

## Wickhambrook Parish Council

### Minutes

Of an Ordinary meeting of the Parish Council held on **Thursday 24 February 2022**

**Present:** J Claydon, K Merritt, M Lavelle, S Moy, T Turner

**Attending:** Parish Clerk Hilary Workman,  
Mr Steve Thwaite & Mrs Sandy Wood (Wickhambrook Memorial Social Centre)  
Mrs Gloria (Womens' Institute) and Mrs Dorothy Anderson (History Society)  
Mr Mark Wightman

This meeting was held in the Pavilion, Wickhambrook Memorial Social Centre.  
Cllr Couzens being absent, Cllr Lavelle chaired the meeting.

22.02.01 **Noted:**

The following apologies for absence were:

- Approved:
  - Cllr Couzens (Annual Leave)
  - Cllr Thwaite (Personal Appointment)
- Noted – WS Cllr Sarah Pugh

22.02.02 **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 No additions and/or deletions to the Council's Register of Interests.

22.02.03 **3.1 Resolved:**

**That the Minutes of the Ordinary meeting of the parish council held on 13<sup>th</sup> January, and Extraordinary meeting on 3<sup>rd</sup> February, as tabled, be agreed as a true record.**

22.02.04 **Noted:**

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

- 4.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)
- 4.2 Cllr Mrs Sarah Pugh, West Suffolk Council (*previously circulated*)

22.02.05 **Noted:** Public comment or question invited on any Agenda item (**Session opened 19:04**)

Mr Mark Wightman, owner of the former Chapel at Meeting Green, was welcomed to the meeting by Cllr Lavelle.

Mr Wightman purchased the former chapel in 2021 and plans to submit an application to West Suffolk Council for change of use to a residential property. Prior to doing so, he wanted to explain his plans and seek feedback.

The application would form two parts:

1. The Sunday School to be converted into a two bedroom bungalow on one floor - Sunday school almost identical layout as current, making the rooms as thermally efficient as possible and be sympathetic to the site; and
2. The Chapel to be converted to a 4 bedroom house. Internally to keep changes to a minimum. For example, the ground floor area would remain and the only partitioned rooms would be in galleried area. The vestry to rear may become a utility room. The full height of the chapel would be maintained in the main living space.

**Signed:** Paul Couzens

**Dated:** 28/04/22

He intends that the changes be as sympathetic as possible so that from the outside the changes would not be noticeable. The only real changes would be:

- single glazing would be changed to high performance double glazed sashes in the Chapel, and the two arched windows to rear would be fitted with secondary glazing.
- The '70's extension does not fit in architecturally and it is intended that this would be clad in black timber (similar to barns in local area)
- At the front there is currently space for up to 10 vehicles – keep the landscaping to a minimum but make it more attractive, for example, putting in a (picket) fence for boundary.
- The grave stones to right and to the rear would be moved to the side of the outside areas (a few families had asked if they can have the memorial stones on their own properties to which he had no objection).

Mr Wightman advised that he planned to submit the planning application in mid to late March and was looking for feedback before he did so in order that he could address any concerns raised.

Clr Moy reported that the only concerns raised by residents had been with respect to what would happen to any human remains on the site. Mr Wightman advised that no one had requested an exhumation and re-interment. He also explained that there were several benches, an organ and pulpit in the chapel which he was looking to relocate. Some families had requested pews where they had a connection, which he was happy to facilitate. The company which used to maintain the organ had made a connection for a transfer to a church in Nessing (whose organ had failed). He hadn't found a home for a pulpit to date.

Clr Lavelle reported that residents wished to be reassured that the Beech Tree would remain. Mr Wightman confirmed that it was a great specimen and that there was no intention to remove it, but that there was a tree nearer to the building which was causing a damp issue which an arboriculturalist would be assessing. Clr Lavelle thanked Mr Wightman for joining the meeting.

#### **HRH Queen's Platinum Jubilee:**

Trustees of Wickhambrook Memorial Social Centre and members of the WI and History Society reported that they had been considering what could be organised in celebration of the Jubilee in Wickhambrook. They advised that in their view a picnic on the Recreation Ground and Six Acres would be a feasible option. This would be supported by the WI whose hall would be open, and people could join in by wearing red, white and blue. Ideally, it would be a great opportunity to bring together residents from all the Greens, rather than have separate events at each green. There was a sense of urgency, as it was acknowledged that the later any organisation of events is left, the harder it would be to deliver a successful celebration.

It was reported that the Carnival committee were organising for a joint event in July with the Horticultural Society, and that therefore, whilst they did not have the capacity to be involved in preparing for a Jubilee Celebration, they would be happy to be available on the day as volunteers.

It was suggested that a champion be identified for each green, to help organise and bring people together, and that the greens could be a theme on the recreation ground and six acres, and that the school should be involved if at all possible.

Trustees of the MSC had identified an opportunity for grant funding (up to £1,000) through Community Action Suffolk, with whom they hold membership.

#### **Public session closed at 19:38**

The parish council agreed, in accordance with standing orders, to consider item **22.02.17** at this point in the agenda.

**22.02.06 Noted:**

CLLrs considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.22.02.01**) and noted:

1. It had no objection to the bowls club affixing a notice to the fence bounding the green; and
2. Cllr Claydon's comments in respect of the SCC Highways submission to planning in respect of the permitted development application at Wash Lane (Minute 22.01. refers) that when considering whether to proceed with Quiet Lanes designation, the parish council had been assured by their County Councillor that such designations would not restrict the day to day activities of agricultural businesses.

**22.02.07 Noted:**

CLLrs received and discuss any reports and requests to this meeting as set out below:

- 7.1 **Emergency Planning** Cllr Mike Lavelle  
Cllr Lavelle advised that a draft emergency plan for the parish had been completed which would be circulated to councillors for their comments in advance of the next meeting.
- 7.2 **Neighbourhood Plan** Cllr Tracey Turner  
An oral update on progress with the preparation of a Neighbourhood Plan for Wickhambrook. Cllr Turner advised that about 70 responses to the household questionnaire had been received to date and that more social media had been posted this week to encourage a more residents to respond. Cllr Turner further asked that, there being no scheduled parish council meeting before the planned Parish Annual meeting on 9<sup>th</sup> April, councillors with portfolios which would be presenting on the meeting day (NP, MUGA and Outdoor Fitness Space, Quiet Lanes, Road Safety and ?), liaise to ensure that the clerk was supported in preparing the meeting.
- 7.2.1 Resolved**
- i. **The parish council delegate authority to submit a grant application to Locality for Neighbourhood Planning financial (and further identified technical support for the next financial year (2022/23) and**
  - ii. **Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request.**
- 7.3 **Road Safety Working Group** Cllr Sandy Thwaite  
The clerk reported that a Speed survey had been commissioned and efforts continued to trying to get someone from SCC Highways to visit to look at options for reducing speed in the vicinity of the school through engineered approaches.

**22.02.08 Noted:** A summary of decisions taken at the Estates Committee on 3<sup>rd</sup> February 2022.

<b>Min No.</b>	<b>Action:</b>
9.1	<b>Resolved:</b> The Estates Committee authorise the purchase of replacement equipment (2, 4, 5 & 6) and fitting for Cemetery Road Play Park, as identified in report WPC.EC.22.02.03, to a maximum of £663.68 plus VAT;
9.2	<b>Resolved:</b> The Estates Committee authorise the clerk to purchase replacement equipment (including where necessary, the cost of fitting replacements) as identified under the monthly inspections undertaken in accordance with the service level agreement (low risk or greater) with West Suffolk Council during the financial year 2022/23 upto: <ol style="list-style-type: none"> <li>i. Playground Cemetery Road £750.00 plus VAT (play areas maintenance)</li> <li>ii. Playground Bury Road £250.00 plus VAT (play areas maintenance)</li> <li>iii. MUGA &amp; Skate Park £1000.00 plus VAT (includes £750 bi-annual zip wire inspection)</li> </ol>
10	The meeting agreed that it would like to renew the lease on the play park on the same basis as the existing lease if at all possible.

- 22.02.09 Noted:** Clerk's report
- 9.1 That the VAT126 Claims submitted for January (£556.05) has been submitted.
- 9.2 Councillors considered a draft Parish Plan, (previously circulated as **WPC.22.02.02**) and  
**Resolved**  
**To adopt the draft Parish Plan attached as Appendix A to report WPC.22.02.02.**
- 9.3 That Bow Top fencing had been installed to the old MUGA space for Outdoor Fitness Equipment.
- 9.4 An increase to Current Gross Rate Unity Trust Instant Access Savings from 0.15% to 0.25% with effect 4<sup>th</sup> February 2022, and that recent changes to banking mandates had been implemented by Unity Trust Bank.
- 9.5 Councillors considered a proposal to move payroll and pension functions (previously circulated as **WPC.22.02.03**) and  
**Resolved**
- i. **That Wickhambrook Parish Council move its payroll functions to SALC with effect from 1<sup>st</sup> April 2022 at a cost of £8.50 plus VAT per month**
  - ii. **That Wickhambrook Parish Council move its auto-enrolment pension arrangements from SMART Pension to NEST.**
- 9.6 Councillors considered a proposal for insurance cover for the next financial year (previously circulated as **WPC.22.02.04**) and, noting the premiums and cover options available from each insurer, the meeting asked the clerk to arrange cover through Zurich and  
**Resolved:Zurich**
- i. **The Parish Council move £245 (representing the underspend on insurance in the current financial year) to Earmarked Reserves, to be drawn down in the next financial year; and**
  - ii. **Authorise the clerk to move insurance providers to an underwriter agreed at the meeting at an annual premium of not more than £1445.00 (including insurance premium tax).**
- 9.7 That a Business Rates Review Form has been completed for the Cemetery.

**22.02.10 Noted:**

- 10.1 Councillors considered a schedule of due payments on a regular basis for the financial year 2022.23 (previously circulated as **WPC.22.02.05**) and  
**Resolved**  
**To authorise the schedule of due payments arising on a regular basis, as identified in report WPC.21.03.05 for the financial year 2022.23.**
- 10.2 The meeting noted and approved a summary of direct debits on the Unity Trust Current Account for the 2022.23 financial year, as set out below:

PAYEE	PURPOSE	AMOUNT	DUE DATE
<b>SMART PENSION</b>	Clerk Pension	Variable - apx £37 per month	11 <sup>th</sup> of month
<b>E.ON</b>	Chapel of Rest Electricity	Variable - apx £13 per month	15 <sup>th</sup> of month
<b>E.E.</b>	Clerk Mobile Phone	Variable - apx £22 per month	23 <sup>rd</sup> of month
<b>UNITY TRUST</b>	Bank Service Charge	Quarterly – £18.00	31 <sup>st</sup> of Month
<b>IOC</b>	Data Protection Registration	Annually - £35.00	September

**22.02.11 Noted:**

11.1 the following income received

<b>SUMMARY OF PAYMENT RECEIVED</b>		<b>AMOUNT</b>
<b>11.1.1</b>	HMRC – VAT126 Claim	£360.36
<b>11.1.2</b>	HMRC – VAT126 Claim	£228.73
<b>11.1.3</b>	Memorial	£150.00
<b>11.1.4</b>	The Co-operative (EROB & Interment – re-submission from previously uncleared payment Min 22.01.11.1.2)	£500.00
<b>11.1.5</b>	Ivett & Reed Ltd – Memorial	£100.00

11.2 the payments to be made as listed below:

<b>SUMMARY OF PAYMENT TO BE AUTHORISED</b>		<b>AMOUNT</b>
<b>11.2.1</b>	Wickhambrook Memorial Social Centre: Room Hire Nov & Dec '21 #1259 (Neighbourhood Plan WG)	£15.00
<b>11.2.2</b>	H Workman – Refund of Microsoft – Annual Subscription for Microsoft Exchange #E0100HG3C9	£135.36
<b>11.2.3</b>	H Workman – Mileage	£27.99
<b>11.2.4</b>	H Workman – Refund of Adobe Subscriptions January #ADB095212048UK	£15.17
<b>11.2.5</b>	Wave – Bowling Green #10103010 (12/11/21-11/2/22)	£14.45

**11.3 Resolved**

**That the payments to be made, listed above at 11.2 be authorised.**

11.4 the following payments previously authorised.

	<b>PAYMENT TYPE</b>	<b>SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT</b>	<b>AMOUNT</b>
<b>11.4.1</b>	BACS	HMRC – Tax/Ni Contributions Period 10 ( <b>Min. 21.03.11.7</b> )	£4.00
<b>11.4.2</b>	BACS	Hilary Workman – Clerk Salary – Period 10 ( <b>Min. 21.03.11.7 &amp; 21.11.19</b> )	£752.18
<b>11.4.3</b>	BACS	Playforce – Deposit Invoice for Bowtop Fencing #24396 ( <b>Min.21.09.18.1</b> )	£3149.53
<b>11.4.4</b>	BACS	Community Action Suffolk – HNS Stationery #INV0433 ( <b>Min.20.11.06</b> )	£424.50
<b>11.4.5</b>	BACS	Pitzbits Ltd – Gazebo # (  <b>Min. EC.21.12.13</b> )	£932.35
<b>11.4.6</b>	DD	Smart Pension Company Fee ( <b>Min. 21.03.11.7</b> )	£18.00
<b>11.4.7</b>	DD	Smart Pension Pension Contributions Period 10 ( <b>Min. 21.03.11.7</b> )	£19.55
<b>11.4.8</b>	BACS	3 Business Services – Clerk & Emergency Mobile – Sept'21 #AAQ1279858035 ( <b>Min. 21.03.11.6</b> )	£22.00
<b>11.4.9</b>	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/12/21 – 06/01/22 #E0100h3KWV ( <b>Min. 21.03.11.7</b> )	£41.04
<b>11.4.10</b>	BACS	E.ON Next – Chapel of Rest: Jan '22 #KIA2E45745-0003 ( <b>Min. 21.03.11.7</b> )	£11.87
<b>11.4.11</b>	BACS	Mdsign – Website Services #1877 ( <b>Min. 21.07.16.1</b> )	£360.00
<b>11.4.12</b>	BACS	Barconwood – Banner x 3 NP #127129	£74.40

11.5 the current account balances and reconciliations to 31<sup>st</sup> January 2021, and the Chairman's confirmation that they were supported by relevant bank balances.11.6 the updated budget report to 31<sup>st</sup> January 2022 (previously circulated as **WPC.22.02.06**).

**22.02.12 Noted:**

12.1 Councillors considered requests for financial support by Wickhambrook Parish Council (previously circulated as **WPC22.02.07**) from four organisations. The meeting agreed to donate £50.00 to each of the four organisations and

**12.2 Resolved**

**To authorise donations under S.137 to a maximum of £250 to the charitable organisations identified by Councillors from report WPC.22.02.07, and approve a transfer of up to £200 from Earmarked Reserve (Charitable Donations) to General Reserves.**

**22.02.13 Noted:**

Councillors considered an application for grant for funding for the Wickhambrook Memorial Clock (previously circulated as **WPC.22.02.08**) and, noting that a further report would be brought back to the parish council in the next financial year to consider an ongoing commitment to support the maintenance of the Memorial Clock, agreed a grant contribution of £340.00.

**Resolved**

**To authorise a grant contribution of an amount agreed towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957.**

**22.02.14 Noted:** Planning results as notified by West Suffolk summarised below:

14.1.1 **DC/21/2263/HH** – Householder Planning Application  
Replacement single storey extension

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

**WSC:** Approve application **WPC:** No objections

14.1.2 **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**

**WSC:** No Objections **WPC:** No Objections

14.1.3 **DC/21/2049/CLE** – Application for lawful development certificate for existing use or development – use of land as class B8 Storage and Distribution

**Landmark, Coltsfoot Green Wickhambrook CB8 8UW**

**WSC:** Refused **WPC:** No Comment

14.1.4 **DC/21/1517/FUL** - Planning application

One dwelling (following the dismantling of existing barn)

**Doctors Barn, Cloak Lane, Wickhambrook CB8 8UJ**

**WSC:** Refused **WPC:** No objections

**22.02.15 Noted:** the following Planning applications notified by West Suffolk for comment.

**15.1 DC/21/1403/FUL** Planning Application – Re-consultation

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

**Timber Barn Peacocks Farm Farley Green Wickhambrook**

- 15.2 DC/21/1404/LB** Application for Listed Building Consent – Re-consultation
- 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

**Timber Barn Peacocks Farm Farley Green Wickhambrook**

Each application should be considered on its merits. The parish council had no objections to the application(s) above at its September meeting and sought to clarify whether the listing extended to the bungalow. West Suffolk Council had confirmed:

*"For the bungalow to be considered curtilage listed it would need to pre-date July 1948 and have served an ancillary purpose to the farmhouse at the time it was listed. Historic maps show a building in the approximate location of the bungalow but it is rectangular on plan and closer to the boundary, suggesting the bungalow replaced an older farm building. From the outside, the bungalow does not appear to have any historic features which might indicate an early date so I would conclude it would not be curtilage listed."*

Cllr Claydon advised that the site of the bungalow had at one point been used as a garage.

The parish council had no objections to either **DC/21/1403/FUL** or **DC/21/1404/LB**

**15.3 DC/21/1621/HYB Hybrid Planning Application**

- a. proposed 70 kilometre pipeline and associated above ground infrastructure at Gazeley, Isleham and Woodditton;
- b. Outline planning application - for above ground infrastructure at Bexwell, Kentford, Lady's Green and Rede with all matters reserved except for access

**Location Land Required For Bexwell To Bury St Edmunds Anglian Water Pipeline For Anglian Water, Moulton Road, Gazeley**

The meeting had no comment to make on this application.

**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.**

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

16.1 The following item notified to the parish council by a local property owner intending to submit a future planning application:

**Mr Mark Wightman reference the Former United Reformed Church**

16.2 The following item not notified to Wickhambrook Parish Council  
**DCON(b)/21/1376** – Application to discharge condition twelve (ecological enhancement) of DC/21/1376/FUL

**Agricultural Building Giffords Lane Wickhambrook Suffolk**

**22.02.17 Noted:**

Councillors considered proposals for a celebration of HRH The Queen's 70<sup>th</sup> Jubilee Celebration (tabled and circulated as **WPC.22.02.09**) immediately after public session and agreed that a jubilee picnic should be planned for Sunday 5<sup>th</sup> June, to be co-produced with the Trustees of Wickhambrook Memorial Social Centre, the WI, the History Society and other interested societies and clubs. Mr Steven Thwaite of Wickhambrook MSC had offered the MSC as a venue for planning the event, and offered to lead a working group, to which the meeting appointed Cllr Lavelle. The clerk reported a number of additional grant funding opportunities, including:

- locality funding for preparation of the event (up to 31<sup>st</sup> March) and delivery (from 1<sup>st</sup> April); and
- Let's Create funding from Suffolk Community Foundation to support local communities to work with artists for a lasting legacy to the Jubilee.

Two ideas were suggested by the clerk for an application under Let's Create:

- To commission the manufacture of a Beacon by a local craftsman; and/or
- Making picnic blankets with waterproof backing for the event in red, white and blue, which could subsequently be donated to charities or individuals in need.

The meeting asked the clerk to submit an application to Let's Create based on the ideas presented above; and

**Resolved:**

- i. **To draw down £745 from Earmarked Reserves (Civic Event) and authorise expenditure up to £995 plus VAT (in the next financial year) to co-produce one or more activities or events in recognition of the Queen's Platinum Jubilee; and**
- ii. **Wickhambrook Parish Council delegate the clerk to apply for any relevant grants to support and promote events or activities throughout the Queens Jubilee year.**

The meeting considered a request for nominations to the Torch Relay as part of the QPJ celebrations. The clerk having reported that a number of Wickhambrook residents had suggested Ms Julie Little (who in 2021 was awarded the Alf Hicks Biscuit Barrel by the parish council), and Cllr Turner advising that Julie had been suggested by a number of residents on social media, the meeting asked the clerk to nominate Ms Julie Little on behalf of the parish council.

**22.02.18 Noted:**

That there were no other matters for information, to be noted or for inclusion on a future agenda

**22.02.19 Noted:**

Confirmation that the scheduled date for the next meeting was Thursday 28<sup>th</sup> April beginning at 7:00pm in the Memorial Social Centre (The Pavilion).

**22.02.20 Noted:** Close of meeting. 20:12pm