

Wickhambrook Parish Council

Minutes

Of an Ordinary meeting of the Parish Council held on **Thursday 25th November 2021**

Present: Cllrs P Couzens, J Claydon, K Merritt, M Lavelle, S Moy, T Turner

Attending: Parish Clerk Hilary Workman

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

- 21.11.01 Apologies for absence to be noted or approved:
- Cllr Sandy Thwaite: Family Caring Responsibilities - approved
 - Noted:
 - WSC: Cllr Sarah Pugh
 - SCC: Cllr Bobby Bennett
- 21.11.02 **Noted:** That there were
- 2.1 No Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
 - 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 2.3 No requests for dispensations; and
 - 2.4 The Council's Register of Interests had been updated to include those of Cllr S Moy.
- 21.11.03 Resolved**
- That the Minutes of the Ordinary meeting of the parish council held on 30th September, as tabled, be agreed as a true record.**
- 21.11.04 **Noted:**
- That no applications had been received in respect of co-option to the Parish Council, and that therefore the proposal below was withdrawn:
- 4.2 Proposal - Withdrawn**
- That one individual be co-opted on to Wickhambrook Parish Council to serve forthwith.**
- 21.11.05 **Noted:**
- The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously attached as [WPC.21.11.01](#)), and noted comments from Cllr Lavelle with respect to Solar for Business.
- 21.11.06 **Noted:** 19:10pm
- That when public comment or questions were invited on any Agenda item, there being no members of the public, the session was closed.
- 21.11.07 **Noted:**
- Reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 7.1 Cllr Mrs Bobby Bennett, Suffolk County Council ([previously circulated](#))
 - 7.2 Cllr Mrs Sarah Pugh, West Suffolk Council ([previously circulated](#))
- 21.11.08 **Noted:**
- The following officers of the Council were appointed:
- 8.1 Additional Member to Estates Committee – Cllr Moy

Signed: Paul Couzens

Dated: 13/01/2022

21.11.09 Noted:

The meeting considered reports and oral updates to this meeting relating to:

- 9.1 **Emergency Planning** Cllr Mike Lavelle
No updates
- 9.2 **Road Safety Working Group** Cllr Sandy Thwaite
The clerk reported that she was following up on requests to SCC Highways Engineers through Cllr Bennett.
- 9.3 **Neighbourhood Plan** Cllr Tracey Turner
The meeting noted an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook (previously circulated as [WPC.21.11.02](#)) and

Resolved

In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied.

The clerk further reported that Strategic Housing had confirmed it would accept a Housing Needs Survey and subsequent report through Cambs ACRE.

21.11.10 Noted:

A summary of decisions taken at the Estates Committee on 7th October 2021.

Min No. Resolved:

8.2.1	The Estates Committee authorise the cost of two batteries and two replacement packs for the defibrillators at a cost of not more than £494.00 plus VAT.
9.1	To authorise the works to parish trees as identified at WPC.EC.21.10.02 at a cost of not more than £670.00 plus VAT.
10.1	The Estates Committee authorise the cost of three additional DBS checks for the clerk plus two (councillors or committee members) at a cost of not more than £76.00.

21.11.11 Noted: Clerk's report

- 11.1 That the VAT126 Claims submitted for September and October (£427 and £736.15) had been submitted and payments received.
- 11.2 That Community Action Suffolk had submitted an invoice (£424.50) for stationery for the Housing Needs Survey. The meeting asked the clerk to write to CAS to dispute the invoice on the basis that at the time CAS had advised the parish council it was West Suffolk Council's preferred partner for undertaking an HNS, their agreement had already been dissolved and this information had not been made available to the parish council.
- 11.3 The meeting considered the proposed response to Suffolk County Council's consultation on a Lorry Routes (previously circulated as [WPC.21.11.03](#)) and asked the clerk to put forward their following concerns:
- B1063- the size of the vehicles over 44 tonnes – using smaller roads which may not be suitable in terms of strength of small bridges.
 - Chedburgh – Hargrave – this route was regularly being used as a rat run due to weight limits around Westley.
 - Pinch points on roads through the parish were being made much worse due to SCC not adequately trimming hedges and verges, thus forcing traffic into the centre of the carriageway.

- 11.4 The meeting considered the Suffolk Police & Crime Commissioner's consultation on Police and Crime Plan (previously circulated as [WPC.21.11.04](#)) and agreed it had no comments to make.
- 11.5 The meeting considered a draft Risk Management Policy and supporting draft Risk Assessment (previously circulated as [WPC.21.11.05](#)) and agreed that this should be adopted at the next meeting.
- 11.6 The meeting considered a consultation on proposed changes to Environmental Permitting Regulations (previously circulated as [WPC.21.11.06](#)) and asked the clerk to submit the draft response at Appendix B with no changes.
- 11.7 That a two year McAfee Livesafe Premium product had been purchased for the parish representing a saving of £4.99.
- 11.8 An oral update that a purchase order for bow top fencing to enclose the old MUGA space for Outdoor Fitness Equipment (**Min. 21.09.18.1 refers**) had been submitted.
- 11.9 That SmartPension had written advising an increase of their charges by £15 per month from December. The clerk had approached Accountability Plus to research another pension provider.

21.11.12 Noted:

- 12.1 The following income received

	SUMMARY OF PAYMENT RECEIVED	AMOUNT
12.1.1	HMRC – VAT126 Claim – August '21	£453.54
12.1.2	Wickhambrook Tennis Club – Ground Rent	£10.00
12.1.3	L Fulcher – Interment CR – Seal	£175.00
12.1.4	E.ON – Electricity Chapel of Rest: Credit Refund	£36.98
12.1.5	Wickhambrook Youth Football – Ground Rent	£30.00
12.1.6	West Suffolk Council – Locality Grant – Street Art	£500.00
12.1.7	Hanchets – Memorial Inscription	£100.00
12.1.8	HMRC – VAT126 Claim – September '21	£427.00
12.1.9	West Suffolk Council – Community Re-start Grant	£1700.00
12.1.10	HMRC – VAT126 Claim – September '21	£736.15

- 12.2 Payments to be made as listed below:

	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
12.2.1	Refund to Clerk: Kent Blaxill – Paviours & Postcrete	£87.82
12.2.2	Refund to Clerk: Zoom Subscription	£14.39
12.2.3	Memorial Social Centre: NP Meetings September #1227	£20.00
12.2.4	JRB Enterprise Ltd: Dog Waste Bags #23078	£91.14
12.2.5	Refund to Clerk – HM Land Registration enquiries x 4 @ £6.00	£24.00
12.2.6	Memorial Social Centre: NP Meetings October: #1243	£50.00
12.2.7	Refund to Clerk: Adobe Subscription – Oct #IEN2021042711925	£15.17
12.2.8	Refund to Clerk: Photography Licence @ Suffolk Archives	£5.00
12.2.9	Refund to Clerk: Stationery – Quiet Lanes materials	£26.97
12.2.10	SALC: Training – Clerk CILCA #25316	£30.00
12.2.11	Refund to Clerk: - Contribution to Professional Expenses	£120.00

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	BACS	The Rainbird Partnership Ltd: Smart Pension Processing # 6286 (Min. 21.03.11.7)	£54.00
12.4.2	DD	Smart Pension Period 5 & 6 pension contributions (Min. 21.03.11.7)	£39.10
12.4.3	BACS	HMRC – Tax/NI Contributions Period 7 (Min. 21.03.11.7)	£4.00
12.4.4	BACS	Imperative Training Ltd (Defib Shop): Defib Batteries & Pads (Min.EC.21.10.8.2.1.1)	£592.80
12.4.5	BACS	R H Landscapes: September Cuts #001299 (Min. 21.03.12.7 & EC.21.08.19.1.i & ii)	£2166.00
12.4.6	BACS	RBL Poppy Appeal – Donation to Wreath (Min. 21.09.19)	£50.00
12.4.7	BACS	Wickhambrook MSC: Room Hire #1226 (Min.21.03.11.7)	£30.00
12.4.8	BACS	Wickhambrook MSC: Room Hire #1211 (Min.21.03.11.7)	£20.00
12.4.9	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/08/21 – 06/09/21 #E0100FPNU0 (Min. 21.03.12.7)	£38.40
12.4.10	BACS	Hilary Workman – Clerk Salary – Period 7 (Min. 21.03.12.7)	£752.18
12.4.11	DD	3 Business Services – Clerk & Emergency Mobile – Sept'21 #AJP1253046746 (Min. 21.03.11.6)	£51.14
12.4.11	BACS	Tree Surgery Ltd: Survey of Trees # 37772 (Min. EC.21.08.10.1)	£600.00
12.4.12	BACS	Mdsign – Website Updates #1858 (Min. 21.07.16.1)	£42.00
12.4.13	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/09/21 – 06/10/21 #E0100G1TU0 (Min. 21.03.12.7)	£41.04
12.4.14	BACS	R H Landscapes: September Cuts #001299 (Min. 21.03.12.7 & 21.09.16)	£1428.00
12.4.15	DD	Smart Pension Period 7 pension contributions (Min. 21.03.11.7)	£19.55
12.4.16	BACS	Refund to Clerk: McAfeeLiveSafePremium (Min.21.09.11.8)	£40.00
12.4.17	BACS	Hilary Workman – Clerk Salary – Period 8 (Min. 21.03.12.7)	£752.18
12.4.18	BACS	HMRC – Tax/NI Contributions Period 8 (Min. 21.03.11.7)	£4.00

- 12.5 the current account balances and reconciliations to 31st October 2021, and the Chairman's confirmation that they are supported by relevant bank balances.
- 12.6 the review of income and expenditure against budget (previously circulated as [WPC.21.11.07](#)), that there were no proposed changes to reserves and the Clerks proposal to transfer £1308.14 from Instant Savings account to current account (in accordance with the [Scheme of Delegation](#)), so that Instant Savings account represented earmarked reserves.

21.11.13 Noted:

The meeting considered the draft Budget for 2022/23 and spending priorities summarised at Appendix B, (previously circulated as [WPC20.11.08](#)). The meeting agreed:

1. addressing Road Safety Issues at the School was both urgent and important, and that despite still awaiting information from SCC Highways on possible engineered solutions to reduction of speed in the vicinity of the school (which cannot currently be financially quantified), its preference was to include this work in the next financial year if at all possible; and
2. Drainage of the pond and work to the culvert at Coltsfoot Green should be brought forward into the next financial year (2022-23) if funds could be identified;

21.11.14 Noted:

Planning results as notified by West Suffolk summarised below:

- 14.1 **DC/21/1730** **Housholder Planning Application**
detached double garage
Holly House Giffords Lane Wickhambrook CB8 8PQ
WSC: Withdrawn **WPC:** No objections
- 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
WSC: Approve **WPC:** No Objections
- 14.3 **DCON(a)20/2079** Application to Discharge Conditions
2,3,4,6,8,9 and 10 of DC/2079LB
East Cottage, Attleton Green, Wickhambrook, Newmarket CBY 8YA
WSC: Approve **WPC:** Not Consulted

21.11.15 Noted:

The following Planning applications notified by West Suffolk for comment:

- 15.1 **DC/21/1942/HH** - Householder Planning Application
a) single storey side extension
b) two storey rear extension forming attached annexe (demolition of existing garage)
Mill Farm, Ashfield Green, Wickhambrook CB8 8UW
- 15.2 **DC/21/2049/CLE** - Application for lawful development certificate for existing use or development
use of land as class B8 Storage and Distribution
Landmark, Storage Land, Coltsfoot Green, Wickhambrook CB8 8UW
- 15.3 **DC/21/2081/HH** - Householder planning application
additional covered parking bay added to existing outbuilding
Half Moon Cottage Giffords Lane Wickhambrook CB8 8PQ

And having no comments to make on any of the applications

15.4 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.

21.11.16 Noted:

Other Planning matters for information, to be noted or for inclusion on a future agenda.

- 16.1 The following items on West Suffolk Planning Portal, but parish council not consulted

DCON(A)/21/1376 - Discharge of conditions application
for DC/21/1376/FUL - condition 9 - soft landscaping

Agricultural Building, Giffords Lane, Wickhambrook, Suffolk

DCON(B)/19/2423 - Application to discharge conditions

5 (remediation strategy) and 16 (water use) of DC/19/2423/VAR
Clophams Yard, Giffords Lane, Wickhambrook, Newmarket CB8 8PQ

21.11.17 Noted:

The meeting considered a request for financial support by Wickhambrook Parish Council (previously circulated as [WPC.21.11.09](#)) from Wickhambrook All Saints Parochial Church Council in respect of repairs and service to the Memorial Clock and agreed that a contribution of £340.00 be made.

Resolved

To authorise a grant contribution of £340.00 towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957.

21.11.18 Noted:

The meeting approved dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2022), as set out below:

Ordinary Meetings of the Parish Council (@ 7:00pm):

Thursday 13th January
 Thursday 24th February
 Thursday 28th April
 Thursday 28th July
 Thursday 30th September
 Thursday 24th November

Annual Parish Council Meeting – Thursday 26th May @ 7:00pm
 Annual Parish Meeting - Saturday 9th April (to be confirmed)

Estates Committee Meetings (at 7:00pm):

Thursday 3th February
 Thursday 7th April
 Thursday 7th July
 Thursday 1st September
 Thursday 3rd November

21.11.19 Noted:

The meeting considered a report from the Chair on the Clerk's hours, noting that: The approved budget for 2021/22 made provision for:

- 13 hours for supporting the Housing Needs Survey; and
- An additional 1.5 hours per week to cover cemetery extension & 3.5 hours per week to cover NP work (total 5 hours per week) – specified under the clerk's salary budget line.

The increased hours had not been formally adjusted within the clerk's contractual arrangements, as they related to project specific work over the short to medium term. For this reason, the hours should be paid as over time. The clerk had submitted a summary of the additional hours accrued over the seven months to 31st October (81 hours) which represented a saving of 2 and ½ hours per week to date against budget to date.

The meeting approved the overtime claim submitted (£958.44 subject to Tax, NI & pension contributions) and asked the clerk to submit overtime claims more regularly in future and to investigate an increase in contractual hours to be considered at the January meeting.

21.11.20 **Noted:**

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

- Cllr Couzens requested contact details for VAS support from the Lidgate scheme
- Neighbourhood plan household survey and Housing Needs Survey
- Cllr Merritt advised that the £555 in earmarked reserves listed under Day Club had been from a group for senior citizens of Wickhambrook which was no longer active.

21.11.21 **Noted:**

That the scheduled date for the next meeting is Thursday 13th January beginning at 7:00pm in the Memorial Social Centre.

21.11.22 **Noted:** Close of meeting. 20:20pm