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**Minutes of the Meeting of Wickhambrook Parish Council held on 29 March 2018
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

CLLrs. P. Couzens (Chairman), J. Barton, J. Claydon, M. Jolland, K. Merritt, J. Midwood and
CLLr J Wilson.

County CLLr. M. Evans

Clerk S. Thorburn

The Chairman welcomed everyone to the meeting

1. Apologies for absence

Were received from CLLr K. Sammons and Borough CLLr. C. Pollington

2. Minutes of the Parish Council meeting held on 22 February 2018.

The minutes were signed as a correct record.

3. Matters Arising (for information)

8.1.1 Highways request for online survey completion regarding possible works to be undertaken by the Parish. Some Councillors had completed the survey and the Clerk had collated the replies prior to submission.

12.4 Litter Pick 10.30 a.m. Sunday 4 March. This had been cancelled due to adverse Weather conditions.

17. Parish Council laptop purchase. The Clerk is still investigating this.

4. Declarations of interest in agenda items

8.1.6 CLLr J Wilson

5. OPEN SESSION 7.35 pm

5.1 Comments from County and Borough councillors and members of the public. .

The Parish Council had all been in receipt of a report from **Borough CLLr. C. Pollington** as follows:

1. One Council is progressing albeit slowly.

2. Boundary changes still ongoing the final decision will be the Commissions.

3. Kellys Meadow is progressing with Mr and Mrs Willis having their Solicitor look at the paperwork.

County CLLr. M. Evans: The flooding situation at Nunnery Green had been brought to the attention of Highways Department and this was now on the gritting schedule at the Rougham Depot. Accident and Emergency centres were prioritised and the surgery here was now on the priority list in bad weather. The Adult Social Care team were already reviewing plans for next year but no-one had missed out on being cared for over the bad weather period. School Closures had been necessary when staff lived further away making it difficult to inform parents in good time. Radio Suffolk had co-ordinated well with Suffolk County Council to give information out.

Highways department were committed to repairing all the potholes, 11000 had been reported this year to date. The Suffolk County Council staff had been gritting the roads since November although there was no dedicated gritting team there were 3000 grit piles to top up which it was hoped would be changed to grit bins which would not allow the grit to be washed away or soak in the soil.

A Data Protection workshop would be held on 20 April in Clare for no charge and aimed at charities and Community Groups, the Clerk would post the notice on the website and noticeboard when sent through.

Flooding at Nunnery Green was a priority and there was a discussion relating to other areas in the Parish with damage to the road and edges. CLLr Barton requested information regarding the new VAS posts which would be looked at.

CLOSURE OF OPEN SESSION 8.00 p.m.

6. Planning

6.1 Applications considered by Parish Council

6.1.1 DC/18/0170/HH, DC/18/0170/LB Clematis Cottage, Meeting Green
Single storey glazed extension to side. No objection.

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- 6.1.2 DC/18/0242/VAR 4 Wickham House Bungalows, Giffords Lane. 1 replacement Dwelling. No objection
- 6.1.3 DC/18/0205/HH Celeste, Bunters Road. Garage conversion to annexe No objection
- 6.1.4 DC/18/0182/HH 22 Boyden Close. Single storey front extension. No objection
- 6.2 Applications granted/refused/withdrawn by the Borough Council
 - 6.2.1 DC/18/0059/HH, DC/180060/LB Sunnyside House, Church Road. Garage conversion to living. Two bay cart lodge and canopy over doorway. Plus Listed Building application. Approved
 - 6.2.2 DC/18/0016/HH Westering, Attleton Green. Single storey rear extension and associated alterations (part retrospective). Approved
- 7. Clerks Report – All agreed to accept the Vertas ground maintenance charge for 2018/19
 - 7.1 Circulated documents
The GDPR Toolkit for Local Councils and The DPO Centre contract plus charges
All agreed to accept category 3.
 - 7.2 Cemetery Road development update. This was ongoing with the request for funding for and all weather cricket wicket and the installation of a bus shelter in Cemetery Road confirmed as being put forward.
 - 7.3 Clerks holiday arrangements. The Clerk was granted some non-contact time in May.
- 8. Finance
 - 8.1 Cllrs to consider payments to be made as listed below. Proposed by Cllr Claydon and seconded by Cllr Barton

	Cheque no.	Detail	Amount £
8.1.1	002339	Anglian Water Bowls club Nov –Feb standing charge	10.52
8.1.2	002340	S Thorburn - Home as Office allowance Jan-Mar	45.00
8.1.3	002341	S Thorburn (Clerk) salary for March	544.96
8.1.4	002342	Eibe Play Ltd – Skate park refurbishment	3965.71
8.1.5	002343	Wickhambrook MSC playground rent	10.00
8.1.6	002344	Mdsign Internet Services	198.00
8.1.7	002345	Campaign to Protect Rural England membership	36.00
8.1.8	002346	E.ON chapel electricity – 8/3/18	17.21
8.1.9	002347	Wickhambrook Primary Academy donation (replacement play bark) Samuel Ward Trust	500.00
8.1.10	002348	BHIB Ltd annual insurance premium	1303.29

8.2 Recent income for information

8.2.1	Bowls Club Ground Rent	10.00
8.2.2	Memorial fee	105.00
8.2.3	Additional memorial fee non-resident	105.00
8.2.4	Interment fee	240.00

8.3 Other matters

- 8.3.1 Internal auditor appointment. All agreed to appoint Ladywell.
- 8.3.2 Insurance for 2018. All agreed to the BHIB policy.

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9. Highways matters

- 9.1 Vehicle Activated Signs – these were continuing to be rotated.
- 9.2 Confirmation of grit bin sites to be applied for through Suffolk County Council Highways Department. Sites agreed were Meeting Green and Attleton Green.
- 9.3 Nunnery Green flooding and road damage update. This was dealt with in the open session
- 9.4 Bus shelter request from resident. This was dealt with in the Clerk’s report.

10. Estates Committee matters

- 10.1 Email from resident regarding safety of tree at Attleton Green. This would be inspected in the summer of this year by the arboreal specialist included in the bi-annual check.
- 10.2 Skate park refurbishment update. The transitions had not been dealt with and the tarmac patches were unsatisfactory. The Clerk was to liaise with Lay member Merry and retain payment until the Chairman agreed to release the cheque.

11. Community Land Trust. Cllr Wilson had attended an informative meeting where successful local working examples were given in under neighbouring County Councils. Secretarial support for the Wickhambrook CLT was being sought.

12. Alf Hicks Biscuit Barrel recipient nominations. All agreed one of the nominees and the Clerk was instructed to contact this person.

13. Telephone kiosk update on condition and future use. The kiosk could have the door secured to make it safe and the Chair would attempt to get offers to remove the kiosk.

14. New website format review. All agreed the new format was working well.

15. Public Access Defibrillator update. The Chairman would undertake the weekly tests at the MSC hall and Cllr Jolland would cover any absences.

Date of next Parish Council Meeting – Thursday 26 April 2018

The meeting closed at 8.50 p.m.

I confirm that the above is a correct record of the meeting held on 29 March 2018.

Chairman

Date