

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 6th May 2021 @ 7:00pm

Through a scheduled zoom meeting

<https://us02web.zoom.us/j/85778442303?pwd=SCtNbVBkakhTitSYjRNMXduN0Rzdz09>

Meeting ID: 857 7844 2303

Passcode: 291565

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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

- 21.05.01 To elect the Chairman of the Council for the coming year.
- 21.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 21.05.03 To elect the Vice Chairman of the Council for the coming year.
- 21.05.04 To note the accounts for the 12 months ended 31.03.21, including a review of expenditure incurred under s.137 of the Local Government Act 1972 (tabled and circulated as **WPC.21.05.01**) which have been forwarded with supporting documents to the internal auditors.
- 21.05.05 To review the delegation arrangements to committees and staff (tabled and circulated as **WPC.21.05.02**), noting any changes and take action as appropriate.
- 21.05.06
 - 6.1 To receive reviewed Council Documents (tabled and circulated as **WPC.21.05.03**) noting any proposed changes and take action as appropriate
 - 6.2 **Proposal:**
That this Council adopts the reviewed Council documents listed below for publication
 - 6.2.1 Standing Orders
 - 6.2.2 Financial Regulations
 - 6.2.3 Estates Committee Terms of Reference
 - 6.2.4 Wickhambrook Parish Council Code of Conduct
 - 6.2.5 Media & Social Media Policy
 - 6.2.6 Requests for Information Policy (FOI)
 - 6.2.7 Publication Scheme
 - 6.2.8 Complaints Procedure
 - 6.2.9 Document Retention Policy
 - 6.2.10 Data Protection Policy
 - 6.2.11 Equal Opportunities Policy
 - 6.2.12 Health & Safety Policy
 - 6.2.13 Training Policy
- 21.05.07 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
 - 7.1 Cllr Mrs Mary Evans, Suffolk County Council and West Suffolk Council

- 21.05.08 To appoint or to confirm the following officers of the Council or to take other action as appropriate (current post holder in brackets);
- | | | |
|------|--|----------------------|
| 8.1 | Cemetery & Churchyard Officer | (Mr John Norton) |
| 8.2 | Emergency Planning | (Cllr Mike Lavelle) |
| 8.3 | Environment & Sustainability Officer | (Mrs Mary Jolland) |
| 8.4 | Footpath Officer | (Mr Roger Medley) |
| 8.5 | Highways & VAS Officer | (Cllr John Barton) |
| 8.6 | Internal Monitoring Officer | (Cllr Mike Lavelle) |
| 8.7 | Planning Officer | (pending) |
| 8.8 | Play area inspections Officer | (Mr Roger Merry) |
| 8.9 | Play area inspections – Bury Road | (Mr Kevin Grimes) |
| 8.10 | Public Access Devices Officer | (Cllr Paul Couzens) |
| 8.11 | Road Safety Working Group | (Cllr Sandy Thwaite) |
| 8.12 | SALC Area Meetings | (Cllr John Barton) |
| 8.13 | Six Acres Officer | (Cllr Kerry Merritt) |
| 8.14 | Tree Officer | (Mr Roger Medley) |
| 8.15 | Village Greens Officer | (Mr John Norton) |
| 8.16 | Village Recorder | (Dorothy) |
| 8.17 | Village Website, Social Media & News Officer | (pending) |
- 21.05.09 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
- | | | |
|-----|------------------|-----------|
| 9.1 | United Charities | (pending) |
|-----|------------------|-----------|
- 21.05.10 To appoint members to the following Committees (current post holders in brackets) (NB Chairman & Vice Chairman of Council are members *ex Officio*):
- | | | |
|------|-------------------|--|
| 10.1 | Estates Committee | (Cllrs Barton, Couzens, Merritt, Norton) |
|------|-------------------|--|
- 21.05.11 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
- | | | |
|------|---------------------------------------|----------------|
| 11.1 | Community Action Suffolk | FOC |
| 11.2 | ICO Data Protection | £40.00 (paid) |
| 11.3 | National CLT | £150.00 |
| 11.4 | Suffolk Association of Local Councils | (£430.22 paid) |
| 11.5 | Suffolk Preservation Society (CPRE) | £36.00 (paid) |
- 21.05.12 To review inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Community Action Suffolk in respect of all insurable risks (tabled and circulated as **WPC.21.05.04**)
- 21.05.13 Confirmation of approved dates for meetings to the next Annual Meeting in 2022, to be held in the Dulcie Smith Room, Memorial Social Centre, Wickhambrook unless otherwise advised.
- 2021/2022 Parish Council Meetings:**
Thursday 29th July, 30th September, 25th November '21, 13th January, 31st March, 28th April & 26th May '22
- 2021/2022 Estates Committee Meetings:**
Thursday 3rd June, 5th August, 7th October, 3rd December '21 & 3rd March '22
- 21.05.14 To confirm the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
- View & Authorise** Cllrs J Barton; P Couzens; K Merritt; S Thwaite; T Turner
- View Only** Cllr M Lavelle
- 21.05.15 To note that Accountability Plus will continue to provide the payroll service for the Council for the next financial year.

- 21.05.16 Apologies for absence to be noted or approved – Cllrs K Merritt, S Thwaite
- 21.05.17 17.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
 17.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 17.3 To receive requests for dispensations
 17.4 To note any additions and/or deletions to the Council's Register of Interests.
- 21.05.18 18.1 Proposal:**
That the Minutes of the Parish Council meeting held on 25th March 2021, as tabled, be agreed as a true record.
- 18.2 That the minutes of the Estates Committee held on 3rd March 2021 be noted.
- 21.05.19 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report, and take action as appropriate.
- 19.1 SALC Bulletins
 Reminder to take part in Government Remote meetings consultation
 New code of Conduct developed by Local Government Association
 Welcome Back Fund
- 19.2 West Suffolk Council – safe re-opening of town centres
 19.3 Suffolk Constabulary – New Locality Commander for Sudbury & Haverhill
 19.4 Clare TC - Reminder to attend Clare Division Suffolk Day and Proclamation
 19.3 Suffolk Community Foundation – The Covid Local Support Grant
- 21.05.20 Public comment or question invited on any Agenda item (**Open Session**).
Session to close on or before 7.45pm.
- 21.05.21 To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
- 21.1 Highways/VAS reporting Cllr John Barton (circulated)
 Bunters Road – South East Direction
- 21.2 Emergency Planning Cllr Mike Lavelle
- 21.3 Road Safety Working Group Cllr Sandy Thwaite (circulated)
- 21.05.22 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 22.1 Documents required for the 2020-2021 audit have been submitted to Heelis & Lodge (Agenda Item 21.05.04 refers).
- 22.2 The application for the Multi-pay charge card has now been submitted to Unity Trust Bank, together with an updated mandate to include Cllr T Turner as an authorised Signatory (view and authorise).
- 22.3 That the clerk has contacted the owner of the land to the rear of the cemetery, who has not yet reached a decision on whether they would wish to proceed with a sale of the land.
- 22.4 **Proposal**
To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £125 plus VAT for the current financial year.

- 21.05.23** 23.1 To note the following income received

SUMMARY OF PAYMENT RECEIVED		AMOUNT
23.1.1	Hanchetts	£100.00
23.1.2	Saxon Monumental Masons	£150.00
23.1.3	HMRC VTR – Quarter 4 2020/2021	£2318.50
23.1.4	H J Paintin Limited	£275.00
23.1.5	West Suffolk Council – Precept & Covid Grant	£35,920.00

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

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
23.2.1	JRB Enterprise Ltd – Dog Waste Bags #22354	£91.14
23.2.2	Refund to Clerk – Stationery & Office Equipment	£113.90
23.2.3	SALC – Cllr Training Costs (5 Modules) #24706	£150.00
23.2.4	Countryside Equestrian Limited # 6138	£88.00
23.2.5	Refund to Clerk (Timpsons – 2 sets keys cut for chapel of rest	£46.80
23.2.6	SALC – Printed Training Material - #24298	£9.40
23.2.7	SALC – Councillor Training Costs (1 Module) #24304	£30.00
23.2.8	SALC – Membership Subscription 2021/2022 # 24623	£457.39
23.2.9	CLT – Membership Subscription 2021/2022 # INV-2248	£150.00
23.2.10	Refund to Cllr Barton – Print Toner	£41.19
23.2.11	Refund to Clerk – Adobe Subscription #IEN2021015817300	£15.17
23.2.12	Refund to Clerk – Zoom licence (April/May)	£14.04
23.2.13	Clerk – Home Working Allowance	£64.50
23.2.14	Clerk – 2020-21 Quarter 4 Expenses	£29.97
23.2.15	Printerland – Print Toner	£492.00

23.3 Proposal:

That the payments to be made, listed above at 11.2 be authorised.

23.4 To note the following payments previously authorised.

PAYMENT TYPE	SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT	AMOUNT
23.4.1	BACS Hilary Workman – Clerk Salary –Period 12 (Min. 20.04.8.2 refers)	£601.78
23.4.3	DD E.ON Chapel of Rest #H10C984823 21/03/2021 (Min 21.03.11.6 refers)	£12.38
	DD Smart Pension Period 12 (March) (Min 20.04.8.2 refers)	£19.55
23.4.4	BACS The Rainbird Partnership: Pensions Administration Q4 2020/21 #6157 (Min. 21.03.11.7 refers)	
23.4.5	BACS CAS Business Services (parish insurance) (Min.21.02.10 & 21.03.10.1 refer)	£754.89
23.4.6	BACS HMRC – Tax & NI Liability Period 12 (Min. 21.03.11.7 refers)	£155.09
	BACS Arthritis Action – Charity Donation (Min.21.02.12.2 refers)	£50.00
	BACS Fresh Start New Beginnings – Charity Donation (Min 21.03.11.2 refers)	£50.00
23.4.7	DD EE Limited – Clerk mobile #VO1863733357 (Min. 21.03.11.6 refers)	£36.95
23.4.8	DD E.ON Limited – Chapel of Rest #H10D0D88FD (Min. 21.03.11.6 refers)	£23.55
23.4.9	BACS Mdsign – Website Updates Q4 2020/21 #1733 (Min. 21.03.11.7 refers)	£198.00
23.4.10	BACS Suffolk Tree Surgery – Work to parish trees #1203 (Min.EC.20.12.8.2.2 refers)	£1060.00
23.4.11	BACS Mdsign – Website Accessibility Work #1755 (Min. 21.02.17.2 refers)	£378.00
23.4.12	BACS CountrySide Equestrian Limited – Balance on Refurbishment of Cemetery Gates #5979 (Min. EC.20.12.9.2 refers)	£1538.80
23.4.13	BACS Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/02/21 – 06/03/21 #E0100DRQ8W (Min. 21.03.11.7 refers)	£45.60
23.4.14	BACS West Suffolk Council – Bin & Dog Waste Collection #1142842 (Min 21.03.11.7 refers)	£480.54
23.4.15	BACS Suffolk Accident Rescue Service – Charity Donation (Min 21.03.13.2 refers)	£50.00
23.4.16	BACS Hilary Workman – Clerk Salary – Period 1 (Min. 21.03.11.7 refers)	£735.18
23.4.17	BACS HMRC – Tax NI Liability Period 1 (Min. 21.03.11.7 refers)	£21.00
23.4.18	BACS R H Landscapes #000973 April Cuts (Min. 21.03.11.7 refers)	£1056.00

23.5 To note the current account balances and reconciliation to 31st March 2021 (year end), and the Chairman’s confirmation that they are supported by relevant bank balances.

21.05.24 To consider a summary of proposed virements to earmarked reserves (tabled and circulated as **WPC.21.05.05**) and take action as appropriate.

Proposal:

To authorise virement of funds in General Reserve to Earmarked Reserves equivalent to unspent funds in the 2020.21 financial year, as identified in Appendix A to report WPC.21.05.05 in accordance with the Reserves policy.

- 21.05.25 To consider the request for a dispensation of the S.106 agreement in respect of a property at Nunnery Green (tabled and circulated as **WPC.21.05.06**) and take action as appropriate.
- 21.05.26 To note Planning results as notified by West Suffolk summarised below:
- 26.1 **DCON(A)/20/2209** Application to discharge condition 3 (bricks and mortar) of application DC/20/2209/LB
Black Horse Farmhouse Ashfield Green Wickhambrook CB8 8UZ
WSC: Approved
- 26.2 **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 CB8 8UN
WSC: Approved
- 26.3 **DC/21/0412/AG1** Determination in respect of permitted agricultural development - agricultural road
Twights Farm Baxters Green Wickhambrook CB8 8UY
WSC: Not Required
- 26.4 **DC/21/0195/P3QPA** Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015
(a) change of use of agricultural building to dwellinghouse (class C3) to create three dwellings
(b) associated operational development
The Old Grainstore Giffords Lane Wickhambrook Suffolk
WSC: Prior approval required and granted
- 26.5 **DC/20/2208/HH** Householder planning application - rear garden room
Black Horse Farmhouse Ashfield Green Wickhambrook CB8 8UZ
WSC: Approved
- 26.6 **DC/20/2209/LB** Application for listed building consent
rear garden room
Black Horse Farmhouse Ashfield Green Wickhambrook CB8 8UZ
WSC: Approved
- 26.7 **DC/20/1900/FUL** Planning application
vehicular access
Land At Giffords Lane Giffords Lane Wickhambrook Suffolk
WSC: Approved
- 21.05.27 To note the following Planning applications notified by SEBC for comment:
- 27.1 **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
- 27.2 **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
- 27.3 **DC/21/0518/FUL** - Full Planning Application
two dwellings following demolition of existing dwellings
Aldersfield Hall Ashfield Green Wickhambrook CB8 8UZ
- 27.4 **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, Newmarket
- 21.05.28 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 28.1 The following item was circulated and there was not request for consideration at an extra-ordinary meeting:
DC/21/0155/HH – Householder planning application
one annexe
The New House Coltsfoot Green Wickhambrook CB8 8UW

- 21.05.29 To note an update on the Housing Needs Survey to be commissioned with Community Action Suffolk (tabled and circulated as **WPC.21.05.07**) and take action as appropriate.
29.1 Proposal:
The parish council authorise the cost of printing leaflets to promote the drop-in public meeting planned for July, at a cost of not more than £150.00.
- 21.05.30 To note an update on Quiet Lanes Suffolk (tabled and circulated as **WPC.21.05.08**) and take action as appropriate.
30.1 Proposal:
Wickhambrook Parish Council authorise the following costs associated with Quiet Lanes:
- i. **Not more than £150.00 for the production of leaflets advising the proposed Quiet Lanes and date of public meeting**
 - ii. **£50.00 per route to be designated as a quiet lane (maximum eight routes)**
- 21.05.31 Any other matters for information, to be noted or for inclusion on a future agenda
- 21.05.32 To confirm that the scheduled date for the next meeting is Thursday 29th July beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 21.05.33 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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