

## **WICKHAMBROOK PARISH COUNCIL**

### **SUMMONS TO COUNCILLORS**

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

**Thursday 25<sup>th</sup> November 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**

- 21.11.01 Apologies for absence to be noted or approved – WSC: Cllr Sarah Pugh
- 21.11.02 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.
- 21.11.03 3.1 Proposal:**  
**That the Minutes of the Ordinary meeting of the parish council held on 30<sup>th</sup> September, as tabled, be agreed as a true record.**
- 21.11.04 4.1** To consider the co-option of one Councillor to the Parish Council and to take action as appropriate  
**4.2 Proposal: Cllr Couzens**  
**That one individual be co-opted on to Wickhambrook Parish Council to serve forthwith.**
- 21.11.05 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.21.11.01**), and take action as appropriate.
- 21.11.06 Public comment or question invited on any Agenda item (**Open Session**).  
**Session to close on or before 7.45pm.**
- 21.11.07 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.  
7.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)  
7.2 Cllr Mrs Sarah Pugh, West Suffolk Council (*previously circulated*)
- 21.11.08 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 Additional Member to Estates Committee
- 21.11.09** 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

## Wickhambrook Parish Council

- 9.3 Neighbourhood Plan Cllr Tracey Turner  
To note an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.21.11.02**) and take action as appropriate.

**Proposal: Cllr Turner**

**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.**

- 21.11.10 To note a summary of decisions taken at the Estates Committee on 7<sup>th</sup> October 2021.

**Min No. Resolved:**

<b>8.2.1</b>	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.
<b>9.1</b>	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.
<b>10.1</b>	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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 11.1 To note that the VAT126 Claims submitted for September and October (£427 and £736.15) have been submitted and payments received.
- 11.2 To note that Community Action Suffolk have now submitted an invoice (£424.50) for stationery for the Housing Needs Survey and take action as appropriate.
- 11.3 To consider the proposed response to Suffolk County Council's consultation on a Lorry Routes (tabled and circulated as **WPC.21.11.03**) and take action as appropriate.
- 11.4 To consider the proposed response to Suffolk Police & Crime Commissioner's consultation on Police and Crime Plan (tabled and circulated as **WPC.21.11.04**) and take action as appropriate.
- 11.5 To consider a draft Risk Management Policy and supporting draft Risk Assessment (tabled and circulated as **WPC.21.11.05**) and take action as appropriate.
- 11.6 To note consultation on proposed changes to Environmental Permitting Regulations (tabled and circulated as **WPC.21.11.06**) and take action as appropriate.
- 11.7 To note that a two year McAfee Livesafe Premium product 4 has been purchased for the parish representing a saving of £4.99.
- 11.8 To note an oral update on progress to re-develop the old MUGA space for Outdoor Fitness Equipment.
- 11.9 To note that SmartPension propose to increase their costs by £15 per month from December. The clerk has approached Accountability Plus to research another pension provider.

- 21.11.12** 12.1 To note the following income received

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

## Wickhambrook Parish Council

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

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

### 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
<b>12.4.1</b>	BACS	The Rainbird Partnership Ltd: Smart Pension Processing # 6286 ( <b>Min. 21.03.11.7</b> )	£54.00
<b>12.4.2</b>	DD	Smart Pension Period 5 & 6 pension contributions ( <b>Min. 21.03.11.7</b> )	£39.10
<b>12.4.3</b>	BACS	HMRC – Tax/NI Contributions Period 7 (Min. 21.03.11.7)	£4.00
<b>12.4.4</b>	BACS	Imperative Training Ltd (Defib Shop): Defib Batteries & Pads ( <b>Min.EC.21.10.8.2.1.1</b> )	£592.80
<b>12.4.5</b>	BACS	R H Landscapes: September Cuts #001299 ( <b>Min. 21.03.12.7 &amp; EC.21.08.19.1.i &amp; ii</b> )	£2166.00
<b>12.4.6</b>	BACS	RBL Poppy Appeal – Donation to Wreath ( <b>Min. 21.09.19</b> )	£50.00
<b>12.4.7</b>	BACS	Wickhambrook MSC: Room Hire #1226 ( <b>Min.21.03.11.7</b> )	£30.00
<b>12.4.8</b>	BACS	Wickhambrook MSC: Room Hire #1211 ( <b>Min.21.03.11.7</b> )	£20.00
<b>12.4.9</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/08/21 – 06/09/21 #E0100FPNU0 ( <b>Min. 21.03.12.7</b> )	£38.40
<b>12.4.10</b>	BACS	Hilary Workman – Clerk Salary – Period 7 ( <b>Min. 21.03.12.7</b> )	£752.18
<b>12.4.11</b>	DD	3 Business Services – Clerk & Emergency Mobile – Sept'21 #AJP1253046746 ( <b>Min. 21.03.11.6</b> )	£51.14
<b>12.4.11</b>	BACS	Tree Surgery Ltd: Survey of Trees # 37772 ( <b>Min. EC.21.08.10.1</b> )	£600.00
<b>12.4.12</b>	BACS	Mdsign – Website Updates #1858 ( <b>Min. 21.07.16.1</b> )	£42.00
<b>12.4.13</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/09/21 – 06/10/21 #E0100G1TU0 ( <b>Min. 21.03.12.7</b> )	£41.04
<b>12.4.14</b>	BACS	R H Landscapes: September Cuts #001299 ( <b>Min. 21.03.12.7 &amp; 21.09.16</b> )	£1428.00
<b>12.4.15</b>	DD	Smart Pension Period 7 pension contributions ( <b>Min. 21.03.11.7</b> )	£19.55
<b>12.4.16</b>	BACS	Refund to Clerk: McAfeeLiveSafePremium ( <b>Min.21.09.11.8</b> )	£40.00
<b>12.4.17</b>	BACS	Hilary Workman – Clerk Salary – Period 8 ( <b>Min. 21.03.12.7</b> )	£752.18
<b>12.4.18</b>	BACS	HMRC – Tax/NI Contributions Period 8 ( <b>Min. 21.03.11.7</b> )	£4.00

## Wickhambrook Parish Council

- 12.5 To note the current account balances and reconciliations to 31<sup>st</sup> October 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.21.11.07**).
- 21.11.13 To receive and discuss draft Budget for 2022/23 (circulated and tabled as **WPC20.11.08**) and take action as appropriate.
- 21.11.14 To note Planning results as notified by West Suffolk summarised below:
- 14.1 **DC/21/1730** **Householder 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** To note 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 8UZ**
- 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**
- 15.4 **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.**
- 21.11.16 Any 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** To consider a request for financial support by Wickhambrook Parish Council (tabled and circulated as **WPC.21.11.09**) from Wickhambrook All Saints Parochial Church Council in respect of repairs and service to the Memorial Clock and take appropriate action.  
**Proposal: Cllr Couzens**  
**To authorise a grant contribution of an amount agreed towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957.**

## Wickhambrook Parish Council

- 21.11.18 To approve dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2021), as set out below:  
Ordinary Meetings of the Parish Council (@ 7:00pm):  
Thursday 13<sup>th</sup> January  
Thursday 25<sup>th</sup> February  
Thursday 28<sup>th</sup> April  
Thursday 28<sup>th</sup> July  
Thursday 30<sup>th</sup> September  
Thursday 28<sup>th</sup> October  
Annual Parish Council Meeting – Thursday 26<sup>th</sup> May @ 7:00pm  
Annual Parish Meeting - Saturday 9<sup>th</sup> April (to be confirmed)  
Estates Committee Meetings (at 7:00pm):  
Thursday 3<sup>th</sup> February  
Thursday 7<sup>th</sup> April  
Thursday 7<sup>th</sup> July  
Thursday 1<sup>st</sup> September  
Thursday 3<sup>rd</sup> November
- 21.11.19 To consider a report from the Chair on the Clerk's hours and take action as appropriate.
- 21.11.20 Any other matters for information, to be noted or for inclusion on a future agenda
- 21.11.21 To confirm that the scheduled date for the next meeting is Thursday 13<sup>th</sup> January beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 21.11.22 Close of meeting.

**Published & posted 19<sup>th</sup> November 2021**



**Hilary Workman**

**Clerk & RFO to the Council**

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039821** Email: [parishclerk@wickhambrook.org](mailto:parishclerk@wickhambrook.org)