

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 30 November 2023 @ 7:00pm

at: 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

- 23.11.01 Apologies for absence to be noted or approved:
- 23.11.02 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.
- 23.11.03 **Proposal: Cllr Lavelle**
That the Minutes of the Parish Council ordinary meeting held on 28th September '23, as tabled, be agreed as a true record.
- 23.11.04 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
4.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)
4.2 Cllr Mrs Sarah Pugh, West Suffolk Council
- 23.11.05 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
- 23.11.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (table and circulated as **WPC.23.11.01**) and take action as appropriate.
- 23.11.07 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.
7.1 **Emergency Planning** Cllr Mike Lavelle
7.2 **Highways/VAS reporting** Cllr Paul Couzens
7.3 **Neighbourhood Planning** Cllr Tracey Turner
To consider an update on the Draft Neighbourhood Plan (tabled and circulated as **WPC.23.11.02**) and take action as appropriate.
7.4 **Road Safety Working Group** Cllr Sandy Thwaite
To consider an update on Road Safety issues (tabled and circulated as **WPC.23.11.03**) and take action as appropriate.

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.

23.11.08 To note 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.

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

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.

Proposal: Cllr Turner

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) have 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 has now 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 is scheduled for the week commencing 4th December.

9.6 A payment of £500 from Suffolk County Council has now 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.

Proposal: Cllr Couzens

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 has 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 10.1 To note 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 To authorise 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 Proposal:

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

10.4 To note 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	Clarks 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	£ 1,629.20
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 To note 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 To note 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 **Proposal: Cllr Lavelle**

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 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.23.11.04**).

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.23.11.06 and note net changes to earmarked reserves.

23.11.12 To receive and discuss draft Budget for 2024/25 (circulated and tabled as **WPC23.11.05**) and take action as appropriate.

23.11.13 To note 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

- 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 8XP
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 To note 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
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
14.3 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 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 23.11.16 To consider quotes submitted in respect of grounds contracts for the next financial year (2024/2025) tabled and circulated as **WPC.23.11.06** and take action as appropriate.
Proposal: Cllr Couzens
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 To note the proposal put forwards by the Estates Committee (tabled and circulated as **WPC.23.11.07**) to adopt revised Cemetery Fees and Charges as set out at Table 2.
Proposal: Cllr Couzens
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 To consider an application for a grant towards the cost of restoring the Memorial Clock to use (tabled and circulated as **WPC.23.11.08**) and take action as appropriate.
Proposal: Cllr Lavelle
The parish council authorise a contribution to the maintenance and repair of the Memorial Clock of not more than £1300 plus VAT.
- 23.11.19 To note an update on parish lands (tabled and circulated as **WPC.23.11.09**) and take action as appropriate.
 Proposal: Cllr Lavelle
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 To note Chair's report with respect to Clerk's salary and the approval of annual pay award for 2023/24 (tabled and circulated as **Chair's Report**) and take action as appropriate.
- 23.11.21 To approve dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2021), as set out below:
 Ordinary Meetings of the Parish Council (@ 7:00pm): Update to 2023 dates
 Thursday 11th January
 Thursday 29th February
 Thursday 25th April
 Thursday 25th July
 Thursday 26th September
 Thursday 28th November
 Annual Parish Council Meeting – Thursday 30th May @ 7:00pm
 Annual Parish Meeting - Thursday 25th 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 Any other matters for information, to be noted or for inclusion on a future agenda:
- 23.11.23 To confirm that the scheduled date for the next meeting is Thursday 11th January 2025 beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 23.11.24 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council