

# Wickhambrook Parish Council

## **SUMMONS TO COUNCILLORS**

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

**Thursday 24<sup>th</sup> February @ 7:00pm**

At Wickhambrook Memorial Social Centre (The Pavilion), Cemetery Road, Wickhambrook  
for the transaction of the business on the agenda below.

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### **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where  
public input will be invited.

**You can also join through TEAMS on your computer or mobile app**

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### **AGENDA**

- 22.02.01 Apologies for absence to be noted or approved – WS Cllr Sarah Pugh
- 22.02.02
- 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.
- 22.02.03 3.1 Proposal:**
- 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 To receive any 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
- 22.02.05 Public comment or question invited on any Agenda item (**Open Session**).  
**Session to close on or before 7.45pm.**
- 22.02.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.22.02.01**) and take action as appropriate.
- 22.02.07** To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
- 7.1 **Emergency Planning** Cllr Mike Lavelle  
To note an update on developing an emergency plan for the parish.
  - 7.2 **Neighbourhood Plan** Cllr Tracey Turner  
To note an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook and take action as appropriate.
- 8.2.1 Proposal: Cllr Turner**
- 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  
To note an update on progress with the Road Safety Working Group.

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22.02.08 To note 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: <ul 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> </ul>
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** To receive and discuss reports to this meeting from the Clerk and to take action as appropriate.

9.1 To note that the VAT126 Claims submitted for January (£556.05) has been submitted.

9.2 To consider a draft Parish Plan, (tabled and circulated as **WPC.22.02.02**) and take action as appropriate.

**Proposal: Cllr Lavelle**

**To adopt the draft Parish Plan attached as Appendix A to report WPC.22.02.02.**

9.3 To note that Bow Top fencing has now been installed to the old MUGA space for Outdoor Fitness Equipment.

9.4 To note 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 have now been implemented by Unity Trust Bank.

9.5 To consider a proposal to move payroll and pension functions (tabled and circulated as **WPC.22.02.03**) and take action as appropriate.

**Proposal: Cllr Lavelle**

- 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 To consider a proposal for insurance cover for the next financial year (tabled and circulated as **WPC.22.02.04**) and take action as appropriate.

**Proposal: Cllr Lavelle**

- 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 To note that a Business Rates Review Form has been completed for the Cemetery.

**22.02.10** 10.1 To consider a schedule of due payments on a regular basis for the financial year 2022.23 (tabled and circulated as **WPC.22.02.05**) and take action as appropriate.

**Proposal: Cllr Lavelle**

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

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**22.02.11** 11.1 To note 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 To authorise 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	£64.50
<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 Proposal:**

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

11.4 To note 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 (Min.	£3149.53
<b>11.4.4</b>	BACS	Community Action Suffolk – HNS Stationery #INV0433 (Min.	£424.50
<b>11.4.5</b>	BACS	Pitzbits Ltd – Gazebo # ( Min.	£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 To note the current account balances and reconciliations to 31<sup>st</sup> January 2021, and the Chairman's confirmation that they are supported by relevant bank balances.

11.6 To note the updated budget report to 31<sup>st</sup> January 2022 tabled and circulated as **WPC.22.02.06**, and take action as appropriate.

**22.02.12** 12.1 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC22.02.07**) from four organisations and take appropriate action.

**12.2 Proposal: Cllr Lavelle**

**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.**

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- 22.02.13** To consider an application for grant for funding for the Wickhambrook Memorial Clock (tabled and circulated as **WPC.22.02.08**) and take action as appropriate.  
**Proposal: Cllr Lavelle**  
**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 To note 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  
**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** To note the following Planning applications notified by West Suffolk for comment.
- 15.1 DC/21/1403/FUL** Planning Application – Re-consultation
- conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land
  - two detached storage buildings/garages (following demolition of existing bungalow and out buildings)
  - stable block and menage
  - solar PV array
  - 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
- conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land
  - two detached storage buildings/garages (following demolition of existing bungalow and out buildings)
    - of existing bungalow and out buildings)
  - stable block and menage
  - solar PV array
  - 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 has 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.”*
- 15.3 DC/21/1621/HYB Hybrid Planning Application**
- proposed 70 kilometre pipeline and associated above ground infrastructure at Gazeley, Isleham and Woodditton;
  - 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**

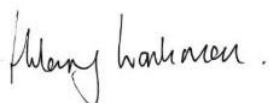
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## 15.4 Proposal: Cllr Couzens

**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 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 16.1 The following items 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** To consider proposals for a celebration of HRH The Queen's 70<sup>th</sup> Jubilee Celebration (tabled and circulated as **WPC.22.02.09**) and take action as appropriate.  
**Proposal: Cllr Lavelle**
- 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.**
- 22.02.18 Any other matters for information, to be noted or for inclusion on a future agenda
- 22.02.19 To confirm that the scheduled date for the next meeting is Thursday 28<sup>th</sup> April beginning at 7:00pm in the Memorial Social Centre (The Pavilion).
- 22.02.20 Close of meeting.

**Published & posted 18<sup>th</sup> February 2022**



**Hilary Workman**  
**Clerk & RFO to the Council**