

## Wickhambrook Parish Council

### Minutes

Of an Ordinary meeting of the Parish Council held on **Thursday 13 January 2022**

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

**Attending:** Parish Clerk Hilary Workman, Cllr Bobby Bennett, Cllr David Roach, Cllr Sarah Pugh, 7 members of the public, 2 members of public online  
This meeting was held in the Dulcie Smith Room, Wickhambrook Memorial Social Centre.

22.01.01 **Noted:** That there were no apologies for absence to be noted or approved

22.01.02 **Noted:** That 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; or
- 2.4 Additions and/or deletions to the Council's Register of Interests

**22.01.03 Resolved:**

**That the Minutes of the Ordinary meeting of the parish council held on 25<sup>th</sup> November 2021, as tabled, be agreed as a true record.**

**22.01.04 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applications had been received in respect of co-option to the Parish Council, and that therefore the proposal below was withdrawn:

**4.2 Proposal - Withdrawn**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.**

22.01.05 **Noted:**

Reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

**5.1 Cllr Mrs Bobby Bennett, Suffolk County Council** (*previously circulated*)

Who further advised that:

- she had finalised funding for the speed survey on the A143 & report for which the parish council expressed its thanks
- SCC had commenced their works to Cemetery Road to establish a footpath from the Meadows Development and install a bus stop, which formed part of the S.106 Agreement. The work would include the resurfacing of Cemetery Road. She noted that unfortunately the highways engineers had removed the hedge bounding the Cemetery in order to establish the footpath and that she would expect to see SCC Highways re-instate this at their cost.

**5.2 Cllr Mrs Sarah Pugh, West Suffolk Council** (*previously circulated*)

Who further reported that:

- West Suffolk Council's budget was currently going through scrutiny with an increase of 3%.
- West Suffolk Council had been awarded funding for Sustainable Warmth which would enable them to improve up to 150 homes and 75 park homes
- Local Residents had contacted her with respect to a planning application for a steel portal framed building at Wash Lane (grain barn). This application was for a determination for permitted agricultural development and consequently the parish council was not notified. Local residents had raised concerns regarding the width and nature of the road (narrow, one way with limited visibility on egress onto B1063) and she had not seen any comments yet from

**Signed:** Mike Lavelle

**Dated:** 24/02/2022

SCC Highways. Cllr Pugh had asked the planning officer to visit on site, and asked that any comments or concerns in respect of the application be sent to her to forward to the planning officer.

### 5.3 Cllr David Roach, West Suffolk Council – Local Plan

Cllr Roach provided an update on development of West Suffolk's (WS) Local Plan and outlined the process.

WS was currently reviewing infrastructure development and had been taking more time in the early stages of local plan development, which will have to be completed by 2024 in accordance with the government timetable.

The next phase was to report back on the issues and options consultation, and Cllr Roach confirmed that parish councils would be messaged in advance of this consultation, which was due to take place in the spring. Cllr Roach also advised that:

- A made Neighbourhood Plan would sit within the planning hierarchy as a material consideration in determining applications
- West Suffolk had been allocated to make provision for a further 3.5K homes over the next ten years. It had decided to allocate housing based on where communities sit in the service centre hierarchy (Wickhambrook is a local service centre). Consequently, there was likely to be some housing allocated to the parish.
- Concurrent with WS developing their local plan, the government was expected to deliver on the White Paper. It was expected that the three-zone approach to planning consulted on had been discarded as an option.

In response to a question from Cllr Claydon, Cllr Roach confirmed that it was not the role of the District Council as planning authority to control the housing market, its role was to develop planning policy which enabled it to plan for the assessed housing needs.

Cllr Couzens thanked Councillor Roach on behalf of the Parish Council.

### 22.01.06 **Noted:** Public comment or question invited on any Agenda item (**Open Session**). **19:30**

A number of local residents raised their concerns with respect to the Planning application for erection of a grain store on Wash Lane - **DC/21/2505/AG1** - Determination in respect of permitted agricultural development - steel portal framed building at Wash Lane Wickhambrook Suffolk – previously identified at Agenda Item 5 by West Suffolk Councillor Sarah Pugh.

Cllr Pugh confirmed that West Suffolk does not consult parishes on this type of application (permitted agricultural development), however, the parish council shared the concerns raised by residents at the meeting with respect to the likely impact of the proposal on:

- A road surface which is already degraded through frequent excess surface water
- The health and safety of other road users, including pedestrians, not only on Wash lane, but approaching routes Church Road and The Duddery (Wickhambrook Parish Council has nominated all three routes under the Quiet Lanes scheme) due to the narrowness of the carriage way and no footways
- An increased risk of accident to road users arising from a narrow and steep exit onto the B1063 (Wash Lane is a one way route)

and would forward the concerns raised by residents to the District Councillor.

Cllr Pugh reported that she had asked the planning officer to go out to the site before making any recommendations and asked that any residents make their concerns known to her directly by e-mailing her at [Sarah.pugh@westsuffolk.gov.uk](mailto:Sarah.pugh@westsuffolk.gov.uk).

**Session Closed at 19:40pm**

22.01.07 **Noted:**

The meeting considered correspondence not dealt with as an Agenda item or in the Clerk's report (previously circulated as **WPC.22.01.01**) and agreed the following actions summarised below:

Hargrave Parish Council re damage from HGV's	Respond noting that this had been identified and reported in response to the SCC Lorry Route Consultation
PCC re Memorial Clock	The clerk reported there has been recent updated guidance from NALC relating to maintenance clocks on churches and the meeting agreed to refer this item to the February Meeting
Reclaim the Rain – Innovative Resilience Fund Brief	The meeting agreed to support and engage in this project, noting Cllr Claydon's advice that attenuation ponds may help water dissipate over a longer period of time and agreeing that this project would be an opportunity to look at options to reduce surface water issues in the parish.
West Suffolk Council Community Governance Review	The meeting asked the clerk to report the anomaly of the parish boundary in Wickham Street
Suffolk Police and Crime Commissioner – Precept Survey	The meeting noted that 101 may be obsolete in 5 years with the move to on-line reporting, and that if pressure were to continue to build on the 101 service delayed response might result in an adverse impact on the 999 service. For these reasons it did not consider that any proposed increase to the SPCC precept to invest in the 101 service would be value for money.

22.01.08 **Noted:**

To receive and discuss any reports and requests to this meeting relating to Portfolio Issues and take action as appropriate.

- 8.1 **Emergency Planning** Cllr Mike Lavelle  
An oral report that Cllr Lavelle was working with the clerk and the Emergency Planning Officer at Suffolk County Council to develop an Emergency Plan for Wickhambrook.
- 8.2 **Housing Needs Survey** Cllr Sandy Thwaite  
The meeting considered an update on delivery of a Housing Needs Survey (previously circulated as [WPC.22.01.02](#)) for the parish and  
**Resolved**  
**Wickhambrook parish council authorise the cost of commissioning a Housing Needs Survey and subsequent basic report from Cambs ACRE at a cost of £1006.25 plus VAT.**
- 8.3 **Neighbourhood Plan** Cllr Tracey Turner  
The meeting considered an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook (previously circulated as [WPC.22.01.03](#)) and  
**Resolved**  
**Wickhambrook Parish Council to authorise the cost of stationery, publicity materials, delivery costs, and return postage at not more than £2020.00 plus VAT (as set out in Appendix C) to report WPC.22.01.03.**
- 8.4 **Road Safety Working Group** Cllr Sandy Thwaite  
The meeting considered an update on progress with the Road Safety Working Group (previously circulated as [WPC.22.01.04](#)).  
Cllrs agreed that the issue of parking needs to be resolved, but that it was a priority to get recognition from SCC and police regarding the identified speeding through the village and the risks this posed in the vicinity of the school. Once speeding had been addressed, then the parish could move on to try and resolve parking issues.

**Resolved**

**Signed:** Mike Lavelle

**Dated:** 24/02/2022

**That Wickhambrook Parish Council:**

- (a) Commission a weeklong speed survey and report from Suffolk County Council Highways in the vicinity of the School on Shop Hill (B1063 – exact site to be determined in consultation with SCC Highways) at a cost of £365.00; and
- (b) Support the establishment of a wider network of parishes across West Suffolk to raise the profile of road safety and other highways issues with Suffolk County Council to achieve results with the help of District Councillors in West Suffolk.

**22.01.09 Noted:** A summary of decisions taken at the Estates Committee on 2<sup>nd</sup> December 2021.

**Min No. Action:**

9.1	Resolved: That permission be given for RBL to insert a tube into the ground with a cap fitted to the top at ground level, thus ensuring that there would be no interference with the maintenance of the cemetery and no trip hazard, subject to: 1. The site being agreed in advance with the clerk; 2. A risk assessment and public liability insurance be provided in advance of the work to install the tube; and 3. Royal British Legion agree in writing to maintain the tube, or remove, at their cost, if requested to do so by the Parish Council.
10.1	The meeting considered a draft 3 year plan for the Estates Committee (previously circulated as <a href="#">WPC.EC.21.12.02</a> ) and agreed the priorities subject to the changes identified below: Drive leading to Chapel of Rest: Year 1 (based on simple clean up with no remedial work) Draining of Pond and work to Culvert: Year 1 (noting riparian responsibility)
11	The meeting considered an update and feedback on the proposal for works to the Multi-Use Games Area (MUGA), previously circulated as <a href="#">WPC.EC.21.12.03</a> , and, noting that there was a concern that fitness groups might crowd out other users (which may need to be addressed through active messaging), identified the proposal from Proludic as its preferred option to take forwards. The meeting asked the clerk to continue to engage with residents throughout the parish to build evidence for a future grant application.
12	The meeting considered an update on the cemetery (previously circulated as <a href="#">WPC.EC.21.12.04</a> ) and agreed that a sole contractor, Mr Gary Smith, be appointed to dig graves in the cemetery. This recommendation, and the necessary changes to Cemetery Regulations, to be referred to the January meeting of the Parish Council for approval and adoption.
13	Resolved: The Estates Committee authorise the purchase of outdoor equipment as specified above (or the nearest alternative) at a total cost of not more than £1700 plus VAT.

**22.01.10 Noted:** Clerks report

- 10.1 That the VAT126 Claims submitted for November & December (£360.36 and £228.73) had been paid.
- 10.2 The meeting considered a draft Risk Management Policy and supporting draft Risk Assessment (previously circulated as [WPC.22.01.05](#)) and  
**Resolved**  
**To adopt the draft Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.22.01.05.**
- 10.3 The meeting considered the Estate Committee's recommendation (previously circulated as [WPC.22.01.06](#)) to appoint a named sole operator in the cemetery for the purpose of Gravedigging and adopt the revised Cemetery Regulations. Having clarified that this would be reviewed each year, the meeting

**Resolved**

**To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.23 and adopt the revised Cemetery Regulations attached as Appendix A to report WPC.22.01.05**

- 10.4 The meeting noted an update on progress (previously circulated as [WPC.22.01.07](#)) to re-develop the old MUGA space for Outdoor Fitness Equipment. Cllrs considered the proposals set out in the report and confirmed, in accordance with the Estates Committee's recommendation its preferred option was the installation of
- low level cardiovascular equipment, with no requirement to re-surface the existing tarmac; and
  - An additional Timber Gym Station, which could be sited just outside of the fenced area.
- And that the parish should proceed with a consultation based on the option set out by Proludic, which offered accessibility to a wide range of users and abilities, together with the support of a mobile application, and options to attract funding through the widened accessibility councillors considered this was available in this option. The consultation would include an explanation of approximate costs and the implications of moving to individual equipment stations.
- 10.5 That the clerk was looking into options for the provision of payroll and pension processing due to recent additional admin charges by SMART Pension, and changes to the charging structure from the parish council's current payroll provider.

**22.01.11 Resolved**

- 11.1 **That Council appoint Suffolk Association of Local Councils (SALC) as Internal Auditor for the financial year 2022/2023;** and
- 11.2 **That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2022/23.**

**22.01.12 Noted:**

- 12.1 To note the following income received

<b>SUMMARY OF PAYMENT RECEIVED</b>		<b>AMOUNT</b>
<b>12.1.1</b>	Ground Rent – Wickhambrook Outdoor Bowls Club	£10.00
<b>12.1.2</b>	Wilson, Willoughby & Weatherill's (EROB & Interment – subsequently not cleared)	£500.00
<b>12.1.3</b>	West Suffolk Council: Recycling Credits March – September	£1425.70
<b>12.1.4</b>	Groundwork UK (NP Grant funding)	£5071.00
<b>12.1.5</b>	Workman H – HM Land Registry Fee	£3.00

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

<b>SUMMARY OF PAYMENT TO BE AUTHORISED</b>		<b>AMOUNT</b>
<b>12.2.1</b>	Wave – Water @ Bowling Green #9715163 (part)	£35.71
<b>12.2.2</b>	Wickhambrook Memorial Social Centre: Recycling Credits March – September	£1425.70
<b>12.2.3</b>	Wickhambrook Memorial Social Centre: Room Hire Nov'21 #1257	£15.00
<b>12.2.4</b>	Wickhambrook Memorial Social Centre: Room Hire Dec'21 #1258	£15.00
<b>12.2.5</b>	removed – the payment date had been delayed and would be referred to the February schedule of payments.	
<b>12.2.6</b>	H Workman – Quarter 3 Homeworking Allowance	£64.50
<b>12.2.7</b>	H Workman – Quarter 2 Expenses	£19.98

**Signed:** *Mike Lavelle*

**Dated:** 24/02/2022

**12.2.8** | H Workman – Refund of Adobe Subscriptions November & December £30.34

**12.3 Resolved**

**That the payments to be made, listed above at 12.2 be authorised.**

12.4 The following payments previously authorised.

	<b>PAYMENT TYPE</b>	<b>SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT</b>	<b>AMOUNT</b>
<b>12.4.1</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/10/21 – 06/11/21 #E0100GEH2Z ( <b>Min. 21.03.12.7</b> )	£41.04
<b>12.4.2</b>	BACS	Printerland.co.uk – Print Toner # SO696511	£121.20
<b>12.4.3</b>	BACS	Mdsign – Website Updates #1872 ( <b>Min. 21.07.16.1</b> )	£198.00
<b>12.4.4</b>	DD	Smart Pension Period 9 pension contributions ( <b>Min. 21.03.11.7</b> )	£19.55
<b>12.4.5</b>	BACS	Suffolk Tree Surgery & Landscape – Work to Parish Trees #1249 ( <b>Min. ec.21.10.09.1</b> )	£550.00
<b>12.4.6</b>	BACS	Wickhambrook MSC: Room Hire #1242 ( <b>Min.21.03.11.7</b> )	£15.00
<b>12.4.7</b>	BACS	Wave – Water @ Bowling Green #9715163 (part) (Min. 21.03.11.7)	£84.65
<b>12.4.8</b>	BACS	3 Business Services – Clerk & Emergency Mobile – Sept'21 #AKP1261967598 ( <b>Min. 21.03.11.6</b> )	£22.00
<b>12.4.9</b>	BACS	R H Landscapes: November Cuts #001395 ( <b>Min. 21.03.11.7</b> )	£594.00
<b>12.4.10</b>	DD	E.ON Next – Chapel of Rest: #KIA2E45745-0001 ( <b>Min. 21.03.12.7</b> )	£20.76
<b>12.4.11</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/11/21 – 06/12/21 #E0100GQUYY ( <b>Min. 21.03.12.7</b> )	£41.04
<b>12.4.12</b>	BACS	Hilary Workman – Clerk Salary – Period 9 ( <b>Min. 21.03.11.7 &amp; 21.11.19</b> )	£1369.70
<b>12.4.13</b>	BACS	HMRC – Tax/NI Contributions Period 7 ( <b>Min. 21.03.11.7</b> )	£428.93
<b>12.4.14</b>	BACS	Easy PC Accounts – Licence fee: #577 ( <b>Min.20.09.16.2</b> )	£15.00
<b>12.4.15</b>	BACS	Accountability Plus – Pension Processing #6367 (Min. 21.03.11.7)	£54.00
<b>12.4.16</b>	BACS	Internal Transfer: Instant Access to Current Account (Min.21.11.12.6)	£1308.14
<b>12.4.17</b>	DD	Smart Pension Company Fee ( <b>Min. 21.03.11.7</b> )	£18.00
<b>12.4.18</b>	DD	E.ON Next – Chapel of Rest: #KIA2E45745-0002 ( <b>Min. 21.03.12.7</b> )	£12.87

12.5 Expenditure under delegated Authority (c ) expenditure on Revenue Items after consultation with the Chairman of the Council, with duly signed authorisation (item 12.4.2 above):

- Printerland – Yellow Print Toner # SO696511 £121.20

12.6 The current account balances and reconciliations to 31<sup>st</sup> December 2021, and the Chairman's confirmation that they were supported by relevant bank balances.

12.7 The review of income and expenditure against budget and that there were no proposed adjustments to the approved budget (previously circulated as [WPC.22.01.08](#)).

**22.01.13 Noted:**

The meeting considered a report on Clerk's current hours and proposed changes (previously circulated as [WPC.22.01.09](#)) and approved an increase in the clerk's contractual hours to 20 hours a week with effect from 1<sup>st</sup> April 2022.

**22.01.14 Noted:**

14.1 The meeting considered a draft Budget for 2022/23 (previously circulated as [WPC.22.01.10](#)) and

**14.2 Resolved**

**That Wickhambrook Parish Council approve the proposed budget (WPC.22.01.09), and**

**14.3 Resolved**

**That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £38,413.00, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2022**

**22.01.15 Noted:**

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

15.1 **DC/21/2081/HH** - Householder planning application additional covered parking bay added to existing outbuilding  
**Half Moon Cottage Giffords Lane Wickhambrook CB8 8PQ**  
**WSC: Approve WPC: No Comment**

15.2 **DCON(A)/21/1376** - Discharge of conditions application for DC/21/1376/FUL - condition 9 - soft landscaping  
**Agricultural Building, Giffords Lane, Wickhambrook, Suffolk**  
**WSC: Approve WPC: Not Consulted**

15.3 **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**  
**WSC: Approve WPC: Not Consulted**

**22.01.16 Noted:**

That there were no Planning applications notified by West Suffolk for comment not dealt with under item 17 below.

**22.01.17** Any other Planning matters for information, to be noted or for inclusion on a future agenda.

17.1 The following items notified to the parish council where the consultation expired before this meeting and no Extra-ordinary Meeting was requested to consider the application:

17.1.1 **AP/21/0051/STAND – Appeal**  
Planning application **DC/20/1785/FUL**  
(a) one dwelling (following demolition of existing agricultural building) with associated parking and works - in association with DC/19/0201/P3QPA (b) siting of temporary static caravan during construction

**Peacocks Farm Farley Green Wickhambrook**  
17.1.2 **DC/21/2263/HH** – Householder Planning Application  
Replacement single storey extension

**Wells Cottage Attleton Green Wickhambrook CB8 8YB**

17.1.3 **DC/21/2471/TCA** – Trees in a Conservation Area

one Thuja (T77a on plan) and one Holly (T77b on plan) fell

**All Saints Church Church Road Wickhambrook CB8 8XH**

The meeting noted that Cllr Turner reported that the PPC had said that the trees would be replaced with natural species.



**22.01.18 Noted:**

The meeting considered a draft grant awarding policy (previously circulated as [WPC.22.01.11](#) and

**Resolved**

**To adopt the draft Grant Awarding Policy attached as Appendix A to report WPC.22.10.11.**

**22.01.19 Noted:**

The meeting considered nominations for the Alf Hicks Biscuit Barrel, to be presented at the Annual Parish Meeting on 9<sup>th</sup> April 2022.

Cllrs agreed that the Alf Hicks Biscuit Barrel should be awarded to Sandy Long, the Secretary of the Wickhambrook Memorial Social Centre for her success in adapting to keep the social centre open as regulations permitted through the pandemic, co-ordinating the refurbishment and work on attracting grant funding for the new roof. Additionally, the parish council agreed that a public acknowledgement of the work of the whole committee for its work to refurbish the social centre should be made.

**22.01.20 Noted:**

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

- That 2022 is the Queens platinum jubilee year and an item should be added for next agenda to consider community event(s) and participation in the Queens Canopy project, for example by planting up to 70 sapplings on parish land

**22.01.21 Noted:**

To confirm that the scheduled date for the next meeting is Thursday 24<sup>th</sup> February beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).

**22.01.22 Noted:** Close of meeting. **20:42pm**