

Wickhambrook Parish Council

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 30 September 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

- 21.09.01 Apologies for absence to be noted or approved –
- 21.09.02 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.
- 21.09.03 **3.1 Proposal:**
That the Minutes of the Ordinary meeting of the parish council held on 22nd July 2021, and Extra-Ordinary meeting of the parish council held on 8th September, as tabled, be agreed as a true record.
- 21.09.04 4.1 To consider the co-option of up to two Councillors to the Parish Council and to take action as appropriate
4.2 Proposal: Cllr Couzens
That Mr Simon Moy be co-opted on to Wickhambrook Parish Council to serve forthwith.
- 21.09.05 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
4.2 West Suffolk Council:
– Consultation on Gambling Policy
– Information about Tree Wardens and The Queen's Green Canopy.
4.3 Festival of Suffolk – Plans for Queen's Platinum Jubilee Celebration
4.4 Correspondence from Local Residents
– Bench Seating at Recreation Ground and Six Acres
– Land to rear of Croft Close
4.5 Anglia Water – Strategic water network programme & Land to rear of Croft Close
4.6 The Voluntary Network – Update
4.7 Suffolk Community Foundation
4.8 Suffolk Constabulary – Community Policing – Vehicle Crime & Security
4.9 Local Resident to Gazeley – Traffic Calming measures
4.9 Royal British Legion – Displaying a Tommy
- 21.09.06 Public comment or question invited on any Agenda item (**Open Session**).
Session to close on or before 7.45pm.

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- 21.09.07 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
- 21.09.08 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 Vice-chairman of the Council (pending)
 7.2 Planning Officer (pending)
 7.2 Highways/VAS reporting (pending)
- 21.09.09 To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
 9.1 Emergency Planning Cllr Mike Lavelle
 9.2 Road Safety Working Group Cllr Sandy Thwaite
 9.3 Neighbourhood Plan Cllr Tracey Turner
(tabled and circulated as WPC.21.09.01)
Proposal: Cllr Turner
9.3.1 The parish council direct the clerk to apply to West Suffolk Council for the parish of Wickhambrook to be designated a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan, and submit the application form and plan attached as Appendix A to report WPC.21.09.01.
9.3.2 Authorise unspent £75 plus VAT allocated under Minute ref 21.07.17 for future delivery of a parish wide Household Survey;
- 21.09.10 To note a summary of decisions taken at the Estates Committee on 5th August 2021.

Min No. Resolved:

8.2.1	<ul style="list-style-type: none"> a) To authorise the cost of removing vegetation and cleaning the guttering of the Chapel of Rest, at a cost of not more than £170.00 plus VAT. - approved b) To authorise the cost taking out on entrance to cemetery (Chapel of Rest entrance), remove Yew trees first on left and first on right to open up for Landscape scenery at a cost of £200.00. - approved c) To authorise the cost of purchasing two waterbutts to replace those at the front of the Chapel of Rest, at a cost of not more than £120.00 plus VAT. - approved d) To authorise the cost of repointing and work to the War Memorial at a cost of not more than £670 plus VAT. approved
8.4	The committee delegate to the clerk authority to either renew the existing (electricity) contract or move to an alternative supplier upon expiry of the existing contract based on quotes available at the time renewal falls due.
9.1	<p>9.1.1 To authorise the cost of:</p> <ul style="list-style-type: none"> i. Strimming of the outer banks of the recreation ground & six acres a maximum of two times in this current financial year at a cost £220.00 per visit; - approved ii. To cut the hedges around the bowling green, along the track next to the rec, the beech hedge near the car park and the hedge around the cemetery a maximum of two times in this current financial year at a cost of £395.00 + VAT per cut; and approved <p>9.1.2 To refer an item to the next meeting of the parish council to authorise the anticipated increase on the contract to reflect the changes to cutting frequencies (£1535.00 plus VAT) and adjust the due payments schedule accordingly; and</p> <p>9.1.3 To approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B, (subject to any changes agreed at the meeting) in advance of quotes being requested for the grounds contract for financial year 2022/23.</p>

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10.1 To authorise the commissioning of a Survey of Parish Trees in 2021 and undertake two walk-round tree inspections in years 2 and 3 (2022 & 2023) at a cost of £500 plus VAT to be carried out by Acacia Tree Surgery.

11.1 Estates Committee authorise the commissioning of a workshop organised through West Suffolk Families and Communities Team to address Graffiti in the Skatepark and consult with users on new equipment at a cost of £500 plus VAT.

21.09.11 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

11.1 To note an oral update on Quiet Lanes Suffolk and take action as appropriate.

11.2 To note that the VAT126 Claims submitted for Quarter 1 (£2099.52), and July (£282.01), have been paid (see agenda items 12.1.1 & 5), and that a further claim has been submitted for August (£453.54).

11.3 To note the resignation of John Barton from the parish council and thank him for his contribution.

Proposal: Cllr Couzens

To remove John Barton as an authorized signatory on the parish council Unity Trust bank accounts.

11.4 To note the External Auditors's report and certificate 2020/21 (tabled and *circulated as WPC.21.09.02*), 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.

Proposal: Cllr Lavelle

That, having noted the External Auditors advice, the parish council adopt the proposed policy on valuing assets (tabled as Appendix B to report WPC.21.09.02).

11.5 To note that following submission of a Community Restart Application to Community Action Suffolk, it is recommended that the parish council adopt a Safeguarding Policy (tabled and circulated as **WPC.21.09.03**).

Proposal: Cllr Couzens

That the parish council adopt the proposed Safeguarding policy (tabled and circulated as Appendix A to WPC.21.09.03)

11.6 To consider the proposed response to West Suffolk Council's consultation on a revised services and facilities matrix (tabled and circulated as **WPC.21.09.04**) and take action as appropriate.

11.7 To consider a request in respect of a memorial to include a porcelain image on the memorial (tabled and circulated as **WPC.21.09.05**) and take action as appropriate.

11.8 To consider an update on Social Media and ICT (tabled and circulated as **WPC.21.09.06**) and take action as appropriate.

21.09.12 12.1 To note the following income received

SUMMARY OF PAYMENT RECEIVED		AMOUNT
12.1.1	HMRC – VAT126 Claim Quarter 1 2021.22	£2099.52
12.1.2	West Suffolk Council – Locality Grant – Road Safety Posters	£334.00
12.1.3	H J Paintin Ltd – Interment & Memorial – Clarry	£500.00
12.1.4	EE – CREDIT REFUND	£0.20
12.1.5	HMRC-VTR- July VAT126 Refund	£282.01
12.1.6	Southgate of Newmarket – Alexander	£250.00
12.1.7	Saxon Monumental Craft – Di Giulio	£300.00

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

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
12.2.1	Suffolk Assn. of Local Councils – Training Cllr Turner #24966	£30.00
12.2.2	Suffolk Assn. of Local Councils – Training H Workman #25013	£30.00
12.2.3	H Workman – Printerland – Refund of Waste Toner Bottle # SO684468	£34.37
12.2.4	Mdsign – Events Calendar Plugin - #1813	£242.66
12.2.5	H Workman – Refund of Zoom subscriptions (Aug & Sept '21)	£28.78
12.2.6	West Suffolk Council – Skip for MUGA panel removal #1169622	£357.96
12.2.7	Parish Online- Mapping Software #42UF076-0005	£120.00
12.2.8	PKF Littlejohn LLP – External Audit #SB09407	£360.00
12.2.8	H Workman – Quarter 2 Homeworking Allowance	£64.50
12.2.9	H Workman – Quarter 2 Expenses	£136.68
12.2.10	H Workman – Refund of Adobe Subscriptions July – September	£45.51

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	BACS	Hilary Workman – Clerk Salary – Period 4 (Min. 21.03.12.7)	£734.98
12.4.2	BACS	HMRC – Tax NI Liability Period 4 (Min. 21.03.12.7)	£21.20
12.4.3	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/06/21 – 06/07/21 #E0100F1S1JW (Min. 21.03.12.7)	£45.60
12.4.3	BACS	Verse – A3 Printing & Large formats (Min.21.02.9.3.2.3)	£201.84
12.4.4	DD	Smart Pension Period 4 pension contributions (Min. 21.03.11.7)	£19.55
12.4.5	DD	3 Business Services – Clerk & Emergency Mobile – July'21 #AGP1227275248 (Min. 21.03.11.6)	£22.00
12.4.6	BACS	R H Landscapes #001030 July Cuts (Min. 21.03.12.7)	£2142.00
12.4.7	BACS	Hilary Workman – Clerk Salary Period 5 (Min.21.03.11.7)	£752.18
12.4.8	BACS	Bruz Packs Ltd – Delivery of Quiet Lanes Notices #10580 (Min. 21.07.20.1.2)	£78.00
12.4.9	BACS	Azurevac – Cleaning Chapel of Rest Gutters # SR1125 (Min.EC.21.08.08.2.1.a)	£160.00
12.4.10	BACS	HMRC – Tax/NI Contributions Period 5 (Min. 21.03.11.7)	£4.00
12.4.11	DD	E.ON – Chapel of Rest (August)	£12.79
12.4.12	BACS	Mdsign – Website Updates #1811 (Min. 21.03.11.7 refers)	£198.00
12.4.13	BACS	Abbeygate Masonry Ltd – Re-pointing War Memorial #4853 (Min. EC.21.08.08.2.1.d)	£804.00
12.4.14	BACS	Wave/Anglian Water Business – Bowls Club #9339512 (Min. 21.03.11.7)	£14.45
12.4.15	BACS	R H Landscapes #001030 August Cuts #001225 (Min. 21.03.12.7)	£1428.00
12.4.15	BACS	Suffolk Tree Surgery & Landscape – Work to cemetery trees # 1229 (Min. EC.21.06.8.2.1 & EC.21.08.8.2.1.b)	£450.00
12.4.16	DD	3 Business Services – Clerk & Emergency Mobile – August'21 #AHP123590606 (Min. 21.03.11.6)	£22.00
12.4.17	DD	E.ON – Chapel of Rest (September) #H10F050B97	£10.32
12.4.18	BACS	Sustainable Furniture (UK) Ltd – Garden Bench for Coltsfoot Green #SFO-49663 (Min. 21.07.11.3.1)	£245.00

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12.4.19	DD	3 Business Services – Clerk & Emergency Mobile – Sept’21 #AHP1244454794 (Min. 21.03.11.6)	£22.00
12.4.20	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/07/21 – 06/08/21 #E0100FDLDH (Min. 21.03.12.7)	£45.60
12.4.21	BACS	Wickhambrook Memorial Social Centre – Hire of MSC: August #1217 (Min.21.03.11.7)	£20.00
12.4.22	BACS	H Workman – Refund of purchase of Waterbutts: Amazon Marketplace (Min. EC.21.08.9. refers)	£109.98
12.2.23	BACS	Hilary Workman – Clerk Salary Period 6 (Min.21.03.11.7)	£752.18
12.2.24	BACS	HMRC – Tax/NI Contributions Period 6 (Min. 21.03.11.7)	£4.00

12.5 To note a payment made under the Scheme of Delegation 3(b) (in cases of extreme risk to the delivery of council services, the Clerk/RFO may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out)

BACS Information Commissioner (ICO Registration) £40.00

Proposal: Cllr Lavelle

That an annual direct debit (£35.00) be authorised for future annual registration with the ICO, representing a saving of £5 per annum.

12.6 **Proposal: Cllr Couzens**

To update the Parish Council’s authorised signatories to its Unity Trust accounts, making provision for Simon Moy to be added as an authorised signatory (view and authorise payments).

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

12.8 To note the review of income and expenditure against budget and the proposed adjustments to the approved budget (tabled and circulated as **WPC.21.09.07**).

Proposal: Cllr Lavelle

Authorise adjustments to Earmarked reserves as below:

- **Six Acres Development – reverse the virement from general to earmarked reserves in May (£1990), leaving Earmarked reserves of £2500**
- **Tree Surgery – via back to general reserves £1060 which represents the delayed payment from the previous year, leaving earmarked reserves of £1640.**
- **Cemetery & Churchyard – via all earmarked reserves back into general reserves (£1248.00) leaving a nil balance.**

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

13.1 **DC/21/1376/FUL** - Planning Application
Conversion of existing agricultural barn into three dwellings with vehicular access
Agricultural Building Giffords Lane Wickhambrook Suffolk
WSC: Approve Application **WPC:** Supported

13.2 **DCON(A)/20/2079** - Application to discharge conditions
2, 3, 4, 6, 8, 9 and 10 of application DC/20/2079/LB
East Cottage Attleton Green Wickhambrook Newmarket Suffolk CB8 8YA
WSC: Application Granted **WPC:** Not Consulted

13.3 **DCON(A)/20/2078** - Application to discharge condition 2 of DC/20/2078/HH
East Cottage Attleton Green Wickhambrook CB8 8YA
WSC: Application Granted **WPC:** Not Consulted

13.4 **DC/21/1424/HH** - Householder planning application
a. second floor side extension
b. single storey side extension (following removal of shed and oil tank)
c. single storey rear extension
d. new roof to existing rear extension
Bridge House Coltsfoot Green Wickhambrook CB8 8UW
WSC: Application Granted **WPC:** Supported

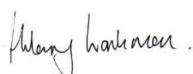
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- 13.4 **DC/21/1376/FUL** - Planning application
conversion of existing agricultural barn into three dwellings with vehicular access
Agricultural Building Giffords Lane Wickhambrook Suffolk
WSC: Application Granted **WPC:** No Objection
- 13.5 **DC/21/1132/HH** - Householder planning application –
detached outbuilding comprising office/guest bedroom
Stone Hall Cottage Baxters Green Wickhambrook Newmarket CB8 8UY
WSC: Application Granted **WPC:** No Extra-Ordinary Meeting Requested
- 13.6 **DCON(A)/20/1233** - Application to discharge conditions 5
(new/replacement windows - detailed) and 6 (new/replacement doors - int/ext) of
DC/20/1233/LB
Gaines Cottage Bunters Road Wickhambrook CB8 8XY
WSC:Application Granted **WPC:** Not Consulted
- 21.09.14 To note the following Planning applications notified by West Suffolk for comment:
- 14.1 **DC/21/1730** **Housholder Planning Application**
detached double garage
Holly House Giffords Lane Wickhambrook CB8 8PQ
- 14.2 **DC/1738/HH** Householder Planning Application
loft conversion to existing side extension with dormer to front and rear
elevations
Beckenried Bury Road Wickhambrook CB8 8PD
- 14.3 **DC/21/1403/FUL** Planning Application
- a) conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land
 - b) two detached storage buildings/garages (following demolition of existing bungalow and out buildings)
 - c) stable block and menage
 - d) solar PV array
 - e) outdoor swimming pool with associated pool plant and associated landscaping works
- 14.4 **DC/21/1404/LB** Application for Listed Building Consent
- a) conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land
 - b) two detached storage buildings/garages (following demolition
1. of existing bungalow and out buildings)
 - c) stable block and menage
 - d) solar PV array
 - e) outdoor swimming pool with associated pool plant and associated landscaping works
- 14.2 **Timber Barn Peacocks Farm Farley Green Wickhambrook**
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.
- 21.09.15 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/21/1424/HH** - Householder planning application
- a. second floor side extension
 - b. single storey side extension (following removal of shed and oil tank)
 - c. single storey rear extension
 - d. new roof to existing rear extension
- Bridge House Coltsfoot Green Wickhambrook CB8 8UW**

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- 21.07.16** To note the proposal put forwards by the Estates Committee (tabled and circulated as **WPC.21.09.08**) to adjust the Grounds Contract for the current financial year and take action as appropriate.
- 16.1 Proposal: Cllr Couzens**
- i. a further **£2,180 plus VAT** to cover the cost of the adjustment necessary to the grounds contract arising from the necessary additional cuts added to the schedule in the early spring months of the year;
 - ii. increase the total amount approved under the List of Due Payments (Min. **21.03.11.7** refers) in respect of R H Landscapes and Maintenance to **£9580 plus VAT**;
 - iii. Approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B, (subject to any changes agreed at the meeting) in advance of quotes being requested for the grounds contract for financial year **2022/23** (Min. **EC.21.08.91.1.2** refers);
- 21.09.17 To note an update on the Housing Needs Survey to be commissioned with Community Action Suffolk (tabled and circulated as **WPC.21.09.09**) and take action as appropriate.
- 21.09.18 To note options for the Multi-Use Games Area (MUGA), (tabled and circulated as **WPC.21.09.10**) and take action as appropriate.
- 18.1 Proposal: Cllr Couzens**
- 18.1.1 The parish council authorise the cost of works to the old MUGA space on Six Acres to include:**
- i. Removal and disposal of a basket ball hoop at Ground level - **£112.50**
 - ii. Undertake repairs to damaged tarmac area **£654.37**
 - iii. Supply and install Green Bow Top fencing height of 1.2m - **£4269.80**
 - iv. Delivery - **£212.55**
- At a total cost of **£5249.22 plus VAT**, undertaken by Playforce, and approve the transfer of **£5,250** from earmarked reserves (Teen Project Replacement) to General Reserves.
- 18.1.2 The parish council delegate the clerk to submit any appropriate grant applications to attract funding for the development of the re-development of the old MUGA space for outdoor gym equipment.**
- 21.09.19** To nominate a councillor to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 7th November, and
- Proposal: Cllr Couzens**
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 21.09.20 Any other matters for information, to be noted or for inclusion on a future agenda
- The clerk has approached MSC regarding preparation for renewal of the lease on the play area in January 2023
 - Request for contribution to MSC for re-roofing
- 21.09.21 To confirm that the scheduled date for the next meeting is Thursday 25th November beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 21.09.22 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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