

## Wickhambrook Parish Council

**Minutes**

Of an ordinary meeting of the Parish Council held on **Thursday 29<sup>th</sup> September 2022**

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

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

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

22.09.01 **Noted:**

The following apologies for absence were approved:

- Cllr S Thwaite – unwell
- Cllr S Moy – Work commitment

Cllr J Claydon was not present.

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

- 2.1 No Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests 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

22.09.03 **3.1 Resolved**

**That the Minutes of the ordinary meeting on 28<sup>th</sup> July and an Extraordinary meeting of the Parish Council held on 1<sup>st</sup> September 2022, as tabled, be agreed as a true record.**

22.09.04 **Noted:**

The following 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 – no report

4.2 Cllr Mrs Sarah Pugh, West Suffolk Council – (*previously circulated*)

Cllr Pugh further:

- advised that any requests with respect to electric charging points should be referred to SC Cllr Bennett (the meeting asked the clerk to pass the information on to the MSC, Shop, WI & Surgery)
- thanked Wickhambrook Parish Council for responding on consultation on Preferred Options for the Local Plan – West Suffolk Council was taking on board all comments and Wickhambrook featured in the analysis (the meeting asked the clerk to extend acknowledgement to Neighbourhood Plan Working Group)
- asked that the parish council any projects which might benefit from funding through her Locality Budget.

22.09.05 Public Forum – (**Open Session**)<sup>1</sup>. 19:06

There being no members of the public to comment or question on any Agenda item or matter of concern, the session was closed.

22.09.06 **Noted:**

Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (*previously circulated as WPC.22.09.01*).

<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:** Mike Lavelle

**Dated:** 24/11/2022

**22.09.07 Noted:**

Cllrs considered an update on the preparation of a Neighbourhood Plan for Wickhambrook (*previously circulated as WPC.22.09.02*) and noted Cllr Turner's oral update that the Neighbourhood Plan Working Group (NPWG) would be meeting with West Suffolk Planning Policy Officers the following day and:

- asking for summary of all comments from Wickhambrook; and
- discussing the site proposed by West Suffolk in its Preferred Options consultation. Two further consultations would be run by the NPWG, with respect to Master planning advice and the draft Neighbourhood Plan. The NPWG and Parish Council would need to think about how best to engage with parish on these consultations to ensure a good response. The next NPWG meeting was scheduled for 24<sup>th</sup> October.

**Resolved:**

- i. **In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied.**
- ii. **Expenditure under the various categories of the Locality Grant application be authorised for payment on submission of relevant invoices to the clerk to a sum of not more than £9997.00 in accordance with the categories summarised in Appendix B to this report.**

**22.09.08 Noted:**

The meeting considered reports and requests to this meeting relating to Councillors' Portfolios

- 8.1 **Highways/VAS reporting** Cllr Paul Couzens  
An oral report from Cllr Couzens that he would be meeting up with the volunteer from Lidgate for advice on how to download the data from the VAS. Following the online speeding session organised by SALC, which the Clerk and Cllrs Thwaite and Turner had attended, the meeting asked the clerk to update Steve Wright on current speeding issues in the parish.
- 8.2 **Emergency Planning** Cllr Mike Lavelle  
An oral report from Cllr Lavelle that the lead Emergency Planning Officer at Suffolk County Council was planning a table-top emergency plan exercise for parishes in the future. The clerk further advised that an emergency pack had been donated to the parish from Suffolk County Council emergency planning team.
- 8.3 **Road Safety Working Group** Cllr Sandy Thwaite

**22.09.09 Noted:** a summary of decisions taken at the Estates Committee on 5th August 2021.

**Min No.**

<b>9.1</b>	<b>Resolved</b> <b>To authorise the works to parish trees as identified at WPC.EC.22.09.02 at a cost of not more than £670.00 plus VAT.</b>
<b>10</b>	<b>Noted:</b> The meeting considered a review of fees for clubs using Six Acres ( <i>previously circulated as WPC.EC.22.09.03</i> ) and acknowledging the parish councils desire to support local clubs, agreed that there would be no change to the fees, but that the support through grounds cutting and tree work etc would be recorded against relevant clubs as grants in kind.

- 11.** The meeting consider a review of the grounds specification for the next financial year (previously circulated as **WPC.EC.22.09.04**) and agreed following advice from the Footpaths officer, to reduce the cuts for footpaths by two to six cuts a year, and include:

- Footpath 26 running from Cemetery Road across to FP25;
- Include the footpath side of the Cemetery hedge (adjacent FP26) and;
- Include cuts of the hedge alongside school.

**22.09.10 Noted:** Clerks report

- 10.1 That the External Auditors' Limited Assurance Review and certificate 2021/22 (previously circulated as **WPC.21.09.03**), had been issued, stating that in their opinion

*"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met".*

and that the Council had complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

- 10.2 That VAT Claims for the months of July and August had been paid (£372.14 and £514.06).
- 10.3 An update on renewal of the lease in respect of the Cemetery Road Play Park (previously circulated as **WPC.22.09.04**). The meeting agreed that the renewal of the lease should be continued with under Landlord and Tenant Act and asked the clerk to advise the Trustees of the Wickhambrook MSC and appointed solicitors accordingly.
- 10.4 That the Clerk had moved, and the Parish Council's new business address: **3 Farriers Close, Great Barton, Bury St Edmunds, Suffolk IP31 2FP**. All other contact details remain the same.

**Resolved**

**That the clerk update all relevant business contact details to the new registered address for Wickhambrook Parish Council: 3 Farriers Close, Great Barton, Bury St Edmunds IP31 2FP.**

**22.09.11 Noted:**

- 11.1 To note the following income received

	<b>AMOUNT</b>
<b>11.1.1</b> Hanchets: Memorial	£150.00
<b>11.1.2</b> Bereaved: Exclusive Right of Burial	£175.00
<b>11.1.3</b> HMRC: VAT126 Claims April – June	£2674.09
<b>11.1.4</b> HMRC: VAT126 Claim July	£372.14
<b>11.1.5</b> HMRC: VAT126 Claim August	£514.06
<b>11.1.6</b> West Suffolk Council: Recycling Credits	£1348.60
<b>11.1.7</b> Groundworks: Locality NP Grant	£9997.00

- 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>	Refund to Clerk (Office Supplies & Equipment)	£76.48
<b>11.2.2</b>	Clerk Mileage & Subsistence	£29.97
<b>11.2.3</b>	Clerk Home Working Allowance	£64.50
<b>11.2.4</b>	Refund to Clerk – Adobe Acrobat Subscription	£30.34
<b>11.2.5</b>	PKF Littlejohn LLP – Limited Assurance Review #SB20221227	£360.00
<b>11.2.6</b>	Parish Online – Mapping Software #42UF076-0006	£120.00

<b>11.2.7</b>	Wickhambrook Memorial Social Centre: Recycling Credits	£1348.60
<b>11.2.8</b>	Verse – Posters & Leaflets: Neighbourhood Plan #SIN003008	£229.80
<b>11.2.9</b>	Mdsign – Internet Services – Events Calendar #2021	£225.60

**11.3 Resolved:**

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

## 11.4 The following payments previously authorised.

365	28/07/2022	22.02.10.LODP	Hilary Workman	July Salary	Period 4	£1,011.92
363	31/07/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 4	Period 4	£ 37.68
364	05/08/2022	22.02.10.LODP	HMRC	Period 4	Period 4	£ 69.93
381	09/08/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	07/06/2022-06/07/2022 Microsoft	#E0100JAB74	£ 41.04
385	09/08/2022	22.02.10.LODP	Wickhambrook Memorial Social Centre	Meeting Room Hire July	#1333	£ 50.00
383	13/08/2022	22.02.10.LODP	R.H. Landscapes & Maintenance Services L	Grounds Contract July Cuts	#001867	£2,052.00
375	15/08/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile July '22	#AGQ1333256400	£ 22.00
392	19/08/2022	21.11.17 &am	Haward Horological Ltd	Repairs to Memorial Clock - Serv	#4121	£ 680.00
395	19/08/2022	EC.22.04.11	NidaqravelUK	Reserved Grave Space Markers	#INV-4047	£ 346.51
351	20/08/2022	22.02.10.LODP	Mdsign	Website Updates Q2 2022.23	#1980	£ 210.00
380	23/08/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	Electricity - Chapel of Rest - J	#KI-A2E45745-0009	£ 12.89
396	27/08/2022	22.02.10.LODP	Wave (Anglian Water Business (National) Ltd	Water Period 12/5 - 11/08	#10885547	£ 49.82
379	31/08/2022	EC.22.04.11	Amazon UK Services Ltd	Avery Labels for Reserved Grave	#GB24VF4ZRAEUI	£ 45.18
403	31/08/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 5	Period 5	£ 37.68
397	05/09/2022	22.02.10.LODP	R.H. Landscapes & Maintenance Services L	Grounds Contract August Cuts	#001916	£ 600.00
398	05/09/2022	22.02.10.LODP	HMRC	HMRC/NI Period 5	2305	£ 69.93
399	05/09/2022	22.02.10.LODP	Hilary Workman	Clerk Salary Period 5	Period 5	£1,011.92
382	09/09/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	07/07/2022-06/08/2022 Microsoft	#E0100JO6V0	£ 48.60
411	14/09/2022	22.02.10.2DD Lis	Information Commissioner's Office	ICO Registration 2022.23	ZA074439	£ 35.00
410	15/09/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile August '22	#AGQ1333256400	£ 22.00

11.5 The current account balances and reconciliation to 31 August 2022, and the Chairman's confirmation that they were supported by relevant bank balances.

11.6 The meeting considered a proposal to apply for a Corporate Multi-pay Card (*previously circulated as WPC.22.09.05*) and

**Resolved**

- i. **The parish council apply for a Unity Corporate Multi-pay Card from Unity Trust Bank (restricted to use by the clerk) and set a single transaction maximum value of £500 (unless authorized by the council in writing before any order is placed);**
- ii. **The parish council adopt the revised Financial Regulations attached as Appendix B to this report;**
- iii. **The parish council authorise:**
  1. **The initial set up fee of £50.00; and**
  2. **a variable direct debit payment from its Unity Trust bank to service the full transaction balance each month, including any fees and charges (monthly £3 per card charge) accruing to the Corporate Multi-pay Card;**
- iv. **Regular software subscriptions, listed below, be authorized to be charged against the corporate Multi-pay card:**
  1. **Microsoft basic – monthly, currently £4.50 plus VAT (upto 10 users);**
  2. **Microsoft Online Services – annual, currently £112.80 plus VAT (two users)**
  3. **Adobe Pro DC – monthly, currently £12.64 plus VAT (one user)**

22.09.12 **Noted:**

The meeting considered the Chair's review of the internal control statement (*previously circulated as WPC.22.09.06*), the proposed actions arising from this and the Chair signed and dated the report.

Signed: Mike Lavelle

Dated: 24/11/2022

**22.09.13 Noted:**

The meeting considered the review of income and expenditure against budget and proposed adjustments to the approved budget (*previously circulated as WPC.22.09.07*), and

**Resolved**

**The parish council authorise a reversal of the underspend previously transferred to Earmarked reserves (£1695.00 to Staff contingency, Min 22.04.12 refers) back into operating reserves and an adjustment of the budget lines allocated as below:**

	Approved Budget	Adjustment	Revised Budget
<b>From Earmarked Reserves (Staff Contingency)</b>		-£1695.00	
<b>Clerk/RFO Salary</b>	£12741.00	+£675.00	£13,416.00
<b>HMRC/NI Contributions</b>	£98.00	+£490.00	£588.00
<b>Pension Contributions</b>	£250.00	+£530.00	£780.00
<b>Total</b>	<b>£13,089.00</b>	<b>+£1695.00</b>	<b>£14,784.00</b>

- 22.09.14 To note Planning results as notified by West Suffolk summarised below:
- 14.1 **DC/22/0965/P3QPA** Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015  
Change of use from agricultural building to dwellinghouse (class C3) to create one dwelling and associated operational development  
**Peacocks Farm House Farley Green Wickhambrook CB8 8PX**  
**WSC:** Refuse Application **WPC:** Not Consulted
- 14.2 **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:** Approve Application **WPC:** No Objections
- 14.3 **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**  
**WSC:** No Objection **WPC:** No Objections
- 14.4 **DC/22/1149/HH** - Householder planning application - two storey rear extension  
6 Clopton Park Wickhambrook Suffolk CB8 8ND  
**WSC:** Application Granted **WPC:** No Objections
- 14.5 **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**  
**WSC:** Application Granted **WPC:** No Objections
- 22.09.15** To note the following Planning applications notified by SEBC for comment:
- 15.1 DC/22/1352/FUL** – Planning Application  
Construction of Conservation Lake  
**Lake East of Clopton Green, Wickhambrook – No comments**
- 15.2 DC/22/1493/TPO** – Tree Preservation Order TPO504 (2010)  
one Oak (T1 on plan, T1 on order) overall crown reduction by 1.5 metres;  
one Ash (T2 on plan, T2 on order) fell  
**17 The Meadows Wickhambrook Suffolk CB8 8GW – No comments**

**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.**

22.09.16 **Noted:**

That when other Planning matters were invited for information, to be noted or for inclusion on a future agenda, the following:

- Clerk – delegated authority for specific application types.

**22.09.17 Noted:**

The meeting noted the proposal put forwards by the Estates Committee (*previously circulated as WPC.21.09.08*) to adjust the specification for Grounds Contract for the next financial year and, there being no changes,

**17.1 Resolved**

**To approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B to report WPC.22.09.08, in advance of quotes being requested for the grounds contract for financial year 2023/24.**

22.09.18 **Noted:**

The meeting considered an update on the redevelopment of the old MUGA space (*previously circulated as WPC.22.09.09*) and asked the clerk to undertake further mini-consultation(s) using voting buttons to establish the level of demand and/or support for:

- Purchase of a new basket ball hoop to be sited on or near the old games space (approximately £800.00 plus VAT)
- Investigate sustainable boarding which could be installed for balls to be kicked against (Rebound walls £150 - £250 plus VAT)
- Purchase of smaller goal posts (21' x 7') and marking up of a junior sized pitch on Six Acres (a pop up goal post costs in the region of £250 plus VAT). and to report back to the Estates Committee.

**22.09.19 Noted:**

The meeting considered an update on the progress of Quiet Lanes (*previously circulated as WPC.22.09.10*) and

**Resolved**

- The parish council authorise the cost of items 3 a-c summarised in report WPC.22.09.11 at not more than £75.00 plus VAT; and**
- The parish council authorise a further £50.00 contribution to designated routes.**

22.09.20 **Noted:**

That when councillors were asked for any capital costs to consider in preparation of draft budget for the financial year 2023 – 24, the following:

- Trees at Chapel of Rest
- Play equipment to be replaced
- Fencing play areas
- Drainage of pond

**22.09.21 Noted:**

The meeting nominated Alan Cordy, the Royal British Legion raising funds in Wickhambrook, to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 5<sup>th</sup> November, and

**Resolved**

**That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath**

- 22.09.22 **Noted:**  
The meeting considered an update on Queens Green Canopy (*previously circulated as WPC.22.09.11*) and, having reached the view that a large scale project to plant up to seventy saplings on the Outer Banks of Six Acres would be unlikely to represent value for money for the parish, with a substantial risk of a high proportion of the trees failing before fully establishing, asked the clerk to take forward a proposal to the Estates Committee for the planting of specimen trees in nature reserve behind The Meadows (if Suffolk County Council are agreeable), in the Cemetery, and as infill on some of the Greens in the parish.
- 22.09.23 **Noted:**  
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- Bus Shelter(s) at the Meadows – update website
  - Clerk’s Performance review
  - First Aid Kit for stab injuries
  - Planning delegation
  - Draft budget
- 22.09.24 **Noted:**  
That the scheduled date for the next meeting would be Thursday 24<sup>th</sup> November beginning at 7:00pm in the Pavilion, Memorial Social Centre.
- 22.09.25 **Noted:** Close of meeting. 19:57pm