

## Wickhambrook Parish Council

**Minutes**

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

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

**Attending:** Parish Clerk Hilary Workman,

WS Cllr S Pugh,

3 Members of the Public

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

22.07.01 **Noted:**

That the following Apologies from:

- Cllr P Couzens – Annual Leave
- Cllr S Thwaite – Work Commitments

Were approved.

Cllr Claydon was not present.

22.07.02 **Noted:** That when invited, there were

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

**22.07.03 Resolved:**

**That the Minutes of the Annual Meeting of the Parish Council held on 26<sup>th</sup> May 2022, and an Extra-ordinary meeting of the Parish Council held on 7<sup>th</sup> July 2022, as tabled, be agreed as a true record.**

22.07.04 **Noted:**

That, In accordance with Standing Order 4 d)v, the meeting appointed Cllr Tracey Turner as a second 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).

22.07.05 **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.22.07.01**) and agreed the following actions:

- i. That the clerk express an interest to Suffolk Climate Change Partnership in use of a camera for thermal imaging to identify excessive heat loss in the parish

22.07.06 **Public Forum – (Open Session)<sup>1</sup>. 7:06pm**

That when comments or question on Agenda items or matters of concern from those members of the public present were invited:

**Cllr Pugh** noted her previously circulated report and updated the parish council on important information regarding new grant funding which West Suffolk has applied for (UK shared prosperity fund). £1.9m has been earmarked for West Suffolk split roughly equally into 3 tranches – Communities and Place £600k; Supporting Local Business; and People and Skills. West Suffolk had to apply and say how it would be used and despite only 4 weeks' notice, a submission was agreed at an emergency full council meeting and has been submitted. Categories for funding include improvements for accessibility in town centres; support for sports facilities, open markets, service sector

<sup>1</sup> The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

**Signed:** M P Lavelle

**Dated:** 29/9/22

infrastructure, local arts, culture, heritage and creative activities. Jon Eaton of the Families and Communities team would advise parishes what is available in due course.

**19:12pm** - closed

**22.07.07 Noted:**

The meeting considered an update on the preparation of a Neighbourhood Plan for Wickhambrook (previously circulated as **WPC.22.07.02**), and, noting Cllr Turner's comments that the original NPWG Household Questionnaire had a high response rate (over 50% households), the recent consultation (of over six weeks) had been widely advertised (through mailing cards, website and face book) but did not achieve a statistically significant response rate (residents may have responded directly to West Suffolk's preferred options consultation)

**Resolved to**

- 1. Continue with the Master Design Plan for the site allocation proposed by West Suffolk (WS Reference 4.12a), noting that there is very clear opposition to the site being mixed use, the design should consider housing only and under West Suffolk guidelines include mixture of housing types, affordable housing and self-build plots.**
- 2. Prepare a plan for the two community consultations to take place in Autumn/Winter 2022 for:**
  - a) Draft Master Plan for the West Suffolk proposed allocated site**
  - b) Draft Neighbourhood Plan****To be delivered jointly by the NPWG and Parish Council.**

**22.07.08 Noted:**

**The meeting** considered West Suffolk Council's consultation on Preferred Options in developing their Local Plan, and a draft response (previously circulated as **WPC.22.07.03**) and, there being no amendments

**Resolved**

**To approve the draft response to West Suffolk Council's consultation on Preferred Options (Site Allocations) in developing their Local Plan (Appendix B to WPC.22.07.03).**

**22.07.09 Noted:**

That there were no reports or requests to this meeting relating to Councillors' Portfolios

- |     |                                  |                    |
|-----|----------------------------------|--------------------|
| 9.1 | <b>Highways/VAS reporting</b>    | Cllr Paul Couzens  |
| 9.2 | <b>Emergency Planning</b>        | Cllr Mike Lavelle  |
| 9.3 | <b>Road Safety Working Group</b> | Cllr Sandy Thwaite |

**22.07.10 Noted:**

Councillors considered the following consultations and draft responses

- 10.1 West Suffolk Consultation on draft Statement of Licensing Policy (previously circulated as **WPC.22.07.04**), closing 22 July, extension agreed to 29 July 2022. The meeting agreed that there were no comments to make.
- 10.2 West Suffolk Consultation on Community Governance Review – revised recommendations (previously circulated as **WPC.22.07.05**), closing 26 August 2022. The meeting agreed to support the proposal.
- 10.3 NALC consultation on DCMS consultation into short term holiday lets (previously circulated as **WPC.22.07.06**), closing 30 August 2022. The meeting agreed to support NALC's response

and, there being no amendments

**10.4 Resolved**

**To approve the draft responses to the consultations listed below:**

- i. West Suffolk Consultation on draft Statement of Licensing Policy (Appendix A to WPC.22.07.04) – No comments to make**
- ii. West Suffolk Consultation on Community Governance Review – revised recommendations (Appendix B to WPC.22.07.05) Support Proposal**

**Signed:** M P Lavelle

**Dated:** 29/9/22

**iii. NALC consultation on DCMS consultation into short term holiday lets  
(Appendix A to WPC.22.07.06) – support NALC'S argument to DCMS.**

22.07.11 **Noted:** Clerk's report that

- 11.1 Documents required for the 2021-2022 audit, as approved at the Annual Meeting, had been submitted to PKF Littlejohn, the appointed external auditors in accordance with the required timescales, and published to the Parish Council web pages.
- 11.2 VAT Claims for the month of May and June (£689.32 and £797.66 respectively) had been submitted to and paid by HMRC.
- 11.3 Burnett Barker has been instructed to renew the lease for the Cemetery Road Play Park with Trustees of Wickhambrook Memorial Social Centre and a formal notice requesting renewal on existing terms would be sent to the Trustees shortly
- 11.5 The cost of Microsoft Business Basic would be going up in August from £34.20 to £40.50.

**22.07.12 Noted:**

12.1 To note the following income received

	<b>AMOUNT</b>
<b>12.1.1</b>   Armstrong Funeral Services	£310.00

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

	<b>SUMMARY OF PAYMENT TO BE AUTHORISED</b>	<b>AMOUNT</b>
<b>12.2.1</b>	Refund to Clerk (Stationery)	£6.73
<b>12.2.2</b>	Clerk Mileage & Subsistance	£29.97
<b>12.2.3</b>	Clerk Home Working Allowance	£64.50
<b>12.2.4</b>	Refund to Clerk – Adobe Acrobat Subscription	£30.34
<b>12.2.5</b>	Wickhambrook MSC- Room Hire (NP June) #1326	£40.00
<b>12.2.6</b>	JRB Enterprise Ltd – Dog Waste Bags	£99.24
<b>12.2.7</b>	SALC: Clerk Training (Contracts & Procurement) #26277	£36.00
<b>12.2.8</b>	Refund to Clerk (Combination Lock Cem Rd Play Area)	£17.00
<b>12.2.9</b>	Defib Shop: Pads #10000095835	124.80

**12.3 Resolved**

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

12.4 To note the following payments previously authorised.

**Signed:** M P Lavelle

**Dated:** 29/9/22

Voucher	Date	Ref.	Supplier / customer	Supplier ref.	Total
325	06/05/2022		Smart Pension Limited		£ 18.00
329	15/05/2022	22.02.10.1 LODP	3 Business Services, Hutchison 3G UK Ltd	#AEQ1315627416	£ 22.00
318	01/06/2022	EC.22.02.09.1&am	Fenland Leisure Products Ltd	#SIN046436	£ 1,534.56
330	21/06/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	ki-a2e45745	£ 12.84
331	21/06/2022	22.02.10.LODP	Wave (Anglian Water Business (National) Ltd	#10513624	£ 86.94
332	21/06/2022	22.02.10.LODP	R.H. Landscapes & Maintenance Services L	#001716	£ 2,448.00
333	21/06/2022	22.02.10.LODP	Wickhambrook Memorial Social Centre	#1316	£ 30.00
334	21/06/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	#EO100UN1Q	£ 41.04
335	21/06/2022	22.02.10.LODP	Rialtas Business Solutions Ltd	#sm25758	£ 236.40
340	21/06/2022	EO.22.04.10	Burnett Barker Solicitors	NJP/WICK0111	£ 50.00
341	21/06/2022	22.02.10.LODP	Wickhambrook Memorial Social Centre	#1283	£ 37.50
342	21/06/2022	22.02.10.LODP	Wickhambrook Memorial Social Centre	#1274	£ 20.00
343	29/06/2022	22.04.09	Printerland.co.uk	#soa20585949	£ 145.80
344	29/06/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	#EO1001WW4W	£ 41.04
345	29/06/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	#EO1001WW4V	£ 135.36
346	29/06/2022	22.05.30	Wickhambrook Carnival Committee		£ 425.00
347	29/06/2022	22.02.10.LODP	West Suffolk Council	#1180127	£ 124.80
348	29/06/2022	22.02.10.LODP	Hilary Workman	June Salary	£ 982.31
349	30/06/2022	22.02.10.2DD Lis	Unity Trust Bank		£ 18.00
352	05/07/2022	22.02.10.LODP	HMRC	Month 3	£ 99.54
359	08/07/2022	22.02.10.2DD Lis	NEST Pensions		£ 172.05
360	14/07/2022	EC.	Boston Bulbs	69313	£ 96.49
354	15/07/2022	EO.22.07.07.1.5	Suffolk Assn. of Local Councils	#26117	£ 350.40
361	18/07/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	AFQ1324457927	£ 22.00
353	21/07/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	#a-A2E45745	£ 12.43
362	21/07/2022	22.02.10.LODP	R.H. Landscapes & Maintenance Services L	#001793	£ 1,632.00

12.5 the current account balances and reconciliation to 30<sup>th</sup> June 2022, and the Chairman's confirmation that they are supported by relevant bank balances.

22.07.13 **Noted:**

Councillors considered the review of income and expenditure against budget (previously circulated as **WPC.22.07.07**) and noted that there were no proposed adjustments to the approved budget

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

- 14.1 **DC/22/0569HH** - Householder Application  
Roof mounted solar panels on annexe (replacing existing water heating panels)  
**Rolfes Farm Church Road Wickhambrook Suffolk CB8 8UL**  
**WSC:** Approve Application **WPC:** No Comment
- 14.2 **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**  
**WSC:** Approve Application **WPC:** No Comment
- 14.3 **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**  
**WPC:** Pending Decision **WPC:** No Comment

**Signed:** M P Lavelle

**Dated:** 29/9/22

- 14.4 **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**  
**WPC:** Pending Decision **WPC:** No Comment
- 14.5 **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**  
**WSC:** Approve Application **WPC:** No Comment
- 14.6 **DC/22/0835/HH** - Householder Planning application – Re-consult  
 a. Two storey side extension (following demolition of existing extension)  
 b. single storey side extension  
 c. first floor rear extension.  
 d. replacement front dormer window  
**Sirocco , Bury Road, Wickhambrook, Suffolk, CB8 8PD**  
**WSC:** Pending Decision **WPC:** No Objection

**22.07.15 Noted:** the following Planning applications notified by West Suffolk Council for comment:

- 15.1 **DC/22/1142/TCA** - [Trees in a conservation area notification](#)  
 Fell one Ash (T1 on plan)  
 1 Church Cottages Church Road Wickhambrook Suffolk CB8 8XH no objections
- 15.2 **DC/22/1149/HH** - [Householder planning application](#)  
 Two storey rear extension  
 6 Clopton Park Wickhambrook Suffolk CB8 8ND no objection
- 15.3 **DC/22/1179/VAR** – [Planning application – variation of condition 2 of DC/21/1403/FUL](#)  
 To apply minor change to size of stable block proposed – decrease in width and height but increase in length  
 Peacocks Farm, Timber Barn, Farley Green, Wickhambrook CB8 8PX
- 15.4 **DC/22/1197/HH** – [Householder Planning Application](#)  
 a) installation of ground mounted solar panels  
 b) detached shed  
 Old Bank House, Malting End, Wickhambrook CB8 8XG  
 The parish council is concerned that the solar panels should be adequately screened from public right of way, in order to be compliant with the following core strategies:  
**Policy CS2 Sustainable Development** – A high quality, sustainable environment will be achieved by designing and incorporating measures appropriate to the nature and scale of development, including:  
**D)** conserving and, wherever possible, enhancing the character and quality of local landscapes and the wider countryside and public access to them, in a way that recognises and protects the fragility of these resources;  
**Policy CS3 Design and Local Distinctiveness** - Proposals for new development must create and contribute to a high quality, safe and sustainable environment. Proposals will be expected to address, as appropriate, the following components:  
 • consideration of protection of the landscape and historic views;

**15.5 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.**

- 22.07.16 **Noted:**  
That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- 16.1 **AP/22/0029/STAND** – Planning Appeal  
**DC/21/1517/FUL** - Planning application  
One dwelling (following the dismantling of existing barn)  
**Doctors Barn Cloak Lane Wickhambrook CB8 8UJ**
  - 16.2 Unitarian Meeting House (previous applications **DC/22/0634/FUL** and **DC/22/0635/LB** – The meeting queried why the planning authority was now requiring advertisement towards community interest and asked the Clerk to enquire whether an exception could be made to this.
- 22.07.17 **Noted:**  
Councillors considered an update on the redevelopment of the old MUGA space (previously circulated as **WPC.22.07.08**) and, noting that there did not currently appear to be enough support from parish residents for outdoor fitness, asked the clerk to undertake a further consultation on options for recreation space in the parish which took into account the feedback received at recent community engagement events, and report back to the Estates Committee in September.
- 22.07.18 **Noted:**  
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
1. Capital costs to consider in preparation of draft budget for financial year 2023.24
  2. Memorial Clock
  3. Corporate Multi Pay Card
  4. More permanent small goals/five a side for younger players (between main pitches and tennis courts) – small sided football & wall to kick balls against
- 22.07.19 **Noted:**  
That the scheduled date for the next meeting would be Thursday 29<sup>th</sup> September beginning at 7:00pm in the Pavilion, Memorial Social Centre.
- 22.07.20 **Noted:** Close of meeting. 19:58