

## **Wickhambrook Parish Council**

### **Minutes**

Of an ordinary meeting of the Parish Council held on **Thursday 26 November, 2020**

**Present:** Cllrs J Barton, J Claydon, M Lavelle, K Merritt, J Norton & S Thwaite, P Couzens

**Attending:** Parish Clerk Hilary Workman, SCC & WSC Cllr M Evans (part),  
 SCC & WSC Cllr Mary Evans;  
 New councillor at Kedington Parish Council  
 21 Members of the public  
 This meeting was conducted remotely via zoom.

**20.11.01 Noted:**

That there were no apologies for absence.

**20.11.02 Noted:**

- 2.1 That when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited:  
 Cllr Claydon – 5, 6 & 7
- 2.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 There were no requests for dispensations
- 2.4 There were no additions and/or deletions to the Council's Register of Interests.

**20.11.03 Resolved**

**That the Minutes of the Ordinary Parish Council meeting held on 24<sup>th</sup> September 2020, be agreed as a true record.**

**20.11.04 Noted: Public Forum – (Open Session). 7:35pm.**

To receive comment or question on any Agenda item or matter of concern from those members of the public present

21 Members of public had joined wishing to raise comments and questions about Agenda item 5, summarised below:

- Not against any type of development generally – infill and small scale development may need to continue, especially to accommodate affordable housing, but there were significant objections to the five development sites identified in the issues and options documents, all of which were on greenfield sites and would be likely to double the size of the village.
- Wickhambrook designated a local service centre not suitable for major growth in 2012, when over 96% of parish respondents objected to it becoming a key service centre.
- The village can-not sustain the level of development proposes under the five sites identified (700 homes) – There was no capacity at surgery, school and roads not adequate and dangerous for pedestrians and cyclists.
- West Suffolk could meet its development requirements without the proposed scale of development in Wickhambrook.
- Time on the consultation opened by West Suffolk was very tight, with responses invited by 22nd December 2020.
- The key issues were the levels of new development, where it would be sited and its impact on road infrastructure, sewerage, school, surgery, shop and public transport etc. Any new housing would need to benefit the community as a whole.
- Important to have a joined up response to West Suffolk Council about the scale and type of development that Wickhambrook could sustain.

**Signed:** John Barton

**Dated:** 14/01/2021

- Concern that the proposed sites on greenfield land were outside the current settlement boundary of the village. Wickhambrook still had scope for infill development within its settlement boundary before opening up greenfield sites.
- Concern that the most recent development had not provided the scale of affordable housing originally anticipated and needed for village residents and that this might be replicated across new developments.
- The importance of local residents individually submitting their own responses about the proposed developments.
- Neighbourhood planning can take a significant amount of time, but could have an impact on future planning decisions to shape local communities.
- Concerns about the amount of information that was available from West Suffolk, and how the Parish Council could support residents to make their concerns known to West Suffolk Council and engage in future consultations.

Cllr Barton responded noting that this consultation had been postponed from March to October, and the consultation when opened was limited in time, which placed constraints on how the parish council could inform and respond to residents about it. The Parish Council had worked hard to include the concerns raised by residents in its response on the consultation, and was also looking at how it could shape a future planning response through neighbourhood planning, and work to engage planners and developers on Wickhambrook's need for affordable housing through a Housing Needs Survey.

SHELAA, the process by which West Suffolk identifies possible sites for development, was effectively a call for sites by West Suffolk which landowners respond to. West Suffolk then assessed those sites and determined which would be included in any future local plan. The initial indicative capacity of the sites under SHELAA in 2019 had been identified at 10 homes per site, so that there had already been a significant change to the capacities on the identified sites. Some other sites identified had already been deferred by West Suffolk.

**Session closed 8:37:pm**

**Under Standing Order 10(a)iv Cllr Barton moved to make provision for Cllr Evans to present her portfolio report (item 20.11.12) at this point.**

- 20.11.12 A written report (*previously circulated*), and further advised that:
- West Suffolk now moving into Tier 2 in terms of COVID-19 response
  - Other parishes in West Suffolk were holding single issue meetings to co-ordinate responses to the consultation.
  - It was important that local residents submit their responses directly to West Suffolk, and ideally fill in the questionnaires.
  - At present the sites identified under SHELAA in the consultation were not allocated – the parish council response should include how the parish thinks the sites should be allocated, and settlement hierarchies to help shape how West Suffolk looks in the future. Based on those responses, sites might or might not be allocated under the local plan, and planning applications would only be considered on sites allocated under a future adopted local plan.
  - It's really important to do a housing needs survey, which finds out the type and demand of housing for residents in the parish .
  - Neighbourhood plans in contrast are very complicated, expensive and take quite a long time from development to adoption.
  - Once a site is included in a local plan, there are only limited grounds on which an objection to a planning consent can be considered.
  - Would be happy to help facilitate a single issue meeting.
  - Previously West Suffolk had not published SHELAA sites, the actual capacity levels will only be set when accepted under the local plan.

**Signed:** John Barton

**Dated:** 14/01/2021

**20.11.05 Noted:**

**Cllr Claydon left the meeting at this point.**

The Parish Council's response to West Suffolk Council's Issues and Options consultation on development of a new local plan (tabled and circulated as **WPC.20.11.01**) was considered by the meeting.

**Resolved**

**That the Clerk make known to West Suffolk Council the Council's responses to the issues and options consultation, as tabled at WPC20.11.01 subject to any modifications agreed by the Council at this meeting.**

The meeting had noted the concerns raised by local residents who had joined the meeting and spoken in the open session about their concerns with respect to the West Suffolk consultation and agreed that it would like to facilitate a single-issue open zoom meeting (not a parish council meeting) for local residents, to help them to put their views to West Suffolk Council. The meeting agreed to set up a meeting for 8<sup>th</sup> December at 7:30pm.

The local group and councillors kindly agreed to print and circulate a flyer supplied by the Clerk to reach as many Wickhambrook residents as possible. The Clerk would post on the website, and post to the website the parish council responses to the West Suffolk consultation for people to use as a base for their representations.

**20.11.06 Noted:**

To consider whether to initiate a Housing Needs Survey as **WPC.20.11.02**) and take action as appropriate.

**Resolved:**

**That Wickhambrook Parish Council ask Community Action Suffolk to undertake a Housing Needs Survey for the parish, based on West Suffolk funding CAS to undertake the work, and Wickhambrook Parish Council underwriting the cost of printing and stationery and data input where returned as a hard copy, at not more than £3.50 per property.**

20.11.07 **Noted:**

The item to receive preliminary information about Neighbourhood Planning and take action as appropriate was deferred to a future meeting.

20.11.08 **Noted:**

The meeting considered a financial contribution towards a joint TRO for the A143 (tabled and circulated as **WPC.20.11.03**) and

**Resolved:**

**The parish council authorise £2500 from existing earmarked funds to contribute to the cost of a Traffic Regulation Order to reduce the speed limit from 40mph to 30mph in Wickham Street, if supported by sufficient evidence from the Traffic Survey.**

20.11.09 **Noted:**

The meeting received and discussed draft Budget for 2021/22 (circulated and tabled as **WPC20.11.04**). There were no proposed amendments or queries.

**20.11.10 10.1 To note the following income received**

10.1.1	Armstrongs – CR Interment	£175.00
10.1.2	West Suffolk Council – Recycling Credits (Clerk further advised that this had been reported on the basis of the remittance advice from West Suffolk, but on checking the account the funds had not yet been received).	£1606.80

**Signed:** John Barton

**Dated:** 14/01/2021

10.2 To authorise the payments to be made as listed below:

10.2.1	Suffolk Assn. of Local Councils	£48.00
10.2.2	Community Action Suffolk: DBS #10269	£12.00
10.2.3	MSC – Recycling Credits	£1606.80
10.2.4	JRB Enterprise Ltd # 21635	£91.14
10.2.5	Refund to Roger Merry – Palings to repair Play Area Fence	£13.03
10.2.6	Wave #7940078 (part) and #8122241 (Wickhambrook Bowling Club)	£24.54
10.2.7	Refund to Clerk – Adobe Pro @ £15.17 per month Oct & Nov '20	£30.34

**10.3 Resolved;**

**That the payments to be made, listed above at 10.2 be authorised.**

10.4 To note the following payments previously authorised.

10.4.1	DD	EE Mobile Contract #H1089A13AE September '20 ( <b>Min. 19.01.08.5 refers</b> )	26.92
10.4.2	DD	E.ON Chapel of Rest September '20 ( <b>Min 19.02.10.4 refers</b> )	£9.44
10.4.3	BACS	BHIB Councils Insurance #420991 Uplift to Chapel of Rest & Memorial Cover ( <b>Min.Ref 20.09.9.7.2 refers</b> )	£68.34
10.4.4	DD	Rainbird Partnership – Pension Admin #6055 ( <b>Min.18.12.08.7 refers</b> )	£54.00
10.4.5	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/10/20 – 06/11/20 #E0100BR3SB ( <b>Min. 19.06.20.2 refers</b> )	£45.60
10.4.6	DD	Smart Pension Payment Period 6	£28.58
10.4.7	DD	E.ON Chapel of Rest #H10A7E8E19 Oct'20 ( <b>Min 19.02.10.4 refers</b> )	£16.51
10.4.8	BACS	Vertas # SIN067567 Grounds Contract Q3 ( <b>Min.Ref 20.04.8.2 refers</b> )	£520.39
10.4.9	BACS	D R King & Son #1199 – Level up soil heap ( <b>Min.Ref EC20.03.09.2ii refers</b> )	£336.00
10.4.10	BACS	D R King & Son #1110 – Grounds Maintenance Q2 ( <b>Min.Ref 20.04.8.2 refers</b> )	£4200.00
10.4.11	BACS	Saxon Monumental Craft – Clean War Memorial ( <b>Min.Ref EC 19.12.8.2 refers</b> )	£522.00
10.4.12	BACS	Hilary Workman – Clerk Salary –Period 7 ( <b>Min. 20.04.8.2 refers</b> )	£601.78
10.4.13	BACS	HMRC – Tax & NI Liability Period 7 ( <b>Min. 20.04.8.2 rfers</b> )	£155.09
10.4.14	BACS	Smart Pension Payment – Period 7	£19.55
10.4.15	BACS	Mdsign # 1668 Website Quarter 3 Updates	£198.00
10.4.16	BACS	Mdsign # 1669 Website & Internet Services	£360.00
10.4.17	BACS	HMRC – Tax & NI Liability Period 3 ( <b>Min. 20.04.8.2 refers</b> )	£143.40
10.4.18	BACS	WAVE - #9740078 (part) ( <b>Min.Ref 20.04.8.2 refers</b> )	£68.85

10.5 That the current account balances and reconciliation to 31<sup>st</sup> October 2020, and the Chairman's confirmation that they are supported by relevant bank balances.

**Signed:** John Barton

**Dated:** 14/01/2021

- 20.11.11 To note the following planning applications listed below as notified by West Suffolk Council for comment.
- 11.1 **DC/20/1785/FUL** – planning application  
 - (a) one dwelling (following demolition of existing agricultural building) with associated parking and works - in association with DC/19/0201/P3QPA (b) siting of temporary static caravan during construction  
**Dwelling Peacocks Farm Farley Green Wickhambrook**  
**No Comment**
- 11.2 **DC/20/1824/HH** – Householder Planning Application  
 Single storey rear extension  
**6 Nunnery Green Wickhambrook CB8 8XT**  
**No Comment**
- 11.3 **DC/20/1898/OUT** - Outline Planning Application  
 (means of access to be considered) – two dwellings  
**Plot 1 Landmark Coltsfoot Green Wickhambrook Suffolk**  
**No Comment**
- 11.4 **DC/20/1900/FUL** - Planning application  
 - vehicular access  
**Land At Giffords Lane Giffords Lane Wickhambrook Suffolk**  
**No Comment**
- 11.5 Resolved**  
**That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 20.11.12 Item dealt with prior to 20.11.05
- 20.11.13 The meeting considered reports from Portfolio holders:
- 13.1 **Highways:** (previously circulated) **Cllr Barton**  
 13.1.1 VAS Machine Reports
  - 20.09.07 - B1063 Stradishall Bound
  - 20.09.20 – Bunters Road SE Direction
  - 20.09.27 – Ashfield Green Wickhambrook Bound
  - 20.10.10 – B1063 Shop Hill
  - 20.10.25 – Bunters Road SE Direction
  - 20.11.07\_B1063 Nr School Stradishall Bound
- 13.2 **Emergency Plan** **Cllr Lavelle**  
 An oral report to advise that a draft plan would be circulated in the near future.
- 13.3 **Road Safety, Access & Congestion Working Group** **Cllr Thwaite**  
 An oral report advising that next meeting would take place on 2<sup>nd</sup> December.  
 The school children who were going to participate in the poster campaign were due to join the meeting with the Head Mistress, but with COVID-19 and related staffing issues this had been deferred.  
 More people have joined the working group. A mini roundabout had been suggested at Thorns Corner, restriction of parking outside the school.  
 Staggered start and finish times, and more parking at village hall has made some difference. However, the path was muddy, and one suggestion was to look into a metalled path and additional parking adjacent to the bowling green.  
 Cllr Evans was looking at whether it would be possible to arrange for monitoring of speeding and parking by police and West Suffolk officers. Cllr Thwaite reported that there had been another accident in the vicinity of the school that day.

**Signed:** John Barton

**Dated:** 14/01/2021

**20.11.14 Noted:** Clerks report

- 14.1 That the resignation of Charles Townsend from the parish council and thank him for his contribution.

**Resolved:**

**To remove Charles Townsend as an authorized signatory on the parish council Unity Trust bank accounts.**

- 14.2 That the External Auditors's report and certificate 2019/20 (*circulated*), that in their opinion

*"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met".*

and that the Council has complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

- 14.3.1 That the interim tree inspection has been completed, with thanks to Mr Roger Medley who attended. The report has identified some works to be carried out to Parish Trees, to be reported in detail to the next Estates Meeting.

**14.3.2 Resolved:**

**To authorise expenditure on works to Parish Trees as identified in the report submitted by Acacia Tree Surgery, to a maximum of £3,000 plus VAT, the contractor and schedule to be determined by the Estates Committee.**

**Under Standing Order 10(a)xiv Cllr Barton proposed and the meeting resolved to adjourn the meeting to Thursday 3<sup>rd</sup> December at 6:30pm.**

The meeting adjourned at 10:17pm.

**Meeting Resumed: Thursday 3<sup>rd</sup> December @6:30pm**

**Present:** Cllrs J Barton, M Lavelle & S Thwaite

**There were no members of the public**

- 20.11.01 The following apologies for absence **were noted: Cllr Couzens, Norton, Merritt.**

- 20.11.02 2.1 That when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, there were none.  
 2.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25.  
 2.3 There were no requests for dispensations.  
 2.4 There were no additions and/or deletions to the Council's Register of Interests.

**The meeting resumed at item 20.11.15**

**20.11.15 Noted:**

The following Planning results as notified by West Suffolk Council since the previous meeting.

- 15.1 **DC/20/1232/HH** – Householder Planning Application  
 (i) two storey rear extension (ii) single storey side and rear extension (following demolition of existing two storey lean-to structure)

Gaines Cottage Bunters Road Wickham Brook CB8 8XY

**WSC:** Granted                    **WPC:** No Comment (Min.Ref **20.08.**)

- 15.2 **DC/20/1252/HH** – Householder Planning Application

Timber garden room in rear garden

**Ashleigh, Attleton Green, Wickham Brook CB8 8YB**

**WSC:** Granted

**WPC:** No Comment

**Signed:** John Barton

**Dated:** 14/01/2021

**Signed:** John Barton

Dated: 14/01/2021

- (iii) **To delegate a decision on the type and style of memorial benches which could be accepted as gifts to the parish to the Estates Committee.**

The meeting asked the Clerk to look into approaches to dealing with settling of grave spaces and bring back to a future meeting. The meeting further asked the Clerk to investigate the options for contracted a gravedigger for the cemetery in contrast to the current arrangements with a range of funeral directors.

20.11.19 **Noted:**

The dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2021), as set out below:  
Ordinary Meetings of the Parish Council (@ 7:30pm):

Thursday 14 <sup>th</sup> January	-	Thursday 26 <sup>th</sup> May @ 6:00pm
Thursday 25 <sup>th</sup> February	-	Thursday 26 <sup>th</sup> May @ 7:30pm
Thursday 29 <sup>th</sup> April		
Thursday 29 <sup>th</sup> July		
Thursday 30 <sup>th</sup> September		
Thursday 28 <sup>th</sup> October		

Annual Parish Council Meeting      -      Thursday 26<sup>th</sup> May @ 6:00pm  
 Annual Parish Meeting      -      Thursday 26<sup>th</sup> May @ 7:30pm  
 Estates Committee Meetings (at 7:30pm):

Thursday 4 <sup>th</sup> March	
Thursday 3 <sup>rd</sup> June	
Thursday 5 <sup>th</sup> August	
Thursday 7 <sup>th</sup> October	

Were approved.

20.11.20

**Noted:**

That when other matters for information, to be noted or for inclusion on a future agenda, the following:

20.1 The valuation of land behind the cemetery had been received and would be referred to the January meeting of the parish council to consider options.

20.11.21

**Noted:**

Confirmation that the scheduled date for the next meeting was Thursday 14<sup>th</sup> January beginning at 7:30pm – Join Zoom Meeting

<https://us02web.zoom.us/j/87693421961?pwd=TDZZQWJWNGx3NUdLOUDzckF3RVZFZz09>

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20.11.22

**Noted:**

Close of meeting 19:19

**Signed:** John Barton

**Dated:** 14/01/2021