

## Wickhambrook Parish Council

### Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 22<sup>nd</sup> July 2021**

**Present:** Cllrs, P Couzens, M Lavelle, K Merritt, S Thwaite (part), and T Turner

**Attending:** Parish Clerk Hilary Workman, DC Cllr Sarah Pugh, Mr Richard Byers

This meeting was held in the Dulcie Smith Room, Wickhambrook Memorial Social Centre.

- 21.07.01      **Noted:**  
The following apologies for absence were noted – SC Cllr Bobby Bennett
- 21.07.02      **Noted:** That when invited, there were no
- 2.1 Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
  - 2.2 Declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 2.3 Requests for dispensations; and
  - 2.4 Following the resignation of Cllr Norton, the respective deletion of his details from the Council's Register of Interests was noted
- 21.07.03      3.1 Resolved:**  
**That the Minutes of the Annual Meeting of the Parish Council meeting held on 6<sup>th</sup> May 2021, and the Extra-ordinary meeting of the parish council held on 3<sup>rd</sup> June 2021, as tabled, be agreed as a true record.**
- 21.07.04      **Noted:**  
The meeting considered the following 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 – completed and returned
    - Independent Living in Suffolk - website
    - Electric Vehicle Infrastructure - website
    - Rural Housing Week
    - West Suffolk Hospital Consultation website; and
    - Animal Welfare licensing consultation – no action
  - 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**). 7:10pm  
Mr Richard Byers noted that it had been good to attend the Community Engagement Day on 3<sup>rd</sup> July, and that with Roger Merry, who had also helped on the Neighbourhood Plan stand, they had gathered eleven individuals willing to help with the preparation of a Neighbourhood Plan on the day, and a further three had subsequently expressed an interest. They would keep recruitment open, but had identified a wide range of skills from those who had expressed an interest.  
Consequently they considered that it would be possible to have a core group, with people in working parties undertaking specific tasks and research, providing a useful way and sustainable approach to move forward with the project.  
Currently, the group was researching the extensive documentation and had identified a number of key tasks to undertake:  
– the designation of a neighbourhood area (likely to be the whole parish)

**Signed:** *Paul Couzens*

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- making contact with planning authority
- identifying key stakeholders
- appointing councillors to the working group; and
- through a meeting, identifying the scope of the plan (either very discreet, restricted to planning issues, or wider, encompassing transport, infrastructure etc

**7:16 pm closed.**

**The meeting resolved under standing orders to consider agenda item 18 at this point.**

21.07.06 **Noted:** 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 – not present

6.2 Cllr Mrs Sarah Pugh, West Suffolk Council (previously circulated), who further advised that:

- Great Barton's Neighbourhood plan had just been made. Cllr Pugh kindly offered to put the clerk in touch with others who had been/were going through the process.

Cllr Thwaite joined the meeting

- Cllrs had met at Newmarket Racecourse to look at the development of the Western Way NHS Hub, which would bring together court services, business services and outpatient services in the community for NHS (e.g. physiotherapy, speech therapy, and hearing) thus keeping the new NHS hospital at West Suffolk for critical and inpatient care. The new hub would be self-sufficient in energy generation and a new Leisure centre would be developed.
- Development of the new Local plan was in progress, but an updated timetable had been published.

Cllr Pugh and Richard Byers left the meeting

21.07.07 **Noted:**

The following officers of the Council were appointed

7.1 Planning Officer

pending new councillor

7.2 Village Website, Social Media & News Officer

Cllr Turner

21.07.08 **Noted:**

Confirmation of representatives of Council on the following bodies:

8.1 United Charities (Julian Wilson to continue as lay member)

Mr Julien Wilson had advised he was content to continue as a lay member and report back to the parish council. A report to be submitted for the next agenda.

21.07.09 **Noted:**

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

Cllr Lavelle advised that work was in progress and that he had been exchanging emails with Vince Williams (EPO) at West Suffolk

9.3 **Road Safety Working Group** Cllr Sandy Thwaite

Cllr Thwaite advised that the working group was still awaiting a visit from SCC Highways Engineers. Unfortunately, there hadn't been much feedback from the Community Engagement Day about the proposals of the Road Safety Working Group. The clerk reported that she too had chased Cllr Bennet and Suffolk County Council. Cllr Turner suggested that the parish council contact the new police and crime commissioner to try to progress the work of the Road Safety Working Group.

**Signed:** Paul Couzens

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21.07.10 **Noted:** A summary of decisions taken at the Estates Committee on 3<sup>rd</sup> June 2021.

**Min No. Resolved:**

- |              |   |
|--------------|---|
| <b>8.2.1</b> | 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. |
| <b>9.1</b>   | 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.                       |
| <b>10.1</b>  | 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 Noted:** Clerk's report

- 11.1 That documents required for the 2020-2021 audit had been submitted to PKF Littlejohn LLP and an acknowledgement received.
- 11.2 That VAT126 Claims had been submitted for Quarter 1 of the current financial year to the sum of £2099.52.
- 11.3 the meeting considered actions relating to Coltsfoot Green (*previously circulated as WPC.21.07.01*) and
- 11.3.1 Resolved**  
**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 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 Resolved**  
**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, charged those at the end of Quarter 1 of this financial year at the lower level (£18.00).
- 11.4 That the Community Engagement Day held on 3<sup>rd</sup> 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 (agenda items 17, 18, 19 referred).
- 11.5 That the clerk's mobile contract had 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 That the fabricated "Willow Heart" to commemorate the kindness of residents of the parish in the pandemic year had been erected on the village sign.
- 11.7 That the trial of accounting software was progressing well and had already saved time in the production of reports and VAT126 claims.
- 11.8 That a Locality Grant application was being prepared to cover the cost of the Road Safety Posters.
- 11.9 Cllr Norton had resigned with immediate effect but would continue as a lay person on the Estates Committee. The parish council extended its thanks to Cllr Norton for his contribution to the parish council.

**21.07.12 Noted**

12.1 The following income received

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

12.2 The payments to be made as listed below:

**Signed:** Paul Couzens

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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 (n.b. – this was corrected from £49.99 as published in the agenda)	£49.95
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 (n.b. – this was corrected from £4.96 as published in the agenda).	£167.31
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 Resolved:**  
**That the payments to be made, listed above at 12.2 be authorised.**

12.4 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 ( <b>Min. 21.02.17.2 refers</b> )	£378.00
12.4.4	DD E.ON – Chapel of Rest (May)	£12.38
12.4.5	BACS Wickhambrook Primary Academy: Road Safety Project Support ( <b>Min.21.03.9.3.2.1</b> )	£140.00
12.4.6	BACS Wickhambrook Primary Academy: Road Safety Project Support ( <b>Min.21.03.9.3.2.2</b> )	£60.00
12.4.7	BACS Mdsign: Website Quarterly Updates Work #1771 ( <b>Min 21.03.12.7</b> )	£198.00
12.4.8	BACS R H Landscapes #001030 May Cuts ( <b>Min. 21.03.12.7</b> )	£1098.00
12.4.9	BACS Rialtas Business Solutions Ltd: Subscription #SM23737 ( <b>Min 21.03.12.7</b> )	£231.60
12.4.10	BACS Wave (Anglian Water Business Ltd) #8927913 ( <b>Min.21.03.12.7</b> )	£13.93
12.4.14	BACS Verse: Printing of Road Safety Posters) #SIN002108 ( <b>Min.21.02.9.3.2.3</b> )	£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 ( <b>Min.EC20.10.8.4.2</b> )	£420.00
12.4.18	BACS D R King & Son: New posts @ Tennis Court area #1138 ( <b>Min.EC20.10.8.2</b> )	£144.00
12.4.19	BACS D R King & Son: Level Graves & Seed #1136 ( <b>Min.EC.21.03.8.2.2 &amp; 20.03.09.2.iii</b> )	£1056.00
12.4.20	BACS D R King & Son: Base for bench in Cemetery #1135 ( <b>Min.EC.20.10.9.2</b> )	£384.00
12.4.21	BACS HMRC – Tax NI Liability Period 2 ( <b>Min. 21.03.12.7</b> )	£21.20
12.4.22	BACS Hilary Workman – Clerk Salary – Period 2 ( <b>Min. 21.03.12.7</b> )	£734.98
12.4.23	DD Smart Pension: Period 2 pension contributions	£19.55

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12.4.24	DD	Three Clerk & Emergency Mobile (May) #AEP1210510312	£25.62
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 The current account balances and reconciliations to 30th June 2021, and the Chairman's confirmation that they were supported by relevant bank balances.

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

**Resolved**

**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 **Noted:**

That, 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 requests (previously circulated as **WPC.21.07.03**) was considered and the meeting

**12.1 Resolved**

**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 **Noted:** 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 CB8 8UN**

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

**Signed:** Paul Couzens

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- 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  
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 **Noted:** 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**  
The meeting agreed to support the application
- 14.2 **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.**
- 21.07.15 **Noted:** Other Planning matters for information, to be noted or for inclusion on a future agenda.

Signed: Paul Couzens

Date: 30/09/2021

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 Noted:**

The meeting considered the proposal for widening engagement with residents of the parish through Social Media and a new E-newsletter (previously circulated as **WPC.21.07.04**) and

**Resolved**

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

**21.07.17 Noted:**

The meeting considered an update on the Housing Needs Survey to be commissioned through Community Action Suffolk (previously circulated as **WPC.21.07.05**) and

**Resolved**

**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 Noted:**

The meeting considered (following item 5, public session, on the agenda) an update on Neighbourhood Planning (*previously circulated as WPC.21.07.06*), the clerk's advice that:

- The Local Plan which is currently being prepared for publication in July 2024 had raised a number of concerns in various villages and West Suffolk Council had issued a revised timetable for consultations.
- The next consultation for the public would be from March – May 2022. The comments would then be fed into the Plan and an amended Plan will be made available for public consultation from February-April 2023. It would then be revised and then submitted to the Secretary of State in June 2023.
- In September 2023 there would be an examination in public and final modifications would be made in February 2024.
- It would then be submitted to the Inspector in May 2024 and adopted by West Suffolk Council in July 2024

and

**18.1 Resolved:**

**18.1.1 Appoint two councillors to the Neighbourhood Plan steering group; Cllrs Thwaite (check) & Cllr Turner**

**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 clerk to submit a grant application to Locality for Neighbourhood Planning financial and technical support.**

**21.07.19 Noted:**

The meeting considered an update on Quiet Lanes Suffolk (*previously circulated as WPC.21.07.07*) and

**19.1 Resolved (as report)**

**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 Noted:**

**Signed:** Paul Couzens

**Date:** 30/09/2021

The meeting considered options for the Multi-Use Games Area (MUGA), (*previously circulated as WPC.21.07.08*) and, having noted that at present the posts are rotten, but the wood is in fairly good condition. As each section is removed it is likely to become weaker, agreed that the best course of action would be to take the space out of use and organise a working party to take down the boarding and posts. The meeting asked the clerk to:

- Contact Cllr Claydon to establish whether it would be possible for the teleport to be used to take down the larger sections, and the wood subsequently stored on his land;
  - Investigate grant funding opportunities through Sport England and other organisations
  - Contact the insurers to establish whether they would cover the cost of clearing the site
  - Identify options to develop
  - Investigate the cost of new fencing to close off skate park end of the site
- And report back to the next Estates Committee.

21.07.21 **Noted:**

When any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:

- The clerk had approached the Memorial Social Centre trustees regarding preparation for renewal of the lease on the play area in January 2023; and
- Memorial Social Centre trustees had approached the parish council to request grant funding towards the refurbishment of the village hall roof.

21.07.22 **Noted:**

Confirmation 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 **Noted:** Close of meeting. **8:12pm**

**Signed:** Paul Couzens

**Date:** 30/09/2021