

**10373 Minutes of the Annual Meeting of Wickhambrook Parish Council held on
26 May 2016 at 7.30 p.m. in the MSC Pavilion**

Present

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

County Cllr. M. Evans (between 8.40 and 8.50 pm)

Clerk S.Thorburn

1. Appointment of Chairman

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

2. Welcome

The Chairman welcomed everyone to the meeting.

3. Apologies for absence.

Apologies were received from Borough Cllr. C. Pollington

4. Election of Vice-Chairman.

Cllr. Sammons was proposed by Cllr. Couzens and seconded by Cllr. Midwood.

5. Minutes of Parish Council meetings

The minutes of the Parish Council meeting of 28 April 2016 were signed as a correct record.

6. Matters Arising

Items 11.3 and 11.5 to be dealt with under Estates.

7. Declarations of Disclosable Pecuniary Interests

Amendments to the declarations held on file were made by Cllrs. Barton, Sammons and Wilson.

8. Declarations of interest in agenda items

There were declarations of interest from Cllr Wilson items 13.1.1, 13.1.2 and Cllr Midwood 13.1.1

9. Appointment of the Estates Committee and Representatives

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

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

9.1 SALC Area Meetings - Cllr Barton was re-appointed to attend the meetings and other associated matters.

9.2 United Charities – Cllr Wilson was re-appointed

9.3 Tree Warden – J Girling was re-appointed

9.4 Village website and Facebook – Cllr Sammons was re-appointed to be the main contact for the website and Soren Bradbury had agreed to continue as manager of the Facebook page.

9.5 Cemetery – J Girling was re-appointed

9.6 Village Greens and Six acres – A Harris had offered to inspect the Greens and Cllr Merritt was re-appointed to inspect the playing field.

9.7 Footpaths Officer – R Medley had recently been appointed and it was understood would continue.

9.8 Churchyard - Cllr Sammons was re-appointed

.....
Chairman

.....
Date

10374

9.9 Internal checks on accounts – Cllr Sammons was re-appointed to carry out quarterly checks.

OPEN SESSION 7.45pm

10. A written report was read out on behalf of Borough Cllr Pollington. Devaluation would be a big issue and more would be reported when the detail was known. A total of £10600 funding had been secured for Wickhambrook largely the MSC kitchen and carnival, with £500 for Her Majesty's 90th Birthday celebrations. A detailed report regarding the Garden Waste Collection service was given out to the meeting and will be attached to the minutes. A written report was read out on behalf of County Cllr Evans who had sent apologies for late arrival. The report covered the results of local speed surveys and a meeting in Ipswich with the police, rights of way team and head of highways regarding the use of byways. This report will be attached to the minutes.

CLOSURE OF OPEN SESSION 7.55pm.

11. Planning

- 11.1 Applications considered by the Parish Council
 - 11.1.1 DC/16/0720/HH 49 Nunnery Green. 2 metre high close boarded fence. Approved.
 - 11.1.2 DC/16/0771/LB Lane Cottage, Coltsfoot Green. Repaint off white with green woodwork. Approved.
 - 11.1.3 DC/16/0314/HH 3 The Duddery. Amended plans 2 storey extension, porch and conservatory. Approved.
- 11.2 Applications granted/refused/withdrawn by the Borough Council.
 - 11.2.1 DC/16/0532/HH Meadowbrook, The Duddery. Two storey front extension and Double garage. Approved

12. Clerk's Report

- 12.1 Circulated Documents to be adopted by resolution:
 - Twelve month action plan for Wickhambrook – the Clerk was requested to remove completed actions and present the plan at the next meeting for adoption
 - Wickhambrook Parish Council Code of Conduct – signed by the Chairman as adopted, all approved
 - Standing Orders – adopted, all approved
 - Estates Committee Terms of Reference – adopted, all approved
 - Six Acres Agreements (Bowls, Tennis, Adult Football, Junior Football, Wooden Pavilion use) – adopted, all approved
 - Financial Risk Assessment – adopted, all approved
 - Training Policy – adopted, all approved
 - Press and Media Policy – adopted, all approved
 - Freedom of Information Scheme – adopted, all approved
 - Financial Regulations – there was discussion regarding the petty cash float amount and it was decided to use the imprest system for petty cash so the amount held

.....
Chairman

.....
Date

10375

would not exceed £50 at any time. The financial regulations would be amended by the Clerk and presented for adoption at the next meeting

Complaints Procedure – adopted, all approved

Asset Register - approved

Budget 2016-2017 – approved

12.2 Clerk’s holiday period

The Clerk requested 13 – 15 June to be taken as part of the annual leave which was agreed.

13. Finance.

13.1 The following payments were approved proposed by Cllr Wilson, seconded by Cllr Merritt

13.1.1	002201	Mdsign – HM leaflet to be reimbursed from grant	98.88
13.1.2	002202	Mdsign – website Mar-May 2016	169.50
13.1.3	002203	E.ON electricity for chapel	8.34
13.1.4	002204	SALC subscription	419.41
13.1.5	002205	Wickhambrook MSC – hire Mar + Apr	42.00
13.1.6	002206	S Thorburn (Clerk) – printer cartridge colour	17.50
13.1.7	002207	S Thorburn (Clerk) salary for May + training hours (10)	613.80
		BT Phone rental charges for May-July	98.36
13.1.9		BT Internet charges for Apr - June	72.00

13.2 Recent Income for information.

13.2.1	Precept annual payment – St Edmundsbury Borough Council	31481.00
13.2.2	Row Build Limited	100.00

13.3 Other financial matters

13.3.1 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.

The Clerk stated that the internal audit undertaken by Ladywell had been successfully completed.

13.3.2 Cllr Sammons suggested that earmarked funds be transferred from the Parish Council current account to the reserve account for clarity, all agreed.

14. Confirmation of insurance Cover

The Clerk reported that the premium with AON had increased by 4% this year and a price comparison exercise with other companies offering insurance to local government would be undertaken before the renewal premium was due.

15. Review of subscriptions to other bodies

The Clerk reported three subscriptions as Community Land Trust £150, SALC £419.41 and Campaign to Protect Rural England £36.

16. Dates for future meetings

These were confirmed as 30 June, 28 July, 25 August, 29 September, 27 October and 24 November to the end of 2016. It was agreed to continue with the third Thursday in each month in 2017 and the Annual Parish Meeting date to be set in November. Estates committee meetings were 16 June, 18 August, 13 October and 5 December for 2016.

.....
Chairman

.....
Date

10376

17. Highways Matters

Lighting on the Browns Close to MSC footpath was still outstanding with nothing to report.

18. Estates Matters

18.1 The signed Bowls Club agreement had been received.

18.2 A cheque for £100 had been received from Row Build Limited towards the installation of protection posts at Moor Green. A quotation had been obtained from a contractor which would be discussed at the next Estates Committee meeting.

18.3 All agreed the transfer document in regard to the Bury Road playground and it was signed by Cllrs Couzens and Wilson. The Clerk was instructed to return this to the solicitor concerned to be forwarded to Havebury Housing.

19. Reports from representatives from other village organisations

19.1 Cllr Midwood gave a report on progress made towards Her Majesty's 90th Birthday celebrations. Donations collected to fund the day amounted to £310 to date. There would be no entry charge and collections made for the Air Ambulance. The field opposite the MSC hall could not be used for overflow parking due to excavations and Cllr Wilson had offered the use of a field opposite the school for this purpose. A card would be sent from 'Wickhambrook Parish Council and residents' and Cllr Midwood requested that the Parish Council fund a framed picture to be offered to the MSC hall committee for display.

Open Session at 8.40 pm (to coincide with the arrival of County Cllr. Mary Evans)

County Cllr. Evans gave an overview of the report prepared for the meeting.

Closure of Session at 8.50pm.

The meeting closed at 8.50 pm.

Date of next meeting. Thursday 30 June 2016 in the MSC Pavilion at 7.30 pm.

I confirm that the above is a correct record of the meeting held on Thursday 26 May 2016

.....
Chairman

.....
Date