

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 18th May 2023 @ 7:30pm

In: Dulcie Smith Room, Wickhambrook Memorial Social Centre
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

- 23.05.01 To elect the Chairman of the Council for the coming year.
- 23.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 23.05.03 To elect the Vice Chairman of the Council for the coming year.
- 23.05.04 Apologies for absence to be noted or approved:
- Approval – Cllr Sandy Thwaite – personal commitment
 - Noted
- 23.05.05
- 5.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
 - 5.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 5.3 To receive requests for dispensations
 - 5.4 To note any additions and/or deletions to the Council's Register of Interests.
- 23.05.06**
- 6.1 Proposal:
That the Minutes of the Parish Council meeting held on 27th April 2023, as tabled, be agreed as a true record.**
 - 6.2 That the minutes of the Estates Committee held on 6th April 2023 be noted.
- 23.05.07 To review the delegation arrangements to committees and staff (tabled and circulated as **WPC.23.05.01**), noting any changes and take action as appropriate.
- 23.05.08
- 8.1 To receive reviewed Council Documents (tabled and circulated as **WPC.23.05.02**) and listed below, noting any proposed changes and take action as appropriate
 - 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
- 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

8.2 Proposal:

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

8.3 To consider the draft policies below (tabled and circulated as **WPC.23.05.02**) and take action as appropriate:

- 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

8.2 Proposal:

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

23.05.09 To receive any 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
- 9.2 Cllr Sarah Pugh, West Suffolk Council

23.05.10 To appoint or to confirm the following officers of the Council or to take other action as appropriate (current post holder in brackets);

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| 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 | (vacant) |
| 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 | (pending) |
| 10.15 Six Acres Officer | (vacant) |
| 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) |

23.05.11 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);

- 11.1 United Charities (Mr Julian Wilson)

23.05.12 12.1 To appoint members to the following Committees (current post holders in brackets)
Estates Committee (Cllrs Couzens,)

12.2 In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee

12.2 In accordance with Standing Order 4 d)v, to appoint two substitute members to the Estates Committee 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. (Cllrs Lavelle, Turner)

- 23.05.13 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
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|------|---------------------------------------|---------|
| 13.1 | Community Action Suffolk | FOC |
| 13.2 | Community Land Trust Network | £85.00 |
| 13.3 | ICO Data Protection | £35.00 |
| 13.3 | Suffolk Association of Local Councils | £488.49 |
- 23.05.14 To review inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (tabled and circulated as **WPC.23.05.03**)
- 23.05.15 Confirmation of 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 27th July, 28th September, 30th November '23, 11th January, 29th February, 25th April & 30th May '24
2023/2024 Estates Committee Meetings:
Thursday 6^{th/13th} July, 31st/August or 21^{st/28th} September, 2nd November '23 & 1st February 4th April '24
- 23.05.16 To confirm the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
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|--|--|
| View & Authorise | Clrs P Couzens; S Thwaite; T Turner |
| View Only | Clr M Lavelle |
| Remove the following as signatories to the Council's accounts with Unity Trust Bank | <ul style="list-style-type: none"> • Kerry Merritt • Simon Moy |
- 23.05.17 To note that SALC will continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
- 23.05.18 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report listed below, and take action as appropriate.
- 18.1 SALC - Weekly updates
- 18.2 Severnside Defibs - prospective
- 23.05.19 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
- 23.05.20 Portfolios and take action as appropriate.
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|-------|---|--------------------------------|
| 20.1 | Highways/VAS reporting | Clr Paul Couzens |
| 201.2 | Emergency Planning | Clr Mike Lavelle |
| 20.3 | Neighbourhood Plan Working Group | Clr Tracey Turner (circulated) |
| | To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as WPC.23.05.04) and take action as appropriate | |
| | Proposal: Clr Turner | |
| | The parish council confirms Option 2 as the proposal AECOM continues to work on for inclusion into the Neighbourhood Plan | |
| 20.4 | Road Safety Working Group | Clr Sandy Thwaite |
| | To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as WPC.23.05.05) and take action as appropriate | |
| | Proposal: Clr Thwaite | |
| | 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. | |

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.

- 23.05.21 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 21.1 Documents required for the 2022-2023 audit have been submitted to SALC (Agenda Item 23.05.25 refers) and their Internal Audit Report received (see agenda item 25).
- 21.2 VAT Claim for the month of April has been submitted in the sum of £509.16.
- 21.3 To note that Excello Law has 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 To note that 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 has been installed at Six Acres.
- 21.6 The clerk has applied for further Wayleave payments from National Power.

23.05.22 22.1 To note 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 To authorise the 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 Serv	#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 Proposal:

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

22.4 To note 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	shenzhenhaoxiwangluokejiyouxiangongsi	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	#SM28563	£ 248.14

22.5 To note the current account balances and reconciliation to 30th April 2023, and the Chairman's confirmation that they are supported by relevant bank balances.

23.05.23 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.23.05.06**).

Proposal: Cllr Lavelle

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.

23.05.25 To consider the outcome of the Internal Audit for the financial year 2022-2023 (tabled and circulated as **WPC.23.05.07**) and take action as appropriate

24.1 Proposal: Cllr Lavelle

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 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:

24.2 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 To note that the period for public inspection of the Annual Accounts will be between **Monday 5th June – Friday 14th July 2023** and a notice will be published and posted to that effect.

23.05.25 To note 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 Ref 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 To note the following Planning applications notified by SEBC 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**
- 26.2 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.
- 23.05.27 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 23.05.28 To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as **WPC.23.05.09**) and take action as appropriate.
Proposal: Cllr Couzens
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 Any other matters for information, to be noted or for inclusion on a future agenda:
- 23.05.30 To confirm 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 Close of meeting.

Published & posted 12th May 2023



Hilary Workman
Clerk & RFO to the Council