

**Minutes of the Meeting of Wickhambrook Parish Council held on 29th October 2015
at 7.30 p.m. in the Pavilion of MSC Hall**

Present

Cllrs. K. Merritt (Chairman), J. Barton, J. Midwood, K. Sammons, J. Walker and J. Wilson (arrived at 7.45 pm).

County Cllr. M. Evans and Borough Cllr. C. Pollington (left at 8.15 pm)

Clerk R. Medley and new Clerk Sonya Thorburn.

There was one member of the public present until 8.30 pm.

1. Apologies for absence and introduction of new Clerk

Apologies received from Cllr. J. Claydon and P. Couzens. The Chairman introduced Sonya Thorburn.

2. Minutes of the Parish Council meeting held on 24th September 2015.

The minutes were signed as a correct record.

3. Matters Arising (for information)

3.1. Item 10.3 of previous meeting – Signage at Ashfield Green. Cllr. Sammons raised the topic with County Cllr. M. Evans.

4. Declarations of interest in agenda items

Cllr. Wilson declared an interest in 6.1.1 and 6.1.2 and Cllr. Walker in 6.1.2.

5. OPEN SESSION 7.35 pm

County Cllr. M. Evans said that there was no significant progress at the Kelly's Meadow meeting of 9th October. The ownership of the sightlines at the new entrance was still uncertain although evidence pointed to the new owner of Coblands Farm, Alan Willis. Ian Gallin intended to meet him and discuss the situation. The public consultation review of the Fire Service would be forwarded to Cllr. Barton. Mark Stevens was the new Highways Manager and had already introduced a fresh approach to the management of contracts. Further savings in the next financial year could include a cut in Locality budgets. Meetings had been held on devolution but it was unlikely that additional responsibility would be offered to parish councils.

Borough Cllr. C. Pollington gave additional information on Kelly's Meadow and said that Alan Willis would be meeting the original working party.

CLOSURE OF OPEN SESSION 8.07 pm.**6. Planning**

6.1 Applications considered by the Parish Council

6.1.1 DC/15/1837/HH Briarcroft, Attleton Green. Erection of garage

6.1.2 DC/15/1807 and 1809/FUL Plots 1 and 2, Columbine Cottage, Nunnery Green. 1 detached dwelling.

6.2 Applications granted/refused/withdrawn by the Borough Council

6.2.1 DC/15/1441/HH 3, Clopton Park. Side and rear extensions and garage conversion. The Development Control Committee would consider this planning application at a meeting to be held on 5th November. A Cllr. would attend. The Clerk was instructed to check the time.

6.3 Other Planning matters.

6.3.1 DC/15/1837/HH (see above) Re-consultation to include alteration to location and roof form of 2 dormer windows.

6.3.2 Kelly's Meadow, Bury Road. Cllrs. felt that a letter should be sent to the Leader of the St Edmundsbury expressing concern about the unacceptable way the 9th October meeting was conducted. Cllr. Wilson offered to prepare a draft.

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Chairman

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Date

7. Clerk’s Report

7.1 Circulated documents

There had been no comments by Cllrs. on circulated documents.

7.2 Other matters

7.2.1 Clerk’s resignation and arrangements for handover. The Clerk had sent his formal resignation to the Chairman on 23rd October giving the required notice of three months.

Cllr. Sammons explained that there could be up to three month’s overlap with the new Clerk starting on 1st November. She was finalising the details of the new contract.

8. Finance.

8.1 The following payments were approved.

8.1.1	2065	E-On. Electricity use in Chapel for September	8.34
8.1.2	2066	SALC Finance event. K. Sammons attended	90.00
8.1.3	2067	St Edmundsbury. Emptying dog bins.	72.80
8.1.4	2068	Vertas. Mowing of playing fields July – Sept.	435.07
8.1.5	2069	MSC. Hire of Pavilion August & September	42.00
8.1.6	2070	Rushmere P.C. RoSPA course. R. Merry attended.	33.00
8.1.7	2071	LCPAS. Rights of Way course. R. Medley attended.	25.00
8.1.8	2072	NALC Local Council Awards Scheme	60.00
8.1.9	2073	Aon UK Ltd. Additional insurance premium	6.60
8.1.10	2074	R. Medley. Purchase of padlocks	16.30
8.1.11	2075	R. Medley. Printer cartridges	31.49
8.1.12	2076	R. Medley Salary for October	512.48
8.1.13	2077	British Legion. Donation for wreath.	50.00
8.1.14	DD	BT Phone rental in September	30.62

8.2 Recent income

8.2.1	Reservation of burial plot (Private)		80.00
8.2.2	NatWest. Interest on bank accounts (July to September)	No. 1 a/c	8.99
		No. 2 a/c	1.12

8.3 Other financial matters

8.3.1 Expenditure against forecast. Draft figures had been circulated. The change of payment system recently introduced by Vertas (from annually in arrears to quarterly in arrears) would result in a double payment in the current financial year.

9. Local Council Award Scheme.

Because of the current emphasis on transparency most information needed to be posted on the website and all criteria must meet the requirements of the latest legislation. The criteria include Standing Orders, Code of Conduct, Council payments, all minutes and agendas, budget, complaints procedure, action plan for current year, and publicity on council activities. Cllr. Sammons, who had attended a recent updating on latest legislation, offered to check all documents before they were posted. All resolutions e.g. ‘The Parish Council resolves that it publishes on line and meets the requirements of Standing Orders and Financial Regulations’ must be passed at the November meeting.

10. Highway Matters

10.1 Lighting on footpath between MSC and Browns Close. There was no further news.

10.2 Vehicle Activated Signs. The VAS was in use near to the School and had been for several days. Cllrs. Merritt and Barton and were learning about its use.

11. Estates Matters

11.1 Membership. A new lay member, Andy Harris, had been appointed which brings the committee up to full membership.

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Chairman

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Date

11. Estates Matters (continued)

11.2 Memorial garden. Cllr. Sammons emphasized the need to comply with the ‘people will have learnt about heritage’ criteria to be eligible for HLF funding. Cllr. Midwood hoped to provide details of a local blacksmith. Cllrs. wondered if poppies and a plaque to the 1st World War fallen could be incorporated into the seat design. Cllrs. aimed to involve local schoolchildren in some way.

11.3 Ditches on Coltsfoot Green. A resident had complained about the state of the ditches. Cllrs agreed that they should be cleared out and instructed the Clerk to i) seek a quote from David King and ii) respond to the complainant.

11.4 Correcting errors on the donor list in the Playground. The amended brass plate was awaited.

11.5 Repairs to Chapel. The removal of ivy and cleaning of the gutters had revealed several broken tiles on the roof. Cllrs. authorised the necessary expenditure on their replacement.

11.6 Other matters. Cllr. Wilson was aware that the protection of the Jubilee Oak was not yet in place.

12. Updating the Bank Mandate. The required amendments were signed by Cllrs. Merritt and Wilson.

13. Neighbourhood Planning. Cllr. Wilson hoped to be able to draw on the experience gained from his involvement with the Newmarket Neighbourhood Plan.

14. Community Land Trusts. Cllr. Wilson had met Debbie Wildridge and agreed an action plan. A standalone website presence was planned and early approaches had been made to prospective trustees. Cllrs. agreed that other village assets could be included and Cllr. Sammons offered to research the benefits to the community.

15. Remembrance Sunday. Cllrs. wondered if Julian Girling would be willing to attend as Parish Council representative and instructed the Clerk to make enquiries.

16. Reports from other village organisations.

16.1 Wickhambrook United Reform Charities. The Alms Houses drains had been jetted.

17. Suggested dates for 2016 meetings.

Parish Council meetings – Thursdays 21st Jan., 25th Feb., 31st March, 28th April, 26th May, 30th June, 28th July, 25th Aug., 29th Sept., 27th Oct. and 24th November. Annual Parish meeting 12th May.

Estates Committee meetings – Thursdays 11th Feb., 14th April, 16th June, 18th Aug., 13th Oct. and Monday 5th December.

18. Correspondence

18.1 There were no comments on correspondence previously circulated.

18.2 Correspondence requiring responses.

18.2.1 Letter from MSC ref: Governing document. Cllrs. were uncertain about this request and instructed the Clerk to arrange a meeting with MSC trustees.

18.2.2 Hargrave Neighbourhood Plan. There were no concerns from Cllrs.

18.2.3 The Queen’s Birthday celebrations. Cllrs. supported a local event. This would be an item on the agenda of the next meeting. Cllr. Sammons offered to contact Jack Couzens.

18.2.4 Policing Information evening on 10th December. There was no interest from Cllrs.

The meeting closed at 9.40 pm.

Date of next Parish Council meeting Thursday 26th November 2015.

I confirm that the above is a correct record of the meeting held on 29th October 2015.

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Chairman

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Date