

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 25th April 2024**

- Present:** Cllrs Couzens, Grimes, Karunaratne, Smith and Turner
Clerk: Hilary Workman
Mr K Grimes
- 24.04.01 **Noted:** Apologies for absence to be noted or approved:
- Approved: Cllr Mike Lavelle – annual leave
 - Noted: WS Cllr Sarah Pugh & SC Cllr Bobby Bennett
- 24.04.02 **Noted:** That when invited, there were
- 2.1 No Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
 - 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 2.3 No requests for dispensations
 - 2.4 Two additions to the Council's Register of Interests (Cllrs Smith & Grimes)
- 24.04.03 Resolved**
That the Minutes of the Parish Council ordinary meeting held on 29th February 2024, as tabled, be agreed as a true record.
- 24.04.04 Noted:**
The meeting considered the co-option of one Councillor to the Parish Council (previously circulated as **WPC.24.04.01**) and
- 4.1 Resolved**
That Kevin Grimes be co-opted on to Wickhambrook Parish Council to serve as a councillor forthwith.
- 4.2 Received the co-opted Councillor's Declaration(s) of Acceptance of Office and
 - 4.3 Noting that there were no declarations as at agenda item 2 above
- Cllr Kevin Grimes was welcomed to the meeting**
- 24.04.05 **Noted:** Reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
- 5.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)
 - 5.2 Cllr Mrs Sarah Pugh, West Suffolk Council (*previously circulated*)
- 24.04.06 **Noted:** Public Forum – (**Open Session**)¹.19:34
That when public comments or question on any Agenda item or matter of concern were invited, there being no members of the public present, the session was closed.
- 24.04.07 **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.24.04.02**) and noted that there were no actions to take.
- 24.04.08 **Noted:** Reports and requests to this meeting relating to Councillors' Portfolios
- 8.1 **Emergency Planning** Cllr Mike Lavelle
 - 8.2 **Highways/VAS reporting** Cllr Paul Couzens
- An oral report that the Speed Indicator Device (SID) shared with Lidgate parish had been collected by the Lidgate representative, and that the parishes would move to a two month rota. The parish SID would be charged before being moved to a new location.

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.

- 8.3 **Neighbourhood Planning** Cllr Tracey Turner
The meeting considered an update on the Draft Neighbourhood Plan (previously circulated as **WPC.24.04.03**) and noted an oral update from Cllr Turner that the planning consultant (Places4People) had advised that West Suffolk would be likely to ask the parish to commission an environmental survey in respect of the proposed site, which (although funding would likely be sourced through a government grant), would be likely to delay progress of the Neighbourhood Plan by six to nine months.
- 8.4 **Road Safety Working Group** Cllr Mel Karunaratne
An oral report from Cllr Karunaratne that he was in the process of arranging an initial meeting of the group.

24.04.09 To note decisions of Estates Committee on 4th April 2024

24.04.11	Resolved To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1,000 plus VAT for the financial year 2024.25.
24.04.10	Resolved To appoint a contractor to undertake remedial works to remaining memorials identified as unsafe (WPC.EC.24.04.03) at a cost of not more than £2025 plus VAT.
24.04.09	Resolved To authorise the commissioning of a Survey of Parish Trees in 2024 and undertake two walk-round tree inspections in years 2 and 3 (2025 & 2026) at a cost of £550 plus VAT in 2024 to be carried out by Acacia Tree Surgery.
24.04.05.7	Agreed: Request from Carnival Committee for the PC to allow parking on Six Acres for the Fete & Flower Show in July – the Committee had no objections to the request and asked the clerk to respond accordingly.
24.04.03	Resolved: That the Minutes of the Estates Committee meeting held on 1st February 2024, as tabled, be agreed as a true record

24.04.10 Noted: Clerks report:

- 10.1 VAT claims for February and March have been submitted (£180.64, £607.44) and been received.
- 10.2 Scribe had been instructed and work is progressing on preparation for onboarding of records to new cemetery software. The meeting agreed that payment methods for receipts would be limited to cheque and BACs (and STRIPE would not be used).
- 10.3 The meeting noted the funds disbursed to charities and local organisations in the 2023.24 financial year (previously circulated as **WPC.24.04.04**).
- 10.4 The account for supply of water to the Bowls Green was £12.41 in credit, service charges averaging £6.50 per month.
- 10.5 The Royal Navy Past and Present Bench had been delivered and a date for installation was to be confirmed. A further bench for the Eastern End of Six Acres was also awaiting installation.
- 10.6 The meeting noted an update to ICT and Social Media (previously circulated as **WPC.24.04.05**) and
Resolved
i) To authorise expenditure for print toner in the current financial year at a cost of not more than £600 plus VAT.
ii) To authorise the cost of call out charges when needed to resolve IT issues on the parish laptops, to a maximum of £150 plus VAT for the current financial year.
- 10.7 An order for replacement play equipment consumables had been submitted to Online playgrounds (**Min. 24.02.14** refers) and that there was a lead time of 8-10 weeks. A date for fitting to be advised.
- 10.8 Parish Insurance had been renewed with Zurich Municipal under the Long Term Agreement (**Min. 24.02.10.7** refers).
- 10.9 Two places on a one day training course for inspection of play equipment had been booked through SALC for July.

- 10.10 The clerk had made a claim for a replacement defibrillator battery under warranty and arrangements had been made for the defibrillator unit at the Fire Station, Giffords Hall to be swapped out whilst this was checked. In the event that the suppliers don't replace under warranty (Budget Line: Safety & Security, Lawful Basis: Public Health Act 1936, s.234), the meeting

Resolved

The parish council authorise the purchase of a replacement battery for the defibrillator at a cost of not more than £ 238.50 plus VAT.

- 10.11 Following a request from the Clerk, West Suffolk Council have donated a further six sets of Litter Picking equipment to the parish council.
- 10.12 Excello Law had provided an interim summary on progress with transfer of land to be reported to the May meeting.

24.04.11 Noted:

The meeting considered the Financial Risk Assessment (previously circulated as **WPC.24.04.06**) and

Resolved

That this Council receives and approves the Financial Risk Assessment (circulated & tabled as Appendix B of WPC.24.04.06) as being a proper assessment of the financial risks facing the Council and that it demonstrates that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.

24.04.12 Noted:

The meeting considered the outcome of the Internal Audit for the financial year 2023-2024 (previously circulated as **WPC.24.04.07**) and

12.1 Resolved

That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.24, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 24.01.09.1 refers) and circulated and tabled as Appendix F of WPC.24.04.07, noting that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer

12.2 Resolved

That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.24, (circulated and tabled as Appendix D of WPC.24.04.07) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

12.3 Resolved

That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix G of WPC.24.04.07) as demonstrating a sound system of internal control including the preparation of the accounting statement at Section 1 of the Annual Return for the year ended 31.03.24 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

12.4 Resolved

That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix H of WPC.24.04.07) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.24 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval

12.5 To note that the period for public inspection of the Annual Accounts will be between **Monday 3rd June – Friday 12th July 2024** and a notice will be published and posted to that effect.

24.04.13 Noted:

13.1 The following income received

Voucher	Date	Description	Supplier / customer	Account name	Total
841	26/03/2024	Memorial GS937CR	Spencer Wix	Cemeteries	£ 175.00
842	25/03/2024	Memorial GS301L - Additional Ins	Hanchets	Cemeteries	£ 125.00
843	15/03/2024	VAT refund from HMRC		VAT Repayments	£ 180.64
847	19/03/2024	Transfer Deed WC/NEW/301K	Cemetery Receipts Individuals	Cemeteries	£ 55.00
846	31/03/2024	Credit Interest Q4	Unity Trust Bank	Bank Interest	£ 102.60
932	10/04/2024	VAT refund from HMRC		VAT Repayments	£ 607.44
947	18/04/2024	Exclusive Right of Burial GS/WC/	Bereaved Family	Cemeteries	£ 300.00
948	04/04/2024	Exclusive Right of Burial GS/WC/	Exclusive Right of Burial	Cemeteries	£ 275.00
					£ 1,820.68

13.2 The payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
738	02/11/2023	23.11.10	Avery Self Adhesive Clear Parcel	Amazon EU S.a.r.l UK Branch (Refund to Clerk)	#GB36MNTXE	Office Supplies	£ 25.48
804	07/02/2024	23.07.11	Solar Post Cap Lights - Six Acre	Zhulaisihjinxiguojimaoyiyouxiangongsi (Refund to Clerk)	#DS-ASE-INV	Safety and Security	£ 114.97
939	20/05/2024	24.04.12.2	One Day Routine Play Inspection	Suffolk Assn. of Local Councils	#28215	Training	£ 264.00
943	31/05/2024	24.02.13.1	SALC Membership Subscription 24/	Suffolk Assn. of Local Councils	#28773	Subscriptions and Memberships	£ 500.06
945	29/04/2024	24.04.12.2.	Easy PC Accounts Subscription 24	Easy PC Accounts	#731	Other Software Subscriptions	£ 96.00
949	24/04/2024	24.04.13.	Post Office postage	Post Office Ltd (Refund to Clerk)		Services and Supplies	£ 2.70
950	26/04/2024	23.09.7iii	Neighbourhood Plan Support	Places4People	#489	Neighbourhood Plan	£ 1,116.00
951	26/04/2024	24.04.13.2.	Q4 Home working Allowance	Hilary Workman		Q4 Home wor Clerk/RFO Mileage and Subsistance	£ 64.50
952	26/04/2024	24.04.13.2.	Q4 Mileage & Subsistance	Hilary Workman		Q4 Mileage &c Clerk/RFO Mileage and Subsistance	£ 69.26

13.3 Resolved

That the payments to be made, listed above at 13.2 be authorised.

13.4 The payments made below, previously authorised:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
830	18/03/2024	23.02.10.	Clerk mobile 16/01/2023 - 15	3 Business Services, Hul	#9851013030	Phone and Internet Service	£ 22.00
831	10/03/2024	23.02.10.	Electricity 22/01/24 - 221/02,	British Gas	#6962210	Electricity - Chapel of Rest	£ 13.79
832	22/02/2024	23.02.10.	Adobe Software 22-02-24 - 2	Adobe Systems Softwar	IEN202400954	Other Software Subscripti	£ 19.97
833	01/03/2024	23.11.9.6	Rabbit Guards &supp	gardener Supplies		Cemetery and Memorial Ri	£ 58.95
834	31/03/2024	23.02.10.	Website Updates Dec'23 - Fe	Mdsign	#2339	Website	£ 225.00
835	08/03/2024	24.02.15	Charitable Donation - Rural C	The Rural Coffee Caravan		Charitable Donations	£ 100.00
836	08/03/2024	23.11.18	Works to Memorial Clock	Haward Horological Ltd	4298	Memorial Clock	£ 1,560.00
837	08/03/2024	24.02.10.	Parish Insurance	Zurich Municipal	#530696866	Insurance	£ 1,427.21
838	08/03/2024	24.02.10.	Parish Insurance - uplift on A	Zurich Municipal	#531424174	Insurance	£ 186.71
839	28/03/2024	WPC.23.(Clerk Salary period 12	Hilary Workman		Clerk/RFO Salary	£ 1,169.27
840	25/03/2024	24.02.14.	Playground Maintenance Con	fenland Leisure Product	#62937	Playground - Cemetery Ro	£ 754.68
844	04/03/2024	23.09.11.	March '24 Corporate Multipa	Lloyds Bank PLC		Corporate Multipay Service	£ 3.00
845	31/03/2024	23.02.10.	Bank Service Charge to 31 M	Unity Trust Bank		Bank Service Charge - Unii	£ 18.00
935	12/04/2024	EC.24.02.	Royal Navy Past and Present	David Ogilvie Engineerin	#190648	Cemetery and Memorial Ri	£ 1,941.60
936	15/04/2024	24.02.13.	Clerk Mobile 16/02/2024 - 15	3 Business Services, Hul	#9851013030	Phone and Internet Service	£ 22.00
937	05/04/2024	23.02.10.	TaxNI Period 12	Contribution HMRC		TAX/NI period HMRC/NI Contributions	£ 169.57
938	12/04/2024	23.02.10.	Pension Contributions Period	NEST Pensions		Pension Contri	£ 54.31
941	08/04/2024	24.02.13.	Electricity 22/02/24 - 22/03/2	British Gas	#7223935	Electricity - Chapel of Rest	£ 13.01
942	28/05/2024	WPC.23.(Payroll to 31 March 2024	Suffolk Assn. of Local C	#28403	Administration of Payroll a	£ 57.60
944	07/04/2024	24.02.13.	Microsoft Basic 07/03/24 - 06	Microsoft Ireland Operat	#E0100RNGKP	Microsoft Office Subscripti	£ 47.04
946	15/04/2024	EC.24.02.	Scribe Accounts Subscription	Starboard Systems Limi	#INV5389	Other Software Subscripti	£ 774.00

13.5 The following expenditure under delegated authority:

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. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed -

Purchase of print toner & waste toner bottle: Printerland - £264.21 plus VAT.

13.6 the current account balances and reconciliation to 31st March 2024, and the Chairman's confirmation that they are supported by relevant bank balances.

13.7 **Update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Kevin Grimes to be added as an authorised signatory (view only).**

13.8 The Chair's review of the internal control statement (previously circulated as **WPC.24.04.08**) and any proposed actions arising from this.

Signed: Mike Lavelle

Dated: 30/05/2024

24.04.14 Noted:

The meeting considered the updated budget report to 31st March 2024 including a summary of propose virements to earmarked reserves (previously circulated as **WPC.23.04.09**) and

Resolved

To approve transfer of funds equivalent to the underspends from revenue budget (highlighted in yellow on Appendix A) into the relevant Earmarked Reserves indicated in Appendix B of report WPC.24.04.09 and note net changes to earmarked reserves.

24.04.15 Noted:

The meeting considered the approved budget for the current financial year (previously circulated as **WPC.23.04.10**)

Resolved

To approve transfer of funds from Earmarked Reserves to revenue budget lines as indicated in Table 1 of report WPC.24.04.10 and note net changes to earmarked reserves.

24.04.16 Noted:

The meeting considered requests for financial support by Wickhambrook Parish Council (previously circulated as report **WPC.24.04.11**) from local organisations and

Resolved

- i. £240.24, being the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete; and**
- ii. £170 towards the cost of bulbs for autumn Planting as part of the National Big Help Out undertaken by Women’s Institute members in Wickhambrook**

24.04.17 Noted: Planning results as notified by West Suffolk summarised below:

17.1 **DCON(A)/21/0518** - Application to discharge condition 5 (Non-Licensed Great Crested Newt Mitigation Method Statement) of DC/21/0518/FUL

Aldersfield Hall Ashfield Green Wickhambrook Newmarket CB8 8UZ

WSC: Approve application **WPC:** Not Consulted.

17.2 **DC/24/0169/HH** - Householder planning application

a. single storey side extension b. front porch

Sunset Bungalow Meeting Green Wickhambrook Suffolk CB8 8XS

WSC: Approve Application **WPC:** No Objections (Min 24.02.17.1)

24.04.18 Noted: Planning applications notified by West Suffolk for comment:

18.1 **DC/24/0180/HH** - Householder planning application

Retention of two outbuildings

Lane Cottage Coltsfoot Green Wickhambrook Suffolk CB8 8UW

No objection

18.2 **DC/24/0319/FUL** Planning application – see report

WPC.24.04.12_DC.24.0319.FUL

Agricultural building

Peacocks Farm Farley Green Wickhambrook Suffolk CB8 8PX

No objection

18.3 **DC/24/0371/TPO** - -TPO 504 (2010) tree preservation order

One Oak (T1 on plan and on order) works as per annotated photo

17 The Meadows Wickhambrook Newmarket Suffolk CB8 8GW

No objection

18.4 **DC/24/0385/HH** - Householder planning application

a. single storey rear extension

b. first floor rear extension with balcony

5 Clopton Yard Giffords Lane Wickhambrook Suffolk CB8 8QB

No objection

- 18.5 [DC/24/0436/VAR](#) - Planning application
variation of condition 2 of DC/22/1810HH to allow use of amended drawings
04 and 05 to allow for roof form changes
6 Wickham House Bungalows Giffords Lane Wickhambrook CB8 8PH
No objection
- 18.6 **That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 24.04.19 **Noted:**
That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none.
- 24.04.20 **Noted:**
The clerk having left the room, the meeting considered the Chair's report with respect to Clerk's salary and annual leave (previously circulated) and following discussion, invited the clerk to return to the meeting and confirmed their approval of the annual pay award and noted change of the leave entitlement in accordance with the terms of contract.
- 24.04.21 **Noted:**
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- Bench in Memory of George Woods (the meeting noted that there is no longer a bench at the surgery and asked the Clerk to identify a number of options which could be presented to the family.
 - D-Day 80 – the meeting asked the clerk to extend the opportunity to light a Lamp of Peace to residents of the parish.
 - Thermal Camera – booking for 2024–25
- 24.04.22 **Noted:**
That the scheduled date for the next meeting is Thursday 30 May 2024 beginning at 7:00pm at the Dulcie Smith Room, Wickhambrook Memorial Social Centre.
Apologies Cllr Turner
- 24.04.23 **Noted:** Close of meeting. 20:09