

Wickhambrook Parish Council

SUMMONS TO COUNCILLORS

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

Thursday 27th April @ 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

- 23.04.01 Apologies for absence to be noted or approved
- 23.04.02 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.
- 23.04.03 3.1 Proposal:**
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 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
- 23.04.05 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
- 23.04.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and attached as **WPC.23.04.01**) and take action as appropriate.
- 23.04.07** 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 for Wickhambrook and take action as appropriate.
Proposal: Cllr Turner
To authorise subscription to the Community Land Trust Network at a cost of £85.00
7.3 **Road Safety Working Group** Cllr Sandy Thwaite
To note an update on progress with the Road Safety Working Group.
- 23.04.08 To note a summary of decisions taken at the Estates Committee on 6th April 2023.

Min No.	Action:
23.04.09	Resolved

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.

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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** 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 February (£195.79) and March (£1286.89) have been submitted and the claims paid.
- 9.2 To note that a further Wayleave agreement has been concluded and payment received in sum of £1941.90.
- 9.3 To note that insurance has been renewed under a Long Term Agreement at a cost of £1345.00.
- 9.4 To note that an Alternative Fuel Payment Grant of £150 has been applied against the Eon.Next account for supply of electricity to Chapel of Rest, which should cover the majority of the anticipated cost for the 2023.24 financial year.
- 9.5 Installation of Senior Wooden Goal End scheduled for 24th April 2023.
- 9.6 To note an update to ICT and Social Media (tabled and circulated as **WPC.23.04.02**) and take action as appropriate.

Proposal: Cllr Couzens

- 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.**

- 22.04.10** To note 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 (tabled and circulated as **WPC.23.04.03**) which have been forwarded with supporting documents to SALC, the appointed internal auditors.

- 23.04.11** 11.1 To note the following 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 To authorise the payments to be made as listed below:

	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
11.2.1	Clerk Homeworking Allowance – Q4 2022.23	£64.50
11.2.2	Refund to Clerk – Postage	£2.10
11.2.3	Refund to Clerk – Adobe Acrobat Pro Subscription	39.94
11.2.4	Clerk – Mileage & Subsistence	£76.90
11.2.5	JRB Enterprise Ltd – Dog Waste Bags - #25228	£99.54
11.2.6	SALC – Annual Membership	£488.49
11.2.7	Refund to clerk – Stationery, Copying & Photography	£25.37
11.2.8	Local Council's Update	£110.00
11.2.9	Printerland – Print Toner	£78.00

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11.2.10 | Mac's & PC'S #45371

£50.00

11.3 Proposal:

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

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

11.6 To note an internal transfer from Instant Savings Account to Current Account of £10,000.

11.7 To note 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 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.22.11.04**) and any proposed actions arising from this.

23.04.12 To consider the Financial Risk Assessment (tabled and circulated as **WPC.23.04.05**) and take action as appropriate.

Proposal: Cllr Lavelle

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.

23.04.13 To note the updated budget report to 31st March 2023 including a summary of propose virements to earmarked reserves (tabled and circulated as **WPC.23.04.06**) and take action as appropriate.

Proposal: Cllr Lavelle

To approve transfer of funds equivalent to the underspends from revenue budget (highlighted in yellow on Appendix A) into the relevant Earmarked Reserves

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indicated in Appendix B of report WPC.23.04.06 and note net changes to earmarked reserves.

- 23.04.14 To note the approved budget for the current financial year (tabled and circulated as WPC.23.04.07) and take action as appropriate.
Proposal: Cllr Lavelle
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 To note 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, Newmarket 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 Suffolk 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 Suffolk 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

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- 23.04.16** To note the following 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
- 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
- 16.6** **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.
- 23.04.17 Any 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** To consider an application for financial support from Wickhambrook Carnival Committee to cover the cost of First Aid Cover for the Wickhambrook Fete (tabled and circulated as **WPC.23.04.08**).
Proposal: Cllr Lavelle
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** To consider a proposal to purchase items to support local organisations in their outreach work with residents of the parish (tabled and circulated as WPC.23.04.09) funded from a Locality Grant awarded in March 2023.
Proposal:
To authorise the purchase of items to support local organisations engaging with local residents at a cost of not more than £350 plus VAT.
- 23.04.20 To note Chair's report with respect to Clerk's salary and the approval of annual pay award for 2023/24 (tabled and circulated as **WPC.23.04.10**) and take action as appropriate.
- 23.04.21 Any 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
 - First Aid Training
 - Stall at Wickhambrook Flower and Fete on Saturday 8th July 1pm – 5pm.
- 23.04.22 To confirm that the scheduled date for the next meeting is 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 Close of meeting.

Published & posted 21 April 2023



Hilary Workman
Clerk & RFO to the Council