

## Wickhambrook Parish Council

### Minutes

Of an Ordinary meeting of the Parish Council held on **Thursday 28<sup>th</sup> April 2022**

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

**Attending:** Parish Clerk Hilary Workman, WS Cllr S Pugh, Mr S Thwaite

This meeting was held in the Pavilion, Wickhambrook Memorial Social Centre.

22.04.01 **Noted:** Apologies for absence: SC Cllr Bobby Bennett & Jenna Brane, Cambs ACRE

22.04.02 **Noted:** That when invited, 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
- 2.4 No additions and/or deletions to the Council's Register of Interests.

**22.04.03 Resolved:**

**That the Minutes of the Ordinary meeting of the parish council held on 24<sup>th</sup> February, and Extraordinary meeting on 7<sup>th</sup> April, as tabled, be agreed as a true record.**

22.04.04 **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*)

Cllr Pugh further advised that she:

- had just completed a training session on emergency planning and recovery. In response to a question, Cllr Lavelle advised that the Emergency Plan for Wickhambrook will be considered at the May meeting
- would be attending training for a rest centre in the near future
- noted that the Wash Lane application had recently been determined
- had made no comments on current planning applications
- had seen the Street Art at the Skate Park; and
- tendered apologies for Annual Parish Meeting and Annual Meeting of Parish Council

22.04.05 **Noted: (Open Session).** 19:35

That when public comment or question was invited on any Agenda item, there being none, the session was closed.

**Cllr Claydon joined the meeting**

22.04.06 **Noted:**

The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as [WPC.22.04.01](#)) and identified no further actions.

22.04.07 **Noted:**

**The meeting** received and discussed reports and requests to this meeting relating to the items below:

- 7.1 **Emergency Planning** Cllr Mike Lavelle  
An oral update on the preparation of an emergency plan for the parish, which would be referred to the May meeting.
- 7.2 **Neighbourhood Plan** Cllr Tracey Turner  
An oral update, advising that:
  - Over 50% Household Questionnaires had been returned (260 replies). The NPWG was still crunching the data to inform the plan.

**Signed:** Mike Lavelle

**Dated:** 26/05/2022

- The group had met online with West Suffolk Planning Officers on Tuesday to consider local plan preferred options, which would be open to consultation between 26<sup>th</sup> May and 30 July.
- Cllr Roach had offered to attend a parish council meeting to present the preferred options. The meeting asked the clerk to arrange this.
- The Housing Needs Survey report had now been received from Cambs ACRE. They had identified a need for 10 households and mixture of 2 bedroom properties –demand had been clearly evidenced in an exceptional response rate of 33%.
- Next NP working party was scheduled for 12<sup>th</sup> May

7.3 **Road Safety Working Group** Cllr Sandy Thwaite  
An oral update from Cllr Thwaite noting that the clerk had recently sent a further request for assistance with progressing highways issues to Cllr Bennett Cllr Claydon reported that signs had been positioned showing 1063 closed all the way from Newmarket although it wasn't in fact closed (some of the signs had also been left in positions which might cause an accident resulting in harm to individuals or property). This had resulted in heavy goods vehicles are being diverted off main roads when there was no demonstrated need. The meeting asked the clerk to report to SCC and ask why.

22.04.08 **Noted:**  
That, the scheduled meeting of the Estates Committee not being quorate on 7<sup>th</sup> April, the meeting did not proceed and was re-scheduled for 28<sup>th</sup> April 2022 at 6:00pm.

22.04.09 **Noted:** Clerks report that

9.1 the VAT126 Claims submitted for March (£612.14) had been received.

9.2 payroll and pension functions (**Min. 22.02.9.5 refers**) had been moved to SALC.

9.3 insurance cover for the current financial year (**Min. 22.02.9.6 refers**) with a three year undertaking had been taken up with Zurich and that minor adjustments to the statement of fact (arising from a review of the year end Asset Register, were covered with no change to the quoted premium.

9.4 The meeting considered an update to ICT and Social Media (previously circulated as [WPC.22.04.02](#)) and

**Resolved**

- i) **To authorise expenditure for print toner in the current financial year at a cost of not more than £500 plus VAT.**
- ii) **To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £125 plus VAT for the current financial year.**

22.04.10 **Noted:**  
The meeting reviewed the accounts for the 12 months ended 31.03.22, including a review of expenditure incurred under s.137 of the Local Government Act 1972 (previously circulated as [WPC.22.04.03](#)) which had been forwarded with supporting documents to SALC, the appointed internal auditors.

22.04.11 **Noted:**

11.1 The following income received

<b>SUMMARY OF PAYMENT RECEIVED</b>		<b>AMOUNT</b>
<b>11.1.1</b>	Cemetery: Transfer of ERB	£50.00
<b>11.1.2</b>	Cemetery: Exclusive Right of Burial	£175.00
<b>11.1.3</b>	HMRC – VAT126 Claim	£556.05
<b>11.1.4</b>	Cemetery: Transfer of ERB	£50.00
<b>11.1.5</b>	Cemetery: Interment	£250.00
<b>11.1.6</b>	Cemetery: ERB & Interment	£500.00
<b>11.1.7</b>	HMRC VTR (March)	£612.14

**Signed:** Mike Lavelle

**Dated:** 26/05/2022

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>	H Workman – Refund of Stationery expenses	£12.59
<b>11.2.2</b>	H Workman – Quarter 4 Homeworking Allowance	£64.50
<b>11.2.3</b>	H Workman – Mileage (March)	£9.99
<b>11.2.4</b>	H Workman – Refund of Adobe Subscriptions February, March, April #ADB095212048UK	£45.51

**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 11 ( <b>Min. 21.03.11.7</b> )	£94.98
<b>11.4.2</b>	BACS	Hilary Workman – Clerk Salary – Period 11 ( <b>Min. 21.03.11.7 &amp; 21.11.19</b> )	£891.56
<b>11.4.3</b>	DD	Smart Pension Company Fee ( <b>Min. 21.03.11.7</b> )	£18.00
<b>11.4.4</b>	BACS	Denny Enterprises – Outdoor Tables (Comm.Restart.Grant Min EC.21.12.	£107.98
<b>11.4.5</b>	DD	Smart Pension Pension Contributions Period 11 ( <b>Min. 21.03.11.7</b> )	£113.16
<b>11.4.6</b>	DD	3 Business Services – Clerk & Emergency Mobile – March'22 #AAQ1279858035 ( <b>Min. 21.03.11.6</b> )	£22.00
<b>11.4.7</b>	DD	E.ON Next – Chapel of Rest: Feb'22 #KIA2E45745-0004 ( <b>Min. 21.03.11.7</b> )	£11.62
<b>11.4.8</b>	BACS	Zurich Municipal – Insurance Premium #513412492 ( <b>Min. 22.02.9.6ii</b> )	£1285.91
<b>11.4.9</b>	BACS	Playforce – Balance Invoice for Bow top Fencing #24558 ( <b>Min.21.09.18.1</b> )	£3149.53
<b>11.4.10</b>	BACS	Places4People (NP) – Printing #375 (Min. 22.01.8.3	£390.00
<b>11.4.11</b>	BACS	Hilary Workman – Clerk Salary – Period 12 ( <b>Min. 21.03.11.7</b> )	£752.18
<b>11.4.12</b>	BACS	s.137: Fresh Start New Beginnings ( <b>Min. 22.02.12.2</b> )	£50.00
<b>11.4.13</b>	BACS	s.137: St Edmundsbury Newstalk ( <b>Min. 22.02.12.2</b> )	£50.00
<b>11.4.14</b>	BACS	s.137: Headways Suffolk ( <b>Min. 22.02.12.2</b> )	£50.00
<b>11.4.15</b>	BACS	Mdsign – Website Services #1941 ( <b>Min. 21.07.16.1</b> )	£210.00
<b>11.4.16</b>	BACS	Cambridgeshire ACRE – Housing Needs Survey #7562 ( <b>Min. 22.01.08.2</b> )	£22.00
<b>11.4.17</b>	BACS	RAL Display Marketing: Tabletop Displays #8851 ( <b>Min.EC.21.12.13</b> )	£530.40
<b>11.4.18</b>	BACS	s.137: BSEVC	£50.00
<b>11.4.19</b>	BACS	The Rainbird Partnership Ltd: Pension Processing #6436 ( <b>Min. 21.03.11.07</b> )	£54.00
<b>11.4.19</b>	BACS	Macs and PCs: ICT #43226 (Min. 21.05.22.4	£25.00
<b>11.4.20</b>	BACS	Bruz Packs Ltd: NP Survey Distribution #10606 ( <b>Min 22.01.8.3</b> )	£78.00
<b>11.4.21</b>	BACS	Bruz Packs Ltd: NP Leaflet Distribution #10605 ( <b>Min 21.09.09.3.2</b> )	£78.00
<b>11.4.22</b>	BACS	Smart Pension Company Fee ( <b>Min. 21.03.11.7</b> )	£18.00
<b>11.4.23</b>	BACS	Smart Pension Pension Contributions Period 12 ( <b>Min. 21.03.11.7</b> )	£19.55
<b>11.4.24</b>	BACS	Verse: NP Printing Flyers and Posters #2754 ( <b>Min. 22.01.08.3</b> )	£312.00
<b>11.4.25</b>	BACS	Refund to Clerk: Signpromax Ltd #..2022.384 ( <b>Min.EC.21.12.13</b> )	£101.49

**Signed:** Mike Lavelle

**Dated:** 26/05/2022

11.4.26	BACS	Refund to Clerk: Amazon EU# GB21E8PWJAEUI (Min.EC.21.12.13)	£45.99
11.4.27	BACS	Refund to Clerk: Amazon EU# GB21E8PWJAEUI (Min.EC.21.12.13)	£45.99
11.4.28	BACS	Refund to Clerk: Amazon EU# 76913815 (Min.EC.21.12.13)	£38.99
11.4.29	BACS	Refund to Clerk: UK Business Supplies Ltd #2022-27444 (Min.EC.21.12.13)	£39.96
11.4.30	BACS	Places4People – NP Support #372 (Min. EO.22.04.07.1.2)	£4452.00
11.4.31	DD	3 Business Services – Clerk & Emergency Mobile – March'22 #ACQ1297832496 (Min. 22.02.10.2)	£1178.86
11.4.32	DD	E.ON Next – Chapel of Rest: March'22 #KIA2E45745-0005 (Min. 22.02.10.2)	£12.86

11.5 that the current account balances and reconciliations to 31<sup>st</sup> March 2022, and the Chairman's confirmation that they were supported by relevant bank balances.

11.6 the updated budget report to 31<sup>st</sup> March 2022 (previously circulated as [WPC.22.04.04](#)) and take action as appropriate.

#### 22.04.12 Noted:

The meeting considered a summary of proposed virements to earmarked reserves (previously circulated as [WPC.21.05.05](#)) and

#### Resolved

**To authorise virement of funds in General Reserve to Earmarked Reserves equivalent to unspent funds in the 2021.22 financial year, as identified in Appendix A to report WPC.22.04.05 in accordance with the Reserves policy.**

#### 22.04.13 Noted:

Planning results as notified by West Suffolk and summarised below:

#### 13.1 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**

**WSC: Refuse Application WPC: No Comments**

#### 13.2 DC/21/2376/FUL - Planning application

- a. one stable block with storage b. menage c. parking

**Commerce House Shop Hill Wickhambrook CB8 8XL**

**WSC: Approve Application WPC: No Comments**

#### 13.3 DC/21/2505/AG1 - Determination in respect of permitted agricultural development

Steel portal framed building

**Wash Lane Wickhambrook Suffolk**

**WSC: Prior Approval Required See Min. Ref. 22.01.06**

#### 13.3 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**

**WSC: Approved WPC: No Objections**

- 13.4 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)
  - 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**

**WSC: Approved**

**WPC: No Objections**

- 13.5 **DC/22/0311/HH** - Householder Planning application  
single storey rear extension

**7 Croft Close Wickhambrook Suffolk CB8 8YG**

**WSC: Application Withdrawn**

**WPC: No objections**

- 22.04.14 **Noted:**  
That there were no Planning applications notified by West Suffolk for comment.
- 22.04.15 **Noted:**  
Other Planning matters for information, to be noted or for inclusion on a future agenda:
- DC22/0569/HH & DC/22/0570/LB – extension approved by West Suffolk
- 22.04.16 **Noted:**  
The meeting consider an oral update on proposals for a celebration of HRH The Queen's 70<sup>th</sup> Jubilee Celebration from Mr Steve Thwaite and Cllr Mike Lavelle, who advised that:
- A working group had been mobilised and progress being made
  - The pa system had kindly been loaned for the event by the Carnival Committee
  - Banners and bunting had been purchased from grant funding
  - The popcorn machine was being tested
  - Flyers promoting the event would be distributed in the next few days – 1000 printed
  - A Banner promoting the event had been purchased, the site to either be the MSC or on the Crossroads at Thorns Corner
  - A pop quiz and childrens' treasure hunt had been prepared
  - A Risk assessment had been completed – no bar b q's would be permitted on the Recreation Ground and Six Acres
  - Outstanding matters to address:
    - Music, either recorded or live
    - To check whether the PA would be adequate
    - Tennis and Bowls club participation supporting free trials
- 22.04.17 **Noted:**  
Any other matters for information, to be noted or for inclusion on a future agenda
- To consider a request for grant funding from the Carnival Committee for the Fete on 9<sup>th</sup> July.
  - For estates – bench at Tennis Courts
  - Plug in Suffolk – Mr Thwaite advised that this had been considered by the MSC, but that unfortunately the timescales for this tranche of grants was very tight. They had looked on it positively but trustees would be responsible for ongoing maintenance and there was concern whether the chargers installed would be the most upto date. The MSC would not applying in first tranche but interested in the second tranche (for which there was currently no timescale). Upto four chargers could be accommodated, and it was felt that fast chargers would be the most appropriate.

- 22.04.18 **Noted:**  
To confirm that the scheduled date for the next meeting was Thursday 26<sup>th</sup> May beginning at 7:30pm in the Dulcie Smith Room, Memorial Social Centre (Note later start due to Annual Parish Meeting at 6:00pm).  
Apologies were tendered by Cllr Turner
- 22.04.19 **Noted:** Close of meeting. 20:09

**Signed:** *Mike Lavelle*

**Dated:** *26/05/2022*