

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 23 February 2023**

Present: Cllrs Couzens, Lavelle, Merritt, Thwaite and Turner

Clerk: Hilary Workman

SC Cllr Sarah Pugh

4 Members of the public

23.02.01 **Noted:**

Apologies for absence from SC Cllr Bobby Bennett were noted.
Cllrs Jeff Claydon and Simon Moy did not attend.

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

- 2.1 No Members' Declarations of Disclosable Pecuniary Interest and/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.

23.02.03 Resolved:

That the Minutes of the Ordinary meeting of the parish council held on 12th January 2023, as tabled, be agreed as a true record.

23.02.04 **Noted:** 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*), who had further reported by e-mail that Suffolk Highways (after further reviewing the evidence from a traffic survey and reported accidents and traffic incidents at her request) had not approved the request for a reduction in speed from 40mph to 30mph. Cllr Bennett advised that she would set aside locality funding for the provision of SLOW signs to be painted on the A143 at this site.
- 4.2 Cllr Mrs Sarah Pugh, West Suffolk Council
Who further advised that:
 - UK Power Networks hold a register of people who are vulnerable. Once registered, vulnerable individuals are prioritised by UK Power Networks in the event of power outages or scheduled restricted supplies (for example, through the provision of generators)
 - Voter ID was being introduced at polling station in the May elections
 - Rural Coffee Caravan was looking for more venues. Rural Coffee Caravan is a mobile access point of information. There is no fee, but the organisation does welcome donations. It is a fantastic resource for parish residents, providing and/or loaning gadgets to support with independent living and signposting to other sources of support. It generally visits once a month (by invitation) and that she would ask them to get in touch.
 - There was a small pot of funding set aside to support community events (in the region of £100) to celebrate the coronation of HRH Charles III as king. Asked if the parish was planning to do anything for the Coronation. She would have a small amount of funding to support events. (in region of £100). The funding must be allocated before the pre-election period (22nd March).
- 4.3 Community Land Trust (Briefing Paper WPC.Briefing.23.01.CLT. The meeting asked the clerk to arrange for Ambassador for April Meeting and set up a visit to Lavenham CLT.

Signed: Mike Lavelle

Dated: 27/04/2023

23.02.05 Public Forum – (**Open Session**)¹. 19:02

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

1. Mr Sam Sykes, Treasurer of Wickhambrook All Saints PCC asked whether the parish council had any plans for activities on the Bank Holiday Monday following the coronation of HRH the King on 6th May. The parish council confirmed it had no plans for any activities, but that it understood a group of individual may be presenting a "Repair Shop" at the WI Hall.
2. Local Resident: Questions and concerns with respect to planning application DC/23/0190/FUL (reported under Minute 23.02.16.4)
3. Mr Sykes further requested an update on progress with the repair of the Memorial Clock at All Saints Church, and was advised that a proposal to accept the clock as an asset of the parish council would be considered that evening.
4. Local Resident: Noted that the poplar trees on the road from Meeting Green to Ousden had been felled and asked whether this had been undertaken with all necessary permissions. Cllr Couzens advised that the poplars, which had been originally part of a plantation, had reached the end of their lives and were felled with relevant permissions. It was understood that the landowner planned to re-plant.

Public Session Closed: 19:07.

In accordance with Standing Order 10(a)vi, item 16.4 (DC/23/0194/FUL) on the Agenda was considered at this point and is Minuted at 23.02.16.4.

In accordance with Standing Order 10(a)vi, item 13 on the Agenda was considered at this point and is Minuted at 23.02.13

Cllr Sarah Pugh and Members of the public left.

23.02.06 **Noted:**

The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.23.02.01**) and asked the Clerk to respond to Strategic Housing Team survey on its behalf.

23.02.07 **Noted:**

To receive and discuss any reports and requests to this meeting relating to Highways Issues and take action as appropriate.

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|-----|---|--------------------|
| 7.1 | Emergency Planning | Cllr Mike Lavelle |
| | An oral update that the Emergency Plan was being kept under review. | |
| 7.2 | Neighbourhood Plan | Cllr Tracey Turner |
| | An update on progress with the preparation of a Neighbourhood Plan (<i>previously circulated as WPC.23.02.02</i>) and | |
| | Resolved | |
| | i. The parish council delegate authority to the clerk to submit a grant application to Locality for Neighbourhood Planning financial for the next financial year (2023/24) and | |
| | ii. Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request, and | |
| | iii. Approve the final invoice (of £3521.25) from the consultant, Lucy Batchelor-Wynn in respect of the Site Assessments | |
| 7.3 | Road Safety Working Group | Cllr Sandy Thwaite |

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.

23.02.08 To note a summary of decisions taken at the Estates Committee on 2nd February 2023.

Min No. Action:

23.02.07	Resolved: The Estates Committee authorise the purchase of Wild Flower seed at a cost of not more than £100 plus VAT.
.08	Resolved The Estates Committee authorise the purchase of a three or four seater bench to be located adjacent to the Cable way on Six Acres at a cost of not more than £550 plus VAT (to include the cost of laying slabs and installation).
09	Resolved The Estates Committee authorise the clerk to purchase replacement equipment (including where necessary, the cost of fitting replacements) as identified under the monthly inspections undertaken in accordance with the service level agreement (low risk or greater) with West Suffolk Council during the financial year 2023/24 upto: <ul style="list-style-type: none"> i. Playground Cemetery Road £1000.00 plus VAT (maintenance) ii. Playground Bury Road £500.00 plus VAT (maintenance) iii. MUGA & Skate Park £500.00 plus VAT (no zip wire inspection)
10	Considered: agreeing that the most favourable and value for money option was a design similar to the Wooden Senior Goal End (proposed by Sovereign Play, £6694), asked the clerk to obtain further quotes and report back to the parish council in February.

23.02.09 Noted: Clerk's report:

- 9.1 The VAT126 Claims submitted for January (£107.39) had been submitted and payment received.
- 9.2 An increase to Current Gross Rate Unity Trust Instant Access Savings had been notified with effect February 2023.
- 9.3 The meeting considered a proposal (*previously circulated* as **WPC.22.03.03**) to appoint a named sole operator in the cemetery for the purpose of Gravedigging and
- Resolved**
To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.24.
- 9.4 The s.137 limit will be increasing from £8.82 (2022-23) to £9.93 for the financial year 2023.24. This was equivalent to an increase to £10,039 based on 1011 electors.
- 9.5 That one Wayleave agreement had been concluded and a sum of £25.86 paid, and a further offer on a Wayleave for Coltsfoot Green had been received in the sum of £1941.90.
- 9.6 The meeting considered a proposal for insurance cover for the next financial year (*previously circulated* as **WPC.23.02.04**) and
- Resolved**
The parish council:
- i. **authorise the £245 held in Earmarked Reserves [Insurance] to be drawn down to the operating reserve; and**
- ii. **authorise the clerk to renew its insurance in accordance with the LTA and Asset Register at a cost of not more than £1450.00.**
- 9.7 That the seven flowering Cherries purchased for the Queens Green Canopy were scheduled to be planted on Saturday 25th February. A new online form (<https://forms.gle/v9Q9fuB6ej7RUsy49>) enabling volunteers to sign up for events of this nature was being trialled.

23.02.10 Noted:

- 10.1 The meeting considered a schedule of due payments on a regular basis for the financial year 2023.24 (*previously circulated* as **WPC.23.02.05**) and
- Resolved**
That Wickhambrook Parish Council authorise for the financial year 2023.24 the due payments identified in Table 1 WPC.23.02.05

Signed: Mike Lavelle

Dated: 27/04/2023

10.2 The meeting noted and approved a summary of direct debits on the Unity Trust Current Account for the 2023.24 financial year, as set out below:

PAYEE	PURPOSE	AMOUNT	DUE DATE
E.ON	Chapel of Rest Electricity	Variable - apx £13 per month	15 th of month
E.E.	Clerk Mobile Phone	Variable - apx £22 per month	23rd of month
IOC	Data Protection Registration	Annually - £35.00	September
NEST PENSION	Clerk Pension	Variable - apx £46 per month	11 th of month
UNITY TRUST	Bank Service Charge	Quarterly – £18.00	31 st of Month
UNITY TRUST	Monthly charge from Corporate Multi Pay Card	Variable – will include <ul style="list-style-type: none"> • Adobe Pro £ per month • Microsoft subscriptions currently identified under Schedule of Due Payments 	

23.02.11 Noted:

11.1 The following income received

	VOUCHER	SUMMARY OF PAYMENT RECEIVED	AMOUNT
11.1.1	493	VAT refund from HMRC	£504.39
11.1.2	503	BT Wayleave payment (Clopton Green)	£25.86
11.1.3	510	Six Acres Ground Rent (Wickhambrook Bowls Club)	£10.00

11.2 Payments to be made as listed below:

	VOUCHER	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
11.2.1	498	Suffolk Assn Local Councils – Clerk Training	£36.00
11.2.2	500	Refund to Clerk – Postage	£1.65
11.2.3	502	Refund to Clerk – Suffolk County Council Archives	£5.00
11.2.4	509	Refund to Clerk – Postbox for old BT Callbox	£16.99
11.2.5	513-515	Refund to Clerk – Adobe Acrobat Pro Subscription	45.51

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

11.4 The following payments previously authorised.

Wickhambrook Parish Council						
Listing of Payments between 01/01/2023 and 17/02/2023						
Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Total
481	16/01/2023	22.02.10.	Clerk Phone Charges to 15 Dec�	3 Business Services, Hutchison 3G UK Ltd	ALQ1376970660	22.00
491	09/01/2023	22.02.10.	Microsoft 07/12/2022 - 06/01/202	Microsoft Ireland Operations Ltd	E0100LLME5	48.60
492	24/01/2023	22.02.10.	Electricity Charges to 31 Decemb	E.ON Energy Solutions Ltd	KI-A2E45745-0014	12.83
494	20/01/2023	23.02	Meeting Room Hire December '	Wickhambrook Memorial Social Centre	#1393	10.00
495	25/01/2023		Pension Contributions Period 10	NEST Pensions	January Payroll	46.72
496	06/02/2023	WPC.22.(HMRC Period 10	HMRC	Period 10	125.17
497	26/01/2023	WPC.22.(Clerk Salary Period 10	Hilary Workman	Clerk Salary Period 10	1,094.71
499	15/02/2023	22.02.10.	Clerk Mobile Period to 15/01/202	3 Business Services, Hutchison 3G UK Ltd	AAR1386439024	22.00
501	04/02/2023	22.11.20	7 Flowering Cherry Trees - Queen	Assington Fruits Ltd	#6269	266.50
504	07/02/2023	22.09.07	Room Hire January	Wickhambrook Memorial Social Centre	#1401	20.00
505	07/02/2023	22.02.10.	Room Hire January	Wickhambrook Memorial Social Centre	#1400	20.00
507	21/02/2023	22.02.10.	Electricity Supply January 2023	E.ON Energy Solutions Ltd	KI-A2E45745-0015	12.98
508	07/02/2023	22.11.22	Office Laptop	Amazon UK Services Ltd	GB 3RGT6QAEUI	599.99
511	07/02/2023	22.02.10.	Microsoft 06/01/2023 - 07/02/202	Microsoft Ireland Operations Ltd	E0100M0AO2	48.60
512	07/02/2023	22.02.10.	Microsoft Business Standard 07/0	Microsoft Ireland Operations Ltd	E0100MONGM	135.36

11.5 The following action(s) under Clerk's Delegation (c) in consultation with Chair

- 1.Purchase of post box for old BT Call Box – £16.99
- 2.Preparation of ground for planting of Cherry Trees in Cemetery QGP £10.00/hour (*n.b. in the event this was not necessary and no charges incurred*).

Signed: Mike Lavelle

Dated: 27/04/2023

- 11.6 The current account balances and reconciliations to 31st January 2023, and the Chairman's confirmation that they are supported by relevant bank balances.
- 11.7 The meeting noted the updated budget report to 31st January 2023 (*previously circulated as WPC.23.02.06*).

23.02.12 Noted:

The meeting considered requests for financial support by Wickhambrook Parish Council (*previously circulated as report WPC23.02.07*) from two organisations and agreed to make a donation of £100 to each organisation, namely:

- Brave Futures
- Headway Suffolk

Resolved

To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC.23.02.07.

23.02.13 Noted:

The meeting considered a request from All Saints PCC that Wickhambrook Parish Council (*previously circulated as WPC.23.02.08*) accept transfer of the Memorial Clock to become an Asset of the parish council and bear future costs for repairs and service and insurance of the Memorial Clock (including costs estimated in effecting the transfer to the parish) and

Resolved

The parish council accept the Memorial Clock as a Parish Asset, based on anticipated associated costs which will fall upon it arising from this in the next and future years (as set out in report WPC.23.02.08) and ask the clerk to instruct Jacqueline Law, consultant solicitor from Excello Law to draw up an agreement between the parish council and the parochial church council to effect a transfer of the Memorial Clock as an asset to the parish council at a cost of £500 plus VAT

23.02.14 Noted:

The meeting considered an update on bringing the old MUGA space at Cemetery Road back into use (*previously circulated as WPC.23.02.09*) and, agreeing that the most favourable and value for money option was the Wooden Senior Goal End proposed by Sovereign Play, £6994:

**Resolved**

The parish council authorise the cost of installation of a combined goal end/basket ball hoop with kickboards in the old MUGA space a cost of not more than £7000 plus VAT and ask the clerk to apply for relevant grant funding where identified to seek to reduce the overall cost to the council.

- 23.02.15 **Noted:** Planning results as notified by West Suffolk summarised below:
- 15.1 **DCON(A)/21/0361** – Application to discharge condition 5 (ecological enhancement) of DC/21/0361/FUL
Butlers Hall Attleton Green Wickhambrook CB8 8YB
WSC: Application Withdrawn **WPC:** Not consulted on this type of application
- 15.2 **DC/22/1513/FUL** - Planning application & DC/22/1514/LB – Listed Building 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
WSC: Approve **WPC:** No Extraordinary Meeting Requested
- 15.3 **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
WSC: Withdrawn/Abandoned **WPC:** Objection Min.23.01.14.1
- 15.4 **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
WSC: Approved **WPC:** No objections – there were no grounds on which to object.
- 23.02.16 **Noted:** The following Planning applications notified by West Suffolk for comment.
- 16.1 **DC/23/0020/HH** - Householder Planning Application
a. insertion of two windows to west elevation
b. replacement of first floor window with french doors and installation of balcony to south elevation
c. replacement of window with french doors on ground floor east elevation
d. single storey rear extension (following demolition of existing conservatory)
Rookery Farm Genesis Green Wickhambrook Suffolk CB8 8UX
No objections
- 16.2 **DC/23/0021/LB** – Application for Listed Building Consent
a. insertion of two windows to west elevation
b. replacement of first floor window with french doors and installation of balcony to south elevation
c. replacement of window with french doors on ground floor east elevation
d. single storey rear extension (following demolition of existing conservatory)
e. internal alterations, repair and refurbishment of existing windows and replacement glazing to the west entrance door
Rookery Farm Genesis Green Wickhambrook Suffolk CB8 8UX
No Objections
- 16.3 **DC/23/0140/HH** – Householder Planning Application
a. two storey garage and link extension (following demolition of existing garage and link);
b. demolition and rebuild of single storey flat roof utility room and associated internal alterations;
c. installation of solar panels to annexe roof and minor alterations
Little Timbers Ashfield Green Wickhambrook Suffolk CB8 8UZ
No objections

- 16.4** [DC/23/0141/LB](#) – Application for Listed Building Consent
 a. two storey garage and link extension (following demolition of existing garage and link);
 b demolition and rebuild of single storey flat roof utility room and associated internal alterations

Little Timbers Ashfield Green Wickhambrook Suffolk CB8 8UZ

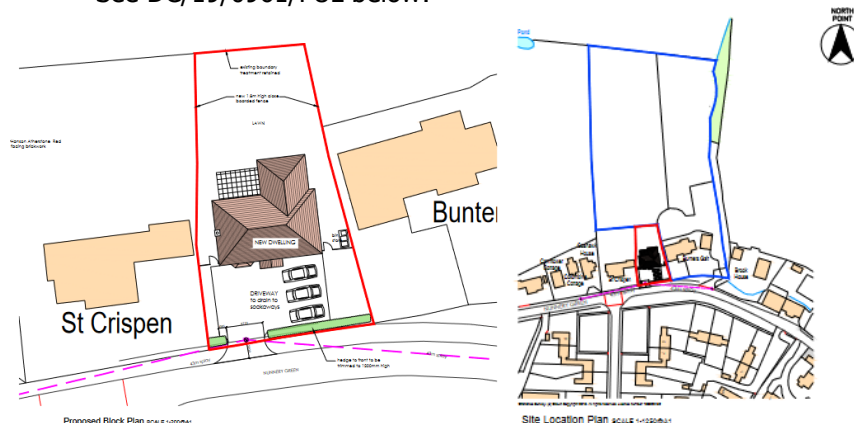
No objections

- 16.5** [DC/23/0194/FUL](#) – Planning Application – see WPC.Planning.23.01
 One Dwelling

Land Adjacent To Bunters Gait Nunnery Green Wickhambrook Suffolk

The parish council considered this application and having considered:

1. the application and additional supporting documents available on West Suffolk's planning portal (including existing and revised site plans, land contamination questionnaire and assessment and comments from statutory consultees and a neighbouring property)
2. a briefing paper ([WPC.23.01.09](#)) prepared by the clerk
3. comments raised by members of the public at the meeting under item 23.02.05 (open session), summarised below:
 - That the previous (approved) application DC/19/0961/FUL was for a site between Bunters Gait and St Crispin, with the property sited facing onto the road (consistent with the existing street scene) and the rear boundary of the proposed development in line with that of St Crispin's to its rear.
 See DC/19/0961/FUL below:



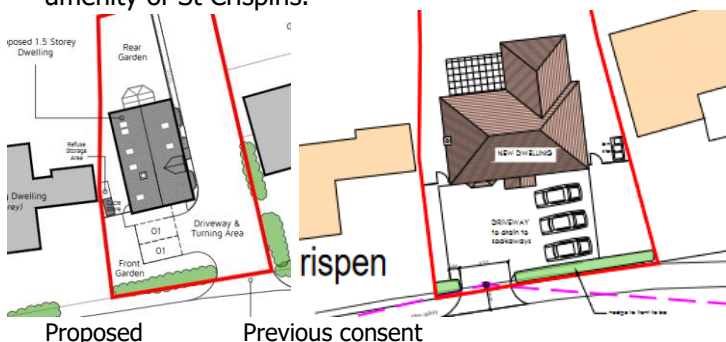
- That the existing site plan submitted under DC/23/0194/FUL (see below) is different from that submitted at DC/19/0961/FUL. The proposal under DC/23/0194/FUL radically changes the boundary of the proposed property to extend behind Bunters Gate and incorporate a new barn (consent granted under application DC/14/2455/FUL).



- That the access to the barn, clearly established to the rear of Bunters Gait currently (as shown in the image below), is proposed to be moved, accessing past the proposed new development:



- That the proposed new development, although reduced in height to 1 and ½ storey, has been turned through 90 degrees and sited closer to the boundary shared with St Crispins. Additionally, the refuse bins, cycle store and vehicle parking spaces have been moved towards St Crispins (in the case of the cycle store and refuse bins, right against the boundary). This is likely to adversely impact on the amenity of St Crispins.



- Acknowledgement that the motivation behind a proposed development was not a relevant consideration
4. the following points identified by Cllrs at the meeting:
- the proposed development is within the settlement boundary.
 - the proposed development is not in keeping with the existing street scape (building not face on to road)
 - that there would be likely to be an adverse impact on the environment and sustainability arising from the increased hard surfacing proposed resulting from an extended access to the rear of Bunters Gait, and that this would also be likely to have an adverse impact on surface run off into existing constrained drainage on the access road (Nunnery Green to Meeting Green).
 - Concern over safety when vehicles egressing from the proposed driveway.

The meeting determined to **object to the application** for the following reasons:

Sustainable Development:

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 proposed hard surfacing (extended driveway) may increase the risk of surface water onto the highway within Nunnery Green, which already experiences regular flooding of the road.

Risk of loss of amenity to neighbouring properties:

arising from the proposed development (the front access and rear garden of St Crispins). 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.

16.6 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.

23.02.17 **Noted**

That when invited, there were no other Planning matters for information, to be noted or for inclusion on a future agenda.

23.02.18 Noted

The meeting considered a proposal for a celebration of the Coronation HRH Charles III on 6th May 2023 (*previously circulated as WPC.23.02.10*) and, asking the clerk to apply for any grant funding available

Resolved

To authorise a further £250 plus VAT to upgrade the purchase of a garden bench to be sited on Six Acres (Min EC.23.02.08 refers) to commemorate the coronation of King Charles III on 6th May 2023.

23.02.19 **Noted:** That when invited, the following matters for information, to be noted or for inclusion on a future agenda

- Parish and District Elections
- Cemetery Extension Project and parish allotments – the meeting asked the clerk to bring forward a proposal to fund any necessary application for planning advice
- First Aid Training for parish residents – the meeting asked the clerk to research and bring forward a proposal to the April meeting (or make any necessary arrangements for an event if there were no costs to the parish council.
- Stall at Wickhambrook Flower and Fete on Saturday 8th July 1pm – 5pm – the meeting confirmed it would like to reserve a space at the proposed event.

23.02.20 **Noted:**

That the scheduled date for the next meeting is Thursday 28th April beginning at 7:00pm in the Memorial Social Centre (The Pavilion).

23.02.21 **Noted:** Close of meeting. 20:25

Signed: Mike Lavelle

Dated: 27/04/2023