

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 25 April 2024 @ 7:30pm

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

- 24.04.01 Apologies for absence to be noted or approved:
- Cllr Mike Lavelle – Personal arrangements
- 24.04.02
- 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.
- 24.04.03 Proposal: Cllr Lavelle**
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** To consider the co-option of Councillor(s) to the Parish Council (tabled and circulated as **WPC.24.04.01**) and to take action as appropriate
- 4.1 Proposal:**
That Kevin Grimes 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.
- 24.04.05 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
- 24.04.06 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
- 24.04.07 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (table and circulated as **WPC.24.04.02**) and take action as appropriate.
- 24.04.08 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate
- 8.1 **Emergency Planning** Cllr Mike Lavelle
 - 8.2 **Highways/VAS reporting** Cllr Paul Couzens

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
To consider an update on the Draft Neighbourhood Plan (tabled and circulated as **WPC.24.04.03**) and take action as appropriate
- 8.4 **Road Safety Working Group** Cllr Mel Karunaratne
To consider an update on the Road Safety Working Group

24.04.09 To note decisions of Estates Committee on 1st February 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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 10.1 VAT claims for February and March have been submitted (£180.64, £607.44) and received.
- 10.2 To note that Scribe has been instructed and work is progressing on preparation for onboarding of records to new cemetery software.
- 10.3 To note the funds disbursed to charities and local organisations in the 2023.24 financial year (tabled and circulated as **WPC.24.04.04**) and take action as appropriate.
- 10.4 To note that the account for supply of water to the Bowls Green is currently £12.41 in credit, service charges averaging £6.50 per month.
- 10.05 To note that the Royal Navy Past and Present Bench has been delivered and a date for installation is to be confirmed. A further bench for the Eastern End of Six Acres is also awaiting installation.
- 10.6 To note an update to ICT and Social Media (tabled and circulated as **WPC.24.04.05**) and take action as appropriate.
- Proposal: Cllr Couzens**
- 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 To note that an order for replacement play equipment consumables has been submitted to Online playgrounds (**Min. 24.02.14** refers) and that there is currently a lead time of 8-10 weeks. A date for fitting to be advised.
- 10.8 To note that Parish Insurance has been renewed with Zurich Municipal under Long Term Agreement (**Min. 24.02.10.7** refers).
- 10.9 Two places on a one day training course for inspection of play equipment have been booked through SALC for July (see item 12.2.)
- 10.10 To note that the clerk has made a claim for a replacement defibrillator battery under warranty and arrangements have been made for the defibrillator unit at the Fire Station, Giffords Hall to be swapped out whilst this is checked. In the event that the suppliers don't replace under warranty (Budget Line: Safety & Security, Lawful Basis: Public Health Act 1936, s.234).
- Proposal: Cllr Couzens**
- 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 To note 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 To note that Excello Law has provided an interim summary on progress with transfer of land to be reported to the May meeting.

24.04.11 To consider the Financial Risk Assessment (tabled and circulated as **WPC.24.04.06**) and take action as appropriate.

Proposal: Cllr Lavelle

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 To consider the outcome of the Internal Audit for the financial year 2023-2024 (tabled and circulated as **WPC.24.04.07**) and take action as appropriate

12.1 Proposal: Cllr Lavelle

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 following recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:

12.2 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 2023** and a notice will be published and posted to that effect.

24.04.13 13.1 To note 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 To authorise 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	Zhulaishijinxiguojiamaoyiyouxiangongsi (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 & Clerk/RFO Mileage and Subsistance	£ 69.26

13.3 Proposal: That the payments to be made, listed above at 11.2 be authorised.

13.4 To note 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 - 153	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 Subscriptio	£ 19.97
833	01/03/2024 23.11.9.6	Rabbit Guards & suppor	Gardener Supplies		Cemetery and Memorial Re	£ 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		Corp Multipay Corporate Multipay Service	£ 3.00
845	31/03/2024 23.02.10.	Bank Service Charge to 31 M	Unity Trust Bank		Unity Trust Se Bank Service Charge - Unit	£ 18.00
935	12/04/2024 EC.24.02.	Royal Navy Past and Present	David Ogilvie Engineerin	#190648	Cemetery and Memorial Re	£ 1,941.60
936	15/04/2024 24.02.13.	Clerk Mobile 16/02/2024 - 153	Business Services, Hul	#9851013030	Phone and Internet Service	£ 22.00
937	05/04/2024 23.02.10.	TaxNI Period 12 Contributor	HMRC		TAX/NI period HMRC/NI Contributions	£ 169.57
938	12/04/2024 23.02.10.	Pension Contributions Period	NEST Pensions		Pension Contri Pension Contributions	£ 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 Cc	#28403	Administration of Payroll a	£ 57.60
944	07/04/2024 24.02.13.	Microsoft Basic 07/03/24 - 06	Microsoft Ireland Operat	#E0100RNGKF	Microsoft Office Subscriptio	£ 47.04
946	15/04/2024 EC.24.02.	Scribe Accounts Subscription	Starboard Systems Limi	#INV5389	Other Software Subscriptio	£ 774.00

13.5 To note 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 To note 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 To 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 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.24.04.08**) and any proposed actions arising from this.

24.04.14 To note the updated budget report to 31st March 2023 including a summary of propose virements to earmarked reserves (tabled and circulated as **WPC.23.04.09**) and take action as appropriate.

Proposal: Cllr Lavelle

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.23.04.09 and note net changes to earmarked reserves.

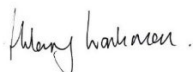
24.04.15 To note the approved budget for the current financial year (tabled and circulated as **WPC.23.04.10**) and take action as appropriate.

Proposal: Cllr Lavelle

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** To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC.24.04.11**) from local organisations and take appropriate action.
Proposal: Cllr Lavelle
- 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 To note 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 Suffolk CB8 8UZ**
WSC: Approve application WPC: Not Consulted.
 - 17.1 **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** To note the following Planning applications notified by SEBC for comment:
- 18.1 [DC/24/0180/HH](#) - Householder planning application
Retention of two outbuildings
Lane Cottage Coltsfoot Green Wickhambrook Suffolk CB8 8UW
 - 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
 - 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
 - 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
 - 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 Suffolk CB8 8PH
 - 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 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 24.04.20 To note Chair’s report with respect to Clerk’s salary and annual leave (tabled and circulated) and take action as appropriate.
- 24.04.21 Any other matters for information, to be noted or for inclusion on a future agenda:
- Bench in Memory of George Woods
 - D-Day 80 –
 - Empire Medals
 - Lamp the light of peace
 - Ringing out for peace
 - Thermal Camera – booking for 2024–25
- 24.04.22 To confirm 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.
- 24.04.23 Close of meeting.

Published & posted 19th April 2024



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