



# Wickham Skeith Parish Council

## MINUTES of PARISH COUNCIL MEETING held **MONDAY, 8 MARCH 2021** by videoconference

Present: Cllrs T Thorogood (Chair), K Knights, T Rowe, R Palmer. Clerk: H Roberts Also present: District Cllr Warboys (MSDC), County Cllr Stringer (SCC), and two members of the public.

1. 08/03/21: Chair's Welcome: The Chair opened the meeting, welcoming those in attendance.
2. 08/03/21: Declarations of Interest and dispensations: none.
3. 08/03/21: Minutes of Meeting: Minutes of Meeting held 8<sup>th</sup> February 2021 were **approved**. It was **agreed** the Chair's signing of the minutes would be done outside of the meeting.
4. 08/03/21: Village Forum:

A member of the public asked whether a village litter pick could be organised this year. After some discussion, it was concluded that the village should wait and see how and when covid restrictions are lifted before progressing this.

A member of the public spoke about the upcoming county council elections.

5. 08/03/21: To receive reports from County and District Councillors, Police, Parish Clerk and Parish Councillors:
  - 5.1 08/03/21: SCC: a copy of Cllr Stringer's report is available on the parish council website. The main points were:
    - an update on the SCC budget;
    - LDGI Group Budget Amendment and Group Leader's Speech;
    - Suffolk & Norfolk County Council joint bid for £6m flood funding;
    - Government's last-minute approach to local authority grants;
    - LDGI Group response to Post-16 Travel Policy consultation.

Cllr Stringer also provided a report on the Automatic Number Plate Recognition (ANPR) pilot community project. A copy of the report is available on the parish council website.

Cllr Knights commented that the recycling booking system at the Stowmarket Recycling Centre was working well and should be retained after covid restrictions are lifted. Cllr Stringer said he would take note.

- 5.2 08/03/21: MSDC: a copy of Cllr Warboys' report is available on the parish council website. The main points were:
  - an update on the MSDC budget and the MSDC meeting of 16<sup>th</sup> February 2021;
  - an update on covid-19 information from MSDC;
  - a briefing on the new Independent Living Service;
  - an update on the plans for the new West Suffolk Hospital;
  - a briefing on the Census, 21<sup>st</sup> March 2021;
  - an update on bin collection;
  - a briefing on Tetrapak recycling, and a request for input from residents on the subject.

The problems of recycling Tetrapaks were discussed.

Cllrs Warboys and Stringer raised the issue of fly-tipping, explaining that now 96% of fly tipping incidents on public land are dealt with within 48 hours.

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**Chair:** Tim Thorogood 01449 766757      **Parish Cllrs:** Kevin Knights      01449 767708  
Tom Rowe      0207 457 8711  
**Parish Clerk:** Huw Roberts 0777 180 8677      Richard Palmer      07376 142447

5.3 08/03/21: Parish Clerk (including Police report). A copy of the Clerk's report is available on the parish council website.

5.3.1 08/03/21: Update on actions from the last meeting, and to consider any actions arising. The Clerk reported that:

- the Council's precept form has been received and acknowledged by MSDC;
- all the issues with footpaths and highways discussed at the meeting of 11<sup>th</sup> January 2021 have been reported to Suffolk Highways.

5.3.2 08//03/21: To consider membership of the Public Sector Geospatial Agreement. It was **agreed** that the Council would sign up for the PSGA.

5.3.3 08/03/21: To publicize the upcoming Census on 21<sup>st</sup> March; this was **agreed**.

5.4 08/03/21: Parish Councillors, including:

5.4.1 08/03/21: Community Speed Watch:

5.4.1.1 08/03/21: To consider the re-positioning of the Speed Indicator Device post. After some discussion it was **agreed** the Council would request the SID post be moved as proposed by Suffolk Highways.

5.4.2 08/03/21: General Data Protection Regulation: The Clerk had drafted some policies for the council relating to GDPR (see agenda item 8.2 below). Cllr Palmer had several comments on the drafts and it was **agreed** that Clerk would incorporate these comments into the drafts, which would then be brought back to the Council for approval at a later meeting.

5.4.3 08/03/21: Community Emergency Plan, including Covid-19 emergency. Although the Emergency Plan remains activated, it was **agreed** the Clerk would gather feedback on the plan from councillors and the village volunteer group for reporting to the Suffolk Resilience team.

5.4.4 08/03/21: Defibrillator. The Clerk reported that the checking of servicing and maintenance requirements of the defibrillator had not progressed as the manuals are yet to be collected by the Chair.

6. 08/03/21: Correspondence received. A summary of the correspondence received is in the Clerk's report which is available on the parish council website.

7. 08/03/21: Finance

7.1 08/03/21: The RFO's report on the financial position as at 28th February 2021 was received. A copy of the report is available on the parish council website.

7.2 08/03/21: The Internal Accounts Audit and Control Document for the current financial year was reviewed and **approved**. A signed copy will be made available on the parish council website. It was **agreed** the Council would submit the Certification of Exemption for External Audit.

7.3 08/03/21: The appointment of Mrs. R Bassett as the Internal Auditor for the upcoming audit was **agreed**.

7.4 08/03/21: The Risk Assessment for the next financial year (2021/22) was reviewed and **agreed**. A copy will be made available on the parish council website.

7.5 08/03/21: The level of Fidelity Guarantee insurance (£25,000) was reviewed and **approved**.

7.6 08/03/21: No invoices were presented for approval, but it was noted and **approved** that the cost of the village hall broadband had increased from £34.20 to £52.20. It was **agreed** that

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the Clerk would confirm the reason for the increase and that the council would then consider what further action, if any, to take.

8. 08/03/21: Policies and procedures

8.1 08/03/21: The draft Standing Orders were reviewed and **approved**.

8.2 08/03/21: To consider and adopt the proposed policies and procedures. It was **agreed** that a decision on these policies would be deferred so that the Clerk could re-draft them taking into account councillor feedback.

9. 08/03/21: Planning. The following planning decisions were noted:

9.1 08/03/21: DC/21/00399 – no objection. Location: Homeleigh, The Broadway, Wickham Skeith, Eye Suffolk IP23 8LX

9.2 08/03/21: DC/21/00020 – planning permission granted. Location: Minglewood, The Entry, Wickham Skeith, Eye Suffolk IP23 8LY

10. 08/03/21: Working Parties:

10.1 08/03/21: Village Green

10.1.1 08/03/21: To consider possible next steps in establishing ownership of the village green. After some discussion, it was **agreed** that the Clerk will gather more information on what the next steps are to progress the Council establishing its ownership of the village green. Cllr Palmer recommended the Clerk review the DEFRA webpage on village greens.

10.2 08/03/21: Grimmer Fishing. This item was included in the discussion of the village green.

Cllr Knights gave a verbal report on tree maintenance, highlighting work that was needed on several trees around the village. He agreed to circulate a written report to councillors.

11 08/03/21: Matters for next agenda. Councillor vacancies were discussed. It was reported that as yet no volunteers had been found but further informal approaches may be made.

12 08/03/21: Next Meeting: Annual Parish Meeting to be followed by Annual Meeting of the Council.

12.1 08/03/21: The Clerk explained the current position on face to face and remote meetings.

12.2 08/03/21: It was **agreed** that the dates of the Annual Parish meeting and the Annual Meeting of the Council were both set for Wednesday 5th May 2021, both to held remotely by videoconference.

12.3 08/03/21: It was **agreed** that the Council would upgrade their Zoom account to Zoom Pro for one month to cover the meetings, at a cost of £11.99.

Meeting closed at 9:59 pm

Signed: ..... Date: .....  
Chair

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