

Wickhambrook Parish Council

SUMMONS TO COUNCILLORS

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

Thursday 13th January @ 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.

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AGENDA

- 22.01.01 Apologies for absence to be noted or approved –
- 22.01.02 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.
- 22.01.03 3.1 Proposal:**
That the Minutes of the Ordinary meeting of the parish council held on 25th November 2021, as tabled, be agreed as a true record.
- 22.01.04 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.
- 22.01.05 To receive any 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*)
5.2 Cllr Mrs Sarah Pugh, West Suffolk Council (*previously circulated*)
5.3 Cllr David Roach, West Suffolk Council – Local Plan
- 22.01.06 Public comment or question invited on any Agenda item (**Open Session**).
Session to close on or before 7.45pm.
- 22.01.07 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.22.01.01**) and take action as appropriate.
- 22.01.08 To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
8.1 **Emergency Planning** Cllr Mike Lavelle

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- 8.2 **Housing Needs Survey** Cllr Sandy Thwaite
To consider an update on delivery of a Housing Needs Survey (tabled and circulated as **WPC.22.01.02**) for the parish and take action as appropriate.
Proposal: Cllr Thwaite
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
To note an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.22.01.03**) and take action as appropriate.
Proposal: Cllr Turner
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
To note an update on progress with the Road Safety Working Group (tabled and circulated as **WPC.22.01.04**) and take action as appropriate.
Proposal: Cllr Thwaite
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 To note a summary of decisions taken at the Estates Committee on 2nd 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 WPC.EC.21.12.02) 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 WPC.EC.21.12.03 , 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 WPC.EC.21.12.04) 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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

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- 10.1 To note that the VAT126 Claims submitted for November & December (£360.36 and £228.73) have been submitted.
- 10.2 To consider a draft Risk Management Policy and supporting draft Risk Assessment (tabled and circulated as **WPC.22.01.05**) and take action as appropriate.
Proposal: Cllr Couzens
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 To consider the Estate Committee's recommendation (tabled and 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.
Proposal: Cllr Couzens
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 To note an update on progress (tabled and circulated as **WPC.22.01.07**) to re-develop the old MUGA space for Outdoor Fitness Equipment.
- 10.5 To note that the clerk is 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 Proposal: Cllr Lavelle

- 11.1 **That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors 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 12.1 To note the following income received

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

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

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
12.2.1	Wave – Water @ Bowling Green #9715163 (part)	£35.71
12.2.2	Wickhambrook Memorial Social Centre: Recycling Credits March – September	£1425.70
12.2.3	Wickhambrook Memorial Social Centre: Room Hire Nov'21 #1257	£15.00
12.2.4	Wickhambrook Memorial Social Centre: Room Hire Dec'21 #1258	£15.00
12.2.5	Microsoft – Annual Subscription for Microsoft Exchange	£135.36
12.2.6	H Workman – Quarter 3 Homeworking Allowance	£64.50
12.2.7	H Workman – Quarter 2 Expenses	£19.98
12.2.8	H Workman – Refund of Adobe Subscriptions November & December	£30.34

12.3 Proposal:

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

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12.4 To note the following payments previously authorised.

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

- Printerland – Yellow Print Toner # SO696511 £121.20

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

12.7 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.22.01.08**).

22.01.13 To note a report on Clerk's current hours and proposed changes (tabled and circulated as **WPC.22.01.09**) and take action as appropriate.

22.01.14 14.1 To discuss draft Budget for 2022/23 (circulated and tabled as **WPC.22.01.10**) and take action as appropriate.

**14.2 Proposal: Cllr Couzens
That Wickhambrook Parish Council approve the proposed budget (WPC .22.01.09), and**

**14.3 Proposal: Cllr Couzens
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 1st April 2023**

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- 22.01.15 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 To note 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
- 22.01.18** To consider a draft grant awarding policy (tabled and circulated as WPC.22.01.11 and take action as appropriate.
Proposal: Cllr Couzens
To adopt the draft Grant Awarding Policy attached as Appendix A to report WPC.22.10.11.
- 22.01.19 To request nominations for the Alf Hicks Biscuit Barrel, to be presented at the Annual Parish Meeting on 9th April 2022.

In 1991 the Barrel was presented to Alf as a gift in recognition of his service to the Village. Alf kept the Barrel for a while but then returned it to the Parish Council with a request that it be awarded annually for outstanding service to the village.
- 22.01.20 Any other matters for information, to be noted or for inclusion on a future agenda
- 22.01.21 To confirm that the scheduled date for the next meeting is Thursday 24th February beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 22.01.22 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council