

Wickhambrook Parish Council

SUMMONS TO COUNCILLORS

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

Thursday 28th April @ 7:30pm

At Wickhambrook Memorial Social Centre (The Pavilion), Cemetery Road, Wickhambrook
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.

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AGENDA

- 22.04.01 Apologies for absence to be noted or approved
- 22.04.02 2.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest 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.
- 22.04.03 3.1 Proposal:**
That the Minutes of the Ordinary meeting of the parish council held on 24th February, and Extraordinary meeting on 7th April, as tabled, be agreed as a true record.
- 22.04.04 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
- 22.04.05 Public comment or question invited on any Agenda item (**Open Session**).
Session to close on or before 7.45pm.
- 22.04.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.22.04.01**) and take action as appropriate.
- 22.04.07** To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.
7.1 **Emergency Planning** Cllr Mike Lavelle
To note an update on developing an emergency plan for the parish.
7.2 **Neighbourhood Plan** Cllr Tracey Turner
To note an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook and take action as appropriate.
7.3 **Road Safety Working Group** Cllr Sandy Thwaite
To note an update on progress with the Road Safety Working Group.
- 22.04.08 To note that, the scheduled meeting of the Estates Committee not being quorate on 7th April, the meeting did not proceed and was re-scheduled for 28th April 2022 at 6:00pm.

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- 22.04.09** To receive and discuss reports to this meeting from the Clerk and to take action as appropriate.
- 9.1 To note that the VAT126 Claims submitted for March (£612.14) has been received.
- 9.2 To note that payroll and pension functions (**Min. 22.02.9.5 refers**) have been moved to SALC.
- 9.3 To note that insurance cover for the current financial year (**Min. 22.02.9.6 refers**) with a three year undertaking has been taken up with Zurich and that minor adjustments to the statement of fact (arising from a review of the year end Asset Register, were covered with no change to the quoted premium.
- 9.4 To note an update to ICT and Social Media (tabled and circulated as **WPC.22.04.02**) and take action as appropriate.

Proposal: Cllr Couzens

- i) **To authorise expenditure for print toner in the current financial year at a cost of not more than £500 plus VAT.**
- ii) **To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £125 plus VAT for the current financial year.**

- 22.04.10** To note the accounts for the 12 months ended 31.03.22, including a review of expenditure incurred under s.137 of the Local Government Act 1972 (tabled and circulated as **WPC.22.04.03**) which have been forwarded with supporting documents to SALC, the appointed internal auditors.

- 22.04.11** 11.1 To note the following income received

SUMMARY OF PAYMENT RECEIVED		AMOUNT
11.1.1	Cemetery: Transfer of ERB	£50.00
11.1.2	Cemetery: Exclusive Right of Burial	£175.00
11.1.3	HMRC – VAT126 Claim	£556.05
11.1.4	Cemetery: Transfer of ERB	£50.00
11.1.5	Cemetery: Interment	£250.00
11.1.6	Cemetery: ERB & Interment	£500.00
11.1.7	HMRC VTR (March)	£612.14

- 11.2 To authorise the payments to be made as listed below:

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
11.2.1	H Workman – Refund of Stationery expenses	£12.59
11.2.2	H Workman – Quarter 4 Homeworking Allowance	£64.50
11.2.3	H Workman – Mileage (March)	£9.99
11.2.4	H Workman – Refund of Adobe Subscriptions February, March, April #ADB095212048UK	£45.51

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.

	PAYMENT TYPE	SUMMARY OF PREVIOUSLY AUTHORISED PAYMENT	AMOUNT
11.4.1	BACS	HMRC – Tax/NI Contributions Period 11 (Min. 21.03.11.7)	£94.98
11.4.2	BACS	Hilary Workman – Clerk Salary – Period 11 (Min. 21.03.11.7 & 21.11.19)	£891.56
11.4.3	DD	Smart Pension Company Fee (Min. 21.03.11.7)	£18.00
11.4.4	BACS	Denny Enterprises – Outdoor Tables (Comm.Restart.Grant Min EC.21.12.	£107.98
11.4.5	DD	Smart Pension Pension Contributions Period 11 (Min. 21.03.11.7)	£113.16
11.4.6	DD	3 Business Services – Clerk & Emergency Mobile – March'22 #AAQ1279858035 (Min. 21.03.11.6)	£22.00
11.4.7	DD	E.ON Next – Chapel of Rest: Feb'22 #KIA2E45745-0004 (Min. 21.03.11.7)	£11.62
11.4.8	BACS	Zurich Municipal – Insurance Premium #513412492 (Min. 22.02.9.6ii)	£1285.91

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11.4.9	BACS	Playforce – Balance Invoice for Bow top Fencing #24558 (Min.21.09.18.1)	£3149.53
11.4.10	BACS	Places4People (NP) – Printing #375 (Min. 22.01.8.3)	£390.00
11.4.11	BACS	Hilary Workman – Clerk Salary – Period 12 (Min. 21.03.11.7)	£752.18
11.4.12	BACS	s.137: Fresh Start New Beginnings (Min. 22.02.12.2)	£50.00
11.4.13	BACS	s.137: St Edmundsbury Newstalk (Min. 22.02.12.2)	£50.00
11.4.14	BACS	s.137: Headways Suffolk (Min. 22.02.12.2)	£50.00
11.4.15	BACS	Mdsign – Website Services #1941 (Min. 21.07.16.1)	£210.00
11.4.16	BACS	Cambridgeshire ACRE – Housing Needs Survey #7562 (Min. 22.01.08.2)	£22.00
11.4.17	BACS	RAL Display Marketing: Tabletop Displays #8851 (Min.EC.21.12.13)	£530.40
11.4.18	BACS	s.137: BSEVC	£50.00
11.4.19	BACS	The Rainbird Partnership Ltd: Pension Processing #6436 (Min. 21.03.11.07)	£54.00
11.4.19	BACS	Macs and PCs: ICT #43226 (Min. 21.05.22.4)	£25.00
11.4.20	BACS	Bruz Packs Ltd: NP Survey Distribution #10606 (Min 22.01.8.3)	£78.00
11.4.21	BACS	Bruz Packs Ltd: NP Leaflet Distribution #10605 (Min 21.09.09.3.2)	£78.00
11.4.22	BACS	Smart Pension Company Fee (Min. 21.03.11.7)	£18.00
11.4.23	BACS	Smart Pension Pension Contributions Period 12 (Min. 21.03.11.7)	£19.55
11.4.24	BACS	Verse: NP Printing Flyers and Posters #2754 (Min. 22.01.08.3)	£312.00
11.4.25	BACS	Refund to Clerk: Signpromax Ltd #..2022.384 (Min.EC.21.12.13)	£101.49
11.4.26	BACS	Refund to Clerk: Amazon EU# GB21E8PWJAEUI (Min.EC.21.12.13)	£45.99
11.4.27	BACS	Refund to Clerk: Amazon EU# GB21E8PWJAEUI (Min.EC.21.12.13)	£45.99
11.4.28	BACS	Refund to Clerk: Amazon EU# 76913815 (Min.EC.21.12.13)	£38.99
11.4.29	BACS	Refund to Clerk: UK Business Supplies Ltd #2022-27444 (Min.EC.21.12.13)	£39.96
11.4.30	BACS	Places4People – NP Support #372 (Min. EO.22.04.07.1.2)	£4452.00
11.4.31	DD	3 Business Services – Clerk & Emergency Mobile – March’22 #ACQ1297832496 (Min. 22.02.10.2)	£22.00
11.4.32	DD	E.ON Next – Chapel of Rest: March’22 #KIA2E45745-0005 (Min. 22.02.10.2)	£12.86
11.4.12	BACS	Refund to Parish Clerk of Microsoft Business Essentials Subscription 07/12/21 – 06/01/22 #E0100h3KWV (Min. 21.03.11.7)	£41.04

11.5 To note the current account balances and reconciliations to 31st March 2022, and the Chairman’s confirmation that they are supported by relevant bank balances.

11.6 To note the updated budget report to 31st March 2022 (tabled and circulated as **WPC.22.04.04**) and take action as appropriate.

22.04.12 To consider a summary of proposed virements to earmarked reserves (tabled and circulated as **WPC.21.05.05**) and take action as appropriate.

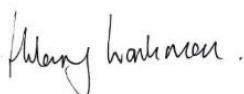
Proposal:

To authorise virement of funds in General Reserve to Earmarked Reserves equivalent to unspent funds in the 2021.22 financial year, as identified in Appendix A to report WPC.22.04.05 in accordance with the Reserves policy.

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- 22.04.13 To note Planning results as notified by West Suffolk summarised below:
- 13.1 DC/21/1942/HH** - Householder Planning Application
a) single storey side extension
b) two storey rear extension forming attached annexe (demolition of existing garage)
Mill Farm, Ashfield Green, Wickhambrook CB8 8UZ
WSC: Refuse Application WPC: No Comments
- 13.2 DC/21/2376/FUL** - Planning application
a. one stable block with storage b. menage c. parking
Commerce House Shop Hill Wickhambrook CB8 8XL
WSC: Approve Application WPC: No Comments
- 13.3 DC/21/2505/AG1** - Determination in respect of permitted agricultural development
Steel portal framed building
Wash Lane Wickhambrook Suffolk
WSC: Prior Approval Required See Min. Ref. 22.01.06
- 13.3 DC/21/1403/FUL** Planning Application – Re-consultation
a) conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land
b) two detached storage buildings/garages (following demolition of existing bungalow and out buildings)
c) stable block and menage
d) solar PV array
e) outdoor swimming pool with associated pool plant and associated landscaping works
Timber Barn Peacocks Farm Farley Green Wickhambrook
WSC: Approved WPC: No Objections
- 13.4 DC/21/1404/LB** Application for Listed Building Consent – Re-consultation
a) conversion of barn to dwellinghouse with reconstruction of northern wing and replacement pitched roof and residential land
b) two detached storage buildings/garages (following demolition of existing bungalow and out buildings)
c) stable block and menage
d) solar PV array
e) outdoor swimming pool with associated pool plant and associated landscaping works
Timber Barn Peacocks Farm Farley Green Wickhambrook
WSC: Approved WPC: No Objections
- 13.5 **DC/22/0311/HH** - Householder Planning application
single storey rear extension
7 Croft Close Wickhambrook Suffolk CB8 8YG
WSC: Application Withdrawn WPC: No objections
- 22.04.14 To note that there have been no Planning applications notified by West Suffolk for comment.
- 22.04.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 22.04.16 To consider an update on proposals for a celebration of HRH The Queen's 70th Jubilee Celebration and take action as appropriate.
- 22.04.17 Any other matters for information, to be noted or for inclusion on a future agenda
- To consider a request for grant funding from the Carnival Committee for the Fete on 9th July.
- 22.04.18 To confirm that the scheduled date for the next meeting is Thursday 26th May beginning at 7:30pm in the Memorial Social Centre (Dulcie Smith Room).
- 22.04.19 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council

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