

## Wickhambrook Parish Council

### Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 12<sup>th</sup> January 2023**

**Present:** **Clrs Lavelle, Merritt, Thwaite and Turner**  
**Clerk: Hilary Workman**  
**Catherine Paddon, Martyn Hazlewood (Suffolk Fire Service)**  
**WS Cllr Sarah Pugh, SC Cllr Bobby Bennett**  
**Two members of the public**

23.01.01 **Noted:** The following apologies for absence:

- Approved:
  - Cllr J Claydon – Work Commitments
  - Cllr P Couzens – Work Commitments

Cllr Moy did not attend

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

- 2.1 No Members' Declarations of Disclosable Pecuniary Interest 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.

**23.01.03 3.1 Resolved**

**That the Minutes of the Ordinary meeting of the parish council held on 25<sup>th</sup> November 2021, and Extraordinary meeting on 15<sup>th</sup> December, as tabled, be agreed as a true record.**

23.01.04 **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 (*previously circulated*)

Cllr Bennett further reported that:

- David Chenery, Safety and Speed Management Engineer at SCC had just retired. Cllr Bennett would follow up on the speed limit reduction the Parish Council had been requesting for Wickham Street with the new officer in post.
- She had notice that there was a lot of standing water on roads around the parish and asked the parish council to encourage residents to report any Roadside Grips which needed clearing. (The clerk further advised that a resident had also report considerable grey water in and around The Duddery.
- SCC don't have to make very difficult cuts to make 4% going to central government.
- That she was escalating the issue over tree ownership in the Meadows arising from a resident complaint (the tree in question being on SC land).

4.2 **Cllr Mrs Sarah Pugh**, West Suffolk Council

An oral report report she was now sitting on the West Suffolk Local Plan group and that it was useful to understand how important and relevant a Neighbourhood Plan can be to local communities.

4.3 **Suffolk Fire and Rescue Service (SF&RS)**

Catherine Paddon and Martyn Hazlewood of Suffolk Fire and Rescue attended the meeting as part of a recruitment drive for retained fire fighters at Wickhambrook Fire Station. A summary of the points they covered is below:

- Suffolk has 35 fire stations of which 29 are crewed by retained fire fighters (i.e. they have another primary employment, and support the community at its time of need).

**Signed:** Mike Lavelle

**Dated:** 23/02/2023

- Wickhambrook are looking at their succession planning. It takes a number of years to fully recruit and train individuals. For some stations it is quite easy to recruit, but much harder in a small parish.
- SCC have started the ball rolling and have placed adverts in the Parish Pump and on the website, and have scheduled a recruitment open evening at fire station Thursday 23<sup>rd</sup> February 7:00pm. This event will share with interested parties what the role and commitment is, journey, fitness test. There are a lot of myths that need to be busted. There is no upper age limit (for example, but individuals need to pass a (one of three) fitness test. The Lower age limit is 18.
- SF&RS are asking the pc to share that they are recruiting. They will be posting to their FB pages, and would like to share to Wickhambrook FB, community pages etc.
- Wickhambrook crew out within 6 – 7 minutes of a call. Wickhambrook has just had its busiest year ever. SF&RS are looking at how working time directives affect on call retained fire fighters. There is a set retainer fee according to hours committed to.
- A One pump on call station has eleven, two pumps, 21. The service has found that the old on call system has not been as sustainable and flexible as they would have liked, and a newly trialled system should benefit retention.

Cllr Pugh noted that it was very important to keep local stations.

23.01.05 **Noted:** Public Forum – (**Open Session**)<sup>1</sup>. 19:20

That when comments or questions on any Agenda item or matter of concern from those members of the public present were invited, the following:

**Item 23.01.14.1 – DC/22/1845/FUL**

A member of the public raised their concerns with respect to the above planning application. Their comments are recorded at Minute 23.01.14.1.

Cllr Pugh had been asked by applicant of DC/22/1845 to attend if possible. In response to a question from a member of the public, Cllr Pugh advised that she does not take a view on any planning application, but feeds back views raised to her by residents of the parish to the planning officers.

**Cllr Bobby Bennett arrived.**

Public forum closed 19:40

In accordance with Standing Order 10(a)vi, item EO.22.12.7.1 on the Agenda was considered at this point and is Minuted at 23.01.14.1.

**Cllr Sarah Pugh and Members of the public left.**

23.01.06 **Noted:** Correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as **WPC.23.01.01**) and take action as appropriate.

23.01.07 **Noted:** Reports and requests to this meeting relating to Councillors Portfolios

7.1	<b>Emergency Planning</b>	Cllr Mike Lavelle
	An oral update that a further review to incorporate any minor updates would be reported back to a future meeting.	
7.2	<b>Highways/VAS reporting</b>	Cllr Paul Couzens

<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:** 23/02/2023

- 7.3 **Neighbourhood Plan** Cllr Tracey Turner  
(Report **WPC.23.01.02** previously)  
Cllr Turner further advised that:
- Cllr Turner and Ian Poole at Places4People had met with the land owners of West Suffolk's preferred site (412a) who have agreed to work with NPWG and the Parish Council.
  - AECOM are working with drafts for Masterplanning and would provide to land owners as well.
  - NPWG would consult with parish on AECOM Masterplanning drafts.
  - Owners have planning permission from 2014 for part of the site. The site (412a) is naturally bounded for development of 40 properties.
  - Draft of the Neighbourhood Plan should be available by the end of January.
  - NPWG were planning the public events and had looked at sharing space at Warm Places and the Fire Service recruitment events.
  - NPWG was gathering photographs of the area which could be used to illustrate the Neighbourhood Plan. They were considering how this could be opened up to the wider parish community, and any implication for future consent that images could be used by the Parish Council.
  - NP had assessed the existing properties within the village/parish.
  - The next meeting was scheduled for 31<sup>st</sup> January.
- 7.4 **Road Safety Working Group** Cllr Sandy Thwaite  
No update.

**23.01.08 Noted:** Clerk's report.

- 8.1 The VAT126 Claims submitted for November & December (£567.45 and £504.39) had been submitted (November paid).
- 8.2 Councillors considered a reviewed Risk Management Policy and supporting draft Risk Assessment (previously circulated as **WPC.23.01.03**) and  
**Resolved**  
**To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.23.01.03.**
- 8.3 The clerk had submitted applications for wayleave payments from both National Energy Networks and BT Openreach for all parish open spaces.
- 8.4 The clerk had completed the re-declaration of compliance for The Pensions Regulator.
- 8.5 Councillors considered a proposal to revise the parish council's scheme of delegation (previously circulated as **WPC.23.01.04**) to make provision for the clerk to respond to specified minor planning and listed building applications.  
**Resolved**  
**That the parish council amend its scheme of delegation to make provision for the clerk to respond to specified minor planning and listed building applications as set out in Appendix B to WPC.23.01.04.**

**23.01.09 Resolved**

- 9.1 **That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2022/2023;** and
- 9.2 **That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2023/24**  
and noted that PKF Littlejohn LLP had been appointed by SAAA Ltd as external auditors.

**23.01.10 Noted:**

10.1 The following income received

	VOUCHER	SUMMARY OF PAYMENT RECEIVED	AMOUNT
	<b>12.1.1</b>	464 & 465 HMRC VTR (September & October)	£1150.06
	<b>12.1.2</b>	467 Saxon Monumental Craft – Additional Inscription WC/NEW/348M	
	<b>12.1.3</b>	477 Armstrongs Funeral Services ERB & Interment 363P & 364P	£750.00
	<b>12.1.4</b>	475 HMRC VTR (November)	£567.45
	<b>12.1.5</b>	413 Suffolk Assn Local Councils (Refund on Cl'd Training)	£31.20

10.2 The payments to be made as listed below:

	VOUCHER	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
	<b>12.2.1</b>	483 & 490 Refund to Clerk – Office Supplies	£24.07
	<b>12.2.2</b>	488 Clerk – Mileage & Subsistence	£25.63
	<b>12.2.3</b>	489 Clerk – Homeworking Allowance	£64.50

**10.3 Resolved**

**That the payments to be made, listed above at 12.2 be authorised.**

10.4 The following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Total
486	17/11/2022	22.02.10.1 LODP	Electricity Charges to 16/11/202	E.ON Energy Solutions Ltd	KI-A2E45745-0012	£ 12.79
487	17/11/2022	22.02.10.1 LODP	Electricity Charges to 30/11/202	E.ON Energy Solutions Ltd	KI-A2E45745-0013	£ 12.38
423	18/11/2022	22.02.10.1 LODP	Website Updates to August '	Mdsign	#2020	£ 210.00
446	21/11/2022	WPC.EC.22.09.09	Tree Surgery per Aug Inspection	Suffolk Tree Surgery & Landscape	#1306	£ 660.00
448	21/11/2022	WPC.EC.22.07.11	Off Site Confidential Document D	Shred Station	#828418	£ 42.00
460	24/11/2022	22.02.10.1 LODP	Period 8 Payroll	Hilary Workman	November Payroll	£ 1,012.25
455	29/11/2022	21.05.30	Quiet Lanes	Suffolk County Council	#9524910	£ 400.00
461	05/12/2022	22.02.10.1 LODP	Period 8	HMRC	Period 8	£ 65.85
468	06/12/2022	22.04.09.4.i	Print Toner	Printerland.co.uk	SO734339	£ 291.62
451	07/12/2022	22.02.10.2DD Lis	Online Services 7/10/22 - 06/11/	Microsoft Ireland Operations Ltd	E0100KT9GB	£ 48.60
470	14/12/2022	22.02.10.1 LODP	November Cuts & Outer Ba	R.H. Landscapes & Maintenance Services L	#002105	£ 1,236.00
473	14/12/2022	22.09.07.ii	Meeting Room Hire November'	Wickhambrook Memorial Social Centre	#1380	£ 30.00
474	14/12/2022	22.02.10.1 LODP	November Meetings	Wickhambrook Memorial Social Centre	#1381	£ 40.00
462	15/12/2022	22.02.10.1 LODP	Period 8 Payroll	NEST Pensions	Period 8	£ 37.68
457	16/12/2022	22.02.10.2DD Lis	Clerk Mobile Period to 15/11/202	3 Business Services, Hutchison 3G UK Ltd	AKQ1368191214	£ 22.00
459	16/12/2022	EO.22.12.5.1.2	Recycling Credits 1st April	Wickhambrook Memorial Social Centre	Recycling Credits 503792	£ 1,210.50
480	21/12/2022	WPC.22.02.10.1 L	Pension Contributions Period 9	NEST Pensions	Period 9	£ 119.04
476	29/12/2022	EO.22.07.10	Parish Works (2nd Day)	R.H. Landscapes & Maintenance Services L	#002145	£ 558.00
478	29/12/2022	WPC.22.02.10.1 L	Clerk Salary Period 9	Hilary Workman	Clerk Salary Period 9	£ 1,755.87
479	29/12/2022	WPC.22.02.10.1 L	HMRC Period 9	HMRC	Period 9	£ 598.29
471	30/12/2022	22.02.10.1 LODP	Updates Q3 Website	Mdsign	#2062	£ 210.00
472	30/12/2022	22.02.10.1 LODP	Website & Internet Servi	Mdsign	#2063	£ 384.00
485	31/12/2022		Q3 Service Charge	Unity Trust Bank	Q3 Service Charge	£ 18.00
482	03/01/2023	EO.EC.22.04.09	Remedial Work to Drive	D R King & Son	#1160	£ 540.00

10.5 The current account balances and reconciliations to 31<sup>st</sup> December 2022, and the Chairman's confirmation that they are supported by relevant bank balances.

10.6 The Chair's review of the internal control statement (tabled and circulated as **WPC.22.11.05**) and that there were no proposed actions arising from this.

10.7 The review of income and expenditure against budget and that there were no proposed adjustments to the approved budget (previously circulated as **WPC.23.01.06**).

**23.01.11 Noted:**

Councillors considered quotes submitted in respect of grounds contracts for the next financial year 2023/2024 (previously circulated as **WPC.23.01.07** and its restricted Appendix) and, having noted that:

**Signed:** Mike Lavelle

**Dated:** 23/02/2023

- Only one quote tendered was for the full scope of the specification agreed by the parish council at its September meeting (Min **22.09.11** refers)
- The quality issues which had presented during the first year of contract (2021-22) had largely been resolved and only one complaint had been received from a member of the public in the current financial year
- R H Landscapes and Maintenance Ltd were geographically closer to Wickhambrook than the other supplier, reducing impacts on the environment through emissions
- Councillors are not obliged to choose the cheapest quote, but (in accordance with Financial Regulations) they were satisfied that the quote from R H Landscapes and Maintenance Ltd represented value for money

The meeting agreed that the contract should be awarded to R H Landscapes and Maintenance Ltd for the financial year 2023-24, and

**Resolved**

**That the Clerk draw up a contract for groundworks for the financial year 2023/24 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.23.01.07.**

**23.01.12 Noted:**

12.1 Councillors considered the draft Budget for 2023/24 (previously circulated as **WPC.23.01.08**) and

**12.2 Resolved**

**That Wickhambrook Parish Council approve the proposed budget (Appendix A to report WPC 23.01.08), and**

**12.3 Resolved**

**That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £ 42,739, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2023**

The chair of the parish council and the clerk signed the Application for Parish Precept 2023/24 form to be sent to West Suffolk.

**23.01.13 Noted:** Planning results as notified by West Suffolk summarised below:

13.1 [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**  
**WSC:** Approve Application      **WPC:** No Comments (Min. Ref 22.11.16.2)

13.2 [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**  
**WSC:** Approve Application      **WPC:** No Comments (Min. Ref 22.11.16.1)

13.3 [DC/22/1493/TPO](#) Tree Preservation Order TPO 504 (2010) T2 Ash.  
 Coppice.  
**17 The Meadows Wickhambrook Suffolk CB8 8GW**  
**WSC:** Approve Application      **WPC:** No Comments (Min. Ref 29.09.14.3)

**23.01.14 Noted:** Planning applications below notified by West Suffolk for comment

14.1 [DC/22/1845/FUL](#) – Planning application (amendment to boundary and block plans)  
 a. one dwelling  
 b. detached garage  
 c. vehicular access

**Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook**

The parish council considered this application and having considered:

1. the application and additional supporting documents available on West Suffolk's planning portal (including revised plans, ecological and heritage surveys, objections and additional comments from neighbouring properties)
2. a briefing paper ([WPC.23.01.09](#)) prepared by the clerk
3. comments raised by a member of the public at the meeting under item 23.01.05 (open session), summarised below:
  - That the most recent plan submitted through the planning portal in respect of DC/22/1845/FUL extended the garden to the agricultural boundary to the rear which had been one of the previous concerns of neighbouring residents. The detailed plan, however, did not appear to show that boundary in place. The member of public had raised this with the planning case officer.
  - An ecology and heritage statement had also been submitted. Paragraph 11 of the Heritage Statement noted that the parish council was in the process of preparing of Neighbourhood Plan but also stated that it does not currently bear weight in consideration of planning applications. *Cllr Bennet, a former clerk involved in preparation of Neighbourhood plans, clarified that an unmade plan does carry some weight in the consideration of planning applications).*
  - Concerns with respect to the proposed removal of green space and trees, and the likely impact this would have on rural amenity
  - Acknowledgement that the motivation behind a proposed development was not a relevant consideration
  - Despite amendments to the plans submitted, the proposed development overlooked Rawlings and Red Gables to the front, resulting in a loss of privacy for those residents, which was a relevant consideration.
  - That two thirds of the green had commented on this application and registered their concerns.
4. the following points identified by Cllrs at the meeting:
  - the proposed development is not within the settlement boundary.
  - the proposed development linked Minori to Aldersfield Place Farm arising from infill between properties. In contrast, the previous two developments had maintained the scale of green space between properties in Ashfield Green.
  - That the reasons for objection to the proposed development raised by the member of the public at the meeting remained the same, and that the views expressed reinforced the relevance of the preparation of the Neighbourhood Plan and how this would impact on the consideration of future planning applications if adopted at referendum.

Cllr Thwaite reported that she had recently spoke to a local resident of the green and who raised different issues which informed her views, but that, based on the reasons and issues raised during public session, she agreed with the reasons for objecting to the application.

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.

- 14.2 [DC/22/2201/HH](#) – Householder Application  
Single Storey Extension  
**Easterwood Farm Baxters Green Wickhambrook Suffolk CB8 8UY**  
**No objections**
- 14.3 [DC/22/2217/HH](#) – Householder Planning Application  
Two storey side extension with location of existing garden room  
**Easterwood House Baxters Green Wickhambrook Newmarket CB8 8UY**  
**No objections – there were no grounds on which to object.**
- 14.4 **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.**
- 23.01.15 **Noted:** That when invited, there were no other Planning matters for information, to be noted or for inclusion on a future agenda.
- 23.01.16 **Noted:**  
The meeting considered nominations for the Alf Hicks Biscuit Barrel, to be presented at the Annual Parish Meeting in Spring 2023 (date to be determined).  
Councillors agreed that the Alf Hicks Biscuit Barrel should be awarded to Kevin Grimes, a volunteer who has supported the parish council over many years through his regular inspections of the children’s play equipment in the pocket park at Bury Road.

23.01.17 **Noted:**

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

- Parish and District Elections – Thursday 4<sup>th</sup> May
- Coronation of Charles III as King – Saturday 6<sup>th</sup> May
- Memorial Clock
- Cemetery Extension project and allotments
- Date for Annual Parish Meeting

23.01.18 To confirm that the scheduled date for the next meeting is Thursday 23rd February beginning at 7:00pm in the Pavilion, Memorial Social Centre.

23.01.19 Close of meeting. 20:26pm

**Signed:** *Mike Lavelle*

**Dated:** 23/02/2023