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**Minutes of the Meeting of Wickhambrook Parish Council held on 26 October 2017
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. P Couzens (Chairman), J. Barton, J. Claydon,
J. Midwood and J.Wilson
Borough Cllr. C. Pollington
Clerk S. Thorburn

The Chairman welcomed everyone to the meeting

1. Apologies for absence

Apologies were received from Cllrs. K Sammons (Vice Chairman), K. Merritt
County Cllr. M Evans

2. Minutes of the Parish Council meeting held on 28 September 2017.

The minutes were signed as a correct record.

3. Matters Arising from previous minutes

9. The defibrillators and cabinets were on order and it had been decided to wait until
all equipment had arrived before meeting with the groups responsible for the new
locations.

4. Declarations of interest in agenda items

None were declared

5. OPEN SESSION 7.40 pm

5.1 **Borough Councillor C. Pollington** – a report on Kelly’s Meadow was given and the Parish Council
agreed that once a formal document from the solicitor had been presented and signed a member of the
Parish Council would attend an annual supervisory meeting together with representatives from the
Borough Council, Denston Parish Council and the family concerned. Borough Councillor Pollington
would send copies of further email correspondence to the Clerk.

5.2 **County Councillor M. Evans** – a report was read to the meeting and is attached to the minutes.
A discussion took place as to why the drainage works at Mole Hill had not yet taken place although it was
scheduled on the small works programme. The Clerk was instructed to report the lack of action.
The Clerk was instructed to obtain the Rights of Way file from the Footpaths Officer to copy the maps
showing the footpath numbers as mistakes had been reported by Councillors with the location of rights
of way.

CLOSURE OF OPEN SESSION 8.10 p.m.

6. Planning

6.1 Applications considered by Parish Council.

6.1.1 DC/17/1821/FUL adj to Rowans, Nunnery Green

1 dwelling, 1 carport/shed, associated access. No objection

6.2 Applications granted/refused/withdrawn by the Borough Council

None

7. Clerks Report

7.1 Circulated documents

LIAS 1404 Right Homes Consultation. All Councillors had received this document.

Chairman

Date

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8. Finance

8.1 Cllr Wilson and Cllr Claydon seconded payments to be made as listed below

	Cheque	Detail	Amount £
8.1.1	002296	Petty Cash Imprest top up	45.48
8.1.2	002297	S Thorburn Clerk mileage training allowance	32.85
8.1.3	002298	S Thorburn (Clerk) salary for October	538.88
8.1.4	002299	Risbygate Solicitors - Land registration Bury Road Playground	706.00
8.1.5	002300	Royal British Legion - donation	50.00
8.1.6	002301	BT Payphones – adoption of kiosk	1.00

8.2 Other financial matters

8.2.1 Expenditure against forecast (draft figures attached)

The Cllrs discussed the half year report. The Clerk stated that the purchase of the VAS machine had not been a budget item which had resulted in this heading showing an overspend.

9. Data Protection Bill

The Clerk had attended a briefing regarding this at the SALC offices. The implementation date was May 2018 which the Councillors were made aware of. A data analysis would be undertaken by the Clerk and further discussion would take place once more advice had been received from SALC.

10. Highways matters

10.1 Police meeting report

A report from Cllr Barton had been distributed to all and due to resource issues monthly crime reports would no longer be supplied and Parish Councils should use <https://www.police.uk> to view the statistics in their own parish area.

10.2 Vehicle Activated signs

The surveys for two new sites had been submitted but no response had been received. Cllr Barton's enquiries had shown that funding for the poles had been withdrawn. County Councillor M. Evans had been consulted and would report future developments. The VAS located near the school was still recording high vehicle speeds.

11. Estates Committee matters

11.1 Zip wire update – this had been ordered with a delivery time of six weeks.

11.2 Litter Pick reminder for Sunday 12 November at 10.00 a.m.

11.3 Clearance at Coltsfoot Green

All agreed no contact had been made by the Parishioners as requested and no further action would be taken.

11.4 Attendance at meeting with MSC Trustees regarding anti-dog fouling measures. Cllrs Couzens and Barton would meet with the MSC Trustees, the Clerk to arrange.

11.5 Cemetery Memorial Garden funding. The final £2000 (25%) of the grant had been applied for.

12. Appointment of Complaints Committee

All agreed to appoint the committee as follows:

Cllr P Couzens Chairman, Cllr J Wilson Vice Chairman, Cllr J Midwood

13. Parish Councillor resignation

The Clerk had posted the notice of vacancy and an election could be called up until 8 November 2017. The Clerk was instructed to acknowledge the resignation of Mrs J Walker and send a letter of thanks for previous service. Cllr P Couzens would attend the Estates committee meetings.

14. Telephone kiosk

The adoption contract would be returned with payment and this would be an agenda item at the next meeting to determine a use for the kiosk.

Chairman-----
Date

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15. Suggested dates for 2018 meetings

Parish Council meetings – Thursday 25 Jan, 22 Feb, 29 March, 26 April, 31 May (Annual Parish Council), 28 June, 26 July, 30 Aug, 27 Sept, 25 Oct and 29 November

Annual Parish meeting Thursday 10 May 2017

Estates Committee meetings – Thursday 8 Feb, 12 April, 14 June, 9 Aug, 11 Oct and Monday 3 December

The January meeting would be changed to 18 January 2018

The Clerk was instructed to check the availability of all dates for the pavilion use.

The meeting closed at 8.55 p.m.

Next meeting – Parish Council meeting to be held on Thursday 30 November 2017.

I confirm that the above is a correct record of the meeting held on 26 October 2017.

Chairman

Date