

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 29 February 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**

- 24.02.01 Apologies for absence to be noted or approved:
- To Note – WS Cllr Sarah Pugh
- 24.02.02
- 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.
- 24.02.03 **Proposal: Cllr Lavelle**  
**That the Minutes of the Parish Council ordinary meeting held on 11<sup>th</sup> January 2024, and Extra-ordinary meeting held on 1<sup>st</sup> February 2024, as tabled, be agreed as a true record.**
- 24.02.04 To consider the co-option of Councillor(s) to the Parish Council (tabled and circulated as **WPC.24.02.01**) and to take action as appropriate
- 4.1 Proposal:**  
**That Andrea Grimes and Linda Smith be co-opted on to Wickhambrook Parish Council to serve as councillors 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.
- 4.4 Proposal:**  
**That Mr David Di Giulio be co-opted to the Estates Committee as a non-councillor.**
- 24.02.05 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
- 24.02.06 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
- 24.02.07 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (table and circulated as **WPC.24.02.02**) and take action as appropriate.

---

<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.

24.02.08 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 **Emergency Planning**

Cllr Mike Lavelle

8.2 **Highways/VAS reporting**

Cllr Paul Couzens

8.3 **Neighbourhood Planning**

Cllr Tracey Turner

To consider an update on the Draft Neighbourhood Plan (tabled and circulated as **WPC.24.02.03**) and take action as appropriate

**Proposal: Cllr Turner**

**To authorise the RFO to return any unspent grant monies from the current financial year to Locality on request.**

8.4 **Road Safety Working Group**

Cllr Mel Karunaratne

To consider an update on the Road Safety Working Group

24.02.09 To note decisions of Estates Committee on 1<sup>st</sup> February 2024

Min. No	Decision
8.1	<b>Resolved</b> The Estates Committee authorise i. the purchase of a sustainable bench (upto three seater) at a cost of not more than £232.52 plus VAT; and ii. the purchase of two replacement signs for Six Acres and the Children's play area at a cost of not more than £50.00 plus VAT. iii. The purchase of a small tool kit and garden kneeler at a cost of not more than £40.00 plus VAT.
8.2	Agreed that the actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2024/25), the approved budget for the next financial year and proposed schedule of works for the Estates Committee (previously circulated as WPC.EC.24.02.02) be noted with no amendments.
9	Noted: The meeting considered a proposal for authorising the costs of play equipment supplies and remedial works arising from play inspections (previously circulated as WPC.EC.24.02.03) and, there being no amendments identified, but noting that the combined costs of the current and next financial year exceed £3000, asked the clerk to refer the proposal to the parish council for consideration at its February meeting.
10	<b>Resolved</b> To appoint a contractor to undertake memorial testing in All Saints Churchyard at a cost of not more than £500.00 plus VAT for the financial year 2024.25
11	<b>Resolved</b> The Estates Committee authorise a move to Scribe cemetery software at a cost of £645 plus VAT in the first financial year.
12	<b>Resolved</b> (the substituted proposal): The Estates Committee authorised the purchase of a WW2 Memorial Bench Seat as specified above at a cost of not more than £1741 plus VAT;

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

10.1 A VAT claims for January has been submitted (£2410.69).

10.2 To note that Scribe has been instructed and work is progressing on preparation for onboarding of records to new cemetery software and consider a proposal (tabled and circulated as..

10.3 To consider a proposal to (tabled and circulated as **WPC.24.02.04**) to appoint a named sole operator in the cemetery for the purpose of Gravedigging and adopt the revised Cemetery Regulations.

**Proposal: Cllr Couzens**

i. **To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.27.**

ii. **To adopt the revised Cemetery Regulations set out in Appendix \* of report WPC.24.02.04**

iii. **To agree an exception to allow wedged memorials (no higher than 3", all other dimensions remaining the same) in the Cremated Remains area (Rows Na, Nb & Pa only).**

10.4 To note that the s.137 limit will be increasing from £10.93 (2023-24) to £10.81 for the financial year 2024.25. This is equivalent to an increase to £11,004 based on 1018 electors.

- 10.5 The installation of the bus shelter on Cemetery Road has been completed and a return visit undertaken in February to install perch seating.
- 10.6 With thanks to SC Cllr Bobby Bennett for funding, and volunteers on 7<sup>th</sup> February, a hawthorn mix bird friendly hedge has been planted between the old cemetery and the new pavement on Cemetery Road and a chestnut paling fence installed for protection.
- 10.7 To consider a proposal for insurance cover for the next financial year (tabled and circulated as **WPC.24.02.05**) and take action as appropriate.

**Proposal: Cllr Lavelle**

**The parish council authorise the clerk to renew its insurance in accordance with the LTA and Asset Register at a cost of not more than £1615.00**

- 10.8 To set a date for the Annual Parish Meeting, which must take place between 1<sup>st</sup> March and 1<sup>st</sup> June 2024 (currently listed as either Thursday April 25<sup>th</sup> or a Saturday in April).
- 10.9 To note that the account for supply of water to the Bowls Green is currently £25.26 in credit, service charges averaging £6.50 per month.
- 10.10 To note a purchase order has been submitted for the Royal Navy Past and Present Bench and a suggestion for wording to the plaque invited from Mr Alan Cordy on behalf of former Merchant Navy members.
- 10.11 To note that the parish council currently has 193 followers on its Facebook page, and 33 subscribers to its e-newsletter.

**24.02.11** To note the following consultations which are open and to which the parish council has been invited to comment, and take action as appropriate:

1. West Suffolk Local Plan – West Suffolk Council (tabled and circulated as **WPC.24.02.06**)

**Proposal: Cllr Turner**

**The parish council authorise Places4People to advise on and if necessary draft a response on any matter of concern identified in the open Local Plan consultation documents at a cost of not more than £130 plus VAT.**

2. West Suffolk Council – Diversion of FP10
3. Suffolk County Council – Local Transport Plan

**24.02.12** 12.1 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 sv	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 &	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
793	12/01/2024		VAT refund from HMRC	VAT Repayments	£ 323.16
824	22/02/2024	MacMillan TI	J King Transfer of Deeds	Cemeteries	£ 55.00
825	15/02/2024	Hanchets	Memorial N29a Seal	Cemeteries	£ 175.00
826	13/02/2024	Saxon Monumental Craf	Memorial WC/NEW/307K	Cemeteries	£ 175.00
827	13/02/2024	Saxon Monumental Craf	Memorial WC/NEW/diGiulio	Cemeteries	£ 175.00
828	13/02/2024	East of England Funeral	TransferDeed&Intermer	Cemeteries	£ 330.00
787	31/12/2023	Unity Trust Bank	Credit Interest Q3	Bank Interest	£ 128.48
829	19/02/2024		VAT refund from HMRC	VAT Repayments	£ 249.69
					<b>£ 4,061.24</b>

12.2 To authorise the payments to be made as listed below:

Voucher	Date	Supplier / customer	Description	Account name	Total
818	12/02/2024	Universal Silk Screen Printers and Signmakers	Signs for Six Acres	Services and Supplies	£ 31.98
819	13/02/2024	Deuba GmbH	Garden Bench	Six Acres	£ 102.95
820	14/02/2024	Amazon EU S.a.r.l UK Branch	Accident Report Book	Services and Supplies	£ 5.98
821	14/02/2024	Apollo Fullfilment Ltd	Tool kit	Services and Supplies	£ 21.99
822	12/02/2024	W. Byers Ltd	Padded Waterproof Garden Kneeler	Services and Supplies	£ 19.99
					<b>Refund to Clerk</b>
					<b>£ 182.89</b>

**12.3 Proposal:**

**That the payments to be made, listed above at 11.2 be authorised.**

12.4 To note the payments made below, previously authorised:

Voucher	Date	Supplier / customer	Description	Account name	Total
789	12/01/2024	Hilary Workman	Mileage Quarter 3	Clerk/RFO Mileage and Su	£ 76.90
790	12/01/2024	Hilary Workman	Home Working Quarter 3	Clerk/RFO Mileage and Su	£ 64.50
791	12/01/2024	Ryman Limited	Stationery - Pens & 202	Office Supplies	£ 14.39
792	12/01/2024	Trainline	Railfare Thurston/Ipswich Re	Clerk/RFO Mileage and Su	£ 11.34
794	25/01/2024	Hilary Workman	Clerk Salary period 10	Clerk/RFO Salary	£ 1,226.61
795	25/01/2024	HMRC	TaxNI Period 10 Contributor	HMRC/NI Contributions	£ 207.39
796	25/01/2024	HMRC	Pension Contributions Period	Pension Contributions	£ 60.38
797	02/01/2024	Lloyds Bank PLC	January Service Charge	Corporate Multipay Service	£ 3.00
798	08/01/2024	Microsoft Ireland Opera	Microsoft Basic 07/12/23 - 06	Microsoft Office Subscriptio	£ 41.16
799	26/01/2024	Thurston PO	Copy paper	Office Supplies	£ 17.98
800	22/01/2024	Westcotec Limited	Service and Repair Vehicle A	Highways - Road Safety	£ 268.80
801	31/01/2024	Macs & PC's	Call out Printer Issues	Services and Supplies	£ 50.00
802	08/02/2024	British Gas	Electricity 22/12/23 - 21/01/2	Electricity - Chapel of Rest	£ 14.11
803	15/02/2024	3 Business Services, Hu	Clerk mobile 16/12/2023 - 15	Phone and Internet Service	£ 22.00
804	07/02/2024	Zhulaishijinxiguojimaoyi	Solar Post Cap Lights - Six A	Safety and Security	£ 114.97
805	09/02/2024	R.H. Landscapes & PC's	Hedge Cutting January	Grounds Contract	£ 540.00
806	01/03/2024	JRB Enterprise Ltd	Dog Waste Bags	Bin and Dog Waste Collect	£ 99.54
807	30/01/2024	HD Plants Ltd t/a Hedge	Replacement Hedging @ Cen	Cemetery and Churchyard	£ 159.19
808	01/02/2024	Wickhambrook Memoria	Meeting Room Hire January '	Meeting Room Hire	£ 20.00
809	07/02/2024	Microsoft Ireland Opera	Microsoft Standard 2024-25	Microsoft Office Subscriptio	£ 148.32
810	07/02/2024	Microsoft Ireland Opera	Microsoft Basic 07/01/24 - 06	Microsoft Office Subscriptio	£ 31.48
813	02/02/2024	Lloyds Bank PLC	Monthly Fee - Feb'24	Corporate Multipay Service	£ 3.00
814	23/02/2024	Adobe Systems Softwar	Adobe Software 22-01-24 - 2	Other Software Subscriptio	£ 19.97
815	29/02/2024	Hilary Workman	Clerk Salary period 11	Clerk/RFO Salary	£ 1,169.47
816	05/03/2024	HMRC	TaxNI Period 11 Contributor	HMRC/NI Contributions	£ 169.37
817	29/02/2024	NEST Pensions	Pension Contributions Period	Pension Contributions	£ 54.31
823	01/03/2024	Places4People	Neighbourhood Plan Support	Neighbourhood Plan	£ 920.44
					<b>£5,528.62</b>

121.5 To note the following transfer between Unity Trust Savings and Current Accounts to equate Savings account to total of Earmarked Reserves:

Voucher	Date	Description	Type	Bank Account	Total
812	13/02/2024	Savings to reflect Earmarked	Transfer	UT Current Account	£ 7,013.92
811	13/02/2024	Savings to reflect Earmarked	Transfer	UT Instant Access	-£ 7,013.92
					<b>£ -</b>

12.6 To note the current account balances and reconciliation to 31<sup>st</sup> January 2024, and the Chairman's confirmation that they are supported by relevant bank balances.

12.7 **To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Andrea Grimes and Linda Smith to be added as authorised signatories (view only).**

12.8 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.24.02.07**)

24.02.13 13.1 To consider a schedule of due payments on a regular basis for the financial year 2024.25 (tabled and circulated as **WPC.24.02.08**) and take action as appropriate.

**Proposal: Cllr Lavelle**

**That Wickhambrook Parish Council authorise for the financial year 2024.25 the due payments identified in Table I Appendix A of report WPC.24.02.08**

13.2 To note and approve a summary of direct debits on the Unity Trust Current Account or Corporate Multi-pay Card for the 2024.25 financial year, set out at Table ii, Appendix A to report WPC.24.02.08.

- 24.02.14 To consider a proposal for authorising the costs of play equipment supplies and remedial works arising from play inspections (tabled and circulated as **WPC.24.02.09**), together with a proposal for longer term improvements to be funded from grant application(s) and take action as appropriate.
- Proposal: Cllr Couzens**
- i. **authorise the cost of inspection and/or maintenance training for up to two councillors at a cost of not more than £500.**
  - ii. **The Estates Committee authorise the clerk to purchase replacement equipment (including where necessary, the cost of fitting replacements) as identified under the monthly inspections undertaken in accordance with the service level agreement (low risk or greater) with West Suffolk Council during the financial year 2024/25 up to:**
    - a. **Playground Cemetery Road (including Zip wire) £1500.00 plus VAT**
    - b. **Playground Bury Road £1000.00 plus VAT**
    - c. **MUGA & Skate Park £ 500.00 plus VAT**
  - iii. **Authorise the clerk to prepare purchase order(s) for purchase of replacement materials and works to play equipment at Cemetery Road, Bury Road and the Zip Wire for the items identified at Appendix D for the current and next financial years year, at a cost of not more than £3000.00 plus VAT, supplier(s) to be determined by clerk based on value for money at time of order.**
- 24.02.15 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC.24.02.10**) from organisations and take appropriate action.
- Proposal: Cllr Lavelle**  
**To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC.24.02.07.**
- 24.02.16 To note Planning results as notified by West Suffolk summarised below:
- 13.1 **DC/24/0066/HH** - Householder planning application
    - a. one and a half storey side extension
    - b. one and a half storey rear extension
    - c. cladding to replace existing rendered areas and cladding to proposed elevations
    - d. replace existing roof tiles

**St Helier Attleton Green Wickhambrook Suffolk CB8 8YB**  
**WSC:** Application Granted                      **WPC:** No objections (Min. WPC.EO.24.02.06.1)
  - 13.2 **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**  
**WSC:** Application Granted                      **WPC:** No objections (Min 23.11.14.1)
- 24.02.17 To note the following Planning applications notified by SEBC for comment:
- 17.1 DC/24/0169/HH** - Householder Planning Application
    - a. single storey side extension
    - b. front porch

**Sunset Bungalow Meeting Green Wickhambrook CB8 8XS**
  - 17.2 That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 24.02.17 Any other Planning matters for information, to be noted or for inclusion on a future agenda.

- 24.02.18 Any other matters for information, to be noted or for inclusion on a future agenda:
- D-Day 80 –
    - Empire Medals
    - Lamp the light of peace
    - Ringing out for peace
  - Play Equipment Training for Councillors and/or Lay Members
  - The carnival committee:
    - support the provision of the St John ambulance service at a cost of around £250
    - use of Six Acres for parking/ vehicle displays during the carnival on 13th July
  - Use of Stripe for on-line payments
  - Thermal Camera – booking for 2024–25
- 24.02.21 To confirm that the scheduled date for the next meeting is Thursday 25<sup>th</sup> April 2024 beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 24.02.22 Close of meeting.

**Published & posted 23rd February 2024**



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