

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 24th November 2022 @ 7:00pm

In: The Pavilion, Wickhambrook Memorial Social Centre
for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

AGENDA

- 22.11.01 Apologies for absence to be noted or approved:
- 22.11.02 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
2.3 To receive requests for dispensations
2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 22.11.03 3.1 Proposal:**
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 To receive any 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
- 22.11.05 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 22.11.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as **WPC.22.11.01**) and take action as appropriate.
- 22.11.07** To consider an update on the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.22.11.02**) and take action as appropriate.
Proposal: Cllr Turner
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 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
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|-----|----------------------------------|--------------------|
| 8.1 | Highways/VAS reporting | Cllr Paul Couzens |
| 8.2 | Emergency Planning | Cllr Mike Lavelle |
| 8.3 | Road Safety Working Group | Cllr Sandy Thwaite |
- To consider an update on Road Safety issues for Wickhambrook (tabled and circulated as **WPC.22.11.03**) and take action as appropriate.

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.

22.11.09 To note a summary of decisions taken at the Estates Committee on 5th August 2021.

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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 10.1 VAT Claims for the month of September and October have been claimed (£256.86 and £893.20).
- 10.2 To note an update on renewal of the lease in respect of the Cemetery Road Play Park (tabled and circulated as **WPC.22.11.04**) and take action as appropriate.
- 10.3 To consider the proposed response to West Suffolk's consultation on Local Council Tax Reduction Scheme (tabled and circulated as **WPC.21.11.05**) and take action as appropriate.

22.11.11 11.1 To note 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 To authorise 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 Proposal:

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

11.4 To note 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	<input type="checkbox"/>
406	21/09/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	Electricity - Chapel of Rest - A	KI-A2E45745-0010	£ 12.90	<input type="checkbox"/>
394	29/09/2022	22.09.12.	Suffolk Assn. of Local Councils	Clerk Training - FOI	#26313	£ 31.20	<input type="checkbox"/>
422	29/09/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 6	Period 6	£ 37.68	<input type="checkbox"/>
384	30/09/2022	22.09.07ii	Wickhambrook Memorial Social Centre	Meeting Room Hire July NPWG	#1334	£ 20.00	<input type="checkbox"/>
431	30/09/2022	22.11.	Unity Trust Bank	Quarter 2	Quarter 2 Service Charge	£ 18.00	<input type="checkbox"/>
424	03/10/2022	22.02.10.1 LODP	Hilary Workman	Clerk Salary Period 6	Salary Period 6	£1,012.12	<input type="checkbox"/>
421	05/10/2022	22.02.10.1 LODP	HMRC	Period 6	Period 6	£ 69.73	<input type="checkbox"/>
452	07/10/2022	22.02.10.2DD LOD	Microsoft Ireland Operations Ltd	Online Services 7/08/22 - 06/09/	EO100K1LYN	£ 48.60	<input type="checkbox"/>
426	11/10/2022	EC.22.04.10	Lake & Pond Aquatics	Drainage works Coltsfoot Green	INV-0538	£2,880.00	<input type="checkbox"/>
427	13/10/2022	22.02.09.5i	Suffolk Assn. of Local Councils	Payroll Administration to period	#26516	£ 57.60	<input type="checkbox"/>
428	13/10/2022	22.02.10.2DD Lis	R.H. Landscapes & Maintenance Services L	Grounds Contract September Cuts	#001967	£1,632.00	<input type="checkbox"/>
435	13/10/2022	22.02.10.1 LODP	Wickhambrook Memorial Social Centre	Meeting Room Hire September	#1355	£ 20.00	<input type="checkbox"/>
436	13/10/2022	22.07.10	R.H. Landscapes & Maintenance Services L	Miscellaneous Parish Works	#001987	£ 558.00	<input type="checkbox"/>
420	19/10/2022	22.09.1.2.9	Mdsign	Event Calendar PRO and Aggregato	#2021	£ 225.60	<input type="checkbox"/>
434	19/10/2022	22.02.10.1 LODP	Wickhambrook Memorial Social Centre	Meeting Room Hire September	#1359	£ 30.00	<input type="checkbox"/>
438	26/10/2022	22.02.10.1 LODP	Hilary Workman	Salary Period 7	October Payroll	£1,011.92	<input type="checkbox"/>
419	28/10/2022	22.02.10.2DD Lis	Adobe Systems Software Ireland Ltd	Adobe Pro DC Subscription Septem	IEN2022042449122	£ 15.17	<input type="checkbox"/>
440	31/10/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 7	Period 7	£ 37.68	<input type="checkbox"/>
433	02/11/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	Electricity - Chapel of Rest - S	KI-A2E45745-0011	£ 13.40	<input type="checkbox"/>
443	03/11/2022	22.09.07ii	Wickhambrook Memorial Social Centre	Meeting Room Hire October	#1367	£ 20.00	<input type="checkbox"/>
447	03/11/2022	22.04.09.4ii	Macs & PC's	Computer Call out (printer)	#45165	£ 50.00	<input type="checkbox"/>
439	05/11/2022	22.02.10.1 LODP	HMRC	HMRC/NI Period 7	Period 7	£ 69.93	<input type="checkbox"/>
425	06/11/2022	22.02.10.1 LODP	Microsoft Ireland Operations Ltd	07/09/2022-06/10/2022 Microsoft	EO100KFAXB	£ 48.60	<input type="checkbox"/>
449	07/11/2022	WPC.EC.22.02.09.	Fenland Leisure Products Ltd	Bi-annual Service Aerial Cablewa	#SIN049394	£ 932.40	<input type="checkbox"/>
445	14/11/2022	22.02.10.1 LODP	R.H. Landscapes & Maintenance Services L	Grounds Contract October Cuts	#002045	£2,052.00	<input type="checkbox"/>
442	15/11/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile	AIQ1359491400	£ 22.64	<input type="checkbox"/>
450	15/11/2022	22.02.10.2DD Lis	Adobe Systems Software Ireland Ltd	Adobe Pro DC Subscription Octobe	#IEN2022047486285	£ 15.17	<input type="checkbox"/>

11.5 To note the 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 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.22.11.06**) and any proposed actions arising from this.
- 22.11.13** To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.22.11.07**) and take action as appropriate.
- 22.11.14** To receive and discuss draft Budget for 2022/23 (circulated and tabled as **WPC20.11.08**) and take action as appropriate.
- 22.11.15 To note 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 To note the following Planning applications notified by SEBC 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
- 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 Newmarket CB8 8PH
- 16.3 DC/22/1845/FUL - [Planning application - one dwelling](#)
Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk
- 16.4 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.

22.11.17 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
 Application received – no extra-ordinary meeting requested

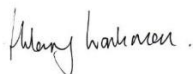
- 16.1 DC/22/1513/FUL - [Planning application](#)
 (a) 28 photovoltaic panels on inward facing roof
 (b) 44 ground mounted solar panels in adjoining field
 (c) three roof mounted air conditioning units between inward facing roofs
 (d) battery storage and current inverters in garden installation of ground 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

22.11.18 To note the proposal put forwards by the Estates Committee (tabled and circulated as **WPC.21.09.09**) to adopt revised Cemetery Fees and Charges as set out at Appendix .
Proposal: Cllr Couzens
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 To consider a request from All Saints PCC that Wickhambrook Parish Council (tabled and 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) and take action as appropriate.

- 22.11.20 To consider an update on Queens Green Canopy (tabled and circulated as **WPC.22.11.11**) and take action as appropriate.
Proposal: Cllr Couzens
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 To note Chair's report with respect to Clerk's salary and the approval of annual pay award for 2022/23 (tabled and circulated as **WPC.22.11.12**) and take action as appropriate.
- 22.11.22 To consider an update to ICT issues (tabled and circulated as **WPC.22.11.13**) and take action as appropriate.
Proposal: Cllr Lavelle
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 To approve 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 - Thursday 27th April @ 7:30pm (or a Saturday in April)
 Estates Committee Meetings (at 7:00pm):
 Thursday 2nd February
 Thursday 6th April
 Thursday 6th July
 Thursday 17th August or Thursday 7th September (locum clerk)
 Thursday 2nd November
 Ordinary Meeting of Parish Council – Thursday 11th January 2024 @ 7:00pm
- 22.11.24 Any other matters for information, to be noted or for inclusion on a future agenda:
- 22.11.25 To confirm that the scheduled date for the next meeting is Thursday 13th January beginning at 7:00pm in the Pavilion, Memorial Social Centre.
- 22.11.26 Close of meeting.

Published & posted 17th November 2022



Hilary Workman

Clerk & RFO to the Council

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