

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council on

Thursday 22nd July 2021 @ 7:00pm

At Wickhambrook Memorial Social Centre (Dulcie Smith Room), Cemetery Road, Wickhambrook
for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where
public input will be invited.

AGENDA

- 21.07.01 Apologies for absence to be noted or approved – SC Cllr Bobby Bennett
- 21.07.02
- 2.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
 - 2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 2.3 To receive requests for dispensations
 - 2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 21.07.03 **3.1 Proposal:**
That the Minutes of the Annual Meeting of the Parish Council meeting held on 6th May 2021, and the Extra-ordinary meeting of the parish council held on 3rd June 2021, as tabled, be agreed as a true record.
- 21.07.04 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
- 4.1 SALC Bulletins
 - Queens Platinum Jubilee
 - 4.2 Sicon Foundation – Tree planting and Litter picking
 - 4.3 West Suffolk Council
 - Open Space Survey
 - Independent Living in Suffolk
 - Electric Vehicle Infrastructure
 - Rural Housing Week
 - West Suffolk Hospital Consultation
 - 4.4 Anglian Water – Strategic Water Network Programme
 - 4.5 Local Resident – Street Cleaning
- 21.07.05 Public comment or question invited on any Agenda item (**Open Session**).
Session to close on or before 7.45pm.
- 21.07.06 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 6.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)
 - 6.2 Cllr Mrs Sarah Pugh, West Suffolk Council
- 21.07.07 To appoint or to confirm the following officers of the Council or to take other action as appropriate (current post holder in brackets);
- 7.1 Planning Officer (pending)
 - 7.2 Village Website, Social Media & News Officer (pending)

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- 21.07.08 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets)
8.1 United Charities (pending)
- 21.07.09 To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
9.1 Highways/VAS reporting Cllr John Barton (*circulated*)
B1063 by School – Lidgate Bound
9.2 Emergency Planning Cllr Mike Lavelle
9.3 Road Safety Working Group Cllr Sandy Thwaite (*circulated*)
- 21.07.10 To note a summary of decisions taken at the Estates Committee on 3rd June 2021.

Min No. Resolved:

- | | |
|--------------|---|
| 8.2.1 | To authorise the cost of lifting tree crowns 43, 44, 45 & 46 to 20ft (approx.) and reduction of height by 15 % (approx.), and reduction of Tree 42 by 15% at a cost of not more than £250.00. |
| 9.1 | That the Estates Committee authorise the commissioning of new railings to the Memorial entrance to the Cemetery as submitted in WPC.EC.21.06.02, at a cost of £1003.76. |
| 10.1 | That the Estates Committee authorise the commissioning of a metal "Willow Heart" as submitted in WPC.EC.21.06.03, at a cost of not more than £350.00. |
- 21.07.11 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 11.1 Documents required for the 2020-2021 audit have been submitted to PKF Littlejohn LLP and an acknowledgement received.
- 11.2 To note VAT126 Claims have been submitted for Quarter 1 of the current financial year to a sum of £2099.52.
- 11.3 To consider actions relating to Coltsfoot Green (tabled and circulated as **WPC.21.07.01**) and take action as appropriate.
- 11.3.1 Proposal: Cllr Couzens**
The parish council authorise a sustainable memorial bench and base at a cost of not more than £450.00 plus VAT. The clerk be delegated to undertake arrangements for purchase and to site the bench on Coltsfoot Green between the two Cherry Trees at a in place of the existing bench (to be returned to the bereaved family) and invite the bereaved family to arrange for a memorial plaque consistent with the current published memorial policy.
- 11.3.2 Proposal: Cllr Couzens**
To authorise the cost of work to the Coltsfoot Green culvert (Invoice 1137) at £105.00 plus VAT.
- 11.4 That Unity Trust bank, having reviewed the parish council's challenge to the proposed change to fees and fees, those charged at the end of Quarter 1 of this financial year were at the lower level (£18.00).
- 11.4 The Community Engagement Day held on 3rd July was successful with support for the Quiet Lanes project and Neighbourhood Planning and plenty of ideas for re-furbishment of the MUGA and Skatepark (see agenda items , , &). Councillors are asked to discuss lessons learnt that can be used for future events.
- 11.5 The clerk's mobile contract has been implemented (**Min.21.03.11.2 refers**) and the old hand set re-purposed as the parish council emergency planning mobile (07463267518)
- 11.6 The fabricated "Willow Heart" to commemorate the kindness of residents of the parish in the pandemic year has been erected on the village sign.
- 11.7 The trial of accounting software is progressing well and has already saved time in the production of reports and VAT126 claims.
- 11.8 To note a Locality Grant application is being prepared to cover the cost of the Road Safety Posters.

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21.07.12 12.1 To note the following income received

SUMMARY OF PAYMENT RECEIVED		AMOUNT
12.1.1	EE (credit refund on final invoice for clerk monthly mobile	£35.71
12.1.2	West Suffolk Council – Recycling Credits (Oct'20 – March'21)	£1285.92

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

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
12.2.1	Refund to Clerk – Adobe Subscription May #IEN2021020216271	£15.17
12.2.2	Refund to Clerk – Zoom licence (April/May) #inv87706189	£14.39
12.2.3	Clerk – Home Working Allowance Q1 2021-22	£64.50
12.2.4	Clerk – 2021-22 Quarter 1 Expenses	£49.99
12.2.5	Heelis & Lodge – Internal Audit 2020-21 #HLD2014	£250.00
12.2.6	SALC – Clerk Training Workshop #24918	£30.00
12.2.7	Tax Outstanding Liability	£4.96
12.2.8	Suffolk County Council: Resurfacing of FP25 #9507141	£1600.00
12.2.9	Wickhambrook Memorial Social Centre – Recycling Credits (Oct'20 – March'21)	£1285.92
12.2.10	JRB Enterprise Ltd – Dog Waste Bags #22701	£91.14
12.2.11	Voucher Packs (Bruz Packs Ltd) – Delivery of Flyer	£48.00
12.2.12	Refund to Clerk – Adobe Subscription June #IEN2021024646679	£15.17
12.2.13	Refund to Clerk – Zoom licence (May/June) #INV93212300	£14.39

12.3 Proposal:

That the payments to be made, listed above at 12.2 be authorised.

12.4 To note the following payments previously authorised.

PAYMENT TYPE	SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT	AMOUNT
12.4.1	DD Smart Pension: Period 1 pension contributions	£19.55
12.4.2	DD EE Clerk Mobile (May) #V01873425131	£43.28
12.4.3	BACS Mdsign – Website Accessibility Work #1755 (Min. 21.02.17.2 refers)	£378.00
12.4.4	DD E.ON – Chapel of Rest (May)	£12.38
12.4.5	Wickhambrook Primary Academy: Road Safety Project Support (Min.21.03.9.3.2.1)	£140.00
12.4.6	Wickhambrook Primary Academy: Road Safety Project Support (Min.21.03.9.3.2.2)	£60.00
12.4.7	Mdsign: Website Quarterly Updates Work #1771 (Min 21.03.12.7)	£198.00
12.4.8	BACS R H Landscapes #001030 May Cuts (Min. 21.03.12.7)	£1098.00
12.4.9	BACS Rialtas Business Solutions Ltd: Subscription #SM23737 (Min 21.03.12.7)	£231.60
12.4.10	BACS Wave (Anglian Water Business Ltd) #8927913 (Min.21.03.12.7)	£13.93
12.4.14	BACS Verse: Printing of Road Safety Posters) #SIN002108 (Min.21.02.9.3.2.3)	£151.20
12.4.15	BACS D R King & Son: Grounds Maintenance Q4 2020-21 #1140 (Min.20.05)	£1800.00
12.4.17	BACS D R King & Son: Supply & Fit Oak Posts @ Coltsfoot Green#1139 (Min.EC20.10.8.4.2)	£420.00
12.4.18	BACS D R King & Son: New posts @ Tennis Court area #1138 (Min.EC20.10.8.2)	£144.00
12.4.19	BACS D R King & Son: Level Graves & Seed #1136 (Min.EC.21.03.8.2.2 & 20.03.09.2.iii)	£1056.00
12.4.20	BACS D R King & Son: Base for bench in Cemetery #1135 (Min.EC.20.10.9.2)	£384.00
12.4.21	BACS HMRC – Tax NI Liability Period 2 (Min. 21.03.12.7)	£21.20
12.4.22	BACS Hilary Workman – Clerk Salary – Period 2 (Min. 21.03.12.7)	£734.98
12.4.23	DD Smart Pension: Period 2 pension contributions	£19.55
12.4.24	DD Three Clerk & Emergency Mobile (May) #AEP1210510312	£25.62

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12.4.25	BACS	Elms Forge & Fabrication: Railings at Memorial Entrance to Cemetery #2021-01 (Min. EC.21.06.9.1)	£1003.76
12.4.26	BACS	Elms Forge & Fabrication: Ornamental Heart #2021-01 (Min. EC.21.06.10.1)	£334.50
12.4.27	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/04/21 – 06/05/21 #E0100EEJLJ (Min. 21.03.12.7)	£45.60
12.4.28	BACS	Kall Kwik: Road Safety signs #86018 (Min.21.02.09.3.2.3)	£220.50
12.4.29	BACS	Kall Kwik: Community Engagement Flyers #86550 (Min.21.05..29)	£150.00
12.4.30	BACS	West Suffolk House: Bin Installation # 1165974 (Min.EC.20.12.12.2)	£1661.95
12.4.31	DD	EE Clerk Mobile (June) #V01883522647	£36.95
12.4.32	BACS	Three: Clerk & Emergency Mobile May #AEP1210510312 (Min. 21.03.10.2)	£25.62
12.4.33	BACS	CPRE: Subscription (Min.21.05.	£36.00
12.4.34	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/05/21 – 06/05/21 #E0100EQ50A (Min. 21.03.12.7)	£45.60
12.4.35	BACS	Refund to Parish Clerk of Microsoft Online Services Annual Subscription #E0100EPU4U (Min. 21.03.12.7)	£135.36
12.4.36	BACS	Suffolk County Council (PROW) #9507141 Backfill steps to FP25 & Handrail (Min. EC.21.03.8.2)	£450.00
12.4.37	BACS	R H Landscapes #001083 June Cuts (Min. 21.03.12.7)	£1428.00
12.4.38	BACS	Hilary Workman – Clerk Salary – Period 3 (Min. 21.03.12.7)	£735.18
12.4.39	BACS	HMRC – Tax NI Liability Period 3 (Min. 21.03.12.7)	£21.00
12.4.40	BACS	Accountability Plus: Smart Pension Processing Q1 #6221	£54.00
12.4.41	DD	Smart Pension Period 3 pension contributions	£16.59
12.4.42	DD	E.ON – Chapel of Rest (July) #H10E5AD994	£11.97

12.5 To note the current account balances and reconciliations to 31st June 2021, and the Chairman's confirmation that they are supported by relevant bank balances.

12.6 To note the review of income and expenditure against budget and the proposed adjustments to the approved budget (tabled and circulated as **WPC.21.07.02**).

Proposal: Cllr Lavelle

To move the funds allocated to Recreation Ground, Six Acres, Greens & Cemetery & Churchyard, to a total of £11,922 to a single budget line for the purposes of the Grounds Contract

21.07.12 To note, following recent requests for dispensation of the S.106 agreement in respect of a properties at Nunnery Green, an updated policy to deal with future request (tabled and circulated as **WPC.21.07.03**) and take action as appropriate.

12.1 Proposal: Cllr Couzens

To adopt the policy set out as Appendix 1 to report WPC.21.07.03 for dealing with requests for dispensation of S.106 agreement restricting housing allocations to individuals residing in the parish.

21.07.13 To note Planning results as notified by West Suffolk summarised below:

13.1 **DC/20/1406/FUL** - Planning application
4no. staff accommodation dwellings and associated works (alternative scheme to DC/16/1395/FUL)

Genesis Green Stud Farm Genesis Green Wickhambrook CB8 8UX

WSC: Approved **WPC:**

13.2 **NMA(A)/20/1973** - Non material amendment to DC/20/1973/HH
To extend garden room/study to 7.2 metres

Duddery Cottage The Duddery Wickhambrook Newmarket Suffolk CB8 8UN

WSC: Approved **WPC** – not consulted by WSC

13.3 **DC/20/2078/HH** - householder planning application
a. single storey rear and side extension (following demolition of existing single storey rear extension);

East Cottage , Attleton Green, Wickhambrook, CB8 8YA

WSC: Approved **WPC:** No Comment

13.4 **DC/20/2079/LB** - application for listed building consent
a. single storey rear and side extension (following demolition of existing single storey rear extension);
b. repair works

East Cottage , Attleton Green, Wickhambrook, CB8 8YA

WSC: Approved **WPC:** No Comment

13.5 **DC/21/0361/FUL** - Planning application

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- a. part change of use of existing ancillary garage/annex to holiday let
- b. single storey extension to rear of outbuilding and insertion of rooflights

Butlers Hall Attleton Green Wickhambrook CB8 8YB

WSC: Approved **WPC:**

- 13.6 **DC/21/0518/FUL** - Full Planning Application
two dwellings following demolition of existing dwellings

Aldersfield Hall Ashfield Green Wickhambrook CB8 8UZ

WSC: Approved **WPC:** No comment

- 13.7 **DC/21/0551/HH** - Householder planning application
One annexe

The New House Coltsfoot Green Wickhambrook CB8 8UW

WSC: Withdrawn **WPC:** No Extra-ordinary meeting requested

- 13.8 **DC/21/0554/CLP** - Application for lawful development certificate for
proposed use or development

Siting of mobile home ancillary to dwelling

The New House Coltsfoot Green Wickhambrook CB8 8UW

WSC: Approved **WPC:** Not consulted by WSC

- 13.9 **DC/21/0737/HH** - Householder planning application
a) cladding to existing dormer windows and porch on front elevation
b) single storey and two storey rear extensions (following demolition of existing conservatory)

Church View 3 Wickham House Bungalows Giffords Lane Wickhambrook

WSC: Approved **WPC:** No Comment

- 13.10 **DC/21/0840/HH** - Householder planning application
First floor balcony to rear elevation

1 The Gabions Ashfield Green Wickhambrook CB8 8UZ

WSC: Withdrawn **WPC:** No Extra-ordinary Meeting Requested

- 13.11 **DC/21/0889/CLP** - Application for lawful development certificate for proposed
use or development

Siting of static caravan

New Cottage Cloak Lane Wickhambrook Newmarket Suffolk CB8 8UJ

WSC: Approve **WPC** – Not consulted by WSC

- 21.07.14 To note the following Planning applications notified by West Suffolk for comment:

- 14.1 **DC/21/1376/FUL** - Planning Application
Conversion of existing agricultural barn into three dwellings with
vehicular access

Agricultural Building Giffords Lane Wickhambrook Suffolk

- 14.2 **Proposal: Cllr Couzens**
That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

- 21.07.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.

- 15.1 The following item was circulated and there was no request for consideration at an extra-ordinary meeting:

- 15.1.1 **DC/21/1132/HH** - Householder planning application
Detached outbuilding comprising office/guest bedroom

Location Stone Hall Cottage Baxters Green Wickhambrook

- 21.07.16 To note the proposal for widening engagement with residents of the parish through Social Media and a new E-newsletter (tabled and circulated as **WPC.21.07.04**) and take action as appropriate.

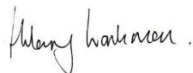
Proposal: Cllr Turner

- 16.1 **To authorise Mdsign to set up social media accounts at a cost of £35 plus VAT.**

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- 21.07.17 To note an update on the Housing Needs Survey to be commissioned with Community Action Suffolk (tabled and circulated as **WPC.21.07.05**) and take action as appropriate.
17.1 Proposal: Cllr Thwaite
To authorise the cost of delivery of Housing Needs Surveys in the Parish of Wickhambrook at a cost of £75.00 plus VAT.
- 21.07.18 To note an update on Neighbourhood Planning (tabled and circulated as **WPC.21.07.06**) and take action as appropriate.
18.1 Proposal: Cllr Couzens
18.1.1 Appoint two councillors to the Neighbourhood Plan steering group;
18.1.2 Authorise unspent £200 plus VAT allocated under Minute ref 21.03.6.1 for professional support to Neighbourhood Plan Steering Group from Plans4People until a Neighbourhood Planning Consultant is appointed by the parish council;
18.1.3 Delegate authority to submit a grant application to Locality for Neighbourhood Planning financial and technical support.
- 21.07.19 To note an update on Quiet Lanes Suffolk (tabled and circulated as **WPC.21.07.07**) and take action as appropriate.
19.1 Proposal: Cllr Couzens
19.1.1 The parish council notify Quiet Lanes Suffolk of those routes identified by the meeting (from report WPC.21.07.07) for designation as Quiet Lanes; and
19.1.2 The parish council authorise the cost of delivery of covering letters and maps to all residential and business properties on each route at £75 plus VAT.
- 21.07.20 To note options for the Multi-Use Games Area (MUGA), (tabled and circulated as **WPC.21.07.08**) and take action as appropriate.
- 21.07.21 Any other matters for information, to be noted or for inclusion on a future agenda
- 21.07.22 To confirm that the scheduled date for the next meeting is Thursday 30th September beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 21.07.23 Close of meeting.

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Hilary Workman

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