

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 28<sup>th</sup> July 2022 @ 7:00pm**

In: Dulcie Smith Room, Wickhambrook Memorial Social Centre  
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.

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### **AGENDA**

- 22.07.01 Apologies for absence to be noted or approved: Cllr Paul Couzens
- 22.07.02 5.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items  
5.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25  
5.3 To receive requests for dispensations  
5.4 To note any additions and/or deletions to the Council's Register of Interests.
- 22.07.03 6.1 Proposal:  
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 5.2 In accordance with Standing Order 4 d)v, to appoint 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 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as **WPC.22.07.01**) and take action as appropriate.
- 22.07.06 Public Forum – (**Open Session**)<sup>1</sup>.  
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 22.07.07** To consider an update on the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.22.07.02**) and take action as appropriate.  
**Proposal: Cllr Turner**  
**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.**

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<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.

- 22.07.08** To consider West Suffolk Council's consultation on Preferred Options in developing their Local Plan, and a draft response (tabled and circulated as **WPC.22.07.03**) and take action as appropriate.  
**Proposal: Cllr Turner**  
**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), subject to any amendments agreed at this meeting.**
- 22.07.09 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
- 9.1 **Highways/VAS reporting** Cllr Paul Couzens  
9.2 **Emergency Planning** Cllr Mike Lavelle  
9.3 **Road Safety Working Group** Cllr Sandy Thwaite
- 22.07.10** To consider the following consultations and draft responses
- 10.1 West Suffolk Consultation on draft Statement of Licensing Policy (tabled and circulated as **WPC.22.07.04**), closing 22 July, extension agreed to 29 July 2022.  
10.2 West Suffolk Consultation on Community Governance Review – revised recommendations (tabled and circulated as **WPC.22.07.05**), closing 26 August 2022.  
10.3 NALC consultation on DCMS consultation into short term holiday lets (tabled and circulated as **WPC.22.07.06**), closing 30 August 2022.  
and take action as appropriate.  
**10.4 Proposal: Cllr Lavelle**  
**To approve the draft responses to the consultations listed below, subject to any amendments agreed at this meeting:**
- 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)**  
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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 11.1 Documents required for the 2021-2022 audit, as approved at the Annual Meeting, have 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 have been submitted (£689.32 and £797.66 respectively).  
11.3 To note that Burnett Barker have 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 will be sent to the Trustees shortly.  
11.5 The cost of Microsoft Business Basic will be going up in August from £34.20 to £40.50.
- 22.07.12** 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 & Subsistence                           | £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                   | £91.14        |
| <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 Proposal:**  
**That the payments to be made, listed above at 11.2 be authorised.**

12.4 To note the following payments previously authorised.

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 To note 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 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.22.07.07**).

22.07.14 To note 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:**

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

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**

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**

- 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**
- 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**

**22.07.15** To note the following Planning applications notified by SEBC for comment:

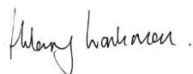
- 15.1 **DC/22/1142/TCA** - [Trees in a conservation area notification - one Ash \(T1 on plan\) fell](#)  
1 Church Cottages Church Road Wickhambrook Suffolk CB8 8XH
- 15.2 **DC/22/1149/HH** - [Householder planning application - two storey rear extension](#)  
6 Clopton Park Wickhambrook Suffolk CB8 8ND
- 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

**15.5 Proposal: Cllr Turner**

**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 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 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**
- 22.07.17 To consider an update on the redevelopment of the old MUGA space (tabled and circulated as **WPC.22.07.08**) and take action as appropriate.
- 22.07.18 Any other matters for information, to be noted or for inclusion on a future agenda:  
1. Capital costs to consider in preparation of draft budget for financial year 2023.24  
2. Memorial Clock  
3. Corporate Multi Pay Card
- 22.07.19 To confirm that the scheduled date for the next meeting is Thursday 29<sup>th</sup> September beginning at 7:00pm in the Pavilion, Memorial Social Centre.
- 22.07.20 Close of meeting.

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**Hilary Workman**

**Clerk & RFO to the Council**

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