

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 24th November 2022**

Present: J Claydon (part), P Couzens, M Lavelle, K Merritt, T Turner, S Thwaite

Attending: Parish Clerk Hilary Workman,

2 Members of the public, Mr P Bevan of Wickhambrook All Saints PCC

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

22.11.01 **Noted:** Apologies for absence to be noted or approved:

- To note: SC Cllr Bobby Bennett, WS Cllr S Pugh
- Cllr Moy did not attend

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

2.1 Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items:

- Cllr Claydon **22.11.07**

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.

22.11.03 Resolved:

That the Minutes of the ordinary meeting of the Parish Council held on 29th September 2022, as tabled, be agreed as a true record.

22.11.04 **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 Claydon raised an issue regarding overflowing grips on highways. The clerk confirmed that SCC highways had no current budget for grips maintenance, but where individual grips were blocked resulting in standing water, these could be reported via the Report a Problem webpages and SCC would schedule them for clearing. The meeting asked the clerk to update the website accordingly.

22.11.05 **Public Forum – (Open Session)¹.** 19:06

To receive comment or question on any Agenda item or matter of concern from those members of the public present.

Two members of the public raised their concerns with respect to planning application DC/22/1845/FUL, listed as item 22.11.16.3 on the agenda. Their comments are recorded at Minute 16.3.

Session closed at 19:34.

In accordance with Standing Order 10(a)vi, item 22.11.16.3 on the Agenda was considered at this point and is Minuted at 22.11.16.3.

In accordance with Standing Order 10(a)vi, item 22.11.19 on the Agenda was considered at this point and is Minuted at 22.11.19.

22.11.06 **Noted:**

Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as **WPC.22.11.01**).

¹ 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: 12.01.2023

Having declared a Disclosable Pecuniary Interest in item 22.11.07 on the agenda, Cllr Claydon left the meeting at this point.

22.11.07 Noted:

Councillors considered an update on the preparation of a Neighbourhood Plan for Wickhambrook (previously circulated as **WPC.22.11.02**) and Cllr Turner's further oral comments that:

- Of all the options considered by West Suffolk, site 412a is the one which presents least impact on the parish;
- The NP Working Group is also looking at Community Actions for inclusion in the Neighbourhood Plan; and
- West Suffolk have advised that they need to publish their draft Local Plan by March 2023. To align with the publication of the Local Plan, therefore, the NPWG anticipates that the report on Site Master planning AECOM should be completed by January, and a draft Neighbourhood Plan would then be prepared for consultation.

Resolved.

The parish council accept West Suffolk Council's preferred option for site 412a to be developed on a mixed use basis, restricted to Planning Use Class E – Commercial, Business and Service.

22.11.08 **Noted:** Reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.

8.1 **Highways/VAS reporting** Cllr Paul Couzens

An oral report that the VAS would shortly be moved to Cemetery Road

8.2 **Emergency Planning** Cllr Mike Lavelle

The meeting asked the clerk to check progress with the parish Emergency Plan.

8.3 **Road Safety Working Group** Cllr Sandy Thwaite

Councillors considered an update on Road Safety issues for Wickhambrook (previously circulated as **WPC.22.11.03**) and agreed that this would be further reviewed once Neighbourhood Plan Community Actions had been identified.

22.11.09 **Noted:** A summary of decisions taken at the Estates Committee on 3rd November 2022

Min No. Noted:

- | | |
|------------|--|
| 9 | The Committee considered a review of fees and charges for the Cemetery (previously circulated as WPC.EC.22.11.02) and there being no objections to the proposed revisions, asked the clerk to put the proposed fees and charges to the next meeting of the parish council for its consideration. |
| 10 | The Committee considered an update on Queens Green Canopy (previously circulated as WPC.22.09.03) and noting the parish councils decision that a proposal to plant up to 70 saplings on the outer banks would not be feasible: <ul style="list-style-type: none"> • agreed a preferred option for the planting of seven flowering ornamental deciduous trees in the grounds of the Cemetery; • asked the clerk to consult with the parish tree surgeon on suitable planting sites (a crescent at the end of the hedge down from the war memorial) and sizes (4'); and • report back to the parish council with any necessary request for the authorisation of funds to support this proposal. |
| 11. | The Committee considered a proposal to accept the Memorial Clock at All Saints Church as a parish asset (previously circulated as WPC.EC.22.11.04) and noting: <ul style="list-style-type: none"> • the existing risks and restrictions on the funding of the clock under the current circumstances, as advised by NALC; and • that the parish council could accept the clock as a parish asset, and the likely financial obligations arising from this |

- asked the Clerk to refer the matter (setting out all options and cost implications) to the parish council for a decision on whether to accept the Memorial Clock as a parish asset.
- 12** The Committee considered a review of Estates budgets and a draft 3 year plan for the Estates Committee (previously circulated as **WPC.EC.22.11.05**) and asked the clerk to prepare a draft budget for consideration by the parish council at its November meeting based on the proposals set out in the report.

22.11.10 Noted: Clerk's Report

- 10.1 That VAT Claims for the month of September and October had been claimed (£256.86 and £893.20) and paid on 23rd November.
- 10.2 An update on renewal of the lease in respect of the Cemetery Road Play Park (previously circulated as **WPC.22.11.04**) and oral advice at the meeting that a closing statement had now been received. There was nothing further to pay, as the total cost did not exceed the £50 paid on deposit, but it had not been possible to reclaim the VAT (£8.33).
- 10.3 Councillors considered West Suffolk's consultation on Local Council Tax Reduction Scheme (previously circulated as **WPC.21.11.05**) and the meeting agreed not to submit a response.

The clerk updated the parish council orally on progress with Quiet Lanes. Details of signage had been circulated and posted to the parish website, and volunteers recruited, the next stage being to collect signage prior to installation.

22.11.11 Noted:

- 11.1 The following income received

		AMOUNT
11.1.1	Armstrongs Funeral Services – Interment & ERB	£490.00
11.1.2	Wickhambrook Tennis Club – Ground Rent	£10.00

- 11.2 The payments to be made as listed below:

	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
11.2.1	Refund to Clerk (Office Supplies & Equipment)	£22.48
11.2.2	Clerk Mileage & Subsistence	£84.74
11.2.3	Clerk – Professional Fees	£170.00
11.2.4	Refund to Clerk – Adobe Acrobat Subscription (Sept & Oct'22)	£30.34

11.3 Resolved

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

11.4 The following payments previously authorised.

Voucher	Date	Ref.	Supplier / customer	Description	Supplier ref.	Total
432	15/09/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile Aug/Sept' 22	AHQ1341910681	£ 22.00
406	21/09/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	Electricity - Chapel of Rest - A	KI-A2E45745-0010	£ 12.90
394	29/09/2022	22.09.12.	Suffolk Assn. of Local Councils	Clerk Training - FOI	#26313	£ 31.20
422	29/09/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 6	Period 6	£ 37.68
384	30/09/2022	22.09.07ii	Wickhambrook Memorial Social Centre	Meeting Room Hire July NPWG	#1334	£ 20.00
431	30/09/2022	22.11.	Unity Trust Bank	Quarter 2	Quarter 2 Service Charge	£ 18.00
424	03/10/2022	22.02.10.1 LODP	Hilary Workman	Clerk Salary Period 6	Salary Period 6	£1,012.12
421	05/10/2022	22.02.10.1 LODP	HMRC	Period 6	Period 6	£ 69.73
452	07/10/2022	22.02.10.2DD LOD	Microsoft Ireland Operations Ltd	Online Services 7/08/22 - 06/09/	EO100K1LYN	£ 48.60
426	11/10/2022	EC.22.04.10	Lake & Pond Aquatics	Drainage works Coltsfoot Green	INV-0538	£2,880.00
427	13/10/2022	22.02.09.5i	Suffolk Assn. of Local Councils	Payroll Administration to period	#26516	£ 57.60
428	13/10/2022	22.02.10.2DD Lis	R.H. Landscapes & Maintenance Services L	Grounds Contract September Cuts	#001967	£1,632.00
435	13/10/2022	22.02.10.1 LODP	Wickhambrook Memorial Social Centre	Meeting Room Hire September	#1355	£ 20.00
436	13/10/2022	22.07.10	R.H. Landscapes & Maintenance Services L	Miscellaneous Parish Works	#001987	£ 558.00
420	19/10/2022	22.09.1.2.9	Mdsign	Event Calendar PRO and Aggregato	#2021	£ 225.60
434	19/10/2022	22.02.10.1 LODP	Wickhambrook Memorial Social Centre	Meeting Room Hire September	#1359	£ 30.00
438	26/10/2022	22.02.10.1 LODP	Hilary Workman	Salary Period 7	October Payroll	£1,011.92
419	28/10/2022	22.02.10.2DD Lis	Adobe Systems Software Ireland Ltd	Adobe Pro DC Subscription Septem	IEN2022042449122	£ 15.17
440	31/10/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 7	Period 7	£ 37.68
433	02/11/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	Electricity - Chapel of Rest - S	KI-A2E45745-0011	£ 13.40
443	03/11/2022	22.09.07ii	Wickhambrook Memorial Social Centre	Meeting Room Hire October	#1367	£ 20.00
447	03/11/2022	22.04.09.4ii	Macs & PC's	Computer Call out (printer)	#45165	£ 50.00
439	05/11/2022	22.02.10.1 LODP	HMRC	HMRC/NI Period 7	Period 7	£ 69.93
425	06/11/2022	22.02.10.1 LODP	Microsoft Ireland Operations Ltd	07/09/2022-06/10/2022 Microsoft	E0100KFAXB	£ 48.60
449	07/11/2022	WPC.EC.22.02.09.	Fenland Leisure Products Ltd	Bi-annual Service Aerial Cablewa	#SIN049394	£ 932.40
445	14/11/2022	22.02.10.1 LODP	R.H. Landscapes & Maintenance Services L	Grounds Contract October Cuts	#002045	£2,052.00
442	15/11/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile	AIQ1359491400	£ 22.64
450	15/11/2022	22.02.10.2DD Lis	Adobe Systems Software Ireland Ltd	Adobe Pro DC Subscription Octobe	#IEN2022047486285	£ 15.17

11.5 That current account balances and reconciliation to 31 October 2022, and the Chairman's confirmation that they are supported by relevant bank balances.

22.11.12 **Noted:**

The Chair's review of the internal control statement (previously circulated as **WPC.22.11.06**) and confirmation that the systems in place are adequate.

22.11.13 **Noted:**

The review of income and expenditure against budget (previously circulated as **WPC.22.11.07**) and that there were no proposed adjustments to the approved budget. The meeting noted that funds in the savings account had not been reduced to match the current earmarked reserves (**Min 22.09.13 refers**) to benefit from the current higher rates of interest.

22.11.14 **Noted:**

Councillors considered the draft Budget for 2022/23 (previously circulated as **WPC20.11.08**) and noted that due to current inflationary pressures it has been difficult to obtain a wider range of quotes for some of the proposed capital expenditure. No changes to the draft budget or priorities were suggested.

Signed: Mike Lavelle

Dated: 12.01.2023

- 22.11.15 **Noted:** Planning results as notified by West Suffolk summarised below:
- 15.1 **DCON(B)/20/2079** - Application to discharge conditions 7 (infill) and 11 (matching existing work - general) and partially discharge condition 5 (timber framing schedule of works)
East Cottage Attleton Green Wickhambrook Suffolk CB8 8YA
WSC: Condition(s) Part Discharged **WPC** – No Consultation
- 15.2 **DC/22/1197/HH** - Householder planning application
a. installation of ground mounted solar panels
b. detached shed
Old Bank House Malting End Wickhambrook Suffolk CB8 8XG
WSC : Application Withdrawn **WPC:** Comments Made – Min Ref: 22.07.15.4
- 15.3 **DC/22/1296/HH** - Householder planning application
a. installation of two new windows to the front elevation
b. installation of one new window to the rear elevation
Rosene Attleton Green Wickhambrook Suffolk CB8 8YB
WSC: Application Granted **WPC** – No Comment
- 15.4 **DC/22/1374/HH** - Householder planning application
a. insertion of one roof light and relocation of window on front elevation
b. rear two storey extension above existing c. one rear dormer
5 Clopton Yard Giffords Lane Wickhambrook Suffolk CB8 8QB
WSC - Application Granted **WPC** – No Comment

22.11.16 Noted:

Councillors considered the following Planning applications notified by West Suffolk DC for comment:

- 16.1 **DC/22/1810/HH** – [Householder planning application](#)
a) creation of garage with existing windows replaced with rolling shutter doors;
b) first floor side extension
c) roof raised

6 Wickham House Bungalows Giffords Lane Wickhambrook CB8 8PH

No comments

- 16.2 **DC/22/1825/HH** - [Householder planning application](#)
a. single storey rear extension following demolition of existing conservatory
b. single storey open sided garden amenity structure

8 Wickham House Bungalows Giffords Lane Wickhambrook CB8 8PH

No comments

- 16.3 **DC/22/1845/FUL** - [Planning application - one dwelling](#)

Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook

The parish council considered this application at its meeting on 24th November and having considered:

1. the application and supporting documents available on West Suffolk's planning portal (including objections from over 14 neighbouring properties)
2. a briefing paper (DC.22.1845_ConsumteeComments) prepared by the clerk
3. comments raised by members of the public at the meeting under item 22.11.05 (open session), summarised below:
 - 3 infill properties had recently been approved, but the neighbourhood had raised concerns about this application. No letters of support had been identified on the website.
 - The proposed property is out of character with the nature of Ashfield Green, there being no greenspace/garden to its rear, and the rear boundary is not in line with other properties of the Green.
 - There has been a loss of greenspace to the green arising from development of the neighbouring plot (Aldersfield Place Farm) with the removal of five trees, and if the proposed development were approved, this would involve the removal of a further five trees and hedgerow on the proposed plot.

- Loss of privacy. Particularly that of an elderly neighbour. Concerned about precedent.
 - The donor property (Aldersfield Place Farm) has historic value (historic farmyard). The proposed new property would be likely to overlook this donor property.
 - There is a proposed garage block with occupiable
 - accommodation above which is sited very close to the verge, giving the impression of being a residential property.
 - The proposed plans include a large chimney and there is concern that burning of wood or fossil fuels would have an adverse impact on environment.
4. the following points identified by Cllrs at the meeting:
- that the proposal was for a large property on a small plot
 - that the proposal did not fall within the settlement area for the parish
 - that additional infill which was not in keeping with the neighbouring properties would be likely to affect the character of Ashfield Green.
 - That a Neighbourhood Plan was being prepared and the existing proposals of the application would be unlikely to fit with the Design Codes of the proposed Neighbourhood Plan if approved by referendum.

the meeting determined to **object to the application** for the following reasons:

Settlement Hierarchy and Identity:

The proposed site is not within the published settlement boundary of Wickhambrook [RV3 – Housing Settlement Boundaries], but in designated countryside [CS4 – Settlement Hierarchy & Identity, DM5 – Development in the Countryside]. It is acknowledged that the proposal may be described as small scale residential development [DM5]

Sustainable Development:

- a. District Council policies seek to protect the countryside against unsustainable development. Further development of the green could adversely affect its built character and sense of place.
- b. The application does not appear to make provision for the installation of an electric charging points for the proposed dwelling. This could have a negative impact on air quality in the vicinity and is not consistent with the NPPF paragraphs 105 & 1101, Air Quality Planning Guidance, [CS2 – Conserving and where possible, Enhancing of Natural Resources including Air Quality], [DM14 – Protecting and Enhancing Natural Resources, Minimising Pollution and Safeguarding from Hazards], and Section 3.2 of Suffolk Parking Standards, which sets out requirements for electrical charging infrastructure.

Noise and Disturbance:

site clearance, preparation and construction activities (including deliveries and removal of waste materials) would result in noise and disturbance to neighbouring properties, particularly at weekends and bank holidays, a material consideration.

Minimising Pollution and Safeguarding from Hazards:

Hazardous materials must be removed from site and not burnt, to ensure that there is no risk to contamination of ground or surface water and that the amenity of neighbouring areas is protected. Relevant policies are NPPF (paragraphs 170, 178, 179), (GP3), Policy CS2 (Sustainable Development) and Policy DM14.

Infrastructure Capacity:

that the provision of surface water disposal through a soakaway may increase the risk of surface water onto the highway within Ashfield Green, which already experiences regular flooding of the road (although this matter should have been adequately dealt with under application [CON\(A\)/18/1442](#) – Application to Discharge ...Condition 6 (surface water drainage).

Risk of loss of amenity to neighbouring properties:

arising from the proposed development (the rear garden of Minori, to the south east of the site, and opposite, the front of the properties Rowlands & Red Gables). The overlooking of a property and/or loss of privacy is a material consideration. NPPF

paragraph 130(f) and policies [DM2- development principles and local distinctiveness] and [DM22- residential design] are relevant.

16.4 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.

22.11.17 **Noted:** Other Planning matters for information, to be noted or for inclusion on a future agenda.

Application received – no extra-ordinary meeting requested

16.1 **DC/22/1513/FUL** - [Planning application](#)

- (a) 28 photovoltaic panels on inward facing roof
- (b) 44 ground mounted solar panels in adjoining field
- (c) three roof mounted air conditioning units between inward facing roofs
- (d) battery storage and current inverters in garden installation of ground source heat pump
- (e) associated underground electricity cable and pipes connected to above units house
- (f) three external car charging points

And

DC/22/1514/LB – Listed Building Application

- (a) photovoltaic panels on inward facing roof
- (b) ground mounted solar panels in adjoining field
- (c) roof mounted air conditioning units between inward facing roofs
- (d) battery storage and current inverters in garden installation of ground heat pump
- (e) associated underground electricity cable and pipes connected to above units house
- (f) three external car charging points

Old Bank House Malting End Wickhambrook Suffolk CB8 8XG – Extension agreed to 14th January 2023.

22.11.18 **Noted:**

Councillors considered the proposal put forwards by the Estates Committee (previously circulated as **WPC.21.09.09**) to adopt revised Cemetery Fees and Charges as set out at Appendix B .

Resolved

The parish council adopt the proposed fees and charges, (taking into account any revisions agreed at the meeting) set out at Appendix B to WPC.22.11.09) with effect from 1st April 2023.

22.11.19 **Noted:**

Councillors considered a request from All Saints PCC that Wickhambrook Parish Council (previously circulated as **WPC.21.11.10**) accept transfer of the Memorial Clock to become an Asset of the parish council and bear all and any future costs for repairs and service and insurance of the Memorial Clock (including costs estimated in effecting the transfer to the parish). This matter had been referred from the Estates Committee which noted:

- the existing risks and restrictions on the funding of the clock under the current circumstances, as advised by NALC; and
- that the parish council could accept the clock as a parish asset, and the likely financial obligations arising from this

(Min. **WPC.EC.22.11.11** refers).

Mr Paul Bevan briefly outlined the history of the Memorial Clock which had been paid for by residents following the end of WWII, and recent work required to bring it back into use, noting that:

- The PCC has covered the cost of electricity but no longer had the funds to maintain the Memorial Clock on behalf of the village.

Signed: *Mike Lavelle*

Dated: 12.01.2023

- The only way the PCC had been able to cover the cost of repairs over recent years had been through grant application to the parish council.
- That the PCC would continue to:
 - check and advise when the clock needs repair; and
 - pay for electricity; and
 - arrange access for work to/repairs on the clock (currently the Clock chimes do not work)

CLlr Lavelle observed that:

- The Memorial clock was a part of the village and its history, and the parish council might therefore be seen to have a responsibility to maintain it
- It would be legally possible for the parish council to maintain the clock if it were to be accepted as a parish asset
- The cost of insurance arising from accepting the Memorial Clock as a parish asset is high and this would be an issue.
- The parish council might consider either not replacing the Memorial Clock, or not replacing on a like for like basis at a future time when the clock was beyond repair.
- If the Memorial clock were to be decommissioned at a future point, the parish could consider donating the clock to an archive or museum as a record of the parish's desire to Memorialise the losses of the two World Wars.

Noting CLlr Couzen's and CLlr Merritt's reservations for the reasons set out at Minute WPC.EC.22.11.11, the meeting agreed that in principle, the Memorial Clock could be transferred from the PCC to the Parish Council as an asset at some future point, and asked the clerk to try to obtain a fixed price for the legal costs involved to bring this about and clarify the impact on insurance costs if there were to be a reduced, or no, replacement value.

22.11.20 Noted:

Councillors considered an update on Queens Green Canopy (previously circulated as **WPC.22.11.11**) and, noting a request that any trees planted be protected with irrigation bags

Resolved

The parish council authorise the purchase of 7 flowering ornamental Cherry Trees (including Mulch, stakes and protectors) at a cost of not more than £500 plus VAT for planting in the Cemetery in a suitable position (but ideally in a horseshoe arrangement towards the rear).

22.11.21 **Noted:**

Councillors considered the Chair's report with respect to Clerk's salary and the approval of annual pay award for 2022/23 (previously circulated as **WPC.22.11.12**) and the meeting noted the changes to SCP and National Pay Award and confirmed outstanding annual increments backdated to 1 April '22.

22.11.22 Noted:

Councillors considered an update to ICT issues (previously circulated as **WPC.22.11.13**) and, noting that upgrades to existing pc's in many instances proved a false economy, agreed that the clerk should purchase a new laptop and

Resolved

The parish council authorise the cost of either upgrading the existing laptop, or replacing with a new laptop (including data transfer and configuration costs) at not more than £570 plus VAT.

22.11.23 **Noted:**

Councillors noted and approved dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2021), as set out below:

Ordinary Meetings of the Parish Council (@ 7:00pm): Update to 2023 dates

Thursday 12th January

Thursday 23rd February

Thursday 27th April

Thursday 27th July

Thursday 28th September

Thursday 30th November

Annual Parish Council Meeting – Thursday 18th May @ 7:00pm

Annual Parish Meeting - a Saturday in April (to be confirmed)

Estates Committee Meetings (at 7:00pm):

Thursday 2nd February

Thursday 6th April

Thursday 6th July

Thursday 28th September (at 6:00pm)

Thursday 2nd November

Ordinary Meeting of Parish Council – Thursday 11th January 2024 @ 7:00pm

22.11.24 **Noted:**

That when invited, there were no other matters for information, to be noted or for inclusion on a future agenda:

22.11.25 **Noted:**

To confirm that the scheduled date for the next meeting is Thursday 12th January beginning at 7:00pm in the Pavilion, Memorial Social Centre.

22.11.26 **Noted:** Close of meeting. 20:38