

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 11 January 2024 @ 7:00pm

at: Pavilion, 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

- 24.01.01 Apologies for absence to be noted or approved:
- 24.01.02 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.
- 24.01.03 **Proposal: Cllr Lavelle**
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 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
- 24.01.05 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
- 24.01.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (table and circulated as **WPC.24.01.01**) and take action as appropriate.
- 24.01.07 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
7.4 **Road Safety Working Group**
To consider an update on Road Safety issues (tabled and circulated as **WPC.24.01.02**) and take action as appropriate.
Proposal:
The parish council adopt the revised Terms of Reference for the Estates Committee (Appendix C) and Road Safety Working Group (Appendix D).

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.

- 24.01.08 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 8.1 To note that Sandy Thwaite has sadly resigned as Councillor and thank her for her service. 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.
Proposal: Cllr Lavelle
Remove the Sandy Thwaite as signatory to the Council's accounts with Unity Trust Bank
- 8.2 VAT claims for November and December have been submitted (£719.61 & £323.16 respectively, and payment received for November.
- 8.3 To consider a reviewed Risk Management Policy and supporting draft Risk Assessment (tabled and circulated as **WPC.24.01.03**) and take action as appropriate.
Proposal: Cllr Lavelle
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 To note a proposal to revise the parish council's scheme of delegation (tabled and 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.
Proposal: Cllr Lavelle
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 has been scheduled for 10th January.
- 8.6 Funding (£500) for replacement of the hedge between the old cemetery and the new pavement on Cemetery Road has now been received.
- 8.7 Excello Law have been instructed for the transfer of land from Havebury Housing Association to the parish council at Bury Road.
- 8.8 To appoint or to confirm the following officers of the Council or to take other action as appropriate (current post holder in brackets);

- 8.8.1 Road Safety Working Group (pending)
- 8.8.2 SALC Area Meetings (pending)

24.01.09 Proposal: Cllr Lavelle

- 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 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 /	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

10.2 To authorise 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 - refund to clerk	Neighbourhood Plan	£ 12.98
777	12/01/2024	Printerland.co.uk	Print Toner Cyan - refund to clerk	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 refund to clerk	Office Supplies	£ 14.39
792	12/01/2024	Trainline	Railfare Thurston/Ipswich Rtn - refund to clerk	Clerk/RFO Mileage and Subsistance	£ 11.34

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
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 '	Meeting Room Hire	£ 40.00
763	29/12/2023	R.H. Landscapes & Maintenance Services L	Grounds Maintenance November �	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 To note 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 To note 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 (tabled and circulated as WPC.24.01.05) and noting that there were no proposed actions from the internal control report

24.01.11 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as WPC.24.11.06).

24.01.12 12.1 To discuss draft Budget for 2024/25 (circulated and tabled as WPC.24.01.07) and take action as appropriate.

12.2 Proposal: Cllr Lavelle

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

12.3 Proposal: Cllr Lavelle

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

24.01.13 To note 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 To note the following Planning applications notified by SEBC for comment:
14.1 DC/23/2038/HH Householder Planning Application
a. single storey side extension to south elevation (following removal of existing conservatory);
b. two storey extension to north elevation;
c. 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**
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 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 24.01.16 To consider nominations for the Alf Hicks Biscuit Barrel Award (tabled and circulated as report **WPC.24.01.09**) to be presented at the Annual Parish Meeting in 2024.
- 24.01.17 To consider an application for a grant towards Warm Winter Wednesdays (tabled and circulated as **WPC.24.11.10**) and take action as appropriate.
Proposal: Cllr Lavelle
The parish council authorise a contribution to support Warm Winter Wednesdays at a cost of not more than £360.00.
- 24.01.22 Any other matters for information, to be noted or for inclusion on a future agenda:
 - Recruitment of councillors (four vacancies)
 - D-Day 80
 - Thermal Imaging
- 24.01.23 To confirm that the scheduled date for the next meeting is Thursday 29th February 2024 beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 24.01.24 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council