

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an ordinary meeting of the Council on

Thursday 27th July 2023 @ 7:00pm

at: The Pavilion, 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

- 23.07.01 Apologies for absence to be noted or approved:
- WS Cllr Sarah Pugh – to note
- 23.07.02
- 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.
- 23.07.03 **Proposal: Cllr Lavelle**
That the Minutes of the Parish Council ordinary meeting held on 18th May 2023, and extraordinary meetings held on 8th June and 6th July '23, as tabled, be agreed as a true record.
- 23.07.04 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (table and circulated as **WPC.23.07.01**) and take action as appropriate.
- 23.07.05 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
- 23.07.06 Portfolios and take action as appropriate.
- 6.1 **Highways/VAS reporting** Cllr Paul Couzens
 - 6.2 **Emergency Planning** Cllr Mike Lavelle
 - 6.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner (circulated)
To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as **WPC.23.07.02**) and take action as appropriate
Proposal: Cllr Turner
The parish council confirms the community actions (Appendix B to report WPC.23.07.02) for inclusion into the Neighbourhood Plan.
 - 6.4 **Road Safety Working Group** Cllr Sandy Thwaite
To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as **WPC.23.07.03**) and take action as appropriate
Proposal: Cllr Thwaite
The parish council authorise the clerk to apply for a parish licence to undertake minor works on the Highways as set out in report WPC.27.07.03, at a cost of £150.

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.

23.07.07 To note a summary of decisions taken at the Estates Committee on 6th July 2023.

Min No. Action:

| | |
|-------------|--|
| EC.23.07.07 | Agreed Interim appointments until new Councillors co-opted (and/or lay members appointed): Youth Facilities – Cllr Lavelle Six Acres – Cllr Lavelle Cemetery & Churchyard – Cllr Couzens Village Greens – Mr Medley |
| .08 | Resolved 8.1.i The estates committee authorise the purchase of a replacement grit bin (following any necessary approval from Suffolk County Council) at a cost of not more than £150 plus VAT. Doctors corner 8.1.ii The committee authorise purchase of chestnut paling fence and posts for protection of the natural hedge to be re-established between the cemetery and cemetery road at a cost of not more than £365 plus VAT. 8.1.iii The committee authorise purchase of gate, fixings and paling fence and posts for the fence line between the cemetery and Footpath 24 at a cost of not more than £150 plus VAT. 8.1.iv The Estates Committee authorise the cost of purchasing a memorial plaque and stake dedicating the Cherry Trees planted at the cemetery to the memory of the late HM Queen Elizabeth II at a cost of not more than £50.00 plus VAT. |
| .09 | Resolved To authorise the cost of clearing and draining the pond at Coltsfoot Green at not more than £1400 plus VAT. |
| .10 | Resolved To authorise the cost of purchasing a new parish notice board for Shop Hill at a cost of not more than £1300 plus VAT. |
| .11 | Resolved To authorise the cost of purchasing wooden posts (with attachable solar lights) for Six Acres at a cost of not more than £375.00 plus VAT. |

23.07.08 To appoint or to confirm the following officers of the Council or to take other action as appropriate;

- | | | |
|-----|---|---------------------|
| 8.1 | Cemetery & Churchyard Officer | (Cllr Paul Couzens) |
| 8.2 | Play area inspections Officer – Cemetery Road | (Cllr Mike Lavelle) |
| 8.3 | Six Acres Officer | (Cllr Mike Lavelle) |
| 8.4 | Village Greens Officer | (Mr Roger Medley) |

23.07.09 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 9.1 Documents required for the 2022-2023 audit have been submitted to external auditors, PKF Littlejohn LLP, the period for public inspection having closed.
- 9.2 VAT Claims for the months of May (£1596.79, paid), and June (£336.74) have been submitted.
- 9.3 To note that Excello Law has all necessary documentation and a draft agreement is being prepared to effect a transfer of the Memorial Clock on All Saints Church to the parish council (**Min. 23.02.13 refers**) **WPC.23.07.04** and take appropriate action.
Proposal: Cllr Lavelle
The parish council approve the draft agreement supplied by Excello Law for assignment of the Memorial Clock to the parish council at a cost of £1 including VAT and delegate authority to the clerk to sign the agreement (subject to Excello Law advising that there have been no substantive changes following review and questions from the Parochial Church Council) on behalf of the parish council at a future date agreeable to both parties.
- 9.4 To note items supporting Warm Winter Wednesdays have been purchased from a locality grant awarded by WS Cllr Sarah Pugh and thank her for the kind contribution. The items, (2 slow cookers, a water urn, bowls, spoons and ladles, table games and a trolley for transporting items, are stored in the Chapel of Rest and the clerk will make a booking form available for loan to parish organisations available on the website.
- 9.5 To note that following the E.ON Next invoice for June (Electricity – Chapel of Rest) the account is currently £86.96 in credit.

- 9.6 To note that the memorial testing in Wickhambrook Cemetery has been completed (236 tested) with 13 memorials only having been staked and banded. The clerk will now contact the holders of the grave deeds and ask them to rectify the Memorials. Abbey Memorials have provided an indicative quote for remedial works to memorials of between £185 - £225.
- 9.7 To note the proposal from Suffolk County Council (Highways) who have now confirmed that they are scheduling installation of a small bus shelter on Cemetery Road (previously circulated as **WPC.23.07.05**) and take action as appropriate.
- 9.10 Democratic Services have confirmed that they should be issuing an invoice for parish elections prior to the next meeting on 28th September '23.

23.07.10 10.1 To note the following income received

| Vouche | Description | Supplier / customer | Account | Total |
|--------|----------------------------------|------------------------------|----------------|----------|
| 608 | Wayleave Agreement Coltsfoot, Mo | Eastern Power Networks | Wayleaves | 521.73 |
| 612 | VAT refund from HMRC | | VAT Repayments | 509.16 |
| 613 | PGS WC/CR/37N(B) 372 | Bereaved Family | Cemeteries | 275.00 |
| 614 | Memorial WC/NEW/361N | Saxon Monumental Craft | Cemeteries | 175.00 |
| 616 | Interment WC/CR/37N(b) | East of England Funeral Care | Cemeteries | 200.00 |
| 634 | VAT refund from HMRC | | VAT Repayments | 1,596.79 |
| 635 | Interment wc/new/301k | H. J. Paintin Ltd | Cemeteries | 200.00 |
| 654 | Credit Interest to 30.06.2023 | Unity Trust Bank | Bank Interest | 82.89 |

10.2 To authorise the payments to be made as listed below:

| Voucher | Date | Ref. | Description | Supplier / customer | Account | Total |
|---------|------------|-----------|----------------------------------|-------------------------------------|-----------------------------------|---------|
| 636 | 28/07/2023 | 23.07.12. | EasyPC Accounts | Easy PC Accounts | Other Software Subscriptions | £ 60.00 |
| 637 | 28/07/2023 | 23.07.12. | EasyPC Accounts Licence Fee 2023 | Easy PC Accounts | Other Software Subscriptions | £ 90.00 |
| 639 | 13/07/2023 | 23.07.12. | Meeting Room Hire 13/06/2023 | Wickhambrook Memorial Social Centre | Meeting Room Hire | £ 20.00 |
| 660 | 28/07/2023 | 23.07.12 | Q1 Mileage & Subsistence | Hilary Workman | Clerk/RFO Mileage and Subsistence | £ 64.08 |
| 661 | 28/07/2023 | 23.07.12 | Homeworking Allowance Q1 2023.2 | Hilary Workman | Clerk/RFO Mileage and Subsistence | £ 64.50 |

10.3 Proposal:

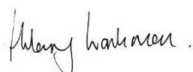
That the payments to be made, listed above at 10.2 be authorised.

10.4 To note the following payments previously authorised.

| Voucher Ref. | Description | Supplier / customer | Account | Total |
|--------------|---|---|-----------------------------|-------------|
| 570 | 23.05 Stationery | Loft & Spires | Office Supplies | £ 2.95 |
| 571 | 23.05 Stationery | Ryman Limited | Office Supplies | £ 13.02 |
| 572 | 23.05 Adobe Pro 22.04.23 - 21.05.23 | Adobe Systems Software Ireland Ltd | Other Software Subscripti | £ 19.97 |
| 577 | 23.02.10.2 DD Clerk mobile to 15/04/2023 | 3 Business Services, Hutchison 3G UK Ltd | Phone and Internet Service | £ 22.00 |
| 578 | 23.05 Grounds Maint Parish Day Ma | R.H. Landscapes & Maintenance Services L | Grants - Local Support and | £ 618.00 |
| 592 | 23.05 Internal Audit FY 2022.23 | Suffolk Assn. of Local Councils | Audit | £ 368.40 |
| 600 | 22.02.10.1 LODP Microsoft Basic 07/04/2023 - | Microsoft Ireland Operations Ltd | Microsoft Office Subscripti | £ 37.98 |
| 601 | 23.02.10.1 LODP Grounds Maintenance April C | R.H. Landscapes & Maintenance Services L | Grants Contract | £ 1,632.00 |
| 602 | 23.04.7.2 Community Land Trust Netw | Community Land Trust Network | Neighbourhood Plan | £ 78.00 |
| 603 | 23.02.10.2 DD Pension Period 2 May '23 | NEST Pensions | Pension Contributions | £ 48.23 |
| 604 | 23.04.19 Safety Equipment | TSSC | Safety and Security | £ 71.61 |
| 605 | 23.02.10.1 LODP Salary Period 2 2023.24 | Hilary Workman | Clerk/RFO Salary | £ 1,197.52 |
| 606 | 23.02.10.1 LODP Tax/NI Period 2 2023.24 | HMRC | HMRC/NI Contributions | £ 194.10 |
| 607 | 23.04.18 First Aid - Summer Fete | Wickhambrook Carnival Committee | Grants - Local Support and | £ 221.76 |
| 609 | 23.07 Bowling Green Water to 15.0 | Wave (Anglian Water Business (National) Ltd | Water - Bowling Green | £ 244.09 |
| 610 | 22.02.10.1 LODP Bin & Dog Waste Collect West | Suffolk Council | Bin and Dog Waste Collect | £ 549.12 |
| 611 | 23.02.10.2 DD Clerk Mobile Invoice period to | 3 Business Services, Hutchison 3G UK Ltd | Phone and Internet Service | £ 24.50 |
| 615 | 22.02.10.1 LODP May '23 Cuts | R.H. Landscapes & Maintenance Services L | Grants Contract | £ 1,440.00 |
| 617 | 23.02.10.1 LODP Microsoft Basic 07/05/2023 - | Microsoft Ireland Operations Ltd | Microsoft Office Subscripti | £ 43.20 |
| 618 | 22.09.07i May'23 Corporate Multipay S | Lloyds Bank PLC | Bank Service Charge - Unit | £ 3.00 |
| 619 | 23.02.10.1 LODP Pension Period 2 May '23 Su | NEST Pensions | Pension Contributions | £ 1.51 |
| 620 | 22.09.7.ii Jun'23 Corporate Multipay S | Lloyds Bank PLC | Bank Service Charge - Unit | £ 3.00 |
| 621 | 23.02.10.1 LODP Meeting Room Hire 18/05/20 | Wickhambrook Memorial Social Centre | Meeting Room Hire | £ 30.00 |
| 622 | 22.09.7.ii Meeting Room Hire May '23 | Wickhambrook Memorial Social Centre | Neighbourhood Plan | £ 20.00 |
| 623 | 23.07 Transaction Charge Q12023 | Unity Trust Bank | Bank Service Charge - Unit | £ 18.00 |
| 624 | 23.02.10.1 LODP Jun'23 Cuts | R.H. Landscapes & Maintenance Services L | Grants Maintenance (Ger | £ 1,632.00 |
| 625 | Adobe 22-May-2023 to 21-Jul | Adobe Systems Software Ireland Ltd | Other Software Subscripti | £ 19.97 |
| 626 | 22-Jun-2023 to 21-Jul-2023 | Adobe Systems Software Ireland Ltd | Other Software Subscripti | £ 19.97 |
| 627 | Ribbon for unveiling new play | Sew Much to Do Ltd | Services and Supplies | £ 10.00 |
| 628 | 23.02.10.1 LODP Salary Period 3 2023.24 | Hilary Workman | Clerk/RFO Salary | £ 1,216.79 |
| 629 | 23.02.10.1 LODP Tax/NI Period 3 2023.24 | HMRC | Clerk/RFO Salary | £ 212.07 |
| 630 | 23.02.10.1 LODP Pension Contributions Period | NEST Pensions | Clerk/RFO Salary | £ 60.04 |
| 631 | 23.02.10.1 DD Clerk Mobile Invoice period to | 3 Business Services, Hutchison 3G UK Ltd | Phone and Internet Service | £ 22.00 |
| 632 | 23.02.10.1 LODP Print Toner Black +Colour | Printerland.co.uk | Office Supplies | £ 479.59 |
| 633 | 23.02.10.1 LODP Website - renewal of domain | Mdsign | Website | £ 26.40 |
| 636 | 23.07.12 EasyPC Accounts | Easy PC Accounts | Other Software Subscripti | £ 60.00 |
| 637 | 23.07.12 EasyPC Accounts Licence Fee | Easy PC Accounts | Other Software Subscripti | £ 90.00 |
| 638 | 23.02.10.1 LODP Meeting Room Hire 08/06/20 | Wickhambrook Memorial Social Centre | Meeting Room Hire | £ 10.00 |
| 639 | 23.07.12 Meeting Room Hire 13/06/20 | Wickhambrook Memorial Social Centre | Meeting Room Hire | £ 20.00 |
| 640 | 23.02.10.1 LODP Salary Period 4 2023.24 | Hilary Workman | Clerk/RFO Salary | £ 1,216.99 |
| 641 | 23.02.10.1 LODP Tax/NI Period 4 2023.24 | HMRC | HMRC/NI Contributions | £ 211.87 |
| 642 | 23.02.10.2 DD Pension Contributions Period | NEST Pensions | Pension Contributions | £ 60.04 |
| 643 | 23.04.18 Community Lunches/WarmW RMS | International UK Ltd | Community Engagement | £ 12.99 |
| 644 | 23.04.18 Community Lunches/WarmW | CEH AYR LTD | Community Engagement | £ 79.98 |
| 645 | 23.04.18 Community Lunches/WarmW | Oypla.com LLP | Community Engagement | £ 71.99 |
| 646 | 23.04.18 Community Lunches/WarmW | Amazon EU S.a.r.l UK Branch | Community Engagement | £ 18.47 |
| 647 | 23.04.18 Community Lunches/WarmW | HeNanJiaSiDianZiShangWuYouXianGongSi | Community Engagement | £ 18.27 |
| 648 | 23.04.18 Community Lunches/WarmW | HANGZHOUYIXINYIMAOYIYOUXIANGONGSI | Community Engagement | £ 99.34 |
| 649 | 23.04.18 Community Lunches/WarmW | Amazon EU S.a.r.l UK Branch | Community Engagement | £ 25.12 |
| 650 | 23.04.18 Community Lunches/WarmW | EDENPACK LTD | Community Engagement | £ 3.78 |
| 651 | 23.04.18 Community Lunches/WarmW | Amazon EU S.a.r.l UK Branch | Community Engagement | £ 20.48 |
| 652 | 23.04.18 Community Lunches/WarmW | BUYBOX LIMITED | Community Engagement | £ 57.99 |
| 653 | 23.04.18 Community Lunches/WarmW | RMS International UK Ltd | Community Engagement | £ 11.27 |
| 655 | Min. Ref 23.05.2 To equate Instant Access Account | | | -£ 9,900.70 |
| 657 | 23.09.11.6iii.2 & Microsoft Basic 05/06/2023 - | Microsoft Ireland Operations Ltd | Microsoft Office Subscripti | £ 22.68 |
| 658 | 22.09.11.6iii.2 Jul'23 Corporate Multipay S | Lloyds Bank PLC | Corporate Multipay Service | £ 3.00 |
| 659 | EC.23.04.09 Memorial Testing | Abbey Memorials (Stonecraft) Ltd | Cemetery and Churchyard | £ 720.00 |
| 656 | Min. Ref 23.05.2 To equate Instant Access Account | | | £ 9,900.70 |

- 10.5 To note the current account balances and reconciliation to 30th June 2023, and the Chairman's confirmation that they are supported by relevant bank balances.
- 10.6 The Chair's review of the internal control statement (tabled and circulated as **WPC.23.07.06**) and noting that there were no proposed actions from the internal control statement
Proposal: Cllr Lavelle
The reviewed Internal Control Policy and template Control Statement be adopted by the parish council.
- 23.07.11 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.23.07.07**).
Proposal: Cllr Lavelle
To approve transfer between revenue budget lines and transfer of funds from Earmarked Reserves to Revenue budget lines as indicated in Tables 1 and 2 respectively of report WPC.23.07.06 and note net changes to earmarked reserves.
- 23.07.12 To note Planning results as notified by West Suffolk summarised below:
- 12.1 [DC/23/0933/ELEC](#) – Application under The Overhead Lines (Exemption) (England and Wales) Regulations 2009
 - upgrade overhead lines from 2 to 3 wire to reinforce capacity and better network security
Boyden End, Wickhambrook
WSC: No Objections **WPC: No Objections**
- 12.2 [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
WSC: Approve Application **WPC: No Objections**
- 23.07.13 To note the following Planning applications notified by SEBC for comment:
- 13.1 DC/23/1116/HH** – Householder planning application
 a) first floor side and rear extension
 b) replacement garage
4 Hill Cottages, Cemetery Road, Wickhambrook CB8 8XP
- 13.2 That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 23.07.14 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 23.07.15 To consider a report on water use at Bowling Green, Six Acres (tabled and circulated as **WPC.23.07.08**) and take action as appropriate.
- 23.07.16 To note a review of the grounds specification for the next financial year 2024/25 (previously circulated as **WPC.23.07.09**) agreed by the Estates Committee at its meeting on 6th July and take appropriate action.
- 23.07.17 To note an update on parish lands (tabled and circulated as **WPC.23.07.10**) and take action as appropriate.
- 23.07.18 Any other matters for information, to be noted or for inclusion on a future agenda:
- Budget priorities for the financial year 2024-25
 - Develop outline bid for Six Acres & play area improvements for grant funding
 - Approval of draft Neighbourhood Plan for autumn consultation
 - Procurement policy
- 23.07.19 To confirm that the scheduled date for the next meeting is Thursday 28th September beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 23.07.20 Close of meeting.

Published & posted 21 July 2023



Hilary Workman
Clerk & RFO to the Council