

**Wickhambrook Parish Council****Minutes**

Of the Annual Meeting of the Parish Council held on **Thursday 18<sup>th</sup> May 2023**

**Present:** **Cllrs Couzens, Lavelle and Turner**  
**Clerk: Hilary Workman**

- 23.05.01 **Noted:**  
The meeting elected Cllr Mike Lavelle as Chairman of the Council for the coming year.
- 23.05.02 **Noted:**  
The meeting received the Chairman's Declaration of Acceptance of Office.
- 23.05.03 **Noted:**  
The meeting elected Cllr Paul Couzens as Vice Chairman of the Council for the coming year
- 23.05.04 **Noted:** The following Apologies for absence
  - Approved – Cllr Sandy Thwaite – personal commitment
  - Noted – WS Cllr Sarah Pugh, Cllr Bobby Bennett
- 23.05.05 **Noted:** That when invited, there were
  - 5.1 No Members' Declarations of Disclosable Pecuniary Interest or other Registerable Interests in subsequent Agenda items
  - 5.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 5.3 No requests for dispensations
  - 5.4 No additions and/or deletions to the Council's Register of Interests.
- 23.05.06 6.1 Resolved:**  
**That the Minutes of the Parish Council meeting held on 27<sup>th</sup> April 2023, as tabled, be agreed as a true record.**
- 6.2 The meeting noted the minutes of the Estates Committee held on 6<sup>th</sup> April 2023.
- 23.05.07 **Noted:**  
The meeting reviewed the delegation arrangements to committees and staff (previously circulated as **WPC.23.05.01**), noting any changes and there having been no comments, approved them.
- 23.05.08 Noted:**
  - 8.1 The meeting reviewed Council Documents (previously circulated as **WPC.23.05.02**) and listed below, noting proposed changes
    - 8.2.1 Asset Valuation Policy
    - 8.2.2 Complaints Procedure
    - 8.2.3 Data Protection Policy
    - 8.2.4 Dispensation of s.106 Agreement
    - 8.2.5 Document Retention & Disposal Policy
    - 8.2.6 Equal Opportunities Policy
    - 8.2.7 Estates Committee Terms of Reference
    - 8.2.8 Financial Regulations
    - 8.2.9 Financial Risk Assessment & General Risk Assessment
    - 8.2.10 Grant Awarding Policy
    - 8.2.11 Health and Safety Policy
    - 8.2.12 Media Policy
    - 8.2.13 Parish Action Plan
    - 8.2.14 Publication Scheme
    - 8.2.15 Requests for Information Policy (FOI)
    - 8.2.16 Reserves Policy

**Signed:** *Mike Lavelle*

**Dated:** *27/07/23*

- 8.2.16 Risk Management Policy
- 8.2.17 Safeguarding Policy
- 8.2.18 Social Media Policy
- 8.2.19 Standing Orders
- 8.2.20 Suffolk Code of Conduct
- 8.2.21 Training & Development Policy
- 8.2.22 Wickhambrook Emergency Plan, and

**8.2 Resolved:**

**That this Council adopts the reviewed Council documents listed above for publication.**

8.3 The meeting considered the draft policies below (previously circulated as **WPC.23.05.02**)

- 8.3.1 Accessibility Statement (website)
- 8.3.2 Privacy Statement
- 8.3.3 Subject Access Request (new)
- 8.3.4 Co-option of Councillors, and

**8.4 Resolved:**

**That this Council adopts the draft policies set out at Appendix W – Z of WPC.23.05.02.**

- 23.05.09 **Noted:** Reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 9.1 Cllr Bobby Bennett, Suffolk County Council (previously circulated)
  - 9.2 Cllr Sarah Pugh, West Suffolk Council had advised with apologies that, West Suffolk Council not having set its budget yet, there was nothing to report.

- 23.05.10 **Noted:**  
There being no changes, the meeting confirmed the following officers of the Council (current post holder in brackets);

- |       |  |                      |
|-------|--|----------------------|
| 10.1  | Cemetery & Churchyard Officer                | (Mr John Norton)     |
| 10.2  | Emergency Planning                           | (Cllr Mike Lavelle)  |
| 10.3  | Environment & Sustainability Officer         | (Mrs Mary Jolland)   |
| 10.4  | Footpath Officer                             | (Mr Roger Medley)    |
| 10.5  | Highways & VAS Officer                       | (Cllr Paul Couzens)  |
| 10.6  | Internal Monitoring Officer                  | (Cllr Mike Lavelle)  |
| 10.7  | Neighbourhood Plan Working Group             | (Cllr Tracey Turner) |
| 10.8  | Planning Officer                             | (Cllr Tracey Turner) |
| 10.9  | Play area inspections Officer                | <b>(vacant)</b>      |
| 10.10 | Play area inspections – Bury Road            | (Mr Kevin Grimes)    |
| 10.11 | Play area inspections – Cemetery Road        | (vacant)             |
| 10.12 | Public Access Devices Officer                | (Cllr Paul Couzens)  |
| 10.13 | Road Safety Working Group                    | (Cllr Sandy Thwaite) |
| 10.14 | SALC Area Meetings                           | <b>(pending)</b>     |
| 10.15 | Six Acres Officer                            | <b>(vacant)</b>      |
| 10.16 | Tree Officer                                 | (Mr Roger Medley )   |
| 10.17 | Village Greens Officer                       | (Mr John Norton)     |
| 10.18 | Village Recorder                             | (Dorothy Anderson)   |
| 10.19 | Village Website, Social Media & News Officer | (Cllr Tracey Turner) |

And agreed to review appointments to vacant posts to a subsequent meeting.

- 23.05.11 **Noted:**  
The meeting confirmed representatives of Council on the following bodies (current post holder in brackets)
- 11.1 United Charities (Mr Julian Wilson)

- 23.05.12 **Noted:**
- 12.1 The meeting appointed members to the following Committees (current post holders in brackets)  
Estates Committee (Cllrs Couzens, Lavelle)

**Signed:** Mike Lavelle

**Dated:** 27/07/23

- 12.2 In accordance with Standing Order 4 d)vi, to appoint Cllr Couzens as Chairman of the Estates Committee
- 12.3 In accordance with Standing Order 4 d)v, to appoint two substitute members to the Estates Committee, namely Cllrs Thwaite & Turner whose role is to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend.
- 23.05.13 **Noted:**  
The meeting confirmed continuing membership of the following organisations, current subscriptions indicated in brackets:
- |      |                                       |         |
|------|---------------------------------------|---------|
| 13.1 | Community Action Suffolk              | FOC     |
| 13.2 | Community Land Trust Network          | £78.00  |
| 13.3 | ICO Data Protection                   | £35.00  |
| 13.4 | Suffolk Association of Local Councils | £488.49 |
- 23.05.14 **Noted:**  
The meeting reviewed the inventory of land and other assets tabled as the Asset Register and confirmed arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (previously circulated as **WPC.23.05.03**)
- 23.05.15 **Noted:**  
The meeting confirmed approved dates for meetings to the next Annual Meeting in 2024, to be held in The Pavilion, Memorial Social Centre, Wickhambrook unless otherwise advised.  
**2023/2024 Parish Council Meetings:**  
Thursday 27<sup>th</sup> July (Wickhambrook Primary Academy), 28<sup>th</sup> September, 30<sup>th</sup> November 2023 and 11<sup>th</sup> January, 29<sup>th</sup> February, 25<sup>th</sup> April & 30<sup>th</sup> May '24  
**2023/2024 Estates Committee Meetings:**  
Thursday 6<sup>th</sup> July, 28<sup>th</sup> September (a change from the normal schedule) and 2nd November '23 and 1st February & 4<sup>th</sup> April 2024
- 23.05.16 **Noted:**  
The meeting confirmed the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
- |  |  |
|--|--|
| <b>View &amp; Authorise</b>  | Cllrs P Couzens; S Thwaite; T Turner   |
| <b>View Only</b>   | Cllr M Lavelle   |
| <b>Remove the following as signatories to the Council's accounts with Unity Trust Bank</b> | <ul style="list-style-type: none"> <li>• Kerry Merritt</li> <li>• Simon Moy</li> </ul> |
- 23.05.17 **Noted**  
That SALC would continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
- 23.05.18 **Noted:**  
The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report listed below.
- 18.1 SALC - Weekly updates (no action required)
- 18.2 Severnside Defibs – prospective (no action required)
- 23.05.19 **Noted:** Public Forum – (**Open Session**)<sup>1</sup>. 19:40 – no public

<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.

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

**23.05.20**

**Noted:** The meeting considered reports with respect to Cllr Portfolios as summarised below:

- 20.1 **Highways/VAS reporting** Cllr Paul Couzens  
An oral report that the VAS machine was operational and data would be collected and published to the website.
- 20.2 **Emergency Planning** Cllr Mike Lavelle  
An oral report that the Emergency Plan had been reviewed and adopted under item 8 on the agenda.
- 20.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner  
The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as **WPC.23.05.04**) and  
**Resolved**  
**The parish council confirms Option 2 as the proposal AECOM continues to work on for inclusion into the Neighbourhood Plan**  
Cllr Turner further reported that:
- the NPWG would try to get 3D cross section of the site through AECOM, which may require future funding.
  - It had been noted that as land falls away on the proposed site, if smaller houses were to be situated at front and larger properties towards the rear, the view across fields would be less likely to be obstructed.
  - The Department for Levelling Up and Communities (DLUC) had not yet confirmed grants for 2023/24 but that groups could still register interest. The meeting asked the clerk to look at budgets and prepare to register an interest on behalf of the parish council and NPWG.
  - The group was planning for draft Neighbourhood Plan to be available to go to Parish Council in September, with a launch, show and tell, refreshments etc & couple of other events. There are statutory bodies which must be consulted (e.g. Neighbouring parishes etc. The clerk noted that Kelly's meadow falls within the parish boundary.
- 20.4 **Road Safety Working Group** Cllr Sandy Thwaite  
The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as **WPC.23.05.05**) and  
**Resolved**  
**The parish council authorise a contribution of up to £500 (plus VAT if applicable) towards the upgrade of Footpath 25 and approve a drawdown of £500 from Earmarked Reserves (Highways) to the Highways revenue line for this purpose.**

**23.05.21**

**Noted:** Clerks report that:

- 21.1 Documents required for the 2022-2023 audit had been submitted to SALC (Agenda Item 23.05.25 refers) and their Internal Audit Report received.
- 21.2 VAT Claim for the month of April had been submitted in the sum of £509.16 (now received).
- 21.3 Excello Law had been instructed to draft an agreement between the Parochial Church Council and the Parish Council to effect a transfer of the Memorial Clock on All Saints Church to the parish council (Min. 23.02.13 refers)
- 21.4 The parish council does not have sufficient councillors who were elected (equal to or exceeding two thirds of its total number of councillors) and therefore the parish council does not at this time meet the second criteria to qualify for a General Power of Competence.
- 21.5 The Commemorative Coronation Bench had been installed at Six Acres.
- 21.6 The clerk had applied for further Wayleave payments from National Power.

**23.05.22 Noted:**

22.1 The following income received

Voucher	Description	Type	Supplier / customer	Account	Total
582	Precept Payment 2023.24	Receipt	West Suffolk Council	Precept	£ 42,739.00
595	VAT refund from HMRC	Receipt	HMRC	VAT Repayments	£ 1,286.89

22.2 Payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Total
578	09/05/2023	23.05	Parish Day March 2023	R.H. Landscapes & Maintenance Servic	#002308	£ 618.00
592	30/04/2023	23.05	Annual Internal Audit	Suffolk Association of Local Councils	#27288	£ 368.40
598	17/04/2023	23.05.	Stationery for Annual Audit	Ryman Limited	Office Stationery	£ 22.00

**22.3 Resolved:**

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

22.4 The following payments previously authorised.

Voucher Ref.	Description	Supplier / customer	Supplier ref.	Total
549	22.09.07 Local Plan Consultation Flyers D	Voucher Packs (Bruz Packs Ltd)	#10677	£ 180.00
550	22.09.07 Meeting Room Hire 02/02/23	Wickhambrook Memorial Social Centre	#1424	£ 20.00
551	23.02.14 Deposit on Senior Wooden Goal En	Sovereign	#00000131898	£ 2,008.42
552	23.02.10.1 Microsoft Subscription 07/03/202	Microsoft Ireland Operations Ltd	#E0100MTWWQ	£ 52.08
553	23.02.10.1 & March Cuts	R.H. Landscapes & Maintenance Services L	#002289	£ 324.00
554	23.02.10.2 DD Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	acr1404345766	£ 22.00
555	23.02.10.1 Pension Contributions Period 12	NEST Pensions	Pensions Period 12 2022.	£ 46.72
556	22.04.11.2.1 Homeworking Allowance Q4 2022.23	Hilary Workman	Homeworking Q4 2022.23	£ 64.50
573	23.02.10.1 DD Pension Contributions Period 1 2	NEST Pensions	Month 1	£ 46.72
574	23.02.10.1 LODP Updates	Mdsign	#2121	£ 220.50
575	23.02.10.1 LODP HMRC/NI Contributions Period 12	HMRC	Tax/NI Period 12	£ 124.97
576	WPC.EC.23.04. Paint etc for refurbishment of o	Paintman Paint Ltd	#6079	£ 175.14
579	23.02.10.1 LODP Clerk Salary Period 1 2023.24	Hilary Workman	Salary Period 1 2023.24	£ 1,095.11
580	23.02.10.1 LODP Tax/NI Period 1 2023.24	HMRC	Tax/NI Period 1 2023.24	£ 124.77
581	23.02.14 75% Balance Senior Wooden Goal E	Sovereign	#000132112	£ 6,025.24
583	EC.23.04.10. Materials for Refurbishment of B	PLAANET PRIVATE LTD	INV-GB-1374589935-2023-1	£ 6.99
584	EC.23.04.10. Materials for Refurbishment of B	Nicholas Jack Limited	INV-GB-1363470445-2023-2	£ 6.99
585	EC.23.04.10. Materials for Refurbishment of B	PERFECT2TRADE LTD	INV-GB-1223730515-2023-8	£ 6.60
586	EC.23.04.10. Materials for Refurbishment of B	A&S Lighting Ltd	INV-GB-135409101-2023-50	£ 8.98
587	EC.23.04.10. Materials for Refurbishment of B	BCB International Ltd	INV-GB-2063751085-2023-1	£ 9.39
588	EC.23.04.10. Materials for Refurbishment of B	Nicholas Jack Limited	INV-GB-1363470445-2023-2	£ 9.28
589	EC.23.04.10. Materials for Refurbishment of B	shenzhenhaoxiwangluokejijouxiangongsi	DS-ASE-INV-GB-2023-15976	£ 6.99
590	EC.23.04.10. Materials for Refurbishment of B	Mushaq Limited	DOC-1947897075-2023-2176	£ 8.99
591	23.02.10.1LODP April meetings	Wickhambrook Memorial Social Centre	#1435	£ 40.00
596	22.09.11.6 April '23 Corporate Multipa	Lloyds Bank PLC	Monthly fee	£ 3.00
597	22.09.11..6 Corporate Multipay Set Up Charge	Lloyds Bank PLC	Corporate Multipay	£ 50.00
599	23.02.10.1 LODP Cemeteries Software Annual Suppo	Rialtas Business Solutions Ltd	#5M28563	£ 248.14

22.5 The current account balances and reconciliation to 30<sup>th</sup> April 2023, and the Chairman's confirmation that they are supported by relevant bank balances.

**23.05.23 Noted:**

The meeting considered the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.23.05.06**).

**Resolved**

**The Clerk transfer back £9900.70 from Current Account to Instant Savings account, so that Instant Savings account represents Earmarked Reserves and more interest is earned.**

**23.05.24 Noted:**

The meeting considered the outcome of the Internal Audit for the financial year 2022-2023 (previously circulated as **WPC.23.05.07**) and

**24.1 Resolved**

**That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.23, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 23.01.11.1 refers) and circulated and tabled as Appendix A of WPC.23.05.07, noting that**

**Signed:** Mike Lavelle

**Dated:** 27/07/23

the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:

*Council should look toward adopting further documentation to support its GDPR responsibilities. These could include General Privacy Notice, Subject Access Request Policy (SAR), Handling Data etc.*

- 24.2 **Resolved**  
That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix C of WPC.23.05.07) as being a proper assessment of the risks facing the Council and that they demonstrate 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.
- 24.3 **Resolved**  
That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.23, (circulated and tabled as Appendix D of WPC.23.05.07) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- 24.4 **Resolved**  
That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix E of WPC.23.05.07) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.23 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 24.5 **Resolved**  
That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix F of WPC.23.05.07) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.23 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval
- 24.6 The meeting noted that the period for public inspection of the Annual Accounts would be between **Monday 5<sup>th</sup> June – Friday 14<sup>th</sup> July 2023** and a notice would be published and posted to that effect.
- 23.05.25 **Noted:** Planning results as notified by West Suffolk summarised below:
- 25.1 [DC/22/2080/CLE](#) - Application for Lawful Development Certificate for existing use or development  
Use of first floor of existing garage outbuilding as separate dwelling  
Crows Cottage Malting End Wickhambrook Suffolk CB8 8QA  
**WPC:** Approve Application                      **WPC:** No Comments (Min. WPC.EO.22.12.02)
- 25.2 [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**  
**WSC:** Approve Application                      **WPC:** No Objections (Min Ref 23.04.16.2)

**23.05.26 Noted:**

The meeting considered the following Planning application notified by West Suffolk for comment:

26.1 [DC/23/0697/TPO](#) - tree preservation order  
one Ash (A1 on plan, within G1 on order) remove four low over extended branches overhanging neighbours garage on western aspect

**Commerce House Shop Hill Wickhambrook Suffolk CB8 8XL - No objections**

**26.2 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.**

**23.05.27 Noted:**

That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, the following:

- The former Unitarian Chapel now had a new owner
- An application for a TPO for a tree in the grounds of the former Unitarian Chapel had been made by local residents. A new officer has now been appointed by West Suffolk to deal with Tree Preservation Orders.

**23.05.28 Noted:**

The meeting considered a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (previously circulated as **WPC.23.05.09**) and, determining to appoint R H Landscapes and Maintenance Ltd

**Resolved**

**To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1500 plus VAT for the financial year 2023.24.**

**23.05.29 Noted:**

That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:

- Clarification of responsibility for land between Moor Green Close and Nunnery Green was sought
- Clarification of responsibility for maintenance of land at Nunnery Green was requested
- The meeting asked the clerk to look into registration of Six Acres and Cemetery land with HM Land Registry
- Fete & Flower show – the meeting asked the clerk to prepare materials for councillor recruitment

**23.05.30 Noted:**

That the scheduled date for the next meeting is Thursday 27th July beginning at 7:00pm at the Wickhambrook Primary Academy, Shop Hill (note change of venue).

**23.05.31 Noted:** Close of meeting. 20:09pm