



Wickham Skeith Parish Council

MINUTES of PARISH COUNCIL MEETING held MONDAY, 9 MARCH 2020 at WICKHAM SKEITH VILLAGE HALL

Present: Cllrs T Thorogood (Chair), H Bowes (Vice-Chair), M Freeman, R Palmer, K Knights, M Blair, H Roberts (Clerk), Cllr Warboys (MSDC), Cllr Stringer (SCC) and 4 members of the public.

Apologies: None, all present.

1. Chair's Welcome: The Chair opened the meeting, welcoming those in attendance.
2. Declarations of Interest and dispensations: no dispensations received. Cllr Knights declared a non-pecuniary interest in planning application DC/20/00848; he did not participate in the discussion or decision-making of that agenda item.
3. Minutes of Meeting: Minutes of Meetings held 13 January 2020 and 7th February 2020 were **approved** by all Councillors and signed by the Chair and Vice-Chair respectively.
4. Village Forum:
 - A member of the public reported a footpath blocked by pallets against the gates (around Daisy Green and Rose Lane, near Knoll Farm). Cllr Freeman agreed to speak to the near resident(s).
 - A member of the public reported dead toads have been found around the pond, and that the toad signage will be put up, and the village toad patrol is on stand-by.
5. Reports
 - 5.1. Cllr Stringer (SCC): Cllr Stringer's report was received and will be put on the WSPC website alongside these minutes. Main points:
 - Review of school transport policy implementation highlights 19 failings
 - SCC budget 2020-21 agreed
 - Plans for Ipswich Northern route scrapped
 - Streetlights to change to LED in bid to save money and carbonCllr Stringer reported an offer for Community Speed Watch: a speed monitor with automatic registration recognition may be available at no cost if he can pull together a team of 4 – 5 volunteers to analyse the data from various sites in the county. Interested volunteers should contact Cllr Stringer.
 - 5.2. Cllr Warboys (MSDC): Cllr Warboy's report was received and will be put on the WSPC website alongside these minutes. Main points:
 - Summary of MSDC's information on coronavirus
 - Update on the Environment and Commercial Partnerships team
 - MSDC 2020/21 budget agreed.Cllr Blair asked about PCSO parking enforcement. It was clarified that PCSOs can enforce parking infringements but instances of dangerous parking should be reported to the police.
 - 5.3. Suffolk Police (via Parish Clerk): (taken from <https://www.suffolk.police.uk/your-area/stowmarket>). No crime reported in Wickham Skeith area in December 2019. PCC feedback survey included in newsletter and on WSPC website, and Cllr feedback forwarded.
 - 5.4. Parish Clerk:
 - Road flooding. Clerk reporting flooding on Thwaite Road to Suffolk Highways on 16th Jan. Suffolk Highways responded that '*at this time it does not warrant remedial action. However, we will continue to monitor the location as part of our routine inspections, and if the matter worsens significantly, we will take action*'.
 - MSDC website user survey: Clerk has responded to survey.
 - SALC nominations for Buckingham Palace Garden Party May 2020. Nomination submitted but unfortunately unsuccessful.

Wickham Skeith Parish Council

| | | | | | |
|----------------------|---------------|---------------|----------------------------|-------------------|--------------|
| Chair: | Tim Thorogood | 01449 766757 | Parish Councillors: | Kevin Knights | 01449 767708 |
| | | | | Michael Blair | 01449 766640 |
| | | | | Margarita Freeman | 01449 767009 |
| Parish Clerk: | Huw Roberts | 0777 180 8677 | | Richard Palmer | 07376 142447 |

- Spring Clean Suffolk: Clerk has sent details to the village litter picking group. The village litter picking group will co-ordinate their own litter picking event direct with Cllr Stringer as usual. Proposed date: 4th April 2020.
- Suffolk on Board Bus timetable update: Clerk has sent details for consideration for inclusion in the village newsletter.
- Precept form: Clerk has submitted to MSDC and receipt has been acknowledged on 16th Jan.
- Ownership of village green: a member of the public will forward a link to the Council that may clarify ownership. **It was agreed** the Council to pay the £6 fee for a search of the common land register.
- **It was agreed** the Clerk will report hours and breakdown at each meeting.
- Defibrillator: Cllr Bowes asked the Village Hall Committee if they might take over responsibility of managing the defibrillator; they have declined.
- SALC Planning feedback survey: Cllr Blair has submitted feedback.
- SALC Area Forum, 5th Feb: Cllr Blair was unable to attend.
- Website accessibility. The Clerk reported that the website needs to be reviewed due to legal requirements coming in September 2020. **It was agreed** the Clerk would review and make recommendations to the WSPC website administrator.

5.5. Parish Councillors: No matters raised.

5.5.1. Community Speed Watch: Cllr Knights reported his summary of ideas had been circulated to Cllrs and suggested the next step was an informal meeting of interested Cllrs and local community members to review and agree a way forward. The Clerk undertook to check if the speed watch software was still available.

5.5.2. GDPR: SALC training: Cllr Palmer attended the training on 17th Feb. Cllr Palmer will circulate a briefing note to Cllrs.

5.1.1. Community Emergency Plan: an updated draft of the plan was reviewed. The Clerk confirmed the insurance would apply should the Council trigger an emergency unilaterally. **It was agreed** the Clerk would confirm GDPR consent from all those identified in the plan, and include details for the Care Group. Cllrs discussed the impact of the coronavirus on the plan. **It was agreed** that groups running upcoming events would be contacted to remind invited residents not to attend if showing symptoms: the Lunch Club meeting, the Village Quiz, the Care Group. **It was agreed** the Chair would co-ordinate a round robin call with the heads of these groups: Nigel Merriam, Liz Davidson, Margaret Jones-Evans.

5.1.2. Allocation of Councillor Topics. Discussion was deferred given current and upcoming vacancies.

6. Correspondence Received

- Community Governance Review: MSDC are reviewing local government boundaries and numbers of councillors per ward.
- SALC Mid Suffolk Area Forum: next meeting is 17th March, at SALC offices, Claydon. **It was agreed** the Clerk would attend.
- Citizen's Advice – request for funding. **It was agreed** the Council could not support due to limited funds.
- Dog and Litter Bin charges increasing in financial year 2020/21: The current costs for BDC and MSDC (per annum not including vat) are £35 per litter bin and £41.00 per dog bin. The cost of emptying each litter bin will be increased to £36.05 + vat per annum across both councils, the cost of emptying each dog bin will be increased to £42.23 + vat per annum across both councils.
- SCC Funded School Travel update. Information poster on website, noticeboard and sent to village newsletter.

Other correspondence received covered under other agenda items.

7. Finance

7.1. Accounts as at 29.02.20 were presented by the RFO (the Clerk) showing a balance of £5,743.33. The RFO reported that the mandate form to change the account signatories had been sent to the bank but had not yet been processed. Consequently, the RFO still did not have online access to the bank accounts and so he presented the statement based on the scheduled direct debits and standing orders. The statement of accounts was signed by the Chair and the RFO. The budget forecast was also presented by the RFO. The following invoice was **approved** for payment: £54 for SALC GDPR training.

7.2. Internal Accounts and Audit Control Review. The appointment of an Internal Auditor was discussed. **It was agreed** to engage the previous year's Internal Auditor. **It was agreed** the Council will submit

Wickham Skeith Parish Council

| | | | | | |
|----------------------|---------------|---------------|----------------------------|-------------------|--------------|
| Chair: | Tim Thorogood | 01449 766757 | Parish Councillors: | Kevin Knights | 01449 767708 |
| | | | | Michael Blair | 01449 766640 |
| | | | | Margarita Freeman | 01449 767009 |
| Parish Clerk: | Huw Roberts | 0777 180 8677 | | Richard Palmer | 07376 142447 |

a Certification of Exemption for External Audit. The RFO presented the draft Internal Accounts and Audit Control review document, which the Council **approved**.

- 7.3. The RFO reported level of Fidelity Guarantee insurance cover was up to £25,000. **It was agreed** this was sufficient.
- 7.4. The RFO presented a draft Risk Assessment document. **It was agreed** the Council would adopt this document for the next financial year (from 1st April 2020). **It was agreed** the Clerk would update the Asset Register for review and approval at the next meeting.
- 7.5. The RFO presented draft Financial Regulations for review and adoption. **It was agreed** to defer a decision on this until the next meeting of the Council.

8. Planning Matters. The following planning applications were considered:

8.1 Planning application: DC/20/00849 Proposal: Submission of details under Outline Planning Permission DC/19/04388: Access, Appearance, Landscaping, Layout and Scale for erection of 2no. detached dwellings. Location: Land Adjacent To Bumbledown, Grange Road, Wickham Skeith, IP23 8NF

After discussion, the Council had **no objection** of the application, provided sustainable drainage management was ensured.

8.2 Planning application: DC/20/00848. Proposal: Submission of details under Outline Planning Permission DC/19/04389 - Access, Appearance, Landscaping, Layout and Scale for erection of 2no. dwellings Location: Land Opposite Nos 14 To 17, Grange Road, Wickham Skeith, IP23 8NF

After discussion, the Council had **no comment** on the application.

- 9 Casual Vacancy: to consider options for co-opting a new member to fill the casual vacancy. The Chair asked all Cllrs to ask for volunteers. **It was agreed** the advert would be placed again in the next village newsletter.
- 10 Standing Orders: the Clerk presented updated Standing Orders, which were **adopted** by unanimous agreement.
- 11 Registration of Interests: Cllrs were reminded to review their registration of interests and update them if necessary
- 12 Village Green.
 - 12.1 Working Parties: no report
 - 12.2 Grimmer Fishing: no report
- 13 Matters for next agenda.
 - Items are to be raised with the Clerk before 4th May. Draft agenda will be sent to village newsletter by 25th April.
 - Item proposed: training for defibrillator.
- 14 Next Meeting: 11 May 2020: Annual Parish Meeting to be followed by Annual Parish Council meeting.

Meeting closed at 9:55 pm

Signed: Date:
Chair

Wickham Skeith Parish Council

| | | | | | |
|----------------------|---------------|---------------|----------------------------|-------------------|--------------|
| Chair: | Tim Thorogood | 01449 766757 | Parish Councillors: | Kevin Knights | 01449 767708 |
| | | | | Michael Blair | 01449 766640 |
| | | | | Margarita Freeman | 01449 767009 |
| Parish Clerk: | Huw Roberts | 0777 180 8677 | | Richard Palmer | 07376 142447 |