

Wickhambrook Parish Council

Minutes

Of the Annual meeting of the Parish Council held on **Thursday 26th May 2022**

Present: P Couzens, J Claydon, K Merritt, M Lavelle, S Moy, S Thwaite

Attending: Parish Clerk Hilary Workman, SC Cllr Bobby Bennett

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

22.05.01 **Noted:**

That Cllr Mike Lavelle was elected the Chairman of the Council for the coming year.

22.05.02 **Noted:**

That the Chairman's Declaration of Acceptance of Office was signed before the Proper Officer of the Council and received.

22.05.03 **Noted:**

That Cllr Paul Couzens was elected the Vice Chairman of the Council for the coming year and a Declaration of Acceptance signed before the Proper Officer of the Council.

22.05.04 **Noted:** Apologies for absence were

1. **Approved:** Cllr T Turner – work obligations
2. **Noted:** WS Cllr Sarah Pugh

22.05.05 **Noted:** That when invited, the following

- 5.1 Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items: Cllr Claydon – Agenda Item 21.4
- 5.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 5.3 There were no requests for dispensations
- 5.4 There were no additions and/or deletions to the Council's Register of Interests.

22.05.06 6.1 Resolved

That the Minutes of the Parish Council meeting held on 28th April 2022, as tabled, be agreed as a true record.

- 6.2 That the minutes of the Estates Committee held on 28th April 2022 be noted.

22.05.07 **Noted:**

- 7.1 A report (previously circulated as **WPC.22.05.01**) had been tabled with respect to co-option of a candidate to the parish council. Unfortunately, the candidate had withdrawn for personal reasons and therefore, the

7.2 Proposal:

That Ms Charlotte Mansfield be co-opted on to Wickhambrook Parish Council to serve forthwith.

Was withdrawn.

22.05.08 **Noted:**

The meeting reviewed the delegation arrangements to committees and staff (previously circulated as [WPC.22.05.02](#)), noting that there were no changes and approved them as presented.

Signed: *Mike Lavelle*

Dated: 28/07/2022

22.05.09

Noted:

9.1 The meeting reviewed Council Documents (previously circulated as [WPC.22.05.03](#)) noting proposed changes and reasons for them and

9.2 Resolved

That this Council adopts the reviewed Council documents listed below for publication

9.2.1 Asset Valuation Policy

9.2.2 Complaints Procedure

9.2.3 Data Protection Policy

9.2.4 Dispensation of s.106 Agreement

9.2.5 Document Retention Policy

9.2.6 Estates Committee Terms of Reference

9.2.7 Equal Opportunities Policy

9.2.8 Financial Regulations

9.2.9 Grant Awarding Policy

9.2.10 Health and Safety Policy

9.2.11 Media Policy

9.2.12 Publication Scheme

9.2.13 Requests for Information Policy

9.2.14 Reserves Policy

9.2.15 Risk Management Policy

9.2.16 Safeguarding Policy

9.2.17 Social Media Policy

9.2.18 Standing Orders

9.2.19 Training Policy

9.3 The meeting considered the revised Suffolk Code of Conduct (previously circulated as [WPC.22.05.04](#)) noting the proposed changes and reasons for them and

9.2 Resolved

That this Council adopts the revised Suffolk Code of Conduct set out at Appendix B of WPC.22.05.04.

22.05.10

Noted:

The meeting received reports from Representatives of the Council on External bodies, Ward Members and other external bodies summarised below:

10.1 Cllr Bobby Bennett, Suffolk County Council – an oral report advising that SCC

- was investing in state-of-the-art vehicles for improved efficiency
- had launched new technology to support people in their homes for longer – arising from lessons from COVID
- would be looking to appoint anew contractor for highways from 2023
- would continue with the bookings system for household waste which was working well
- had allocated £20m funding to highways, drainage and footpaths. Cllr Bennett had noted the drainage issues raised by residents and the parish council in wickhambrook
- had allocated additional funding for adults into care and children with SEND and that she was pleased to advise that she had been appointed Cabinet member for communities with a wide-ranging portfolio.

Cllr Lavelle thanked Cllr Bennett for her work on behalf of Wickhambrook.

10.2 Cllr Sarah Pugh, West Suffolk Council- previously circulated

22.05.11

Noted:

The meeting confirmed the following officers (in brackets) of the Council or to take

11.1	Cemetery & Churchyard Officer	(Mr John Norton)
11.2	Emergency Planning	(Cllr Mike Lavelle)
11.3	Environment & Sustainability Officer	(Mrs Mary Jolland)
11.4	Footpath Officer	(Mr Roger Medley)
11.5	Highways & VAS Officer	(Cllr Paul Couzens)

Signed: Mike Lavelle

Dated: 28/07/2022

11.6	Internal Monitoring Officer	(Cllr Mike Lavelle)
11.7	Planning Officer	(Cllr Tracey Turner)
11.8	Play area inspections Officer	(Cllr Simon Moy)
11.9	Play area inspections – Bury Road	(Mr Kevin Grimes)
11.10	Play area inspections – Cemetery Road	(Mr Roger Merry)
11.11	Public Access Devices Officer	(Cllr Paul Couzens)
11.11	Road Safety Working Group	(Cllr Sandy Thwaite)
11.12	SALC Area Meetings	(Cllr Lavelle) new
11.13	Six Acres Officer	(Cllr Kerry Merritt)
11.14	Tree Officer	(Mr Roger Medley)
11.15	Village Greens Officer	(Mr John Norton)
11.16	Village Recorder	(Dorothy Anderson)
11.17	Village Website, Social Media & News Officer	(Cllr Tracey Turner)

22.05.12 **Noted:**

That the following (in brackets) were confirmed as representatives of Council on the following bodies

12.1	United Charities	(Mr Julian Wilson)
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22.05.13 **Noted:**

- 13.1 The meeting appointed members (in brackets) to the following Committee
Estates Committee (Cllrs Couzens, Merritt, Moy)
- 13.2 In accordance with Standing Order 4 d)vi, the meeting appointed Cllr Paul Couzens as the Chairman of the Estates Committee
- 13.2 In accordance with Standing Order 4 d)v, the meeting appointed Cllr Mike Lavelle as a substitute member to the Estates Committee whose role is to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend. The meeting agreed a further substitute should be appointed at the next ordinary meeting of the council.

22.05.14 **Noted:**

The meeting confirmed continuing membership of the following organisations, current subscriptions indicated in brackets:

14.1	Community Action Suffolk	(FOC)
14.2	ICO Data Protection	(£35.00)
14.3	Suffolk Association of Local Councils	(£430.22)

22.05.15 **Noted:**

The meeting reviewed and approved the inventory of land and other assets tabled as the Asset Register and confirmed arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (previously circulated as [WPC.22.05.05](#)).

22.05.16 **Noted:**

The meeting noted confirmation of approved dates for meetings to the next Annual Meeting in 2023, to be held in The Pavilion, Memorial Social Centre, Wickhambrook (unless otherwise advised).

2022/2023 Parish Council Meetings:

Thursday 28th July, 29th September, 24th November '22, 12th January, 23rd February, 27th April & 18th May '23

2021/2022 Estates Committee Meetings:

Thursday 7th July, 1st September, 3rd November '22 & 2nd February '23

- 22.05.17 **Noted:**
The meeting confirmed the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
View & Authorise Cllrs P Couzens; S Moy, S Thwaite; T Turner
View Only Cllr M Lavelle; K Merritt (change from view and authorise)
- 22.05.18 **Noted:**
That SALC would continue to provide the payroll service for the Council for the financial year 2022/2023.
- 22.05.19 **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.22.05.06](#)) and take action as appropriate.
- 22.05.20 **Noted: - (Open Session).** 19:53
That when Public comment or questions were invited on any Agenda item, there were none.
- 22.05.21** **Noted:**
The meeting received and discussed reports and requests to this meeting relating to Councillors' Portfolios as set out below:
- 21.1 **Highways/VAS reporting** Cllr Paul Couzens
An oral report that the VAS camera to be moved to Bunters Road towards the school and that data from previous installations would be drawn down.
- 21.2 **Emergency Planning** Cllr Mike Lavelle
The meeting considered a proposal to adopt the draft Emergency Plan (previously circulated as report **WPC.22.05.07**), noting the opportunity for emergency contractors to be included subsequently as identified (for example, Cllr Moy advised that he could provide some emergency plumbing services) and
Resolved
To adopt the draft Emergency Plan attached as Appendix A to WPC.22.05.07 and authorise the clerk to update contact details identified within the plan as changes are identified.
- 21.3 **Road Safety Working Group** Cllr Sandy Thwaite
An oral report noting that the clerk would be following up on the Wickham Street survey and response from SCC Highways.
- 21.4 **Neighbourhood Plan Working Group** Cllr Tracey Turner
The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as [WPC.22.05.08](#)) and noted the time and commitment of the Neighbourhood Plan Working Group in preparing the Neighbourhood Plan.
- 22.05.22 **Noted:** Clerk's report that:
- 22.1 Documents required for the 2021-2022 audit had been submitted to SALC (Agenda Item 22.05.25 refers) and their Internal Audit Report received.
- 22.2 VAT Claim for the month of April had been submitted in the sum of £1187.11
- 22.3 West Suffolk had published its Local Plan Consultation (opening 26th May 2022 and closing 26th July 2022), as summarised in Briefing Note **WPC.BN.22.05.01.**
- 22.4 Burnett Barker had been instructed to renew the lease for the Cemetery Road Play Park with Trustees of Wickhambrook Memorial Social Centre. The meeting asked the clerk to submit a question to SAL re need for solicitor for the Trustees

- 22.5 Replacement parts had been fitted to equipment at Cemetery Road Play Park, a new surface installed at one of the self-closing gates and the spinning pole (which was beyond repair) removed and the surface made good. Cllr Moy reported that the surface where the spinning pole had not been made good and agreed to forward images for the clerk.
- 22.6 Julie Little, who last year was awarded the Alf Hicks Biscuit Barrel, and was nominated by the Parish Council to the Suffolk Festival, participated in the Torch Relay on 17th June.
- 22.7 The Clerk had achieved the CILCA qualification, which formed one of the qualifying criteria for a parish council to hold a General Power of Competence. Currently, the parish council did not have sufficient councillors who were elected (as opposed to co-opted) and therefore the parish council did not at this time meet the second criteria to qualify for a General Power of Competence.

22.05.23 Noted:

- 23.1 the following income received

Voucher	Date	Description	Supplier / customer	Account	Total
274	21/04/2022	VAT refund from HMRC	HMRC	VAT Repayments	£ 612.14
275	29/04/2022	2022-23 Precept	West Suffolk Council	Precept	£ 38,413.00
276	19/04/2022	ERB & Interment 361N	Armstrongs	Cemeteries	£ 500.00

- 23.2 the payments to be made as listed below:

	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
23.2.1	Clerks & Councils Direct	£100.00
23.2.2	Suffolk Assn. of Local Councils – Subscription #25987	£458.85
23.2.3	Wickhambrook MSC Room Hire NP #1305	£15.00
23.2.4	JRB Enterprise Ltd – Dog Waste Bags #23999	£91.14

23.3 Resolved
That the payments to be made, listed at 11.2 be authorised.

- 23.4 the following payments previously authorised.

Voucher Ref.	Description	Supplier / customer	Supplier ref.	Account	Total
295	21.03.11.7LODP	Period 12	HMRC	Period 12	HMRC/NI Contributions 4.00
306	EC.22.04.8.4.2	Refreshments for Street Art Work	Tescoo		MUGA and SP Maintenance 21.03
307	EC.22.04.8.4.2	Cleaning Materials for Street Ar	B&Q		MUGA and SP Maintenance 28.09
308	EC.22.04.8.4.2 &	Street Art Workshop	Reprezent Project	#INV219	MUGA and SP Maintenance 880.00
309	22.02.10.1LODP &	Clerk Salary Period 1	Hilary Workman	Period 1	Clerk/RFO Salary 1,566.58
310	22.02.10.1LODP	Grounds Contract March Cuts	R.H. Landscapes & #001580		Grounds Contract 1,680.00
312	22.01.08.4(a)	Road Traffic Survey: Shop Hill,	Suffolk County Counci #9516875		Highways - Road Safety 492.00
313	22.02.10.1LODP	Grounds Contract April Cuts	R.H. Landscapes & #001641		Grounds Contract 1,632.00
314	22.02.10.1LODP	Emptying of Dog Bins - Attleton	Suffolk County Counci #1180127		Bin and Dog Waste Collection 332.80
315	22.02.7.2.1.ii	Refund Unspent Grant 2021.22	Groundwork Uk	Refund unspent	Neighbourhood Plan 564.00
305	22.02.10.2DD Lis	Clerk Mobile Phone April'22	3 Business Services, Hi ADQ1306738		Phone and Internet Services 22.00
316	22.02.10.1LODP	Meeting Room Hire April	Wickhambrook Memo #1304		Meeting Room Hire 26.25
311	EO.22.04.05	Videos for Facebook	Breakthrough Communi #inv-2022104		Community Engagement 36.00
319	22.02.10.1 LODP	07/01/2022-06/02/2022 Microsoft	Microsoft Ireland Oper e0100hg8zn		Microsoft Office Subscriptions 41.04
320	22.02.10.1 LODP	07/02/2022-06/03/2022 Microsoft	Microsoft Ireland Oper E0100HT4Z5		Microsoft Office Subscriptions 41.04
321	22.02.10.1 LODP	07/03/2022-06/04/2022 Microsoft	Microsoft Ireland Oper E0100I6910		Microsoft Office Subscriptions 41.04
322	22.02.10.1 LODP	Period 1	HMRC	Period 1	HMRC/NI Contributions 506.73
323	22.02.10.1 LODP	Period 2	HMRC	Period 2	HMRC/NI Contributions 99.74
317	22.02.10.2DD Lis	Electricity - Chapel of Rest - A	E.ON Energy Solutions ki-a2e45745-		Electricity - Chapel of Rest 12.44
324	22.02.10.1 LODP	Period 2	Hilary Workman	Period 2	Clerk/RFO Salary 926.86

- 23.5 the current account balances and reconciliation to 31st March 2021 (Year End), and the Chairman's confirmation that they are supported by relevant bank balances.

Signed: Mike Lavelle

Dated: 28/07/2022

- 23.6 No candidate having been co-opted under Agenda Item 7, the
Proposal:
To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Charlotte Mansfield to be added as an authorised signatory (view and authorise payments), and amend Cllr Kerry Merritt from View and Authorise, to View only.
Was withdrawn and an amended proposal (below) having been proposed by the Chair, the meeting
Resolved
To update the Parish Council's authorised signatories to its Unity Trust accounts, amending Cllr Kerry Merritt from View and Authorise, to View only.

22.05.24 Noted:

The meeting reviewed the report of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as [WPC.22.05.09](#)), and noting that any increase in HMRC/NI contributions would result in a reciprocal reduction in the salary budget line,

Resolved

- 1. To authorise a virement of £663.68 from Earmarked Reserves (Playground & Teen Project Maintenance) to Revenue budget (Playground, Cemetery Road) leaving a balance of £1275.00 in Earmarked Reserves.**
- 2. To authorise a virement of £680.00 from Earmarked Reserves to the Grants (Local Support & Village Organisations) budget line.**
- 3. The Clerk transfer back £7035.00 from Current Account to Instant Savings account.**

22.05.25 Noted:

The meeting considered the outcome of the Internal Audit for the financial year 2021-2022 (previously circulated as [WPC.22.05.10](#)) and

25.1 Resolved

That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.21, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 22.01.11.1 refers) and circulated and tabled as Appendix A of WPC.22.05.10, noting that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:

- i. Council is advised to ensure that the annual review of the effectiveness of the system of internal takes place and is evidenced within the Council's documentation and minutes.***
- ii. Council should consider adopting specific policies that will provide details under the GDPR as to the information held by the council, who it is shared with and how it is used. Council's Data Protection Policy should be updated to provide information covered by the GDPR which would give the public information as to what can be expected in the handling of requests from individuals who have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party. Council is also recommended to have written procedures in place for dealing with data breaches and subject access requests. The current Data Protection Policy refers only to information held under the Data Protection Act 1998.***

- 25.2 Resolved**
That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix C of WPC.22.05.10) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.
- 25.3 Resolved**
That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.22, (circulated and tabled as Appendix D of WPC.22.05.10) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- 25.4 Resolved**
That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix E of WPC.22.05.10) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.22 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 25.5 Resolved**
That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix F of WPC.22.05.10) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.22 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval
- 25.6** The meeting further noted that the period for public inspection of the Annual Accounts would be between **Monday 20 June – Friday 29 July 2022** and a notice will be published and posted to that effect.

22.05.26 Noted:
Planning results as notified by West Suffolk summarised below:
DC/21/1376/FUL - Application to discharge condition twelve (ecological enhancement)
Agricultural Building Giffords Lane Wickhambrook Suffolk
WSC: Approve Application – this type of application is not notified to parish councils.

22.05.27 Noted:
The following Planning applications notified by SEBC for comment:

27.1 DC/22/0569HH - Householder Application
Roof mounted solar panels on annexe (replacing existing water heating panels)
Rolfes Farm Church Road Wickhambrook Suffolk CB8 8UL
No Comment

27.2 DC/22/0570LB - Application for listed building consent
Roof mounted solar panels on annexe (replacing existing water heating panels)
Rolfes Farm Church Road Wickhambrook Suffolk CB8 8UL
No Comment

27.3 DC/22/0634/FULL - Change of use of United Reform Church and Sunday School Building (class F1(f) to create two dwellings (class C3) and associated landscaping.
Persephone Meeting Green Wickhambrook Suffolk CB8 8XS
No Comment

Signed: *Mike Lavelle*

Dated: *28/07/2022*

- 27.4 **DC/22/0635/LB** - Application for listed building consent
a. conversion of United reformed church and Sunday school building;
b. with associated internal works and landscaping
Persephone Meeting Green Wickhambrook Suffolk CB8 8XS
No Comment
- 27.5 **DC/22/0700/HH** - Householder planning application
single storey rear extension link to annexe (following demolition of existing
conservatory, barn and garage)
Mill Farm Ashfield Green Wickhambrook Suffolk CB8 8UZ
No Comment

27.6 Resolved:
That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

22.05.28 **Noted:**
Other Planning matters for information, to be noted or for inclusion on a future agenda.
28.1 Response to West Suffolk Local Plan Consultation (opening 26th May 2022 and closing 26th July 2022).

22.05.29 Noted:
The meeting considered a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (previously circulated as [WPC.22.05.11](#)) and, having agreed to appoint R H Landscaping and Maintenance as its appointed contractor,
Resolved
To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1521.75 plus VAT for the financial year 2022.23.

22.05.30 Noted:
The meeting considered an application for financial support from Wickhambrook Carnival Committee to cover the cost of First Aid Cover for the Wickhambrook Fete (previously circulated as [WPC.22.05.12](#)) and, having noted a request for support for event on the day,
Resolved
To authorise a grant contribution of an amount agreed towards the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete Local Government Act 1972, s.145(2)

22.05.31 **Noted:**
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
1. Funding of Memorial Clock – request a warranty
2. Corporate Card – Unity Trust Bank – put on next agenda
3. WS preferred options consultation – Extraordinary meeting 7th July

22.05.32 **Noted:**
Confirmation that the scheduled date for the next meeting was Thursday 29th July beginning at 7:00pm in the Memorial Social Centre (Pavilion), and that an Extraordinary Meeting had been called for 7th July 2023.

22.05.33 **Noted:** Close of meeting. 20:31