.

Hilary Workman, Clerk & RFO to the Council

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039821** Email: parishclerk@wickhambrook.org.uk

20.01.08 To note the following actions resolved or agreed by the Estates Committee on 5th December and receive and discuss any reports and requests to this meeting from it and take action as appropriate.

19.12.08.1

That authorisation for completion of the works identified in report WPC19.12.01 having been approved (Min. 19.11.08.4 refers), the Estates Committee delegate the Clerk to instruct the works to be undertaken in accordance with the proposed schedule advised by Acacia Trees.

19.12.08.2

To authorise up to £500 plus VAT for cleaning of the War Memorial in advance of VE2020 and delegate the Clerk to instruct the work.

19.12.09

agreed to trial a reduction in meetings from six to five in during 2020, keeping to the first Thursday in the month for meetings on **March 5th, June 4th, August 6th, October 1st and December 3rd 2020.**

19.12.13

Future dates for Litter Picks in 2020 agreed by the meeting.

Sunday 5th April (Great British Spring Clean between 20th March & 13th April)

Sunday 3rd May (in advance of VE Day 2020 on 8th May)

Sunday 12th July (day after Carnival)

Sunday 1st November (in advance of Remembrance Sunday)

20.01.09 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

9.1 To note that a VAT126 Claim has been submitted in the sum of £2557.86 for Quarters 2 & 3 of the current financial year.

9.2 To note that the Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector.

9.3 Training Courses

SALC – General Data Protection Regulations Workshop - 17th February 2020 £45

20.01.10 10.1 To note the following income received

10.1.1	Interest	£11.17
10.1.3	Cemetery & Memorial Fees	£325.00

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

10.2.1	Wickhambrook Memorial Social Centre #1141 28 th Nov '19	£15.00
10.2.2	Hilary Workman - Clerk Salary Period 9	£730.14
10.2.3	Hilary Workman – Clerk Expenses Q3	£44.61
10.2.4	Macs and PCs #43283	£45.00
10.2.5	The Rainbird Partnership Ltd (Accountability Plus) # 5820	£60.00
10.2.6	The Rainbird Partnership Ltd (Accountability Plus) # 5855	£43.20
10.2.7	Refund to Roger Merry – Weldmesh	£35.10
10.2.8	Vertas Group Limited #	£1486.83
10.2.9	D R King & Son # 1170	£3900.00

10.3 Proposal: Cllr Barton;

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

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10.4 To note the following payments previously authorised.

10.4.1	DD	EE Mobile Contract #V01559499231 December `19 (Min. 19.01.08.5 refers)	£26.14
10.4.2	DD	Smart Pension (Min. 18.12.08.7 refers) December `19	£17.23
10.4.3	Chq	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/11/19 – 06/12/19 (Min. 19.06.20.2 refers)	£45.60
		Refund to Parish Clerk of Microsoft Business Essentials Billing Period 07/12/19 – 06/01/20 (Min. 19.06.20.2 refers)	£45.60
10.4.4	Chq	Playforce #000022568 (Min.19.0	£2229.73
10.4.5	Chq	Hilary Workman – Clerk Home Allowance Q3 (Min.18.	£63.00

10.5 To note the current account balances and reconciliation to 31 December, and the Chairman's confirmation that they are supported by relevant bank balances.

10.6 To consider an update towards internet banking and take action as appropriate.

20.01.11 11.1 To receive and discuss draft Budget for 2020/21 (circulated and tabled as **WPC20.01.01**) and take action as appropriate.

11.2 **Proposal: Cllr Barton**

That Wickhambrook Parish Council approve the proposed budget (WPC 20.01.01), and

11.3 **Proposal: Cllr Barton**

That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £35610.00, being the Parish Council's total precept requirement for the financial year commencing 1st April 2020

20.01.12 12.1 **Proposal: Cllr Barton**
That Council appoints Messrs Heelis and Lodge as Internal Auditors for the financial year 2020/2021.

20.01.13 To note Planning results as notified by West Suffolk Council as summarised below:

13.1 **DC/19/0480/FUL – Planning Application**

Change of use from commercial to residential dwelling (C3) and associated works

Timber Barn, Peacocks Farm, Farley Green, Wickhambrook

WSC: Granted WPC: No Comment Submitted (19.07.14)

13.2 **DCON(B)/17/1721**

Application to Discharge Condition 24 (Landscape and Ecological Management Plan) of Application DC/17/1721/FUL

Land West Of Cemetery Road Wickhambrook Suffolk

WSC: Approved WPC: No Comment Submitted (19.11.14.1)

13.3 **DC/19/2028/LB**

Application for Listed Building Consent - Conversion of barn to dwelling including (i) replacement of corrugated lean-to with timber clad single storey pitched roof room (ii) replacement fenestration (iii) removal of asbestos roofing sheets

Timber Barn Peacocks Farm Farley Green Wickhambrook Suffolk

WSC: Approved WPC: Supported (19.11.13.1)

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- 20.01.14 Planning applications notified by West Suffolk Council for comment:
- 14.1 **DC/19/2423/VAR**
Application to Vary Conditions 6 and 7 of DC/19/1102/FUL to replace visibility splays of 90 metres with 50 metres in both directions to allow for 5no. dwellings with cart sheds and alterations to vehicular access (following demolition of existing agricultural buildings)
Clopton Hall, Clopton Hall Farm Ltd Giffords Lane Wickhambrook CB8 8PQ
- 14.2 **Proposal: Cllr Barton**
That the Clerk makes known the Council's comments on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.
- 20.01.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 20.01.16 To consider update on progress with refurbishment of play fort at Cemetery Road and new play equipment at Bury Road Pocket Park.
- 20.01.17 To consider an update on GDPR, ICT and Accessibility issues and take action as appropriate.
- 20.01.18 Any other matters for information, to be noted or for inclusion on a future agenda
- 20.01.19 To confirm that the scheduled date for the next meeting is Thursday 27th February beginning at 7:30pm in the Memorial Social Centre Pavilion.
- 20.01.20 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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