

Wickhambrook Parish Council

SUMMONS TO COUNCILLORS

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

Thursday 23rd February @ 7:00pm

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.

AGENDA

- 23.02.01 Apologies for absence to be noted or approved – WS Cllr Sarah Pugh
- 23.02.02 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests 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.
- 23.02.03 3.1 Proposal:**
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 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
4.3 Community Land Trust (Briefing Paper WPC.Briefing.23.01.CLT)
- 23.02.05 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 23.02.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.23.02.01**) and take action as appropriate.
- 23.02.07** 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 (tabled and circulated as **WPC.23.02.02**) for Wickhambrook and take action as appropriate.
Proposal: Cllr Turner
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

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.

Wickhambrook Parish Council

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

To note an update on progress with the Road Safety Working Group.

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: 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 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 January (£107.39) has been submitted.

9.2 To note an increase to Current Gross Rate Unity Trust Instant Access Savings from with effect February 2023.

9.3 To consider a proposal to (tabled and circulated as **WPC.22.03.03**) to appoint a named sole operator in the cemetery for the purpose of Gravedigging and adopt the revised Cemetery Regulations.

Proposal: Cllr Couzens

To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.24.

9.4 To note that the s.137 limit will be increasing from £8.82 (2022-23) to £9.93 for the financial year 2023.24. This is equivalent to an increase to £10,039 based on 1011 electors.

9.5 To note that one Wayleave agreement has been concluded and a sum of £25.86 paid, and a further offer on a Wayleave for Coltsfoot Green has been received in the sum of £1941.90.

9.6 To consider a proposal for insurance cover for the next financial year (tabled and circulated as **WPC.23.02.04**) and take action as appropriate.

Proposal: Cllr Lavelle

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.**

9.10 To note that the seven flowering Cherries purchased for the Queens Green Canopy are scheduled to be planted on Saturday 25th February.

23.02.10 10.1 To consider a schedule of due payments on a regular basis for the financial year 2023.24 (tabled and circulated as **WPC.23.02.05**) and take action as appropriate.

Proposal: Cllr Lavelle

That Wickhambrook Parish Council authorise for the financial year 2023.24 the due payments identified in Table 1 WPC.23.02.05

Wickhambrook Parish Council

10.2 To note and approve 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 11.1 To note 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 To authorise the 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 Proposal:

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

11.4 To note 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	E0100M0NGM	135.36

11.5 To note the following action under Clerk's Delegation (c) in consultation with Chair
 1. Purchase of postbox for old BT Call Box – £16.99
 2. Preparation of ground for planting of Cherry Trees in Cemetery QGP £10.00/hour

11.6 To note 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 To note the updated budget report to 31st January 2023 (tabled and circulated as **WPC.23.02.06**) and take action as appropriate.

Wickhambrook Parish Council

23.02.12 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC23.02.07**) from two organisations and take appropriate action.

Proposal: Cllr Lavelle

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 To consider a request from All Saints PCC that Wickhambrook Parish Council (tabled and 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 take action as appropriate.

Proposal: Cllr Lavelle

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 To note an update on the redevelopment of the old MUGA space (tabled and circulated as **WPC.23.02.09**) and take action as appropriate.

Proposal: Cllr Lavelle

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 To note 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 To note 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

Clerk & RFO to the Council – Hilary Workman, 3 Farriers Close, Great Barton, Bury St Edmunds IP31 2FP

Telephone: 07508 039821 Email: parishclerk@wickhambrook.org

Wickhambrook Parish Council

- 16.2** [DC/23/0021/LB](#) – Application for Listed Building Consent
- insertion of two windows to west elevation
 - replacement of first floor window with french doors and installation of balcony to south elevation
 - replacement of window with french doors on ground floor east elevation
 - single storey rear extension (following demolition of existing conservatory)
 - internal alterations, repair and refurbishment of existing windows and replacement glazing to the west entrance door
- Rookery Farm Genesis Green Wickhambrook Suffolk CB8 8UX**
- 16.3** [DC/23/0140/HH](#) – Householder Planning Application
- two storey garage and link extension (following demolition of existing garage and link);
 - demolition and rebuild of single storey flat roof utility room and associated internal alterations;
 - installation of solar panels to annexe roof and minor alterations
- Little Timbers Ashfield Green Wickhambrook Suffolk CB8 8UZ**
- 16.4** [DC/23/0141/LB](#) – Application for Listed Building Consent
- two storey garage and link extension (following demolition of existing garage and link);
 - demolition and rebuild of single storey flat roof utility room and associated internal alterations
- Little Timbers Ashfield Green Wickhambrook Suffolk CB8 8UZ**
- 16.5** [DC/23/0194/FUL](#) – Planning Application – see WPC.Planning.23.01
One Dwelling
- 16.6** **Land Adjacent To Bunters Gait Nunnery Green Wickhambrook Suffolk**
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.

23.02.17 Any other Planning matters for information, to be noted or for inclusion on a future agenda.

23.02.18 To consider proposals for a celebration of the Coronation HRH Charles III on 6th May 2023. (tabled and circulated as **WPC.23.02.10**) and take action as appropriate.

Proposal: Cllr Lavelle

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 Any other matters for information, to be noted or for inclusion on a future agenda

- Parish and District Elections
- Cemetery Extension Project and parish allotments
- First Aid Training for parish residents
- Stall at Wickhambrook Flower and Fete on Saturday 8th July 1pm – 5pm.

23.02.20 To confirm 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 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council