



# Wickham Skeith Parish Council

## MINUTES of PARISH COUNCIL MEETING

held **MONDAY, 10 SEPTEMBER 2018** at **WICKHAM SKEITH VILLAGE HALL**

Present: Cllrs T Thorogood (Chair), H Bowes (Vice-Chair), B Kemp (Treasurer), K Knights, M Blair, M Wade, R Palmer, T Goodacre (Clerk), and 4 members of public

Apologies: Accepted from Cllr Stringer (MSDC and SCC)

1. Chair's Welcome: The Chair opened the meeting, welcoming Cllr Palmer to his first meeting as Parish Councillor and those members of public in attendance.
2. Declaration of Interest: None received.
3. Minutes of Meetings: Minutes of Meeting held 9 July 2018 were approved by all Councillors and signed by the Chair.
4. Village Forum: Speeding – it was questioned whether SIDs measure the speed of traffic travelling in both directions. Cllr Knights confirmed that readings are taken from both directions, although only show to those travelling towards the SID.
5. Reports:
  - 5.1. Cllr Stringer (SCC): Report received and read by Parish Clerk
    - Staying Close: SCC awarded funding by Department of Education for 3-year pilot scheme to support young people leaving care in Suffolk.
    - Upper Orwell Crossings: Review into cost of building crossings being launched as project still in planning stages and total cost expected to be higher than forecasted £97m.
    - Recycling Rates: Recycling rates in Suffolk have dropped over past 4 years with over 50% of waste incinerated (higher than national average of 38%).
    - SCC Budget: Scale of financial challenge facing SCC revealed, with current projected overspend of £8.6m this year.

Bus Services: Parish Clerk to write to Cllr Stringer in his absence, asking if any progress has been made following the retraction of Wickham Skeith Bus Services (should residents encounter problems booking services, please advise Cllr Stringer direct on 07545 423842).
  - 5.2. Cllr Stringer (MSDC): Report received and read by Chair
    - Woolpit Planning Appeal: Application for 49 houses on Green Road being appealed in view of Housing Land Supply figures, Highway implication and Heritage Asset Impact.
    - Wetherden Road, Elmswell: Application for 240 houses deferred.
    - Foyer Scheme, Stowmarket: To open 10.09.18 as temporary housing provision for up to 17 families.
    - Shop Front Grant Scheme: MSDC launched scheme where shop owners can apply for grant to improve shopfronts in Stowmarket (inspired by Portas review).
  - 5.3. Suffolk Police (via Parish Clerk):
    - One vehicle crime was reported within Wickham Skeith in July on/near Thwaite Road.
    - Reports of nearby break-ins have been received, including attempted break-in at Bacton Church.
    - Suffolk Constabulary announced blueprint for future community policing in July. Visit <https://www.suffolk.police.uk/news/latest-news/17-07-2018/suffolk-constabulary-announces-its-blueprint-future-community-policing> for full details.
    - Letter received from Unison Police Staff regarding proposals to reduce PSCO workforce – letter included in Circulation File
  - 5.4. Parish Clerk:
    - Housing Land Supply: MSDC published Annual Monitoring Report in July demonstrating Housing Land Supply of 6.5 years, meeting Government's requirement of 5 years and creating greater control to implement planning policies and refuse inappropriate proposals.
    - Kissing Gate: Following previous discussions, S Goodacre has volunteered to assist in repair.
    - Locality Grant: Thanks were acknowledged to Cllr Stringer, following confirmation that £500 has been awarded towards Village Hall Project Equipment project.
  - 5.5. Parish Councillors:
    - The Little Green: Cllr Knights commented on tyre marks on The Little Green.
    - Community Orchard: Thanks were given to L Wyman for watering/maintenance of trees.
6. Correspondence Received:
  - 6.1. The Entry: Following report logged in April (No 206766, now PROW 4537823) regarding condition of The Entry (during wet weather), we have been advised that route has now been inspected (during summer weather conditions) and it is considered safe for public use. The conditions would have been very different earlier and residents would be encouraged to report (SCC portal/Parish Clerk) should conditions deteriorate along The Entry during winter period.
  - 6.2. Boundary Review: Final electoral review of Mid Suffolk being proposed to Government has linked Wickham Skeith with Gislingham Ward – details included within Circulation File.

- 6.3. Grit Bin Review/Update: Information circulated to Councillors providing guidance on application process.
- 6.4. Gambling Act 2005 Statement of Principles: Consultation information included in Circulation File.
- 6.5. Great Garden Trail: In aid of St Elizabeth Hospice's inviting gardens across Suffolk to take part in 2019 open garden program. Details included in Circulation File or via [www.stelizabethhospice.org.uk/support-us/events/the-great-garden-trail.aspx](http://www.stelizabethhospice.org.uk/support-us/events/the-great-garden-trail.aspx).
- 6.6. Standing Orders: With changes in legislation, new templates for Model Standing Orders circulated by SALC. It was agreed to review current Standing Orders against Model version (Treasurer/Parish Clerk).
- 6.7. Footpath Cutting Routes: Suffolk Highways have forwarded cutting schedule. Councillors agreed that no current amendments were necessary but queried status of FP36 and FP26. Parish Clerk to advise.
- All other correspondence which has not been circulated via email included within Agenda or in Circulation File.
7. Finance
- 7.3. Accounts as at 31.08.18 presented by Cllr Kemp (Treasurer), showing balance of £2,990.19.
- 7.4. External Audit Review, Certificate of Exemption requested, completed by Treasurer and approved by Councillors (copy to be available on website).
- 7.5. Bank Mandate: Chair still to complete.
- 7.6. Clerk's Expenses: Bullguard Internet Security for PC Laptop @ £29.99 – approved for payment.
- 7.7. Vacancy: In the knowledge that Cllr Kemp will be standing down in March, it was agreed that an advert would be placed in the newsletter for the position of Treasurer, with instruction manual/training provided and ideal to have new Treasurer nominated by January for handover/transition.
8. Planning Matters:
- 8.1. DC/18/02665: Homeleigh, The Broadway. Application for erection of replacement two-storey dwelling following demolition of existing dwelling has been withdrawn.
- 8.2. DC/18/03332: Twynings: Application for tree works. Parish Council and MSDC raised no objections and permission granted.
9. Allocation of Councillor Topics: Topic headings discussed with suggestions of working together with other village groups. Item to be built into Agenda under Item 5.5, Reports: Parish Councillors. Parish Clerk to redraft.
10. Working Party Update
- 10.1. Community Speed Watch: Following consultation with other local Councils, Radarlux units confirmed as being used successfully. Quotations obtained from Radarlux and it was agreed to proceed, continuing to liaise directly with Cllr Stringer to secure unit. Cllr Knights suggested data captured to be held on PC laptop. Parish Clerk had expressed interest in offer of speeding equipment from Palgrave Parish Council, however, terms/equipment to be agreed by Councillors of Palgrave Parish Council at next meeting.
- 10.2. Defibrillator: Information received from Groundwork advising of possible funding via Tesco Bags of Help Scheme. Councillors in agreement to apply for funding for a defibrillator and application submitted by Parish Clerk. Cllr Wade also working together with R Elsdon/J Harvey regarding coffee morning fund raisers.
11. General Data Protection Regulation (GDPR): Currently working through Guidance and Toolkit provided by SALC. It was agreed to continue working through templates and adopt once complete as procedures may need amending as templates reviewed. All Councillors completed adopted Consent Form for submission to Parish Clerk. Parish Clerk had completed Data Audit Questionnaire and circulated to Councillors for review. Draft Subject Access Request Policy circulated to Councillors.
12. Village Green
- 12.1. Working Parties: Cllr Knights advised of proposal to utilise trees to create parking area (possibly incorporating salt pile) – dates of Working Parties TBA.
- 12.2. Grimmer Fishing: Cllr Knights and members of Goodacre family worked with local fishermen on 20.07.18 to help clear the Grimmer, with future plans for improved signage required.
13. Community Emergency Plan (CEP): Following changes in Parish Council members (and Cllr Kemp's advanced notice), it was agreed that members of Parish Council need to evaluate procedures/activation. Copy of revised plan circulated to Councillors with working party required.
14. Matters for next Agenda and Any Other Business: GDPR, Community Speed Watch, Defibrillator, Village Green Working Parties, Community Emergency Plan, Allocation of Councillor Topics, Standing Orders, Parish Precept, 2019/20 Budget.
15. Next Meeting: 12 November 2018

Meeting closed at 9.20 pm

Signed: .....

Chair

Date: .....

### Wickham Skeith Parish Council

<b>Chair:</b>	T Thorogood	01449 766757	<b>Parish Councillors:</b>	Kevin Knights	01449 767708
<b>Vice Chair:</b>	Harriet Bowes	01449 766708		Michael Blair	01449 766640
<b>Treasurer:</b>	Barry Kemp	01449 766813		Margarita Wade	01449 767009
<b>Parish Clerk:</b>	Tara Goodacre	01449 768696		Richard Palmer	07376 142447