

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 11 January 2024**

- Present:** Cllrs Couzens, Karunaratne, Lavelle, and Turner
Clerk: Hilary Workman
19 Members of the Public
- 24.01.01 **Noted:** Apologies for absence to be noted:
 ○ WS Cllr Sarah Pugh
 ○ SC Cllr Bobbie Bennet
- 24.01.02 **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 7.3: Cllrs Mike Lavelle & Paul Couzens
 - 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 2.3 Requests for dispensations received:
Agenda item 7.3: Cllrs Mike Lavell and Paul Couzens – approved by Clerk (Min. 23.09.2.3)
 - 2.4 There were no additions and/or deletions to the Council's Register of Interests
- 24.01.03 **Resolved**
That the Minutes of the Parish Council ordinary meeting held on 30 November '23, as tabled, be agreed as a true record.
- 24.01.04 **Noted:** 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*)
- 24.01.05 **Public Forum – (Open Session)¹.** 19:02
- Councillor Mike Lavelle welcomed residents of the parish to the meeting and following confirmation that they had questions about the Non Designated Heritage Assets (NDHA's) list which formed part of the Draft Neighbourhood Plan, introduced a slide show with background information on NDHA's, how they had been included in the draft list in Wickhambrook and the way forward before inviting questions from the floor. Questions (in bold) and comments from members of the public are summarised below with any response
- Concern that one of the impacts of being included in a draft list of NDHA's would be the depressed value of individual properties
 - Concern that inclusion of a property on the draft list would constrain a property owner in their ability to make changes to their properties
 - **How many people responded to the Household Survey?**
Cllr Turner advised that 289 responses were received out of 535 properties consulted
 - **Who was the consultant appointed by the parish council?** Places4People
 - **What was the criteria used when preparing the list?**
The clerk confirmed that the Historic England criteria had been used by the NPWG, and their findings against each criteria summarised on the schedule provided in respect of each property included on the draft list:
 - Archaeological interest
 - Architectural interest
 - Artistic interest
 - Historic interest

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.

Signed: Mike Lavelle

Dated: 29/02/2024

The clerk summarised the NP consultation process and future opportunities for residents to express their views on the preparation of the draft NP and the list of NDHA's within that, confirming that:

- The NPWG would consider all responses to the consultation on the draft NP by late January
- A report, summarising comments and setting out any proposed amendments to the list of NDHA's published in the Draft NP consultation, would be considered by the parish council at an extraordinary meeting of the parish council on 1st February
- A further report, summarising responses to the Draft NP consultation and setting out any proposed amendments to the the Draft NP (which may include any further changes to the draft list of NDHA's following the extraordinary meeting, would then be considered by the parish council at its next scheduled meeting on 29th February (or later if need be).
- The approved draft plan would then be passed to West Suffolk who would undertake their own six week consultation.
- The plan would then be sent to a planning inspector, who would have access to all the submissions and responses to consultation before approving a final version of the draft plan.
- Concern by a member of public on how parish council and NPWG had consulted on the draft list. Referring to Section 33 [Local Heritage Listing: Identifying and Conserving Local Heritage \(historicengland.org.uk\)](https://www.historicengland.org.uk) in their view they had not been consulted.
- **Were property owners going to be compensated?**
There is no mechanism for compensation to property owners where the value of a property listed as an NDHA is deemed to be lower than had it not been listed. The impact of planning on property is not a material consideration.

Member of public left.

- 3 more elderly residents who were unable to attend the meeting were reported to be concerned that they would not be able to make the changes to their property that would enable them to stay in their own homes.
- A planning permission at Ashfield Green had already been refused on the basis that the parish council had included a neighbouring property in its draft list of NDHA's. Cllr Lavelle explained that the parish council could not comment on particular planning applications.
The clerk advised that that particular planning application had been determined in June, before the NPWG had started work on preparing a draft list of NDHA's. She further explained that when considering a planning application, West Suffolk applies the criteria set out in Historic England's guidance, and if a particular property meets the criteria to be designated an NDHA, the relevant local policies and National Planning Policy Framework paragraphs are taken into account in determining a planning application.
- **Why was the Greyhound Public House no longer included on the draft list of NDHA's?** Cllr Couzens confirmed that the Greyhound Public House and Twenty-One was listed as a Community Asset within the Draft Neighbourhood Plan.
- **Were any properties of councillors included in the draft list?** Councillor Lavelle confirmed that his property, Moor Green Farm was included in the draft list and that he had not objected to this.
- If the draft list of NDHA's it is just a suggestion, should it not have gone through the consultation process. Was there a way of simplifying to find common ground?
- **What would be the legal status of the list of NDHA's?**
The clerk advised that, if a Neighbourhood Plan is made following a referendum, all the policies within that plan would be a material consideration for the planning authority (West Suffolk) when determining any planning application.
- **Planning policy guidance implied that designation as an NDHA would be a rarity, why had so many properties been included in the draft list?**

Signed: Mike Lavelle

Dated: 29/02/2024

Clr Lavelle advised that the NPWG, a volunteer team within the community, had followed the guidance of the parish's planning consultant, when identifying a draft list for inclusion in the Neighbourhood Plan and emphasised that the group were all working to do their best to protect the village.

A member of the public responded to say that everyone who lives in Wickhambrook contributed to the village.

- **Would the parish council apologise for how the process has affected residents?**

Clr Lavelle personally apologised for the uncertainty that the process had had on some residents of the parish who had been included on the draft list and stated that the parish council now had an opportunity to correct.

- **How much was the consultant paid?**

Clr Lavelle advised that consultant fees had been paid from the grant funding received.

The meeting asked the clerk to forward a copy of the draft minutes to the NPWG in time for their next meeting.

Clr Lavelle having explained that the meeting was public and anyone could stay for the duration of the meeting, the public forum was closed at 19:57pm and Members of the Public left the meeting.

24.01.06 **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.24.01.01**). No further actions were identified.

24.01.07 **Noted:** That when reports and requests to this meeting relating to Councillors' Portfolios were invited, the following

7.1 **Emergency Planning** Clr Mike Lavelle
No further updates

7.2 **Highways/VAS reporting** Clr Paul Couzens
An oral report that following service by the supplier, the VAS would be returned to the parish council shortly. The contact at Lidgate had not responded to a request from Clr Couzens for the shared VAS to be made available to Wickhambrook.

7.3 **Neighbourhood Planning** Clr Tracey Turner
An oral update from Clr Turner that:

- The Neighbourhood Plan Working Group is scheduled to meet on 22nd January to consider responses to the consultation on the Draft Neighbourhood Plan
- An extra-ordinary meeting of the parish council was scheduled for 1st February '24 to consider any proposed amendments to Policy WHB11 (Non Designated Heritage Assets)
- Places4People had reported 35 responses to the consultation on the draft NP, of which 70% were positive. There had been a lot of free text comments as part of the consultation responses which will need to be considered.

7.4 **Road Safety Working Group**
The meeting considered an update on Road Safety issues (previously circulated as **WPC.24.01.02**) and

Resolved

The parish council adopt the revised Terms of Reference for the Estates Committee (Appendix C) and Road Safety Working Group (Appendix D).

24.01.08 **Noted:** Clerk's report

8.1 Sandy Thwaite had sadly resigned as Councillor. The meeting asked the clerk to thank her for her service on behalf of the parish council. A Notice of Vacancy has been published by West Suffolk Council and the period by which ten electors may request an election expires on 25th January 2024. The meeting asked the clerk to make the necessary arrangements for Clr Karunaratne's internet banking authority to be updated from View account to VA (view the account and authorise payments) and

Signed: Mike Lavelle

Dated: 29/02/2024

Resolved:**Remove the Sandy Thwaite as signatory to the Council's accounts with Unity Trust Bank**

- 8.2 VAT claims for November and December had been submitted (£719.61 & £323.16 respectively, and payments received.
- 8.3 The meeting considered a reviewed Risk Management Policy and supporting draft Risk Assessment (previously circulated as **WPC.24.01.03**) and

Resolved**To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.24.01.03.**

- 8.4 The meeting considered a proposal to revise the parish council's scheme of delegation (previously circulated as **WPC.24.01.04**) to make provision for the clerk to respond to requests or information where a letter to a resident is appropriate for the purposes of asking them to cut back a hedge/vegetation and/or clear an obstruction to a footpath or watercourse or effect repairs to a memorial, and

Resolved**The parish council adopt the additional delegations to the Clerk, as set out at Appendix B, with respect to requesting residents to trim cut back a hedge/vegetation and/or clear an obstruction to a footpath or watercourse or effect repairs to a memorial.**

- 8.5 The installation of a bus shelter on Cemetery Road had been completed on 10th January. The meeting asked the clerk to contact SCC Highways and request that one seat be installed in the shelter in for elderly residents to improve accessibility
- 8.6 Funding (£500) for replacement of the hedge between the old cemetery and the new pavement on Cemetery Road had now been received. The clerk reported that Anglian Water would not be able to make any volunteers available for planting until late summer. The meeting asked the clerk to order the hedging materials and recruit local volunteers, noting that councillors would assist with planting.
- 8.7 Excello Law had been instructed for the transfer of land from Havebury Housing Association to the parish council at Bury Road.
- 8.8 The meeting appointed the following officers of the Council
- 8.8.1 Road Safety Working Group (Cllr Karunaratne)
- 8.8.2 SALC Area Meetings (pending)

24.01.09 Resolved

- 9.1 **That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2023/2024;** and
- 9.2 **That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2024/25** and note that PKF Littlejohn LLP have been appointed by SAAA Ltd as external auditors.

24.01.10 Noted:

- 10.1 To note the following income received

Voucher	Date	Supplier / customer	Description	Account name	Total
749	22/11/2023	Suffolk County Council	Funding for replacement hed	Grants	£ 500.00
750	22/11/2023	Wickhambrook Tennis C	Wickhambrook Tennis Club	Ground Rents	£ 10.00
751	16/11/2023	Rachel Hamilton	WPC/OLD/C31 Interment of A	Cemeteries	£ 200.00
758	13/11/2023	Wave	Refund on Water following s	Miscellaneous Receipts	£ 11.70
759	30/11/2023	East of Engand Co-op	WC/NEW/358/N	Cemeteries	£ 275.00
761	05/12/2023	Wickhambrook Outdoor	Wickhambrook Outdoor Bowl	Ground Rents	£ 10.00
765	30/11/2023	E.ON	Refund on Electricity followin	Miscellaneous Receipts	£ 50.51
767	28/11/2023	West Suffolk Council	Recycling Credit Qtr 1 & amp;	Recycling Income	£ 673.04
781	16/11/2023	Hutchison 3G UK Ltd	Credit to Clerk Mobile	Miscellaneous Receipts	£ 0.05
783	21/12/2023		VAT refund from HMRC	VAT Repayments	£ 719.61
787	31/12/2023	Unity Trust Bank	Credit Interest Q3	Bank Interest	£ 128.48

Signed: Mike Lavelle

Dated: 29/02/2024

10.2 The payments to be made as listed below:

Voucher	Date	Supplier / customer	Description	Account name	Total
764	12/01/2024	Amazon EU S.a.r.l UK Branch	Mouse for VAS Laptop	Office Supplies	£ 6.79
768	12/01/2024	Wickhambrook Memorial Social Centre	Recycling Credit Qtr 1 &	Recycling Grant to MSC	£ 673.04
769	12/01/2024	Ryman Limited	NP Stationery	Neighbourhood Plan	£ 12.98
777	12/01/2024	Printerland.co.uk	Print Toner Cyan	Office Supplies	£ 117.96
782	12/01/2024	Stewart Taylor	Service of Mower for cutting foo	Services and Supplies	£ 79.00
789	12/01/2024	Hilary Workman	Mileage Quarter 3	Clerk/RFO Mileage and Subsistance	£ 76.90
790	12/01/2024	Hilary Workman	Home Working Quarter 3	Clerk/RFO Mileage and Subsistance	£ 64.50
791	12/01/2024	Ryman Limited	Stationery - Pens & 2024	Office Supplies	£ 14.39
792	12/01/2024	Trainline	Railfare Thurston/Ipswich Return	Clerk/RFO Mileage and Subsistance	£ 11.34

10.3 Resolved:

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

10.4 The payments made below, previously authorised:

Voucher	Date	Supplier / customer	Description	Account name	Total
753	30/11/2023	Hilary Workman	November Payroll	Clerk/RFO Salary	£ 1,108.92
754	05/12/2023	Hilary Workman	TaxNI Period 8 Contributions	HMRC/NI Contributions	£ 134.76
755	30/11/2023	NEST Pensions	Pension Contributions Period 8	Pension Contributions	£ 48.23
756	24/11/2023	Everflow	Water Supply 13/11 - 12/01	Water - Bowling Green	£ 56.59
757	18/12/2023	3 Business Services, Hutchison 3G UK Ltd	Clerk mobile 16/10/2023 - 15/11/	Phone and Internet Services	£ 22.00
760	09/12/2023	British Gas	Electricity 25/09/23 - 22/11/23	Electricity - Chapel of Rest	£ 14.14
762	05/12/2023	Wickhambrook Memorial Social Centre	Meeting Room Hire November & #039	Meeting Room Hire	£ 40.00
763	29/12/2023	R.H. Landscapes & Maintenance Services L	Grounds Maintenance November & #0	Grounds Contract	£ 1,728.00
770	07/12/2023	Microsoft Ireland Operations Ltd	Microsoft Basic 07/11/23 - 06/12	Microsoft Office Subscriptions	£ 41.16
771	12/12/2023	Martin Smith - Wickhambrook Farmer's Market	Stall Fee - NP Draft Consultatio	Neighbourhood Plan	£ 10.00
772	22/11/2023	Adobe Systems Software Ireland Ltd	Adobe Software 22-11-23 - 21-12-	Other Software Subscriptions	£ 19.97
773	04/12/2023	Lloyds Bank PLC	Dec'23 Corporate Multipay S	Corporate Multipay Service Charge	£ 3.00
774	31/01/2024	Mdsign	Website Updates Sept - Nov 2023	Website	£ 220.50
775	31/01/2024	Mdsign	Annual Hosting 03.12.23 - 03.12.	Website	£ 402.00
776	05/01/2024	Printerland.co.uk	Print Toner Black & Yell	Office Supplies	£ 210.73
778	28/12/2023	Hilary Workman	Clerk Salary period 9	Clerk/RFO Salary	£ 1,012.94
779	05/01/2024	HMRC	TaxNI Period 9 Contributions	HMRC/NI Contributions	£ 66.06
780	31/12/2023	NEST Pensions	Pension Contributions Period 9	Pension Contributions	£ 37.75
784	08/01/2024	British Gas	Electricity 22/11/23 - 21/12/23	Electricity - Chapel of Rest	£ 12.82
785	15/01/2024	3 Business Services, Hutchison 3G UK Ltd	Clerk mobile 16/11/2023 - 15/12/	Phone and Internet Services	£ 22.00
786	22/12/2023	Adobe Systems Software Ireland Ltd	Adobe Software 22-12-23 - 21-01-	Other Software Subscriptions	£ 19.97
788	31/12/2023	Unity Trust Bank	Unity Trust Service Charge Q3	Bank Service Charge - Unity Trust	£ 18.00

10.5 The following action under Clerk's Delegation:

c) To spend up to £1000 in situations where (s)he considers such expenditure to be justified after consultation with the Chairman of the Council or Chairman of the appropriate committee.

Min. 23.11.7.2 Service of Vehicle Activated Sign £224

10.6 The current account balances and reconciliation to 31st December 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 (previously circulated as **WPC.24.01.05**) and that there were no proposed actions from the internal control report

24.01.11 **Noted:**

The review of income and expenditure against budget and that there were no proposed adjustments to the approved budget (previously circulated as **WPC.24.11.06**).

24.01.12 **Noted:**

12.1 The meeting considered the draft Budget for 2024/25 (previously circulated as **WPC.24.01.07**) and

12.2 Resolved

That Wickhambrook Parish Council approve the proposed budget (Appendix A to report WPC 24.01.07), and

12.3 Resolved

That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £46,341, being the Parish Council's total precept requirement for the financial year commencing 1st April 2024

Signed: Mike Lavelle

Dated: 29/02/2024

- 24.01.13 Noted:** Planning results as notified by West Suffolk summarised below:
- 13.1 **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 Samples Farm Ashfield Green Wickhambrook CB8 8UZ
WSC: Approve Application **WPC:** No Objections (Min 23.11.14.2)
- 13.2 **DCON(A)/22/1352** - Application to discharge conditions 4 (biodiversity enhancement strategy); 5 (construction environmental management plan) and 6 (skylark mitigation strategy) of DC/22/1352/FUL
Conservation Lake East Of Clopton Green Wickhambrook Suffolk
WSC: Approve Application **WPC:** Not Consulted
- 13.3 **DCON(A)/23/0020** - Application to discharge conditions 3 (arboricultural method statement) 4 (tree protection measures) and 5 (soft landscaping) of application DC/23/0020/HH
Rookery Farm Genesis Green Wickhambrook Suffolk CB8 8UX
WPC: Approve Application **WPC:** Not Consulted.
- 24.01.14 **Noted:** The following Planning applications notified by SEBC for comment:
- 14.1 DC/23/2038/HH Householder Planning Application**
- single storey side extension to south elevation (following removal of existing conservatory);
 - two storey extension to north elevation;
 - conversion of existing barn to include garage and gym with first floor extension to create habitable space
- Australia Farm Meeting Green Wickhambrook Suffolk CB8 8UR**
See summary report **WPC.24.01.08**
Councillors considered that the proposals would be likely to improve the property significantly and supported the application
- 14.2 That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 24.01.15 **Noted:**
That there were no other Planning matters for information, to be noted or for inclusion on a future agenda.
- 24.01.16 **Noted:**
The meeting considered nominations for the Alf Hicks Biscuit Barrel Award (previously circulated as report **WPC.24.01.09**) to be presented at the Annual Parish Meeting in 2024. Noting the volume of nominations and the joy that has been brought to residents of the parish over the Christmas Season from his lighting and decorations, agreed to award the Alf Hicks Biscuit Barrel Award to George Woods of Nunnery Green.
- 24.01.17 **Noted:**
The meeting considered an application for a grant towards Warm Winter Wednesdays (previously circulated as **WPC.24.11.10**).
- Cllr Lavelle had received an update from the applicant and reported that, having received an anonymous donation for rent and individual donations to cover cost of ingredients, the applicant had withdrawn their application, and for this reason, the
Proposal: Cllr Lavelle
The parish council authorise a contribution to support Warm Winter Wednesdays at a cost of not more than £360.00.
Was withdrawn.

Signed: Mike Lavelle

Dated: 29/02/2024

- 24.01.22 **Noted:** That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- Recruitment of councillors (three vacancies)
 - D-Day 80 – liaise with Alan Cordy
- 24.01.23 **Noted:**
Confirmation that the scheduled date for the next meeting was Thursday 29th February 2024 beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre, and that the Chairman had called an Extra-ordinary meeting of the parish council on 1st February (7:30pm, the chair of the Estates Committee, Cllr Couzens, having agreed to commence Estates Committee at 6:00pm).
- 24.01.24 **Noted:** Close of meeting. 8:28pm

Signed: *Mike Lavelle*

Dated: *29/02/2024*