

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 28th September 2023**

Present: Cllrs Couzens, Lavelle and Turner. Cllr Karunaratne (part)

Clerk: Hilary Workman

3 Members of the public, Mr Paul Bevan - PCC

- 23.09.01 **Noted:** The following apologies of absence:
- Approved: Cllr Sandy Thwaite – personal arrangements
 - Noted:
 - West Suffolk Cllr Sarah Pugh
 - Suffolk County Cllr Bobby Bennett
- 23.09.02 **Noted:** That when invited, the following:
- 2.1 Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items:
Agenda Item 7: Cllr Paul Couzens & Cllr Mike Lavelle
 - 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25 - no
 - 2.3 Requests for dispensations:
Agenda Item 7: Cllr Paul Couzens & Cllr Mike Lavelle – approved by Clerk
 - 2.4 No additions and/or deletions to the Council's Register of Interests.
- 23.09.03 **Resolved**
That the Minutes of the Parish Council ordinary meeting held on 27th July '23, as tabled, be agreed as a true record.
- 23.09.04 **Noted:**
The meeting considered the co-option of up to two Councillor(s) to the Parish Council (previously circulated as **WPC.23.09.01**) and, there being just one applicant, Mr Milinda Karunaratne, the
- 4.1 Proposal**
That up to two councillors be co-opted on to Wickhambrook Parish Council to serve forthwith.
Was withdrawn and a substitute proposal, as set out below:
Resolved
That Mr Milinda Karunaratne be co-opted on to Wickhambrook Parish Council to serve forthwith.
Mr Karunaratne not being present, it was agreed
- 4.2 To receive co-opted Councillor's Declaration(s) of Acceptance of Office by the next meeting
 - 4.3 Mr Karunaratne not being present, and no Declaration(s) of Acceptance of Office having been received, no declarations at agenda item 2 above were invited.
- 23.09.05 **Noted:**
The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as **WPC.23.09.02**), no actions being identified.
- 23.09.06 **Noted:** Public Forum – (**Open Session**)¹. **19:03**
That when comments or question on any Agenda item or matter of concern were invited from those members of the public present, the following:

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.

1. A new resident, recently moved into Wickhambrook was concerned with respect to speeding vehicles in the village, particularly on Cemetery Road, and their impact on road safety and was happy to put name their forward to help as a volunteer for future Road Safety activities (for example, Community Speed Watch). Cllr Lavelle advised that:
 - the parish has vehicle activated signs and that speeding was an issue experienced by almost all villages
 - the parish council had agreed at its last meeting to look into setting up a speed watch team (at least six members needed) and the meeting asked the clerk to:
 - invite a speed watch team to the next parish council meeting; and
 - prepare an item for website to recruit interested residents

Cllr Turner further advised that a number of Community Actions had been identified as part of the Draft Neighbourhood Plan which would consider matters of Public Safety (Actions 3, 4 & 5), and that the parish council had previously tried to establish a Community Speedwatch team in the past, but that it had not been sustainable.

Two further members of the public at the meeting expressed their support and willingness to participate in a community speedwatch team if such could be set up.

The clerk advised that the parish council would also be considering, at item 7.4 on the agenda, support of the Suffolk Twenty's Plenty campaign.

2. Mr Paul Bevan of All Saints PCC thanked the parish council for all the work it had undertaken so far to try to resolve the issue of funding repairs to the Memorial Clock on All Saints Church Tower and advised that solicitors acting for the Diocese had confirmed that it would require a faculty for transfer of the clock as an asset to the parish council (which would incur more costs and be unlikely to be granted). He noted that sadly, it seemed that an impasse and could not see a way through to bring the clock back into use. He advised that the pcc would be amenable to going back to the original approach of applying for a grant on each occasion work to the clock needed funding (on the pre-requisite funding by the pc would be 100% of the costs identified in each application as the pcc don't have the funds) and noted his concern that the striking mechanism had been out of commission for two years (the clock now being six months past its due annual inspection).

19:09pm – **Public Forum Closed**

In accordance with Standing Order 10(a)vi, item 13 on the Agenda was considered at this point and is Minuted at 23.02.15.

Having signed the Declaration of Acceptance of Office, Cllr Milinda Karunaratne joined the meeting.

23.09.07 Noted:

Dispensations having been approved by the clerk at item 2 on the agenda, the meeting considered an update on the preparation of a Neighbourhood Plan for Wickhambrook (previously circulated as **WPC.23.09.03**) and, noting the following points raised:

- The mapping representing non-designated historical assets identified by the NPWG as submitted was incomplete and would be amended by the consultant prior to its publication to include all assets identified at Appendix 5 of the Draft Neighbourhood Plan.
- All residents of the parish would have an opportunity to raise their concerns and make comments on the draft Neighbourhood Plan:
 - Consultation on Draft Plan – Six weeks from 4th November (the parish council would then consider comments submitted and any proposed amendments to the draft plan before its submission to West Suffolk
 - West Suffolk undertake a further six week consultation and consider amendments prior to submission to
 - Independent examination of the plan
 - Additionally, all properties included on the list of Non-Designated Heritage Assets would receive a separate letter inviting their comment.

Resolved

- i. **The parish council approve the draft Neighbourhood Plan supplied by Places4People for publication for statutory consultation in late autumn '23 (subject to any minor amendments and non-substantive changes agreed by Places4People and the Chair of the NP Working Group).**
- ii. **In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied.**
- iii. **Expenditure under the various categories of the budget attached as Appendix E to report WPC.23.09.03 be authorised for payment on submission of relevant invoices to the clerk to a sum of not more than £5500.00 plus VAT in accordance with the categories.**

23.09.08 Noted: Reports and requests to this meeting relating to Councillors' Portfolios

- 8.1 **Highways/VAS reporting** Cllr Paul Couzens
An oral report advising that there were currently issues relating to both:
 - downloading of data; and
 - the spare battery not charging (which if necessary, would be replaced) and that a meeting had been arranged for 16th October to try to resolve technical issues
- 8.2 **Emergency Planning** Cllr Mike Lavelle
An oral report that the Cllr and clerk would look at any proposed amendments for next May
- 8.3 **Road Safety Working Group** Cllr Sandy Thwaite
The meeting considered an update on Road Safety issues (previously circulated as **WPC.23.09.04**) and noting the meetings request of the clerk at Minute 23.09.6.1

Resolved

That Wickhambrook Parish Council

- a) **supports the 20's Plenty for Suffolk Campaign aims for 20mph and a change to Suffolk's speed limit policy**
- b) **calls on Suffolk County Council to implement 20mph in Wickhambrook**
- c) **will write to Suffolk County Council to request 20mph on streets throughout Suffolk where vehicles and people mix, with 30mph as the exception on those roads only when the needs of vulnerable road users allow a higher limit.**

The meeting further asked the clerk to keep chasing Suffolk County Council Highways with respect to the pc's request for the speed limit at Wickham Street to be reduced from 40 to 30mph and update at the next meeting.

23.09.09 Noted: Clerk's report that

- 9.1 The External Auditors' Limited Assurance Review and certificate 2022/23 (previously circulated as **WPC.21.09.05**), that in their opinion *"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met"*. and that the Council had complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

Resolved

- i. **That the parish council remain within the default arrangements for appointment of an External Auditor and**

ii. **That the period of time for which the Notice of Conclusion of Audit must be published be agreed as fourteen days (in accordance with statute and regulations prior to amendment in 2014 and 2015).**

9.2 VAT Claims for the months of July (£739.02), and August (£568.68) had been submitted.

9.3 On the advice of SALC a credit payment (£0.56) had been recorded against Payment Voucher 653 to account for 56p funded by Amazon and reconcile to the amount charged against the Multi-pay card (£419.12).

9.4 The council's virus guard package through McCaffee, which covered up to 10 devices, was due to expire in October and

Resolved

The parish council ask the clerk to source the best value virus guard subscription for a period of up to two years to cover 10 devices at an authorised cost of not more than £100 plus VAT.

9.5 Havebury Housing Association had confirmed that their leadership team had agreed to transfer its remaining land at Clopton Green Play Area as a gift to the parish council and asked that the pc confirm their agreement and undertaking to bear their own conveyancing costs.

The clerk further advised that quotes had been requested and advice from a number of submitted quotes was that the parish council should ask Havebury Housing Association if they would cover the parish council's conveyancing costs or make a contribution to maintenance funding. The meeting asked the clerk to ask Havebury Housing Association if they would make such a contribution.

23.09.10 Noted:

10.1 The following income received

Voucher	Date	Description	Supplier / customer	Account	Total
666	03/08/2023	Interment WC/CR/37N(b)	East of Engand Co-op	Cemeteries	250.00
679	21/08/2023	VAT refund from HMRC		VAT Repayments	739.02
689	23/08/2023	Neighbourhood Plan Grant 23.24	Groundwork UK R/C	Grants	3,497.00
690	13/09/2023	Recycling Credits Oct'22 -	West Suffolk Council	Recycling Income	1,462.49
702	19/09/2023	VAT refund from HMRC		VAT Repayments	568.68

10.2 The payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account	Total
673	13/09/2023	23.09.10.2.	Skip Hire for Clearing of Coltsf	Clearwater Pond and Lake Management	#3359	Services and Supplies	£ 417.60
678	13/09/2023	23.09.10.2	Neighbourhood Plan - Meeting Roo	Wickhambrook Memorial Social Centre	#1459	Meeting Room Hire	£ 20.00
684	13/09/2023	23.09.10.2	Neighbourhood Plan - Meeting Roo	Wickhambrook Memorial Social Centre	#1468	Neighbourhood Plan	£ 20.00
685	13/09/2023	23.09.10.2.	Parish Online Subscription 23.24	Geoxhere Ltd	#42UF076-007	Other Software Subscriptions	£ 120.00
686	13/09/2023	23.09.10.2	Parish Council Recharge 4 May Un	West Suffolk Council	#1244765	Election Costs	£ 81.91
691	13/09/2023	23.09.10.2	Recycling Credits Oct'22 -	Wickhambrook Memorial Social Centre	503792_RecyclingCredi	Recycling Grant to MSC	£ 1,462.49
695	13/09/2023	23.09.10.2	Clerk HOMeworking Allowance Q2 2	Hilary Workman		Clerk/RFO Mileage and Subsistance	£ 64.50
696	13/09/2023	23.09.10.2	Clerk Mileage Q2 2023.24	Hilary Workman		Clerk/RFO Mileage and Subsistance	£ 64.08
703	19/09/2023	23.09.10.	Professional Membership	SLCC	MEM245638-1	Clerk/RFO Mileage and Subsistance	£ 187.00
704	22/09/2023	23.09.10.2	External Auditor Costs	PKF Littlejohn LLP	SB20232243	Audit	£ 378.00

Resolved

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

10.3 The following payments made, previously authorised.

Voucher	Description	Supplier / customer	Account	Total
624	Jun'23 Cuts	R.H. Landscapes & Maintenance Services L	Grounds Contract	£ 1,632.00
636	EasyPC Accounts	Easy PC Accounts	Other Software Subscriptions	£ 60.00
637	EasyPC Accounts Licence Fee 2023	Easy PC Accounts	Other Software Subscriptions	£ 90.00
640	Salary Period 4 2023.24	Hilary Workman	Clerk/RFO Salary	£ 1,216.99
641	Tax/NI Period 4 2023.24	HMRC	HMRC/NI Contributions	£ 211.87
660	Q1 Mileage & Subsistence	Hilary Workman	Clerk/RFO Mileage and Subsistence	£ 64.08
661	Homeworking Allowance Q1 2023.24	Hilary Workman	Clerk/RFO Mileage and Subsistence	£ 64.50
663	Grounds Maintenance - July Cuts	R.H. Landscapes & Maintenance Services L	Grounds Contract	£ 1,632.00
664	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	Phone and Internet Services	£ 22.00
665	Microsoft Basic 07/07/2023 - 06/	Microsoft Ireland Operations Ltd	Microsoft Office Subscriptions	£ 35.28
667	QGC Memorial Plaque	The Workshop Aberfeldy	Cemetery Refurbishment	£ 56.99
668	New Parish Noticeboard	Notice Board Company (UK) Ltd	Parish Notice Board	£ 1,539.60
669	2nd Class Stamps	Post Office Ltd	Office Supplies	£ 12.00
670	Xerox paper (2 x 500) &	Thurston PO	Office Supplies	£ 20.47
671	Administration of payroll servic	Suffolk Assn. of Local Councils	Administration of Pension Contributions	£ 57.60
672	Clearing of pond - Coltsfoot Gre	Clearwater Pond and Lake Management	Parish Groundworks (Drainage)	£ 1,645.20
674	Tax/NI Period 5 2023.24	HMRC	HMRC/NI Contributions	£ 212.07
675	Pension Contributions Period 5 2	NEST Pensions	Pension Contributions	£ 60.04
676	Salary Period 5 2023.24	Hilary Workman	Clerk/RFO Salary	£ 1,216.79
677	Meeting Room Hire 27.07.2023	Wickhambrook Memorial Social Centre	Meeting Room Hire	£ 20.00
680	Period 12/5 - 12/8	Wave (Anglian Water Business (National) Ltd	Water - Bowling Green	£ 104.37
681	Adobe Pro 22.08.23 - 21.09.23	Adobe Systems Software Ireland Ltd	Other Software Subscriptions	£ 19.97
682	Grounds Maintenance August Cuts	R.H. Landscapes & Maintenance Services L	Grounds Contract	£ 1,836.00
683	Service Charge Quarter 2 2023/24	Unity Trust Bank	Bank Service Charge - Unity Trust	£ 18.00
687	Microsoft Basic 07/08/2023 - 06/	Microsoft Ireland Operations Ltd	Microsoft Office Subscriptions	£ 35.28
688	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	Phone and Internet Services	£ 22.00
692	Adobe Pro 22.07.23 - 21.08.23	Adobe Systems Software Ireland Ltd	Other Software Subscriptions	£ 19.97
693	Sept'23 Corporate Multipay	Lloyds Bank PLC	Corporate Multipay Service Charge	£ 3.00
694	Aug'23 Corporate Multipay S	Lloyds Bank PLC	Corporate Multipay Service Charge	£ 3.00
698	Repairs to Monorail and Cableway	Fenland Leisure Products Ltd	Playground - Cemetery Road (Maintenance)	£ 608.12
699	Website Updates March'23 -	Mdsign	Website	£ 220.50
700	Events Calendar PRO	Mdsign	Website	£ 222.30
701	Website Updates June'23 - A	Mdsign	Website	£ 220.50

10.4 The following action under Clerk's Delegation:

- i. (d) (to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998) - Anglian Water: Wickhambrook Bowling Club - £104.37
- ii. Min. 23.07.9.5 – Change of electricity supplier for Chapel of Rest from E.ON Next to British Gas Lite – a two year contract with variable Direct Debit (apx £13 per month).

10.5 The current account balances and reconciliation to 31st August 2023, and the Chairman's confirmation that they were supported by relevant bank balances.

10.6 The Chair's review of the internal control report (previously circulated as WPC.23.09.06) and that there were no proposed actions from the internal control report

10.7 That the clerk had transferred £1632.89 from Instant Savings to Current Account to leaving a balance of £18,400 in Instant Savings (equivalent to current Earmarked Reserves).

23.09.11 Noted:

The meeting considered the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as WPC.23.09.07) and

Resolved

- i. **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.23.09.07 and note net changes to earmarked reserves.**

23.09.12 **Noted:** Planning results as notified by West Suffolk summarised below:

- 12.1 **DC/23/0901/HH** Householder planning application
Three bay cart lodge and office/amenity space at first floor level
Black Horse Farmhouse Ashfield Green Wickhambrook Suffolk CB8 8UZ
WSC: Application Granted **WPC:** No Objections (Min. EO.23.07.05.1)

- 12.2 **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
WSC: Application Withdrawn **WPC:** Not applicable
- 12.3 **DC/23/0194/FUL** - Planning application - one dwelling
Land Adjacent To Bunters Gait Nunnery Green Wickhambrook Suffolk
WSC: [Application Granted](#) **WPC:** Objection (Min.EO.23.07.05.4)
- 12.4 **DCON(A)/22/1179** - Application to discharge conditions 5 (further details), 6 (replacement windows), 7 (replacement doors), 9 (waste), 11 (EVC), 12 (AMS), (landscaping), 14 (contamination), 15 (remediation), 18 (bat license), and 19 (ecological survey compliance) of DC/22/1179/VAR
Timber Barn Peacocks Farm Farley Green Wickhambrook
WSC: Application Granted **WPC:** Not applicable
- 12.5 **DC/22/1352/FUL** - Planning application
construction of conservation lake
Conservation Lake East Of Clopton Green Wickhambrook Suffolk
WSC: Application Granted **WPC:** No Comments (Min. 22.09.15)
- 23.09.13 Noted:** The meeting considered the following Planning applications notified by SEBC for comment:
- 13.1 DC/23/1116/HH** – Householder Planning Application – Reconsult
a. first floor side and rear extension
b. replacement garage
4 Hill Cottages , Cemetery Road, Wickhambrook, CB8 8XP – No Objections
- 13.2 DC/23/1170/FUL** – Planning application
a. four dwellings for staff accommodation
b. replacement of existing single storey extension with two storey extension to existing cottages
Genesis Green Stud Farm Genesis Green Wickhambrook
See report **WPC.23.09.08 – No objections**
- 13.3i DC/23/1273/HH** – Householder Planning Application
a. relocation of new oil tank;
b. widening of existing parking space
Brooklyn Cottage Bury Road Wickham Street Wickhambrook
- 13.3ii DC/23/1274/LB** – Application for Listed Building Consent
removal of existing external materials and replace with new insulation, lathes and lime plaster internally and externally
Brooklyn Cottage Bury Road Wickham Street, Wickhambrook – No objections
- 13.4 DC/23/1546/TCA** – Trees in a Conservation Area Notification
Two Horse chestnut (T1 and T2 on plan) fell
Glebe House Church Road Wickhambrook Suffolk – No objections
And noting their views set out at 13.1 – 13.4 above,
- 13.5 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.
- 23.09.14 **Noted:** That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none.

23.09.15 **Noted:**

Following the comments made by Mr Paul Bevan of All Saints PCC at Public Forum (Agenda item 6.2 above), the meeting considered an update on the proposal to accept the Memorial Clock as a parish asset (previously circulated as **WPC.23.09.08**) and taking into account:

- Excello Law's summary of the arguments (set out at Appendix D and summarised on page 2 of Report WPC.23.09.08 AND their difficulty in giving advice to ignore the NALC's concern that the prohibition in s.8 LGA1894 cannot be ignored
- The clerk's oral advice that SALC had confirmed that Baroness Scott of Needham Market's amendment under Levelling Up and Regeneration Bill² was in the list of Lords Amendments which the government are supporting
- The arguments set out in the report at page 3 (2a – f) and
- The risks and benefits of each option set out in the report

And being particularly concerned that both current residents of the parish were being deprived of the opportunity to enjoy a heritage asset in the parish and its historical importance in commemorating the fallen of the Second World War

Decided:

- a. that reputational risks to the council of not funding repairs, and the governance risks which the parish may face in going against the existing NALC advice and relying on a contested power to fund the repairs, were outweighed by the benefits to the parish residents of the clock being brought back into use, and
- b. for this reason, the parish council determined to continue to fund the Memorial Clock on an ad-hoc basis when grant applications are received from the parochial church council, with financial support being made direct to the supplier (and thus not the ecclesiastical charity), until such time as any amendment to the LGA1894 becomes law under the Levelling Up and Regeneration Bill and

Resolved

The parish council withdraw the draft agreement prepared by Excello Law proposing that Wickhambrook Parish Council accept the Memorial Clock as a parish asset and notify the Parochial Church Council that it no longer seeks to have the Memorial Clock assigned to it as an asset.

23.09.16 **Noted:**

A proposal by the Estates Committee to develop an outline bid for Six Acres & play area improvements for grant funding (note report WPC.EC.23.09.04) and asked the clerk to develop a template grant application and plan for community engagement activities to gather evidence in support of all the elements.

23.09.17 **Noted:**

An update D-Day 80 on 6 June '24 (previously circulated as **WPC.23.09.10**) and asked the clerk to seek advice from Mr Alan Cordy at the Royal British Legion as to planned activities which could be co-ordinated with other organisations in the parish.

23.09.18 **Noted:**

That any revisions to the 3 year plan and any known project and/or revenue costs in preparation of draft budget for financial year 2024.25 would be considered at the November meeting.

² After Clause 70

Insert the following new clause

"Financial Assistance to places of Worship – in the LGA1894, omit sections 6 (transfer of certain powers of vestry and other authorities to parish councils) and 8 (additional powers of parish council)"

These Minutes are in draft form only. They have not been ratified by Council and are not a matter of formal record. They will be put before the next Ordinary Council meeting for approval. Queries should be directed to:
the **Parish Clerk**, Hilary Workman **E-mail:** parishclerk@wickhambrook.org Telephone: **07508 039810**

- 23.09.19 **Noted:**
The meeting was in agreement with Cllr Lavelle's suggestion that the clerk be asked to invite both a lady member of the History Society and two pupils Wickhambrook Primary to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 12th November in order to ensure that the event is both inclusive and open to the younger residents of the parish.
Resolved
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 23.09.20 **Noted:**
The meeting noted that Hargrave Parish Council is undertaking a Pre-Submission Consultation on the Draft Hargrave Neighbourhood Plan Review (previously circulated as **WPC.BN.23.09.01**) and asked the clerk to send a general letter in support of their Draft Neighbourhood Plan.
- 23.09.21 **Noted:**
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
 - Books and artefacts relating to Parish of Wickhambrook for display at MSC – the meeting asked the clerk to ascertain the extent of the collection and also approach the PCC to establish whether they too might host a cabinet at All Saints Church, which is more accessible to the public in respect of opening times.
 - Suffolk Climate Change Partnership – Networking events November 4th and 8th
Thermal imaging cameras available to the parish in March/April of 2024.
- 23.09.22 **Noted:**
That the scheduled date for the next meeting is Thursday 30th November beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 23.09.23 **Noted:** Close of meeting. 20:11