

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 26<sup>th</sup> May 2022 @ 7:30pm**

In: Dulcie Smith Room, 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**

- 22.05.01 To elect the Chairman of the Council for the coming year.
- 22.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 22.05.03 To elect the Vice Chairman of the Council for the coming year.
- 22.05.04 Apologies for absence to be noted or approved:  
Approval – Cllr T Turner – work obligations
- 22.05.05
- 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.
- 22.05.06**
- 6.1 Proposal:**  
**That the Minutes of the Parish Council meeting held on 28<sup>th</sup> April 2022, as tabled, be agreed as a true record.**
  - 6.2 That the minutes of the Estates Committee held on 28<sup>th</sup> April 2022 be noted.
- 22.05.07
- 4.1 To consider the co-option of one Councillor to the Parish Council (tabled and circulated as **WPC.22.05.01**) and to take action as appropriate
  - 4.2 Proposal:**  
**That Ms Charlotte Mansfield be co-opted on to Wickhambrook Parish Council to serve forthwith.**
- 22.05.08 To review the delegation arrangements to committees and staff (tabled and circulated as **WPC.22.05.02**), noting any changes and take action as appropriate.
- 22.05.09
- 9.1 To receive reviewed Council Documents (tabled and circulated as **WPC.22.05.03**) noting any proposed changes and take action as appropriate
  - 9.2 Proposal:**  
**That this Council adopts the reviewed Council documents listed below for publication**
    - 9.2.1 Asset Valuation Policy
    - 9.2.2 Complaints Procedure
    - 9.2.3 Data Protection Policy
    - 9.2.4 Dispensation of s.106 Agreement
    - 9.2.5 Document Retention Policy
    - 9.2.6 Estates Committee Terms of Reference
    - 9.2.7 Equal Opportunities Policy
    - 9.2.8 Financial Regulations
    - 9.2.9 Grant Awarding Policy
    - 9.2.10 Health and Safety Policy

- 9.2.11 Media Policy
- 9.2.12 Publication Scheme
- 9.2.13 Requests for Information Policy
- 9.2.14 Reserves Policy
- 9.2.15 Risk Management Policy
- 9.2.16 Safeguarding Policy
- 9.2.17 Social Media Policy
- 9.2.18 Standing Orders
- 9.2.19 Training Policy

9.3 To consider the revised Suffolk Code of Conduct (tabled and circulated as **WPC.22.05.04**) noting any proposed changes and take action as appropriate

**9.2 Proposal:**

**That this Council adopts the revised Suffolk Code of Conduct set out at Appendix B of WPC.22.05.04.**

22.05.10 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

7.1 Cllr Bobby Bennett, Suffolk County Council

7.2 Cllr Sarah Pugh, West Suffolk Council

22.05.11 To appoint or to confirm the following officers of the Council or to take other action as appropriate (current post holder in brackets);

- 11.1 Cemetery & Churchyard Officer (Mr John Norton)
- 11.2 Emergency Planning (Cllr Mike Lavelle)
- 11.3 Environment & Sustainability Officer (Mrs Mary Jolland)
- 11.4 Footpath Officer (Mr Roger Medley)
- 11.5 Highways & VAS Officer (Cllr Paul Couzens)
- 11.6 Internal Monitoring Officer (Cllr Mike Lavelle)
- 11.7 Planning Officer (Cllr Tracey Turner)
- 11.8 Play area inspections Officer (Cllr Simon Moy)
- 11.9 Play area inspections – Bury Road (Mr Kevin Grimes)
- 11.10 Play area inspections – Cemetery Road (Mr Roger Merry)
- 11.11 Public Access Devices Officer (Cllr Paul Couzens)
- 11.11 Road Safety Working Group (Cllr Sandy Thwaite)
- 11.12 SALC Area Meetings (pending)
- 11.13 Six Acres Officer (Cllr Kerry Merritt)
- 11.14 Tree Officer (Mr Roger Medley )
- 11.15 Village Greens Officer (Mr John Norton)
- 11.16 Village Recorder (Dorothy Anderson)
- 11.17 Village Website, Social Media & News Officer (Cllr Tracey Turner)

22.05.12 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);

12.1 United Charities (Mr Julian Wilson)

22.05.13 13.1 To appoint members to the following Committees (current post holders in brackets)

Estates Committee (Cllrs Couzens, Merritt, Moy)

13.2 In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee

13.2 In accordance with Standing Order 4 d)v, to appoint two substitute members 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.

22.05.14 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:

- 14.1 Community Action Suffolk FOC
- 14.2 ICO Data Protection £35.00
- 14.3 Suffolk Association of Local Councils £430.22

- 22.05.15 To review inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (tabled and circulated as **WPC.22.05.05**)
- 22.05.16 Confirmation of approved dates for meetings to the next Annual Meeting in 2023, to be held in The Pavilion, Memorial Social Centre, Wickhambrook unless otherwise advised.  
**2022/2023 Parish Council Meetings:**  
 Thursday 28<sup>th</sup> July, 29<sup>th</sup> September, 24<sup>th</sup> November '22, 12<sup>th</sup> January, 23<sup>rd</sup> February, 27<sup>th</sup> April & 25<sup>th</sup> May '23  
**2021/2022 Estates Committee Meetings:**  
 Thursday 7<sup>th</sup> July, 1<sup>st</sup> September, 3<sup>rd</sup> November '22 & 2<sup>nd</sup> February '23
- 22.05.17 To confirm the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
- |                             |  |
|-----------------------------|--|
| <b>View &amp; Authorise</b> | Cllrs P Couzens; S Moy, S Thwaite; T Turner                |
| <b>View Only</b>            | Cllr M Lavelle; K Merritt (change from view and authorise) |
- 22.05.18 To note that SALC will continue to provide the payroll service for the Council for the next financial year.
- 22.05.19 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as **WPC.22.05.06**) and take action as appropriate.
- 22.05.20 Public comment or question invited on any Agenda item (**Open Session**).
- Session to close on or before 7.45pm.**
- 22.05.21 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
- |      |                               |                   |
|------|-------------------------------|-------------------|
| 21.1 | <b>Highways/VAS reporting</b> | Cllr Paul Couzens |
| 21.2 | <b>Emergency Planning</b>     | Cllr Mike Lavelle |
- To consider a proposal to adopt the draft Emergency Plan (tabled and circulated as report **WPC.22.05.07**) and take action as appropriate  
**Proposal: Cllr Lavelle**  
**To adopt the draft Emergency Plan attached as Appendix A to WPC.22.05.07 and authorise the clerk to update contact details identified within the plan as changes are identified.**
- |      |   |                                 |
|------|---|---------------------------------|
| 21.3 | <b>Road Safety Working Group</b>        | Cllr Sandy Thwaite              |
| 21.4 | <b>Neighbourhood Plan Working Group</b> | Cllr Tracey Turner (circulated) |
- To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as **WPC.22.05.08**) and take action as appropriate
- 22.05.22 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- |      |  |
|------|--|
| 22.1 | Documents required for the 2021-2022 audit have been submitted to SALC (Agenda Item 22.05.25 refers) and their Internal Audit Report received.   |
| 22.2 | VAT Claim for the month of April has been submitted in the sum of £1187.11   |
| 22.3 | West Suffolk has published its Local Plan Consultation (opens 26 <sup>th</sup> May 2022 and closes 26 <sup>th</sup> July 2022). A briefing note is attached as <b>WPC.BN.22.05.01</b> for information.   |
| 22.4 | 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.  |
| 22.5 | To note that replacement parts have been fitted to equipment at Cemetery Road Play Park, a new surface installed at one of the self-closing gates and the spinning pole (which is beyond repair) removed and surface made good.  |
| 22.6 | To note that Julie Little, who last year was awarded the Alf Hicks Biscuit Barrel, and was nominated by the Parish Council to the Suffolk Festival, participated in the Torch Relay on 17 <sup>th</sup> June.  |
| 22.7 | To note that the Clerk has now achieved the CiLCA qualification, which forms one of the qualifying criteria for a parish council to hold a General Power of Competence. Currently, the parish council does not have sufficient councillors who were elected (as opposed to co-opted) and therefore the parish council does not at this time meet the second criteria to qualify for a General Power of Competence. |

**22.05.23** 23.1 To note the following income received

Voucher	Date	Description	Supplier / customer	Account	Total
274	21/04/2022	VAT refund from HMRC	HMRC	VAT Repayments	£ 612.14
275	29/04/2022	2022-23 Precept	West Suffolk Council	Precept	£ 38,413.00
276	19/04/2022	ERB & Interment 361N	Armstrongs	Cemeteries	£ 500.00

23.2 To authorise the payments to be made as listed below:

SUMMARY OF PAYMENT TO BE AUTHORISED		AMOUNT
<b>23.2.1</b>	Clerks & Councils Direct	£100.00
<b>23.2.2</b>	Suffolk Assn. of Local Councils – Subscription #25987	£458.85
<b>23.2.3</b>	Wickhambrook MSC Room Hire NP #1305	£15.00
<b>22.2.4</b>	JRB Enterprise Ltd – Dog Waste Bags #23999	£91.14

**23.3 Proposal:**  
**That the payments to be made, listed above at 11.2 be authorised.**

23.4 To note the following payments previously authorised.

Voucher	Ref.	Description	Supplier / customer	Supplier ref.	Account	Total
295	21.03.11.7LODP	Period 12	HMRC	Period 12	HMRC/NI Contributions	4.00
306	EC.22.04.8.4.2	Refreshments for Street Art Work	Tesco		MUGA and SP Maintenance	21.03
307	EC.22.04.8.4.2	Cleaning Materials for Street Ar	B&Q		MUGA and SP Maintenance	28.09
308	EC.22.04.8.4.2 &	Street Art Workshop	Reprezent Project	#INV219	MUGA and SP Maintenance	880.00
309	22.02.10.1LODP &	Clerk Salary Period 1	Hilary Workman	Period 1	Clerk/RFO Salary	1,566.58
310	22.02.10.1LODP	Grounds Contract March Cuts	R.H. Landscapes &	#001580	Grounds Contract	1,680.00
312	22.01.08.4(a)	Road Traffic Survey: Shop Hill,	Suffolk County Counci	#9516875	Highways - Road Safety	492.00
313	22.02.10.1LODP	Grounds Contract April Cuts	R.H. Landscapes &	#001641	Grounds Contract	1,632.00
314	22.02.10.1LODP	Emptying of Dog Bins - Attleton	Suffolk County Counci	#1180127	Bin and Dog Waste Collection	332.80
315	22.02.7.2.1.ii	Refund Unspent Grant 2021.22	Groundwork Uk	Refund unsp	Neighbourhood Plan	564.00
305	22.02.10.2DD Lis	Clerk Mobile Phone April'22	3 Business Services, H	ADQ13067381	Phone and Internet Services	22.00
316	22.02.10.1LODP	Meeting Room Hire April	Wickhambrook Memo	#1304	Meeting Room Hire	26.25
311	EO.22.04.05	Videos for Facebook	Breakthrough Commu	#inv-2022104	Community Engagement	36.00
319	22.02.10.1 LODP	07/01/2022-06/02/2022 Microsoft	Microsoft Ireland Ope	e0100hg8zn	Microsoft Office Subscriptions	41.04
320	22.02.10.1 LODP	07/02/2022-06/03/2022 Microsoft	Microsoft Ireland Ope	E0100HT4Z5	Microsoft Office Subscriptions	41.04
321	22.02.10.1 LODP	07/03/2022-06/04/2022 Microsoft	Microsoft Ireland Ope	E0100I6910	Microsoft Office Subscriptions	41.04
322	22.02.10.1 LODP	Period 1	HMRC	Period 1	HMRC/NI Contributions	506.73
323	22.02.10.1 LODP	Period 2	HMRC	Period 2	HMRC/NI Contributions	99.74
317	22.02.10.2DD Lis	Electricity - Chapel of Rest - A	E.ON Energy Solutions	ki-a2e45745-	Electricity - Chapel of Rest	12.44
324	22.02.10.1 LODP	Period 2	Hilary Workman	Period 2	Clerk/RFO Salary	926.86

23.5 To note the current account balances and reconciliation to 31<sup>st</sup> March 2021 (Year End), and the Chairman's confirmation that they are supported by relevant bank balances.

**23.6 Proposal:**  
**To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Charlotte Mansfield to be added as an authorised signatory (view and authorise payments), and amend Cllr Kerry Merritt from View and Authorise, to View only.**

22.05.24 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.22.05.09**).

**Proposal: Cllr Lavelle**

- 1. To authorise a virement of £663.68 from Earmarked Reserves (Playground & Teen Project Maintenance) to Revenue budget (Playground, Cemetery Road) leaving a balance of £1275.00 in Earmarked Reserves.**
- 2. To authorise a virement of £680.00 from Earmarked Reserves to the Grants (Local Support & Village Organisations) budget line.**
- 3. The Clerk transfer back £7035.00 from Current Account to Instant Savings account.**

22.05.25 To consider the outcome of the Internal Audit for the financial year 2021-2022 (tabled and circulated as **WPC.22.05.10**) and take action as appropriate

**25.1 Proposal: Cllr Lavelle**

**That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.21, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 22.01.11.1 refers) and circulated and tabled as Appendix A of WPC.22.05.10, noting that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:**

- i. Council is advised to ensure that the annual review of the effectiveness of the system of internal takes place and is evidenced within the Council's documentation and minutes.*
- ii. Council should consider adopting specific policies that will provide details under the GDPR as to the information held by the council, who it is shared with and how it is used. Council's Data Protection Policy should be updated to provide information covered by the GDPR which would give the public information as to what can be expected in the handling of requests from individuals who have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party. Council is also recommended to have written procedures in place for dealing with data breaches and subject access requests. The current Data Protection Policy refers only to information held under the Data Protection Act 1998.*

**25.2 Proposal: Cllr Lavelle**

**That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix C of WPC.22.05.10) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.**

**25.3 Proposal: Cllr Lavelle**

**That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.22, (circulated and tabled as Appendix D of WPC.22.05.10) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.**

**25.4 Proposal: Cllr Lavelle**

**That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix E of WPC.22.05.10) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.22 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.**

**25.5 Proposal: Cllr Lavelle**

**That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix F of WPC.22.05.10) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.22 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval**

25.6 To note that the period for public inspection of the Annual Accounts will be between **Monday 20 June – Friday 29 July 2022** and a notice will be published and posted to that effect.

- 22.05.26 To note Planning results as notified by West Suffolk summarised below:  
**DC/21/1376/FUL** - Application to discharge condition twelve (ecological enhancement)  
**Agricultural Building Giffords Lane Wickhambrook Suffolk**  
**WSC: Approve Application** – this type of application is not notified to parish councils.
- 22.05.27 To note the following Planning applications notified by SEBC for comment:
- 27.1 **DC/22/0569HH** - Householder Application  
Roof mounted solar panels on annexe (replacing existing water heating panels)  
**Rolfes Farm Church Road Wickhambrook Suffolk CB8 8UL**
- 27.2 **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**
- 27.3 **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**
- 27.4 **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**
- 27.5 **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**
- 27.6 Proposal:**  
**That the Clerk make known the Council's comments on planning applications  
above to the Corporate Manager, Growth & Sustainable Planning at West  
Suffolk Council.**
- 22.05.28 Any other Planning matters for information, to be noted or for inclusion on a future agenda.  
28.1 Response to West Suffolk Local Plan Consultation (opens 26<sup>th</sup> May 2022 and closes 26<sup>th</sup>  
July 2022).
- 22.05.29 To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work  
in the parish (tabled and circulated as **WPC.22.05.11**) and take action as appropriate.  
**Proposal: Cllr Couzens**  
**To appoint a contractor to undertake ad hoc work within the parish at a cost of not  
more than £1521.75 plus VAT for the financial year 2022.23.**
- 22.05.30 To consider an application for financial support from Wickhambrook Carnival Committee to cover  
the cost of First Aid Cover for the Wickhambrook Fete (tabled and circulated as  
**WPC.22.05.12**).  
**Proposal:**  
**To authorise a grant contribution of an amount agreed towards the cost of First Aid  
& Medical Cover for the Wickhambrook Summer Fete Local Government Act 1972,  
s.145(2)**
- 22.05.31 Any other matters for information, to be noted or for inclusion on a future agenda:  
1. Funding of Memorial Clock  
2. Corporate Card – Unity Trust Bank
- 22.05.32 To confirm that the scheduled date for the next meeting is Thursday 29th July beginning at  
7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 22.05.33 Close of meeting.

**Published & posted 20<sup>th</sup> May 2022**



**Hilary Workman**

**Clerk & RFO to the Council**

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039821** Email: parishclerk@wickhambrook.org.uk