

# Wickhambrook Parish Council

## **SUMMONS TO COUNCILLORS**

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

**Thursday 12<sup>th</sup> January @ 7:00pm**

At Wickhambrook Memorial Social Centre (Pavilion), Cemetery Road, Wickhambrook  
for the transaction of the business on the agenda below.

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### **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**

- 23.01.01 Apologies for absence to be noted or approved –
- 23.01.02 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.
- 23.01.03 3.1 Proposal:**  
**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 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 (*previously circulated*)  
4.3 Suffolk Fire and Rescue Service
- 23.01.05 Public Forum – (**Open Session**)<sup>1</sup>.  
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 23.01.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.23.01.01**) and take action as appropriate.
- 23.01.07 To receive and discuss any reports and requests to this meeting relating to Councillors Portfolios and take action as appropriate.  
7.1 **Emergency Planning** Cllr Mike Lavelle  
7.2 **Highways/VAS reporting** Cllr Paul Couzens  
7.3 **Neighbourhood Plan** Cllr Tracey Turner  
To note an update on progress with the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.23.01.02**) and take action as appropriate.  
7.4 **Road Safety Working Group** Cllr Sandy Thwaite

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<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.

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- 23.01.08 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 8.1 To note that the VAT126 Claims submitted for November & December (£567.45 and £504.39) have been submitted (November paid).
- 8.2 To consider a reviewed Risk Management Policy and supporting draft Risk Assessment (tabled and circulated as **WPC.23.01.03**) and take action as appropriate.  
**Proposal: Cllr Lavelle**  
**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 To note that the clerk has submitted applications for wayleave payments from both National Energy Networks and BT Openreach for all parish open spaces.
- 8.4 To note that the clerk has completed the re-declaration of compliance for The Pensions Regulator.
- 8.5 To note a proposal to revise the parish council's scheme of delegation (tabled and circulated as **WPC.23.01.04**) to make provision for the clerk to respond to specified minor planning and listed building applications.  
**Proposal: Cllr Turner**  
**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 **Proposal: Cllr Lavelle**
- 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 note that PKF Littlejohn LLP have been appointed by SAAA Ltd as external auditors.

- 23.01.10 10.1 To note the following income received

	<b>VOUCHER</b>	<b>SUMMARY OF PAYMENT RECEIVED</b>	<b>AMOUNT</b>
<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 Cll'd Training)	£31.20

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

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

- 10.3 Proposal:**  
**That the payments to be made, listed above at 12.2 be authorised.**

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10.4 To note 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 To note 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 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.22.11.05**) and any proposed actions arising from this.

10.7 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.23.01.06**).

23.01.11 **To consider quotes submitted in respect of grounds contracts for the next financial year (2023/2024) WPC.23.01.07** circulated and take action as appropriate.

**Proposal: Cllr Couzens**

**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 12.1 To discuss draft Budget for 2023/24 (circulated and tabled as **WPC.23.01.08**) and take action as appropriate.

**12.2 Proposal: Cllr Lavelle**

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

**12.3 Proposal: Cllr Lavelle**

**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**

23.01.13 To note 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)**

**Clerk & RFO to the Council** – Hilary Workman, 123 York Road, Bury St Edmunds, IP33 3EG;

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

# Wickhambrook Parish Council

- 23.01.14** To note 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**  
See report **WPC.23.01.09**
- 14.2 [DC/22/2201/HH](#) – Householder Application  
Single Storey Extension  
**Easterwood Farm Baxters Green Wickhambrook Suffolk CB8 8UY**
- 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**
- 14.4 **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.**
- 23.01.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 23.01.16 To request nominations for the Alf Hicks Biscuit Barrel, to be presented at the Annual Parish Meeting in April 2023.  
  
In 1991 the Barrel was presented to Alf as a gift in recognition of his service to the Village. Alf kept the Barrel for a while but then returned it to the Parish Council with a request that it be awarded annually for outstanding service to the village.
- 23.01.17 Any other matters for information, to be noted or for inclusion on a future agenda.  
  - Parish and District Elections – Thursday 4<sup>th</sup> May
  - Coronation of Charles III as King – Saturday 6<sup>th</sup> May
  - Memorial Clock
- 23.01.18 To confirm that the scheduled date for the next meeting is Thursday 23<sup>rd</sup> February beginning at 7:00pm in the Pavilion, Memorial Social Centre.
- 23.01.19 Close of meeting.

**Published & posted 6<sup>th</sup> January 2023**



**Hilary Workman**  
**Clerk & RFO to the Council**