

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 27 April 2023**

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

Clerk: Hilary Workman

WS Cllr Sarah Pugh

23.04.01 Apologies for absence to be noted (SC Cllr Bennett) or approved (none)

Cllr Claydon did not attend.

23.04.02 Noted: That when invited, there were no

- 2.1 Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items None
- 2.2 Declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 Requests for dispensations nor any
- 2.4 Additions or deletions to the Council's Register of Interests.

23.04.03 3.1 Resolved:

That the Minutes of the Ordinary meeting of the parish council held on 23rd February 2023, as tabled, be agreed as a true record.

23.04.04 **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*)

4.2 Cllr Mrs Sarah Pugh, West Suffolk Council, a verbal report

- Congratulating those members of the parish council who had stood and been elected uncontested
- Advising that Cllr John Griffiths had resigned as leader of West Suffolk, but was standing as a councillor for the next cycle.
- Noting that she had been contacted by residents regarding the Neighbourhood Plan consultation and had encouraged them to feedback to the parish council through the form or online survey. Issues raised had included concerns from properties backing onto land which had been identified for possible use as Allotments (Cllr Turner further reported that the NPWG had asked the question as it was a theme which had come through on previous consultations). The meeting asked the clerk to provide a further update on preparation of the Neighbourhood Plan for the website.
- The West Suffolk Local Plan group had been stood down due to a delay in preparing the Local Plan arising from a lack of government guidance.
- That Pot holes was a continuing issue for many road users. Emergency repairs were often short term. She had raised the issue with SC Cllr Bobby Bennett who advised that SCC don't yet have funds for work in this FY. The New highways maintenance contract ten years had been agreed, with effect from October '23.

23.04.05 **Noted:** Public Forum – (**Open Session**)¹. 7:17pm

That when comment or questions on any Agenda item or matter of concern was invited, there being no members of the public present, the session was closed.

23.04.06 **Noted:**

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.

Signed: Mike Lavelle

Dated: 18/05/2023

The meeting considered correspondence reported to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as **WPC.23.04.01**) and asked the clerk to reply further in response to the open letter confirming her previous advice that planning applications could only be determined by the Planning Authority (West Suffolk Council).

23.04.07 Noted: The meeting considered reports and requests to this meeting relating to Portfolio Issues as reported below:.

7.1 **Emergency Planning**

Cllr Mike Lavelle

That an update of the Emergency Plan for the parish would be circulated incorporating some additional contacts.

7.2 **Neighbourhood Plan**

Cllr Tracey Turner

An update on progress with the preparation of a Neighbourhood Plan for Wickhambrook, noting that:

- The Consultation Questionnaire on Site Masterplanning had closed (126 responses - 25% properties in the parish).
- The NPWG was working through responses, but no preference for either option was apparent.
- There was some support for commercial Class E use indicated, and also some support for allotments (the parish council would need to consider how these may be established, for example, by committee or Trust).
- Cllr Turner would shortly be meeting with the NP consultant, landowners and their representative to review options, who would then respond with comments by 10th May (the next meeting of the NPWG).
- The meeting asked the Clerk to report thanks from the NPWG to those in the parish who had responded to the consultation and signpost updates on the preparation of the plan for the purposes of clarity and transparency.

Resolved.

To authorise subscription to the Community Land Trust Network at a cost of £85.00

7.3 **Road Safety Working Group**

Cllr Sandy Thwaite

The meeting noted Cllr Turner's confirmation that Road Safety would be a Community Action in the Neighbourhood Plan, but that much of this work would depend on the recruitment and retention of volunteers (which would need to be messaged).

The clerk reported options suggested by SCC Area Rights of Way Officer to improve the surface of Footpath 25 (between Coltsfoot Green and Shop Hill). The meeting asked the clerk to investigate and apply for grants to underwrite this cost.

23.04.08 **Noted:** A summary of decisions taken at the Estates Committee on 6th April 2023.

Min No. Action:

Min No.	Action:
23.04.09	Resolved To appoint a contractor to undertake memorial testing in Wickhambrook Cemetery and All Saints Churchyard at a cost of not more than £600.00 plus VAT for the financial year 2023.24.
.10	Resolved To authorise the cost of materials and kit to support refurbishment of the BT Call Box at Shop Hill at a cost of not more than £200.00.

23.04.09 Noted: Clerk's report that

- 9.1 VAT126 Claims submitted for February (£195.79) and March (£1286.89) had been submitted and the claims paid. Precept of £42,739 had been received from West Suffolk Council.
- 9.2 A further Wayleave agreement has been concluded and payment received in sum of £1941.90 and two further applications were in progress.
- 9.3 Insurance had been renewed under a Long-Term Agreement at a cost of £1345.00.

Signed: Mike Lavelle

Dated: 18/05/2023

- 9.4 An Alternative Fuel Payment Grant of £150 had been applied against the Eon.Next account for supply of electricity to Chapel of Rest, which would cover the majority of the anticipated cost for the 2023.24 financial year (current balance £125.24CR).
- 9.5 Installation of Senior Wooden Goal End scheduled for 24th April 2023 had completed, and some positive comments already received and
- 9.6 The meeting considered an update to ICT and Social Media (previously circulated as **WPC.23.04.02**) and

Resolved:

- i) **To authorise expenditure for print toner in the current financial year at a cost of not more than £600 plus VAT.**
- ii) **To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £150 plus VAT for the current financial year.**

23.04.10 Noted:

The meeting reviewed the accounts for the 12 months ended 31.03.23, including a review of expenditure incurred under s.137 of the Local Government Act 1972 (previously circulated as **WPC.23.04.03**) which had been forwarded with supporting documents to SALC, the appointed internal auditors. The Clerk further reported that the audit had been completed and returned with no adverse issues identified. A full report would be submitted to the Annual Meeting of the Parish Council on 18th May.

23.04.11 Noted:

11.1 Income received

	VOUCHER	SUMMARY OF PAYMENT RECEIVED	AMOUNT
11.1.1	529	VAT refund from HMRC	£107.59
11.1.2	531	Armstrongs Funeral – Interment WC/NEW/356/N	£250.00
11.1.3	539	Cemeteries – Deed Transfer WC/OLD/C31	£50.00
11.1.4	519	West Suffolk Council – Locality Grant – Warm Winter	£350.00
11.1.5	537	BT Wayleave payment (Coltsfoot Green)	£1941.90
11.1.6	538	Cemeteries – Deed Transfer – WC/OLD/E20	£50.00
11.1.7	540	VAT refund from HMRC	£195.79
11.1.8	541	Cemeteries – Memorial – WC/OLD/E20	£175.00
11.1.9	546	Unity Trust Bank – Credit Interest to Instant Savings	£89.30
11.1.10		VAT refund from HMRC	£1286.89

11.2 Payments to be made as listed below:

	VOUCHER	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
11.2.1	556	Clerk Homeworking Allowance – Q4 2022.23	£64.50
11.2.2	557	Refund to Clerk – Postage	£2.10
11.2.3	558 & 559	Refund to Clerk – Adobe Acrobat Pro Subscription	39.94
11.2.4	560	Clerk – Mileage & Subsistence	£76.90
11.2.5	561	JRB Enterprise Ltd – Dog Waste Bags - #25228	£99.54
11.2.6	562	SALC – Annual Membership	£488.49
11.2.7	563,4,5,6	Refund to clerk – Stationery, Copying & Photography	£25.37
11.2.8	567	Local Council's Update	£110.00
11.2.9	568	Printerland – Print Toner	£78.00
11.2.10	566	Mac's & PC'S #45371	£50.00

Signed: Mike Lavelle**Dated:** 18/05/2023

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

11.4 Payments previously authorised as set out below:

Voucher	Date	Ref.	Supplier / customer	Description	Supplier ref.	Total
506	01/03/2023	22.09.07	Lucy Batchelor-Wylam CMLI	Landscape Appraisal NP	#2303	£ 3,521.25
516	26/03/2023	22.02.10.2 DD	NEST Pensions	Pension Contributions Period 11	Period 11	£ 46.72
517	23/02/2023	22.02.10.1 LODP	Hilary Workman	Clerk Salary Period 11	Clerk Salary Period 11	£ 1,094.71
518	05/03/2023	22.02.10.1 LODP	HMRC	HMRC/NI Contributions Period 11	Tax/NI Period 11	£ 125.17
520	03/03/2023	22.02.10.1 LODP	Wickhambrook Memorial Social C	Room Hire February 23	#1411	£ 20.00
521	03/03/2023	22.02.10.1 LODP	Wickhambrook Memorial Social C	Room Hire February 23	#1412	£ 20.00
522	16/03/2023	EO.22.12.08	Mrs Amanda Lavelle	Food Supplies for Warm Winter We		£ 63.50
523	07/03/2023	22.04.09ii	Rialtas Business Solutions Ltd	Move Rialtas Software to new Lap	#30323	£ 30.00
524	07/03/2023	23.02.12	Brave Futures	S.137 Donation		£ 100.00
525	07/03/2023	23.02.12	HeadwaySuffolk	S.137 Donation		£ 100.00
526	20/03/2023	22.02.10.2 DD	3 Business Services, Hutchison 3G	Clerk mobile to 15/02/2023	ABR1395543355	£ 22.00
527	07/03/2023	23.02.18	Wealden Benches Atex (UK) Ltd	Coronation Bench	#000001706	£ 654.95
528	07/03/2023	22.02.10.1 LODP	Wave (Anglian Water Business (N	Water to 12/02/2023 (E)	#11622429	£ 43.25
530	27/02/2023	22.02.10.2 DD	NEST Pensions	Pension Contributions Period 11	Pensions Period 11	£ 46.72
532	08/03/2023	22.09.07i	Places4People	Neighbourhood Plan Support	#411	£ 6,931.20
533	08/03/2023	23.02.09ii	Zurich Municipal	Insurance premium for 2023.24	#522059889	£ 1,345.58
534	10/03/2023	23.04	Macs & PC's	ICT call out	#45334	£ 60.00
535	10/03/2023	23.04	Macs & PC's	Offsite data transfer and set up	#45313	£ 70.00
536	08/03/2023	22.02.10.1 LODP	Microsoft Ireland Operations Ltd	Microsoft 07/02/2023 - 06/03/202	#E0100MVPG	£ 39.92
544	30/03/2023	22.02.10.1 LODP	Hilary Workman	Clerk Salary Period 12	Salary Period 12	£ 1,094.91
547	31/03/2023	22.02.10.1 LODP	Unity Trust Bank	Service Charge Quarter 4 2022/23	Service Charge	£ 18.00
548	16/03/2023	22.09.11.6.iii	Lloyds Bank PLC	March '23 Corporate Multipa	Corporate Multipay Se	£ 3.00
549	13/04/2023	22.09.07	Voucher Packs (Bruz Packs Ltd)	Local Plan Consultation Flyers D	#10677	180.00
550	13/04/2023	22.09.07	Wickhambrook Memorial Social Centre	Meeting Room Hire 02/02/23	#1424	20.00
551	13/04/2023	23.02.14	Sovereign	Deposit on Senior Wooden Goal En	#00000131898	2,008.42
552	13/04/2023	23.02.10.1	Microsoft Ireland Operations Ltd	07/03/2023 - 06/04/2023	#E0100MTWWQ	52.08
553	30/04/2023	23.02.10.1 &	R.H. Landscapes & Maintenance Services L	March Cuts	#002289	324.00
554	17/04/2023	23.02.10.2 DD	3 Business Services, Hutchison 3G UK Ltd	Invoice period to 15/03/2023	acr1404345766	22.00
555	05/04/2023	23.02.10.1	NEST Pensions	Pension Contributions Period 12	Pensions Period 12 2022.	46.72

11.5 The following action under Clerk's Delegation (c) in consultation with Chair
 1.Computer Support – Macs & PC's £70.00

11.6 An internal transfer from Instant Savings Account to Current Account of £10,000.

11.7 The current account balances and reconciliations to 28 February and 31st March 2023, and the Chairman's confirmation that they are supported by relevant bank balances.

11.8 The Chair's review of the internal control statement (previously circulated as **WPC.22.11.04**).

23.04.12 **Noted:**

The meeting considered the Financial Risk Assessment (previously circulated as **WPC.23.04.05**) and

Resolved

That this Council receives and approves the Financial Risk Assessment (circulated & tabled as WPC.23.04.05) as being a proper assessment of the financial risks facing the Council and that it demonstrates 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.

Signed: Mike Lavelle

Dated: 18/05/2023

- 23.04.13 **Noted:**
The meeting considered the updated budget report to 31st March 2023 including a summary of propose virements to earmarked reserves (previously circulated as **WPC.23.04.06**) and
Resolved
To approve transfer of funds equivalent to the underspends from revenue budget (highlighted in yellow on Appendix A) into the relevant Earmarked Reserves indicated in Appendix B of report WPC.23.04.06 and note net changes to earmarked reserves.
- 23.04.14 **Noted:**
The meeting considered the approved budget for the current financial year (previously circulated as WPC.23.04.07) and
Resolved
To approve transfer of funds from Earmarked Reserves to revenue budget lines as indicated in Table 1 of report WPC.23.04.07 and note net changes to earmarked reserves.
- 23.04.15 **Noted:** Planning results as notified by West Suffolk summarised below:
- 15.1** [DC/22/2098/HH](#) – Householder Planning Application
a. single storey side and rear extension b. new vehicular access
The Old Manse Meeting Green Wickhambrook Suffolk CB8 8UR
WSC: Approve Application **WPC:** No Comments
- 15.2** [DC/22/2201/HH](#) – Householder Planning Application
Single storey rear extension
Easterwood Farm Baxters Green Wickhambrook Suffolk CB8 8UY
WSC: Approve application **WPC:** No Objections Min. Ref 23.01.14.2
- 15.3** [DC/22/2217/HH](#) – Householder Planning Application
Two storey side extension with relocation of existing garden room
Easterwood House, Baxters Green, Wickhambrook, CB8 8UY
WSC: Approve Application **WPC:** No objections Min. Ref 23.01.14.3
- 15.4** [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
WSC: Approve Application **WPC:** No Objections
- 15.5** [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
WSC: Approve Application **WPC:** No Objections
- 15.6** [DC/23/0245/LB](#) – Application for Listed Building Consent
one dormer window to rear elevation
Westlea Cottage Attleton Green Wickhambrook CB8 8YA
WSC: Refused **WPC:** No Objections
Clerk Delegated Authority
- 15.7** [DCON\(C\)/21/1404](#) - Application to discharge condition 3 (ii) (schedule of repairs and specification) and 9 (timber frame) of DC/21/1404/LB
Peacocks Farm Farley Green Wickhambrook Suffolk CB8 8PX
WSC: Approve Application **WPC:** Not Consulted
- 15.8** [DCON\(C\)/21/1404](#) - Application to discharge condition 4 (hidden historic features) of DC/21/1404/LB

- Timber Barn, Peacocks Farm Farley Green Wickhambrook CB8 8PX**
WSC: Approve Application **WPC:** Not Consulted
- 15.9** **DCON(C)/21/1404** - Application to discharge conditions three (later approval of works) seven (minor additions) ten (new/replacement windows - detailed) eleven (new/replacement doors - int/ext) and twelve (details of finishes to external joinery) of DC/21/1404/LB
- Timber Barn Peacocks Farm Farley Green Wickhambrook CB8 8PX**
WSC: Approve Application **WPC:** Not Consulted
- 15.10** **DCON(A)/22/1514** - Application to discharge condition 3 (Later approved details) of DC/22/1514/LB
- Old Bank House Malting End Wickhambrook Suffolk CB8 8XG**
WSC: Approve application **WPC:** Not Consulted
- 23.04.16** **Noted:** Councillors considered Planning applications notified by West Suffolk for comment.
- 16.1** **DC/23/0430/HEDGE** – Hedgerow Removal Notice
Removal of four meters of hedgerow
- Giffords Lane, Wickhambrook, Suffolk – No objections**
- 16.2** **DC/23/0315/CLE** – Application for Lawful Development Certificate for existing use or development
For continued use of adjacent land as residential garden
- Park Gate House Ousden Road Wickhambrook CB8 8UT – No Objections**
- 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.
- 23.04.17** **Noted:** Other Planning matters for information, to be noted or for inclusion on a future agenda.
- 17.1** **DC/23/0477/P3QPA** - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015
- a. Change of use of agricultural building to dwellinghouse (Class C3) to create one dwelling
- b. associated operational development
- Tile Hall Farley Green Wickhambrook Suffolk CB8 8PX**
n.b. Parish not consulted on these applications.
- 23.04.18** **Noted:**
- The meeting** considered an application for financial support from Wickhambrook Carnival Committee to cover the cost of First Aid Cover for the Wickhambrook Fete (previously circulated as **WPC.23.04.08**) and
- Resolved**
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)).
- 23.04.19** **Noted:**
- The meeting considered a proposal to purchase items to support local organisations in their outreach work with residents of the parish (previously circulated as WPC.23.04.09) funded from a Locality Grant awarded in March 2023 and
- Resolved**
To authorise the purchase of items to support local organisations engaging with local residents at a cost of not more than £350 plus VAT.
- The meeting asked the clerk to promote the availability of equipment for loan to local organisations.

- 23.04.20 **Noted:**
The clerk having left the room, the meeting considered the Chair's report with respect to Clerk's salary and the approval of annual pay award for 2023/24 (previously circulated as **WPC.23.04.10**) and following discussion, invited the clerk to return to the meeting and confirmed their approval of the annual pay award and noted change of the minimum leave entitlement in accordance with the terms of contract.
- 23.04.21 **Noted:**
Other matters for information, to be noted or for inclusion on a future agenda
- Parish and District Elections – Cllrs Couzens, Lavelle, Thwaite & Turner Elected Uncontested to Wickhambrook Parish Council
The meeting extended their thanks to Cllr Kerry Merritt for all his work over the past 25 years and their appreciation of the contribution that he had made to the village. Cllr Merritt thanked Cllrs and highlighted the support of his wife Barbara, and her work for the village on the Wickhambrook Memorial Social Centre.
The meeting asked the clerk to promote the vacancies for co-option, inviting interested persons to come along to a meeting.
 - First Aid Training – village defib clip
 - Stall at Wickhambrook Flower and Fete on Saturday 8th July 1pm – 5pm.
 - Tennis club – the meeting asked the clerk to look into possible grants for a new bench in the vicinity of the court.
 - Quiet Lanes notices
- 23.04.22 **Noted:**
To confirm that the scheduled date for the next meeting would be Thursday 18th May (being the Annual Meeting of the Parish Council) beginning at 7:00pm in the Memorial Social Centre (Dulcie Smith Room).
- 23.04.23 **Noted:** Close of meeting. 19:53