

(there is strict criteria set by police). The minimum size of volunteer group including co-ordinator is seven.

It is sensible to identify key times – morning rush hour and lunch times, in winter around school run time. They have found that the SID doesn't always make a significant difference. Data collected is reported through an on line reporting tool.

In response to a question, Mr McGregor confirmed that any vehicle travelling at over 35pmh in a 30mph zone may be reported. Generally, there are two warning letters, and then on the third occasion, police should take enforcement action. An offence cannot be proven from CSWG readings. Suffolk Constabulary provide a monthly report of actions arising from the datasets. An update handbook has just been published, which Mr McGregor would be happy to pass on.

Cllr Lavelle thanked Mr McGregor for joining the meeting and his help and advice.

Cllr Bennett and Mr McGregor left the meeting.

That, when comment or questions on any Agenda item or matter of concern were invited from those members of the public present, the following:

Mrs Jane Midwood, a former parish and district councillor introduced herself and explained that she had concerns about proposals in the draft Neighbourhood Plan, summarised below:

- Properties at Attleton Green had suffered from major flooding over a period of years, which in her view was a consequence of development higher up
- Mitigation needed to be structural
- Concern that the proposed site (identified by West Suffolk) would cause additional flooding
- Residents in Attleton Green had experienced water backing up into sewers (the main sewer for Attleton Green being over a century old and routed from Cowlinge).
- Further issues which were of concern were drainage and infrastructure for any future development.

And asked the parish council to carefully consider the likely impact of future development before adopting the Draft Neighbourhood Plan.

Cllr Lavelle noted the concerns raised and advised that:

- water disposal was a specific issue addressed under NP if the identified site is developed at some point in the future
- that even were the site not to be developed, flooding is still likely to occur and that the parish council was looking at flood responses and co-ordination with statutory bodies
- the parish council would consider all the comments arising from the consultation (and any proposed changes to the document arising from those comments) before moving forward.

It was confirmed that infrastructure is dealt with at planning, not through the Neighbourhood or Local Plan stages, and would usually be addressed through S.106 agreements or the new Infrastructure Levy.

Mr Richard Byers thanked Cllr Tracey Turner, Chair of the NPWG for all her work in bringing the draft Neighbourhood Plan forwards, and the clerk for their administrative support.

Cllr Lavelle thanked Mr Byers too, for his contribution to the NPWG, and confirmed the parish council's desire to ensure that the parish move forward in a sustainable way, whilst still protecting the village and its residents from unwelcome styles of development.

Public forum closed at 19:37pm

23.11.06 **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.23.11.01**) noted no additional actions.

23.11.07

Noted:

The meeting received and discussed reports and requests to this meeting relating to Councillors' Portfolios as set out below:

7.1 Emergency Planning**Cllr Mike Lavelle**

Cllr Lavelle reported that with recent flooding from storms in October, and concerns raised by residents, options to set up a working group addressing flooding were being explored.

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

Cllr Couzens reported that the main and internal batteries of the VAS were not holding charge and that the clerk was arranging a service of the VAS

7.3 Neighbourhood Planning**Cllr Tracey Turner**

The meeting considered an update on the Draft Neighbourhood Plan (previously circulated as **WPC.23.11.02**).

Cllr Turner further reported that the Draft NP had been launched on 4th November. The launch event had been positive, with constructive feedback. Other issues raised by residents attending the event included speeding and traffic management issues. A further drop in event had been added to the calendar (Wednesday 13th December) and letters were being delivered to properties included on the list of non-listed heritage assets. Once the consultation closed on 22nd December all comments received would be forwarded to Places4People, the appointed consultant, for compilation, with any proposed changes arising from the consultation to be reported back to the parish council at its February meeting.

The meeting asked the clerk to arrange additional social media to further promote the draft plan and drop in events.

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

The meeting considered an update on Road Safety issues (previously circulated as **WPC.23.11.03**) and agreed (if sufficient volunteers could be recruited) to establish:

A volunteer team focussed on flooding issues reporting to a Cllr to:

1. Identify areas prone to flooding by collating existing reports on SCC reporting tool and liaising with an officer with responsibility for flood avoidance at Suffolk County Council/Environment Agency
2. Walking the length of water courses where flooding has occurred in the vicinity and (with an officer from SCC/EA) identifying any flow restrictions, so that SCC/EA can contact the landowner to instruct them to remove restrictions.
3. Identify any grips at roadside that require clearing as part of a rolling programme and log on SCC Report a Problem. Liaise with clerk to escalate where no action is taken.
4. (possibly) commission use of a drone to identify flooding issues.
The group would ideally open up to individual greens, recruiting residents from each.

A Community Speed Watch Group (at least six volunteers).

The meeting also asked the clerk to look further into setting aside funds in future budgets for a number of "parish days" which could include low level work on highways could be completed by an appointed contractor (in a similar manner to our grounds maintenance days) e.g.

- a. cutting back vegetation around road signs
- b. cleaning road signs and identifying faded or damaged signs for replacement
- c. clearing out grips identified by volunteer team.

The meeting asked the clerk to consider a coffee hub as a recruitment opportunity.

23.11.08

Noted: Decisions of Estates Committee at its November meeting:

Min. No	Decision
7.1	Proposal Withdrawn: The Estates Committee authorise the cost of a replacement Externally Heated Cabinet (and defibrillator) at not more than £750.

Signed: Mike Lavelle**Dated:** 11/01/2024

23.11.09 **Noted:** Clerk's report that:

9.1 A request has been received from Zero Hour, an advocacy group working towards climate mitigation, asking the parish council to write supporting the [Climate and Ecology Bill](#) which is due for its second reading on 24th November and write to the MP asking for their public support of the CE Bill.

Resolved

Wickhambrook Parish Council resolves to:

- 1. Support the Climate and Ecology Bill;**
- 2. Inform local residents and inform local press/media of this decision;**
- 3. Write to RH Matthew Hancock MP to inform them that this motion has been passed, and urge them to support the CE Bill**

9.2 VAT Claims for the months of September (£717.37), and October (£829.33) had been submitted and payments received.

9.3 The council's virus guard package through McAfee was renewed at the slightly higher cost of £109.33 plus VAT.

9.4 Work to upgrade Footpath 25 and extend the improved surface as far as the steps up to Six Acres had been completed, with thanks to Cllr Bobby Bennett for the grant funding which made this possible, and our Lay footpaths officer, Roger Medley, who liaised with PROW to bring this about.

9.5 Installation of a bus shelter on Cemetery Road was scheduled for the week commencing 4th December.

9.6 A payment of £500 from Suffolk County Council had been received for the purchase of new hedging plants between the pavement on Cemetery Road and the Cemetery, with thanks to Cllr Bobby Bennett, who escalated this issue on behalf of the parish.

Resolved

To authorise the cost of purchasing replacement hedging and guards for the boundary between the cemetery and cemetery road at a cost of not more than £500 plus VAT.

9.7 A new parish notice board had been installed at Shop Hill, new posts adjacent to the tennis courts and a new gate into the Memorial Garden from FP26.

23.11.10 Noted:

10.1 The following income received

Voucher	Date	Supplier / customer	Description	Account name	Total
735	30/10/2023	Hanchets	Memorial C31 C32 OLD	Cemeteries	£ 350.00
736	12/10/2023		VAT refund from HMRC	VAT Repayments	£ 717.37
747	02/10/2023	Ryman Ltd	Typographical error on keying Ny	Miscellaneous Receipts	£ 0.80
715	30/09/2023	Unity Trust Bank	Credit Interest to 30.09.2023	Bank Interest	£ 135.44
749	22/11/2023	Suffolk County Council	Funding for replacement hedging	Grants	£ 500.00
750	22/11/2023	Wickhambrook Tennis Club	Wickhambrook Tennis Club	Ground Rents	£ 10.00
751	16/11/2023	Rachel Hamilton	WPC/OLD/C31 Interment of Ashes	Cemeteries	£ 200.00
752	09/11/2023		VAT refund from HMRC	VAT Repayments	£ 828.83

10.2 The payments to be made as listed below:

Voucher	Date	Supplier / customer	Description	Account name	Total
722	02/10/2023	Ryman Limited	Nyrex plastic wallets	Office Supplies	£ 7.99
723	18/10/2023	Verse	Parish Council Posters - Wickham	Community Engagement	£ 18.00
737	01/12/2023	McAfee	McAfee LiveSafe Premium Plus 1 y	Other Software Subscrip	£ 129.99
743	01/10/2023	B & Q	Wipes and Silicone Sealant for D	Services and Supplies	£ 13.00

10.3 Resolved:

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

Signed: Mike Lavelle

Dated: 11/01/2024

10.4 The payments made below, previously authorised:

Voucher	Date	Supplier / customer	Description	Account name	Total
704	22/09/2023	PKF Littlejohn LLP	External Auditor Costs	Audit	£ 378.00
705	28/09/2023	Hilary Workman	Salary Period 6 2023.24	Clerk/RFO Salary	£ 1,216.99
706	21/09/2023	NEST Pensions	Pension Contributions Period 6 2	Pension Contributions	£ 60.04
707	05/10/2023	HMRC	Tax/NI Period 6 2023.24	HMRC/NI Contributions	£ 211.87
708	16/10/2023	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile Invoice period to 1	Phone and Internet Services	£ 22.00
710	28/10/2023	R.H. Landscapes & Maintenance Services L	Grounds Maintenance September Cu	Grounds Contract	£ 2,538.00
712	05/10/2023	Suffolk Assn. of Local Councils	Administration of payroll servic	Administration of Pension Contributions	£ 57.60
713	05/10/2023	Wickhambrook Memorial Social Centre	Meeting Room Hire 28.09.2023	Meeting Room Hire	£ 30.00
714	05/10/2023	Excello Law	Legal advice pertaining to Memor	Memorial Clock	£ 600.00
720	06/10/2023	Adobe Systems Software Ireland Ltd	Adobe Pro 22.09.23 - 21.10.23	Other Software Subscriptions	£ 19.97
721	02/10/2023	Lloyds Bank PLC	Oct'23 Corporate Multipay S	Corporate Multipay Service Charge	£ 3.00
724	18/10/2023	Fenland Leisure Products Ltd	Re-tension Aerial Cableway &	MUGA and SP Maintenance	£ 588.00
725	07/10/2023	Microsoft Ireland Operations Ltd	Microsoft Basic 07/09/2023 - 06/	Microsoft Office Subscriptions	£ 41.75
726	18/10/2023	Suffolk Tree Surgery & Landscape	Work to Trees in Cemetery Road P	Tree Surgery	£ 70.00
727	17/10/2023	Clarkes of Walsham Ltd	Fencing materials, posts for Six	Grounds Maintenance (General)	£ 960.12
728	19/10/2023	Macs & PC's	Computer Support	Services and Supplies	£ 40.00
729	26/10/2023	Hilary Workman	Clerk Salary period 7	Clerk/RFO Salary	£ 1,216.99
730	26/10/2023	NEST Pensions	Pension Contributions Period 7	Pension Contributions	£ 60.04
731	05/11/2023	HMRC	TaxNI Period 7 Contributions	HMRC/NI Contributions	£ 211.87
732	27/11/2023	R.H. Landscapes & Maintenance Services L	October Cuts	Grounds Contract	£ 864.00
733	15/11/2023	3 Business Services, Hutchison 3G UK Ltd	Clerk mobile 16/09/2023 - 15/10/	Phone and Internet Services	£ 22.00
734	08/11/2023	British Gas	Electricity 25/09/23 - 22/10/23	Electricity - Chapel of Rest	£ 12.38
738	02/11/2023	Amazon EU S.a.r.l UK Branch	Avery Self Adhesive Clear Parcel	Office Supplies	£ 25.48
739	03/11/2023	Voucher Packs (Bruz Packs Ltd)	Delivery of Draft NP leaflet	Neighbourhood Plan	£ 180.00
740	03/11/2023	Wickhambrook Women's Institute	Hire of Women's Institute H	Neighbourhood Plan	£ 60.00
741	30/11/2023	Suffolk Assn. of Local Councils	SALC Conference 2023	Training	£ 18.00
742	22/10/2023	Adobe Systems Software Ireland Ltd	Adobe Software 22-10-23 - 21-11-	Other Software Subscriptions	£ 19.97
744	13/11/2023	Royal British Legion	Royal British Legion Poppy Appea	Charitable Donations	£ 50.00
745	13/11/2023	Places4People	Pre-Submission Consultation NP	Neighbourhood Plan	£ 2,629.20
746	07/11/2023	Microsoft Ireland Operations Ltd	Microsoft Basic 07/10/23 - 06/11	Microsoft Office Subscriptions	£ 41.16
748	20/11/2023	R.H. Landscapes & Maintenance Services L	Parish Day 06/11/2023	Grounds Maintenance (General)	£ 522.00

10.5 The following action under Clerk's Delegation:

- i. Min. 23.07.9.5 – Change of water supplier for Bowls Club from Anglian Water to Everflow – a two year contract with variable Direct Debit).

10.6 The current account balances and reconciliation to 31st October 2023, and the Chairman's confirmation that they are supported by relevant bank balances.10.7 **Resolved**

To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Mel Karunaratne to be added as an authorised signatory (view only).

23.11.11 Noted:

The meeting reviewed of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.23.11.04**).

Resolved

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.23.11.06 and note net changes to earmarked reserves.

23.11.12 **Noted:**

The meeting received the draft Budget for 2024/25 (previously circulated as **WPC23.11.05**) and proposed no changes.

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

- 13.1 **DCON(A)/22/1352-** Application to discharge conditions DC/22/1352/FUL 4 (biodiversity enhancement strategy); 5 (construction environmental management plan) and 6 (skylark mitigation strategy) of **Conservation Lake East Of Clopton Green Wickhambrook Suffolk**
WSC: Application Granted **WPC:** Not Consulted
- 13.2 **NMA(B)/13/0948 -** Non-material amendment to SE/13/0948/FUL omit first floor and lower roof pitch and ridge height **Samples Farm, Ashfield Green Wickhambrook Suffolk CB8 8UZ**
WSC: Application Withdrawn **WPC:** Not Consulted

Signed: Mike Lavelle

Dated: 11/01/2024

- 13.3 **DC/23/1558/AG1** - Determination in respect of permitted agricultural development
vehicular access to agricultural barn
Newhouse Farm Baxters Green Wickhambrook Suffolk CB8 8UY
WSC: Not Required **WPC:** Not Consulted
- 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 CB8 8XH
WSC: No Objection **WPC:** No Objection (Min. 23.09.13.4)
- 13.5 **DC/23/1496/P3QPA** - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 –
Change of use of barn to dwelling (class C3) including associated works
Tile Hall Farley Green Wickhambrook Suffolk CB8 8PX
WSC: Prior Approval Required & Granted **WPC:** Not Consulted
- 13.6 **DCON(A)/23/0021** Application to discharge conditions
four (new/replacement windows detailed)
five (new/replacement doors - internal/external) and
six (samples of external materials bricks and slate) of DC/23/0021/LB
Rookery Farm Genesis Green Wickhambrook Suffolk CB8 8UX
WSC: Application Granted **WPC:** Not Consulted
- 13.7 **DC/23/1116/HH** - Householder planning application –
a. first floor side and rear extension b. replacement garage
4 Hill Cottages Cemetery Road Wickhambrook Suffolk CB8 8PX
WSC: Application Granted **WPC:** No Objections (Min. WPC.23.09.13.1)
- 13.8 **DC/23/0813/FUL** - Planning application –
a. one dwelling b. vehicular access
Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook
WSC: Application Refused **WPC:** Objection (Min. WPC.EO.23.07.05.3)
- 23.11.14 **Noted:** The following Planning applications notified by SEBC for comment:
14.1 DC/23/1722/HH - Householder planning application
detached swimming pool building (following demolition of existing outbuildings)
Park Gate House Ousden Road Wickhambrook Suffolk CB8 8UT
No objections
- 14.2 DC/23/1736/VAR** - Planning application
Variation of condition 3 of SE/13/0948/FUL to enable the omission of the first floor for the one dwelling (following demolition of fire damage dwelling)
Samples Farmhouse Ashfield Green Wickhambrook CB8 8UZ
No objections
- 14.3 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.
- 23.11.15 **Noted:** That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none.
- 23.11.16 Noted:**
The meeting considered quotes submitted in respect of grounds contracts for the next financial year (2024/2025) previously circulated as **WPC.23.11.06** and, having considered:
- Quotes provided against the specification approved by the parish council;
 - Responses to supplementary questions directed to Mr Tom Duschene representing TOP Garden Services summarised below:
 - Guarded strimmers would be used in play areas to ensure no damage to wooden supports
 - Pruning was included in the quoted price

- Herbicides used were safe for use in areas accessible to children and dogs, and not detrimental to pollinating insects.

Agreed to appoint TOP Garden Services the contract for grounds maintenance for the financial year 2024/25 at a cost of £12,060 plus VAT.

Resolved

That the Clerk draw up a contract for groundworks for the financial year 2024/25 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.23.11.06.

23.11.17 Noted:

The meeting considered the proposal put forwards by the Estates Committee (previously circulated as **WPC.23.11.07**) to adopt revised Cemetery Fees and Charges as set out at **Table 2**.

Resolved

The parish council adopt the proposed fees and charges, (taking into account any revisions agreed at the meeting) set out at Table 2 to WPC.23.11.07) with effect from 1st April 2024.

23.11.18 Noted:

The meeting considered an application for a grant towards the cost of restoring the Memorial Clock to use (previously circulated as **WPC.23.11.08**)

Resolved

The parish council authorise a contribution to the maintenance and repair of the Memorial Clock of not more than £1300 plus VAT.

The meeting further noted the clerk's advice that under s.82, Levelling up and Regeneration Act 2023, the restriction on such expenditure imposed by the Local Government Act 1894 will be removed, when that particular provision comes into force. Section 255(2)(s) of the 2023 Act states that this will be two months after the Act was passed, namely 26th October.

23.11.19 Noted:

The meeting considered an update on parish lands (previously circulated as **WPC.23.11.09**) and, having identified Excello Law as their preferred conveyancer

Resolved

The parish council authorise the cost of conveyancing work to register land at Figures 1 & 2 of report WPC.23.11.09, at a cost of not more than £2050.00 plus VAT.

23.11.20 Noted:

The Chair's report with respect to Clerk's salary and the approval of national annual pay award for 2023/24 (previously circulated as **Chair's Report**) and the revisions to contract arising from this.

23.11.21 Noted:

The meeting approved dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2024), as set out below:

Ordinary Meetings of the Parish Council (@ 7:00pm): Update to 2024 dates

Thursday 11th January

Thursday 29th February

Thursday 25th April

Thursday 25th July

Thursday 26th September

Thursday 28th November

Annual Parish Council Meeting	–	Thursday 30 th May @ 7:00pm
Annual Parish Meeting	-	Thursday 25 th April @ 7:30pm (or a Saturday in April)

Estates Committee Meetings (at 7:00pm):

Thursday 1st February

Thursday 4th April

Thursday 13th June

Thursday 8th August

Thursday 14th November

Ordinary Meeting of Parish Council – Thursday 16th January 2025 @ 7:00pm

23.11.22 **Noted:**

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

- Thermal imaging
- Fit and Active Suffolk
- Bench on Six Acres

23.11.23 **Noted:**

That the scheduled date for the next meeting is Thursday 11th January 2024 beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.

23.11.24 **Noted:** Close of meeting. 20:12

Signed: *Mike Lavelle*

Dated: 11/01/2024