

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

You are hereby summoned to attend an ordinary meeting of the Council on  
**Thursday 28<sup>th</sup> September 2023 @ 7:00pm**  
at: The Pavilion, Wickhambrook Memorial Social Centre  
for the transaction of the business on the agenda below.

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### **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

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### **AGENDA**

- 23.09.01 Apologies for absence to be noted or approved:
- Cllr Sandy Thwaite – personal arrangements
  - West Suffolk Cllr Sarah Pugh – to note
- 23.09.02 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.
- 23.09.03 **Proposal: Cllr Lavelle**  
**That the Minutes of the Parish Council ordinary meeting held on 27<sup>th</sup> July '23, as tabled, be agreed as a true record.**
- 23.09.04 To consider the co-option of Councillor(s) to the Parish Council (tabled and circulated as **WPC.23.09.01**) and to take action as appropriate
- 4.1 Proposal:**  
**That up to two councillors be co-opted on to Wickhambrook Parish Council to serve forthwith.**
- 4.2** To receive co-opted Councillor's Declaration(s) of Acceptance of Office or to decide when to receive same
- 4.3** If Declaration(s) of Acceptance of Office received, to invite from co-opted councillors any declarations at agenda item 2 above.
- 23.09.05 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (table and circulated as **WPC.23.09.02**) and take action as appropriate.
- 23.09.06 Public Forum – (**Open Session**)<sup>1</sup>.  
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 23.09.07 To consider an update on the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.23.09.03**) and take action as appropriate.
- Proposal: Cllr Turner**
- 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).**

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<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.

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 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate Portfolios and take action as appropriate.

8.1 **Highways/VAS reporting** Cllr Paul Couzens

8.2 **Emergency Planning** Cllr Mike Lavelle

8.3 **Road Safety Working Group** Cllr Sandy Thwaite

To consider an update on Road Safety issues (tabled and circulated as WPC.23.09.04) and take action as appropriate

**Proposal: Cllr Lavelle**

**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.

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

9.1 To note the External Auditors' Limited Assurance Review and certificate 2022/23 (tabled and 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 has complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

**Proposal: Cllr Lavelle**

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) have been submitted.

9.3 To note that on the advice of SALC a credit payment (£0.56) had to be 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 covers upto 10 devices, is due to expire in October.

**Proposal: Cllr Lavelle**

**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 have confirmed that their leadership team has agreed to transfer its remaining land at Clopton Green Play Area as a gift to the parish council and asks that the pc confirm their agreement and undertaking to bear their own conveyancing costs.

**23.09.10** 10.1 To note 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 To authorise the payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account	Total
673	13/09/202	23.09.10.2.	Skip Hire for Clearing of Coltsf	Clearwater Pond and Lake Management	#3359	Services and Supplies	£ 417.60
678	13/09/202	23.09.10.2.	Neighbourhood Plan - Meeting Roo	Wickhambrook Memorial Social Centre	#1459	Meeting Room Hire	£ 20.00
684	13/09/202	23.09.10.2.	Neighbourhood Plan - Meeting Roo	Wickhambrook Memorial Social Centre	#1468	Neighbourhood Plan	£ 20.00
685	13/09/202	23.09.10.2.	Parish Online Subscription 23.24	Geoxhere Ltd	#42UF076-007	Other Software Subscriptions	£ 120.00
686	13/09/202	23.09.10.2.	Parish Council Recharge 4 May Un	West Suffolk Council	#1244765	Election Costs	£ 81.91
691	13/09/202	23.09.10.2.	Recycling Credits Oct'22 -	Wickhambrook Memorial Social Centre	503792_RecyclingCredi	Recycling Grant to MSC	£ 1,462.49
695	13/09/202	23.09.10.2.	Clerk HOMeworking Allowance Q2 2	Hilary Workman		Clerk/RFO Mileage and Subsistance	£ 64.50
696	13/09/202	23.09.10.2.	Clerk Mileage Q2 2023.24	Hilary Workman		Clerk/RFO Mileage and Subsistance	£ 64.08
703	19/09/202	23.09.10.	Professional Membership	SLCC	MEM245638-1	Clerk/RFO Mileage and Subsistance	£ 187.00
704	22/09/202	23.09.10.2.	External Auditor Costs	PKF Littlejohn LLP	SB20232243	Audit	£ 378.00

**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	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 & Subsistance	Hilary Workman	Clerk/RFO Mileage and Subsistance	£ 64.08
661	Homeworking Allowance Q1 20232.2	Hilary Workman	Clerk/RFO Mileage and Subsistance	£ 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

10.5 To note 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).

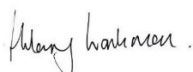
10.6 To note the current account balances and reconciliation to 31<sup>st</sup> August 2023, and the Chairman's confirmation that they are supported by relevant bank balances.

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

- 10.8 To note that the clerk will transfer £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 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.23.09.07**).  
**Proposal: Cllr Lavelle**  
**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 To note 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)
- 12.5 **DCON(A)/22/1179** - Application to discharge conditions 5 (further details), 6 (replacement windows), 7 (replacement doors), 9 (waste), 11 (EVC), 12 (AMS), 13 (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
- 12.6 **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 To note 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**
- 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**
- 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**
- 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**
- 13.5 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 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 23.09.15 To consider an update on the proposal to accept the Memorial Clock as a parish asset (tabled and circulated as **WPC.23.09.08**) and take action as appropriate.  
**Proposal: Cllr Lavelle**  
**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 To note 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 take action as appropriate.
- 23.09.17 To note an update D-Day 80 on 6 June '24 (tabled and circulated as **WPC.23.09.10**) and take action as appropriate.
- 23.09.18 To consider 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
- 23.09.19 To nominate a councillor, lay member or resident of the parish to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 12<sup>th</sup> November, and  
**Proposal: Cllr Couzens**  
**That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath**
- 23.09.20 To note that Hargrave Parish Council is undertaking a Pre-Submission Consultation on the Draft Hargrave Neighbourhood Plan Review (documents attached at **WPC.BN.23.09.01**) and take action as appropriate.
- 23.09.21 Any other matters for information, to be noted or for inclusion on a future agenda:
- Books and artefacts relating to Parish of Wickhambrook for display at MSC
  - Suffolk Climate Change Partnership – Networking events November 4<sup>th</sup> and 8<sup>th</sup>
- 23.09.22 To confirm that the scheduled date for the next meeting is Thursday 29th November beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 23.09.23 Close of meeting.

**Published & posted 22 September 2023**



**Hilary Workman**  
**Clerk & RFO to the Council**