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**Minutes of the Meeting of Wickhambrook Parish Council held on 27 October 2016
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

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

County Cllr. M. Evans present until 8.10 p.m.

Clerk S. Thorburn

Footpaths Officer (former Clerk) R. Medley present until 8.10 p.m.

The Chairman welcomed everyone to the meeting

1. Apologies for absence

Apologies were received from Cllr. J. Walker

Borough Cllr. C. Pollington

2. Minutes of the Parish Council meeting held on 29 September 2016.

The minutes were signed as a correct record.

3. Matters Arising from previous minutes

The Clerk has actioned the following points from the minutes:

6.3 The Planning Department had been informed of the wish to retain the telephone box

7.1.1 A response had been sent to Suffolk County Council regarding the Devolution document

10.3 A reply had been sent to the resident regarding speeding in the village

11.1 The contractor had given a date of 1 November to replace the fence at the Bury Road playground (Option 1)

11.6 Ownership of the footpath had been passed to the Footpaths Officer

12 The monument had been inspected and did not require a clean

16 The website would be reviewed early next year and a report would be available at that time

4. Declarations of interest in agenda items

Cllr Couzens declared an interest in item 8.1.2 and Cllr Wilson declared an interest in item 6.1.2

5. OPEN SESSION 7.40 pm

5.1 Presentation of a gift to previous Clerk, Roger Medley, in recognition of service.

The Chairman asked Cllr Claydon to make the presentation on behalf of the Parish Council.

Cllr Claydon thanked Mr Medley for his professionalism and help over many years as Clerk to the Parish Council.

5.2 County Councillor M. Evans –

Notices would be displayed by the end of the month at access points to the Byways in the Parish requesting voluntary restraint be shown during wet ground conditions. Closure will follow without further notice should the signs be ignored. The Rural Police Crime Officer is now involved and will follow up and take action if registration numbers of offending vehicles are submitted.

Community transport use had been improved with real time updates for connections available at a link stop so expected wait times can be given to passengers. All agreed to support the request for a bus shelter by the ' Plumbers Arms'. The Highways department was now made up of integrated teams, the drainage team now had dedicated online access. The street lighting had already undergone restructuring to form integrated teams. County Cllr Evans would investigate the lighting progress on the footpath to Browns Close which had cabling in place but no lamps.

There was no update on Kelly's Meadow and this situation should progress next year.

The final vote on devolution was at the end of November with a probable 'no' vote from Norfolk which may mean Suffolk does not go ahead.

An email had been sent to the VAS operators reporting on the successful meeting with the Police and Crime Commissioner with new guidance on data presentation.

Chairman

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Cllr Wilson questioned the cutting of rights of way in the Parish this year high-lighting the fact that only just over half the routes were contracted to be mown. County Cllr Evans advised that if these were no longer the priority routes then a new schedule should be submitted.

County Cllr Evans had a meeting planned next week to resolve issue of who was responsible for pruning the overhanging tree at the Duddery.

CLOSURE OF OPEN SESSION 8.10 p.m.

6. Planning

6.1 Applications considered by Parish Council.

6.1.1 DC/16/1859/HH Ashfield Green Cottage, Ashfield Green. 3 bay cart lodge gym above. No objections.

6.1.2 DC/16/1395/FUL Genesis Green Stud Farm. 4 no flats. No objections.

6.1.3 DC/16/2070/HH 16 Bury Road. Two storey rear and side extension, double garage and front porch. No objections.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/16/1530/HH 9 Bury Road. Single storey rear extension. Approved.

7. Clerks Report

7.1 Circulated documents

Email regarding Broadband in Norfolk and surrounding rural areas

The Clerk was instructed to ask for clarification of the location requested for siting a broadband cabinet.

8. Finance

8.1 Cllr Walker proposed and Cllr Barton seconded payments to be made as listed below

8.1.1	002178	S Thorburn (Clerk) salary for October	£ 538.88
8.1.2	002179	P Couzens – reimbursement of previous Clerk gift	200.00
8.1.3	002180	Vertas cutting of recreation ground July-Sept	461.18
8.1.11	002181	E.On chapel electricity to 10.2016	18.14

8.2 Recent income for information

8.2.1	Natwest interest on bank accounts (2 nd quarter)	10.31
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8.3 Other financial matters

8.3.1 Expenditure against forecast

The Cllrs discussed the half year report and Cllr Sammons explained the overspend against the Memorial Garden heading was offset against earmarked reserves.

9. Local Council Awards Scheme – re-submission

The Clerk had re-submitted the requested documents and would report the response when received.

10. Highways matters

10.1 Email from resident regarding speeding near the school

The content of the email was discussed and the Clerk was instructed to reply to the resident with Information regarding the VAS machine with the school site a priority.

10.2 Vehicle Activated signs

Cllr Barton reported that the handover of the machine to Lidgate had taken place and emails generated as agreed. In discussion as to the siting of the machine at Ashfield Green it was agreed to prioritise the area nearer Hargrave while building work was continuing further along the route. All agreed the school should remain a high priority from both directions and Cllr Barton would re-site the VAS each week.

10.3 Letter of thanks from resident regarding new sign at Wickham House Bungalows

The letter of thanks was read to the Parish Council.

10.4 Attleton Green drainage chamber maintenance

Cllr Midwood stated that the chamber was completely blocked with leaves and twigs and the Clerk was instructed to write to County Cllr Evans with this information.

Chairman

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11. Estates Committee matters

11.1 Cemetery fees increase for January 2017

The fees had been reviewed with the intention of creating a fund to maintain graves which were no longer visited by family members.

11.2 Litter Pick reminder for Sunday 6 November at 11.30 a.m.

The Clerk reminded the Parish Council of the date and start time.

11.3 Clearance at Coltsfoot Green

The conclusion of the Estates Committee was discussed and all agreed that no further instructions would be given to the contractor and the Clerk was instructed to write to the resident concerned with this information.

11.4 Additional dog waste bin to be sited on the Byway from Coltsfoot Green

The Clerk was instructed to write to the resident whose property was near the proposed site to ask if they had any objections.

12. Cemetery Road possible grant projects

Cllr Sammons gave a report on the discussion that took place at the Estates Committee meeting and all agreed to support the suggestion of an all-weather cricket wicket and a zip wire which fitted the criteria for Section 106 funding.

The Clerk had contacted the Secretary of the MSC committee regarding the development of the area outside the pavilion to form a safe, family friendly viewing facility.

13. Suggested dates for 2017 meetings

Parish Council meetings – Thursday 26 Jan, 23 Feb, 30 March, 27 April, 25 May (Annual Parish Council), 29 June, 27 July, 31 Aug, 28 Sept, 26 Oct and 30 November

Annual Parish meeting Thursday 11 May 2017

Estates Committee meetings – Thursday 9 Feb., 13 April, 8 June, 10 Aug, 12 Oct and Monday 4 December

The Chairman, Cllr Couzens, requested a date change to Thursday 4 May 2017 for the Annual Parish Meeting and the Clerk was instructed to check the availability of all dates for the pavilion use.

The meeting closed at 8.40 p.m.

Next meeting – Parish Council meeting to be held on Thursday 24 November 2016.

I confirm that the above is a correct record of the meeting held on 27 October 2016.

Chairman

Date