

**10444 Minutes of the Annual Meeting of Wickhambrook Parish Council held on
31 May 2018 at 7.30 p.m. in the MSC Pavilion**

Present

Cllrs. P. Couzens (Chairman), J. Barton ,M. Jolland, K. Merritt, J. Midwood and J. Wilson.
Clerk S.Thorburn

One member of the public was present

1. Appointment of Chairman and Vice Chairman and completion of 'Declaration of Acceptance' forms

Cllr. Couzens was proposed by Cllr. Barton and seconded by Cllr.Midwood. Cllr. Couzens accepted the position of Chairman for one year and signed the Declaration of Acceptance. Cllr. Barton was proposed by Cllr. Merritt and seconded by Cllr.Jolland. Cllr. Barton accepted the position of Vice Chairman 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 Cllr. J. Claydon, Cllr. K. Sammons, County Cllr. M. Evans and Borough Cllr. C.Pollington

4. Minutes of Parish Council meeting held on 26 April 2018

The minutes of the Parish Council meeting of 26 April 2018 were signed as a correct record.

5. Matters Arising

10.1 Lay Member vacancy – Estates Committee no applications received to date

6. Declarations of Disclosable Pecuniary Interests

No amendments to the declarations held on file were made

7. Declarations of interest in agenda items

Cllr. Wilson declared an interest in item. 12.1.4

8. Appointment of the Estates Committee and Representatives

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

It was understood that John Norton, Roger Merry and Julian Girling would continue as lay members.

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

8.2 United Charities – Cllr Wilson was re-appointed with Lucy Lawson as another Trustee

8.3 Tree Warden – J Girling was re-appointed

8.4 Playground Inspections – R Merry was re-appointed and the Clerk was instructed to confirm K Grimes would continue the Bury Road inspections at the Estates meeting.

8.6 Facebook page – All agreed to the deletion of the page

8.5 Village website – Cllr Jolland was appointed with the Data Protection post left for further discussion.

8.7 Cemetery – J Norton was appointed

8.8 Village Greens – J. Norton was appointed

8.9 Six acres – Cllr Merritt was re-appointed to inspect the playing field.

8.10 Footpaths Officer – R Medley was re-appointed

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Chairman

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Date

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- 8.11 Churchyard - J. Norton was appointed
- 8.12 Internal checks on accounts – Cllr Sammons was re-appointed to carry out checks.
- 8.13 VAS machine – Cllr Barton was re-appointed to supervise use and download data
- 8.14 Public Access Devices – Chairman Cllr Couzens was appointed to carry out checks

OPEN SESSION 7.40pm

9. A written report was read out on behalf of County Cllr Evans and one from Borough Cllr Pollington. There were no comments from members of the public.

CLOSURE OF OPEN SESSION 7.50pm.

10. Planning

- 10.1 Applications considered by the Parish Council -No objections were raised
 - 10.1.1 DC/18/0681/CLE Mokefield, Baxters Green. Application for Lawful Development Certificate – occupation by non-agricultural occupant in breach of planning N/65/413/C
 - 10.1.2 DC/18/0632/FUL The Hedges, Ashfield Green. Replacement dwelling and garage amendment to previously approved DC/17/1297/FUL No objection
 - 10.1.3 DC/18/0570/HH plus DC/18/0571/LB Giffords Hall, Giffords Lane. Two storey extension, extension to granary to form 1 bedroom flat, triple bay cart lodge, garden pavilion extension, internal and external alterations and repairs. No objection
- 10.2 Applications granted/refused/withdrawn by the Borough Council. None.

11. Clerk’s Report

- 11.1 Circulated Documents to be adopted by resolution: All agreed
 - Twelve month action plan for Wickhambrook – adopted
 - Wickhambrook Parish Council Code of Conduct – signed by the Chairman as adopted
 - Standing Orders – adopted. Estates Committee Terms of Reference – adopted
 - Six Acres Agreements (Bowls, Tennis, Youth Football)– adopted
 - Financial Risk Assessment – adopted. Training Policy – adopted
 - Press and Media Policy – adopted. Freedom of Information Scheme – adopted
 - Financial Regulations – adopted. Complaints Procedure - adopted
 - Asset Register and Budget 2017-18 –all agreed

12. Finance.

12.1 The following payments were proposed by Cllr Wilson, seconded by Cllr Midwood

	Cheque no	Detail	Amount
12.1.1	002378	S Thorburn (Clerk) salary for May	544.96
12.1.2	002379	Clerk – printer cartridge	24.00
12.1.3	002380	EON chapel electricity to 8 May 2018	8.51
12.1.4	002381	Mdsign Mar-May2018 internet services	198.00
12.1.5	002382	Vertas grass cutting recreational field Apr-June	723.53
12.1.6	002383	Sloane and Sons plaques + engraving	150.00
12.1.7		BT Phone rental charges for Mar-July	22.08
12.1.8		BT Internet charges for Apr - June	105.96

12.2 Recent Income for information.

12.2.1	St Edmundsbury Borough Council precept	32014.00
12.2.2	Cemetery Grave Deed non-resident	240.00

13. Other financial matters

- 13.1 Approval of Financial Statement, completion of Annual Return and Internal audit
 - All approved the Financial Statement and Section 1 of the Annual Report and all questions
 - Section 2 (the Annual Governance Statement).The Chairman and Responsible Financial

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Chairman

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Date

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Officer signed the documents

13.2 Request from History Society for £200 funding to support the Centenary Remembrance Day. All agreed and the Clerk was instructed to notify the society.

14. Confirmation of insurance Cover BHIB

All were made aware of the change of insurance company as arranged by NALC

15. Review of subscriptions to other bodies

National CLT £150, SALC £429.37, CPRE £36, ICO Data Protection £35

All agreed these subscriptions.

16. Confirmation of approved dates for meetings to end of 2018

Parish Council meetings – Thursday 28 June (Meeting Room, All Saints Church), 26 July, 30 Aug, 27 Sept, 25 Oct and 29 November

Estates Committee meetings – Thursday 14 June, 9 Aug, 11 Oct and Monday 3 December

17. Highways Matters

17.1 VAS machine reports and sites for additional poles to be installed

Clr Barton would request a scheduled date for the installation of the poles and continue to move the machines to the various locations, downloading the date and sending it to the Police in the correct format.

18. Estates Matters

18.1 Maintenance of the Bowls Club green as a village facility. The Clerk was instructed to request a costing from the contractor who currently held the village maintenance contract for discussion.

18.2 Tree survey 2018. All agreed the survey and the Clerk was instructed to book this.

18.3 Churchyard boundary wall repair. The Clerk was instructed to request advice from SALC for further discussion.

19. The Annual Parish Meeting - thanks from the Chairman to all the clubs and societies who contributed a report

The meeting closed at 8.35 pm.

Date of next meeting. Thursday 28 June 2018 in the Meeting Room, All Saints Church at 7.30 pm.

I confirm that the above is a correct record of the meeting held on Thursday 31 May 2018

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Chairman

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Date