

Wickhambrook Parish Council

Minutes

Of an ordinary meeting of the Parish Council held on **Thursday 30th May 2024**

- Present:** Cllrs Couzens, G Grimes, Karunaratne and Smith
Clerk: Hilary Workman, Sarah Pugh, 11 Members of the public
- 24.05.01 **Noted:**
The meeting elected Cllr Mike Lavelle as Chairman of the Council for the coming year.
- 24.05.02 **Noted:**
The declaration of acceptance of Office to be signed at or before the next meeting.
- 24.05.03 **Noted:**
The meeting elected Cllr Paul Couzens as Vice Chairman of the Council for the coming year
- 24.05.04 **Noted:** The following apologies were approved :
- Cllr Tracey Turner – business commitment
 - Cllr Andrea Grimes – work commitment - approved
- 24.05.05 **Noted:** That when invited, there were:
- 5.1 No Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
 - 5.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 5.3 No requests for dispensations
 - 5.4 No additions and/or deletions to the Council's Register of Interests
- 24.05.06 6.1 Resolved**
That the Minutes of the Parish Council meeting held on 25th April 2024, as tabled, be agreed as a true record.
- 6.2 That the minutes of the Estates Committee held on 4th April 2024 be noted.
- 24.05.07 **Noted:**
The meeting reviewed the delegation arrangements to committees and staff (previously circulated as **WPC.24.05.01**), and having noted any changes, approved them.
- 24.05.08** Noted:
The meeting received and reviewed Council Documents (previously circulated as **WPC.24.05.02**) and listed below
- 8.1.1 Accessibility Statement (website)
 - 8.1.2 Asset Valuation Policy
 - 8.1.3 Complaints Procedure
 - 8.1.4 Co-option of Councillors & Application form
 - 8.1.5 Data Protection Policy
 - 8.1.6 Dispensation of s.106 Agreement
 - 8.1.7 Document Retention & Disposal Policy
 - 8.1.8 Equality and Diversity Policy
 - 8.1.9 Estates Committee Terms of Reference
 - 8.1.10 Financial Regulations
 - 8.1.11 Financial Risk Assessment
 - 8.1.12 General Risk Assessment
 - 8.1.13 Grant Awarding Policy & Application Form
 - 8.1.14 Health and Safety Policy
 - 8.1.15 Media Policy
 - 8.1.16 Parish Action Plan
 - 8.1.17 Privacy Statement
 - 8.1.18 Publication Scheme
 - 8.1.19 Requests for Information Policy (FOI)

Signed: Paul Couzens

Dated: 25th July 2024

- 8.1.20 Reserves Policy
- 8.1.21 Risk Management Policy
- 8.1.22 Safeguarding Policy
- 8.1.23 Social Media Policy
- 8.1.24 Standing Orders
- 8.1.25 Subject Access Request
- 8.1.26 Suffolk Code of Conduct
- 8.1.27 Training & Development Policy
- 8.1.28 Wickhambrook Emergency Plan

And noting proposed changes,

Resolved

That this Council adopts the reviewed Council documents listed above for publication.

24.05.09 **Noted:** Reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

9.1 Cllr Bobby Bennett, Suffolk County Council (*previously circulated*)

9.2 Cllr Sarah Pugh, West Suffolk Council (*previously circulated*)

Cllr Pugh further advised that:

- The West Suffolk Council Local plan, which Wickhambrook Parish Council and its residents had actively engaged with, had now been submitted to the Secretary of State. WSC expected to be advised of comments over the summer. Cllr Pugh thanked the parish council for its engagement with the consultation process on behalf of its residents.
- A planning application had been received (DC/24/0474/FUL) for a smaller property adjacent to Aldersfield Place Farm
- Australia Farm had withdrawn its application (there had been a number of concerns raised about potential for damage to the Byeway).
- On 11th June Cllr Pugh would be touring her Ward with Chris Swarbrick, locality officer with the portfolio for young persons. They are keen to meet anyone who runs groups with a youth focus.
- She currently sits on the Rural Services Network for West Suffolk Council. Membership of the Rural Village Services Group (£50) can provide parish councils with a number of benefits, including:
 - Weekly Rural Bulletin setting out key rural news stories.
 - Monthly Funding Digest highlighting potential funding opportunities
 - Opportunity to share news and good practice
 - Dedicated RVSG newsletter six times a year.
 - One bespoke meeting a year for Councillors and Clerks
- The panel for the RSVG had recently been:
 - lobbying with BT to delay the introduction of Digital Voice until at least 2027, due to its adverse impact on rural residents.
 - campaigning for fairer funding for rural communities (which get less per capita than urban communities).
 and Cllr Pugh asked that the parish let her know of any rural issues that she could raise on its behalf.

Cllr Lavelle raised the issue of recent damage to gardens and public spaces from herbicidal spray. Cllr Pugh confirmed that West Suffolk does not use Glyphosphate herbicides and has not done so for a number of years.

24.05.10 **Noted:**

The meeting considered proposals to appoint or to confirm the following officers of the Council (previously circulated as **WPC.24.05.03**) and confirmed appointments to the following posts (confirmed postholder in brackets)

- | | | |
|--------|--------------------------------------|----------------------|
| 10.1.1 | Cemetery & Churchyard Officer | (Cllr Andrea Grimes) |
| | Cemetery Records Project | (Cllr Andrea Grimes) |
| 10.1.2 | Emergency Planning | (Cllr Mike Lavelle) |
| 10.1.3 | Environment & Sustainability Officer | (Mrs Mary Jolland) |

Signed: Paul Couzens

Dated: 25th July 2024

- 10.1.4 Footpath Officer (Mr Roger Medley)
- 10.1.5 Highways & VAS Officer (Cllr Paul Couzens lead, Cllr Kevin Grimes)
- 10.1.6 Internal Monitoring Officer (Cllr Mike Lavelle)
- 10.1.7 Neighbourhood Plan Working Grp (Cllr Tracey Turner lead, Cllr Linda Smith)
- 10.1.8 Planning Officer (Cllr Tracey Turner)
- 10.1.9 Youth Facilities Officer (Cllr Mel Karunaratne)
- 10.1.10 Play area inspections (Bury Road) (Cllr Kevin Grimes)
- 10.1.11 Play area inspections (Cem.Rd) (Cllr Mel Karunaratne)
- 10.1.12 Public Access Devices Officer (Cllr Paul Couzens)
- 10.1.13 Road Safety Working Group (Cllr Mel Karunaratne lead, Cllr Kevin Grimes)
- 10.1.14 SALC Area Meetings (Cllr Linda Smith)
- 10.1.15 Six Acres Officer (Cllr Mike Lavelle)
- 10.1.16 Tree Officer (Mr David Di Giulio)
- 10.1.17 Village Greens Officer (Mr David Di Giulio)
- 10.1.18 Village Recorder (Dorothy Anderson)
- 10.1.19 Social Media & News Officer (Cllr Linda Smith)
- 10.2 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate:
 United Charities (Mr Julian Wilson)
 Mr Wilson provided a brief update on the United Charities, advising that:
- Two almshouses adjacent to All Saints Church had been established in 1634 by Antony Sparrow (believed to later be Bishop of Norwich).
 - The almshouses are Grade II, with thatched roofs, which are a challenge to maintain.
 - Finances for Wickhambrook United Charities were reasonably robust, with most expenditure being on running repairs to the almshouses.
 - In the previous year, a new water main had been put in, and porches maintained and re-painted.
 - Next summer it is planned to replace the ridge on the thatch and aprons (below chimney), which would be likely to cost in region of £16k.
 - Mr Wilson has been a trustee since 2000 and treasurer of the United Charities since 2010.
- The meeting thanked Mr Wilson for his time and contribution to United Charities.
- 10.3 To appoint members to the following Committees (current post holders in brackets)
 Estates Committee (Cllrs Couzens, Karunaratne & Lavelle)
- 10.4 In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee (Cllr Couzens)
- 10.5 In accordance with Standing Order 4 d)v, to appoint two substitute members to the Estates Committee whose role is to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend. (Cllrs Kevin Grimes, Linda Smith)

24.05.11 **Noted:**

The meeting confirmed continuing membership of the following organisations, current subscriptions indicated in brackets:

11.1	Community Action Suffolk	FOC
11.2	Community Land Trust Network	£90.00
11.3	ICO Data Protection	£35.00
11.4	Suffolk Association of Local Councils	£500.06
11.5	Society of Local Council Clerks (Clerk)	£180.00

24.05.12 **Noted:**

The meeting reviewed inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (previously circulated as **WPC.24.05.04**) and identified no further actions.

Signed: Paul Couzens

Dated: 25th July 2024

- 24.05.13 **Noted:**
Confirmation of approved dates for meetings to the next Annual Meeting in 2024, to be held in The Pavilion, Memorial Social Centre, Wickhambrook unless otherwise advised.
2024/2025 Parish Council Meetings:
Thursday 25th July, 26th September, 28th November '24, 16th January, 27th February, 24th April & 29th May '25
2024/2025 Estates Committee Meetings:
Thursday 13th July, 12th September, 14th November '24 & 6th February, 3rd April '24
- 24.05.14 **Noted:**
The meeting confirmed the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
View & Authorise Cllrs P Couzens; M Karunaratne; L Smith, T Turner
View Only Cllrs M Lavelle, A Grimes, K Grimes
- 24.05.15 **Noted:**
That SALC would continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
- 24.05.16 **Noted:**
The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as report **WPC.24.05.05**) and identified no further actions.
- 24.05.17 **Noted:** Public Forum – (**Open Session**)¹ 19:27
That when comments or questions on any Agenda item or matter of concern were invited from those members of the public present, the following:
Damage Caused by Herbicidal Spray to Gardens and Public Spaces:
Following questions, the clerk and chair confirmed the following:
- That at present no one had accepted responsibility.
 - West Suffolk, having checked their schedules and vehicle logs, had confirmed that they were not in the parish on 1st May.
 - Havebury had advised that they were not responsible for any of the areas affected; and
 - Suffolk County Council had advised that it was not them, but investigations were continuing.
 - Part of Suffolk County Council's responsibility is for the meadow adjacent to Cemetery Road, a conservation area with an endangered species of fern. The meeting asked the clerk to escalate this matter through our county councillor
 - There is mixed responsibility for cuts in the areas damaged. The meeting asked the clerk to formally request that West Suffolk DC and Suffolk County Council repair damage to those areas for which they are responsible.
 - Inspectors were due in the parish this week, no updates had been received arising from these visits yet.
 - Suffolk County Council had advised that if property owners wished to effect repairs to their damaged property, that they should keep images of damage and any repairs made.
 - The parish council would post any updates it receives to the website.
- The meeting asked the clerk to ask for any images/or video which could help in identifying the person(s) responsible, which could in turn be forwarded to relevant public bodies.

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.

Land adjacent to Aldersfield Place Farm

Members of the public raised the following matters of concern with respect to Agenda item **24.05.23**, Planning application **DC/24/0474/FUL**

- Although the most recent application did represent a reduction in size, the proposal was still for a sizeable property (being only very slightly smaller than previous applications)
- Although the plans included a softening of street scene, the property being set back further on the plot, the likely impacts remained the same with respect to:
 - Damage to and loss of trees and hedgerows
 - Loss of green space
 - The likely impact on Aldersfield Place Farm, which West Suffolk Council had determined to be a Non-Designated Heritage Asset, and the loss of its large garden
- That the statements included in the Heritage Impact Statement submitted might not be substantiated, and particularly that it would be unlikely that the proposed plans represented a biodiversity enhancement
- That there appeared to be some anomalies on application with respect to the plot size, which was described as 0.1 hectare (which they believed would have represented half of the plot shown on the plan)
- That the design of property had some features which gave cause for concern, specifically that there appeared to be no viewing windows to the rear of the property
- That whilst they recognised that objections could only be made on the basis of the application submitted and not any future intent, they were concerned that there may be a future application for a property to the rear of that submitted on the plans

Members of the public asked for the parish council's continued support in an objection to West Suffolk.

Cllr Lavelle advised that the parish council, having listened to their concerns, would also consider how application meets criteria in its draft neighbourhood plan and emphasised that neighbour submissions carry weight with West Suffolk.

In accordance with Standing Order 10(a)vi, item 24.05.23 on the Agenda was considered at this point and is Minuted at 24.05.23.1.

Session Closed 19:47

24.05.18 Noted: Portfolios reports

18.1 **Highways/VAS reporting**

Cllr Paul Couzens

18.2 **Emergency Planning**

Cllr Mike Lavelle

18.3 **Neighbourhood Plan Working Group**

Cllr Tracey Turner

The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as **WPC.24.05.06**) and

Resolved

The Parish Council delegate authority to the clerk to apply to Locality for a grant to underwrite the cost of the Environmental Impact Assessment required by West Suffolk Council.

18.4 **Road Safety Working Group**

Cllr Mel Karunaratne

Cllr Karunaratne advised that, having contacted previous members of the group, who are unable to continue, the Fete and Flower show on 13th July would be a good opportunity to re-launch the group, with posters of previous activities and a summary of the issues the parish council has identified as a high priority from the perspective of residents of the parish. The stall may provide an opportunity to recruit volunteers to a Community Speed Watch group and recent flooding issues may also generate interest. The meeting accepted that it was difficult to establish what might be done to address parking issues at the school, and thanked Cllr Lavelle for his offer to raise this issue again at a Governor's meeting to generate further interest and possibly recruits to the working group. Cllr Grimes suggested that the parish council look into how Moulton had addressed their parking issues with the school as an example.

Signed: Paul Couzens

Dated: 25th July 2024

24.05.19 **Noted:** Clerk's report

- 19.1 Documents required for the 2023-2024 audit were submitted to SALC in early April and their Internal Audit Report received. AGAR Sections 1 and 2 were completed and approved at the April meeting (Min 24.04.12). Notice of Public Rights to be published Friday 31st May.
- 19.2 VAT Claim for the month of April had been submitted in the sum of £650.73 and payment received.
- 19.3 That the parish council did not have sufficient councillors who were elected (equal to or exceeding two thirds of its total number of councillors) and therefore the parish council did not at this time meet the second criteria to qualify for a General Power of Competence.
- 19.4 The Commemorative Royal Navy Past and Present Bench had been installed adjacent to the War Memorial in Wickhambrook Cemetery and a further bench installed below the inner banks of Six Acres.



- 19.5 Following work to clean the War Memorial, which included edging around the base of the memorial, stone chips have been purchased to infill.



- 19.6 The clerk and councillors had received ongoing negative comments about the quality of the cuts provided by the new Contractor. The clerk had fed these back to the contractor and had to request re-cuts in a number of areas. A walk around with the contractor was scheduled for late May.
- 19.6 Works to address maintenance issues in the play parks, MUGA and Skate Park were completed in May, but had not been recorded by the WS Play Inspector – the clerk was raising this with West Suffolk.
- 19.7 A brief update had been received from Exello Law with respect to the proposed transfer of land (part) from Havebury Housing Association to the parish council at Bury Road Pocket Park. Searches had been submitted and responses were awaited. Solicitors acting for Havebury had asked Exello law to shorten their normal pre-contract enquiries. A full report was expected at the July meeting.
- 19.8 Amenity grass, a protected wildflower meadow and residents properties had all be damaged by herbicidal spray undertaken by an unknown and unidentified contractor on 1st May. Havebury Housing Association, West Suffolk and Suffolk County Council have all stated that they did not instruct or carry out the spraying.
- 19.9 The clerk had received an update from Havebury confirming that it believed it is responsible for the small carpark at Nunnery Green where sap is falling onto residents vehicles and was putting plans in place to trim back trees and the hedgeline.

24.05.20 Noted:

20.1 the following income received

Voucher Date	Description	Supplier / customer	Supplier ref.	Account name	Total
957	25/04/2024 Parish Precept	West Suffolk Council	503792	Precept	£ 46,341.00
959	25/04/2024 Credit	E.ON	Refund	Miscellaneous Receipts	£ 90.00
1011	02/05/2024 WC/OLD/B1 Additional Inscrit	Abbey Memorials	WC/OLD/B1	Cemeteries	£ 130.00
1013	10/05/2024 WC/NEW/367P CR Interment	Bereaved Family	WC/NEW/367P CR	Cemeteries	£ 215.00
1018	14/05/2024 VAT refund from HMRC	HMRC		VAT Repayments	£ 650.73
					£ 47,426.73

20.2 The payments to be made as listed below:

Voucher Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1009	31/05/2024 24.05.12.2	Community Land Trust Network	National CLT Network CLO	#INV-3553	Subscriptions and Memberships	£ 90.00

20.3 Resolved

That the payments to be made, listed above at 20.2 be authorised.

20.4 The following payments previously authorised.

Voucher Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
953	22/04/2024 23.11.19	Local Searches and Chancel Insur	Excello Law	Searches	Parish Lands	£ 229.00
954	05/05/2024 Min. Ref 24.02.1	TaxNI Period 1 Contributions	HMRC	TaxNI Period 1	HMRC/NI Contributions	£ 164.41
955	23/04/2024 Min. Ref 24.02.1	Clerk Salary period 1	Hilary Workman	Clerk Salary period 1	Clerk/RFO Salary	£ 1,174.43
956	25/04/2024 Min. Ref 24.02.1	Pension Contributions Period 1	NEST Pensions	Pension Contributions pe	Pension Contributions	£ 54.31
958	20/05/2024 Min. Ref 24.02.1	Clerk Mobile 16/03/2024 - 15/04/	3 Business Services, Hutchison 3G UK Ltd	April '24	Phone and Internet Sei	£ 22.00
1000	31/05/2024 24.05.12.3.	Dog Waste Bags	JRB Enterprise Ltd	#26820	Bin and Dog Waste Col	£ 99.54
1001	03/05/2024 Min. Ref 24.02.1	Meeting Room Hire April '24	Wickhambrook Memorial Social Centre	#1557	Meeting Room Hire	£ 50.00
1002	09/05/2024 Min. Ref 24.02.1	Electricity 22/03/24 - 22/04/24	British Gas	#7486291	Electricity - Chapel of R	£ 13.98
1003	16/04/2024 Min. Ref 24.02.1	Adobe Software 22-03-24 - 21-04-	Adobe Systems Software Ireland Ltd	#IEN2024015180718	Other Software Subscri	£ 19.97
1004	16/05/2024 Min. Ref 24.02.1	Adobe Software 22-04-24 - 21-05-	Adobe Systems Software Ireland Ltd	#IEN2024020860553	Other Software Subscri	£ 19.97
1005	16/04/2024 Min. Ref 24.02.1	April '24 Corporate Multipa	Lloyds Bank PLC	Monthly fee	Corporate Multipay Sen	£ 3.00
1006	16/05/2024 Min. Ref 24.02.1	May'24 Corporate Multipay S	Lloyds Bank PLC	Monthly fee	Corporate Multipay Sen	£ 3.00
1007	16/04/2024 Min. Ref 24.02.1	Microsoft Basic: 07/02/24 - 06/03	Microsoft Ireland Operations Ltd	e0100r8e31	Microsoft Office Subscr	£ 48.66
1008	10/05/2024 Min. Ref 24.04.1	Wickhambrook WI - Bulbs for Big	Wickhambrook Women's Institute	Local Grant	Grants/Local Support ai	£ 170.00
1010	07/05/2024 Min. Ref 24.02.1	Microsoft Basic: 07/04/24 - 06/05	Microsoft Ireland Operations Ltd	#E0100S14JO	Microsoft Office Subscr	£ 53.90
1012	09/05/2024 WPC.23.02.10.1 L	February '24 Meetings	Wickhambrook Memorial Social Centre	#1531	Meeting Room Hire	£ 40.00
1014	13/06/2024 24.05.12.5	D-Day 80 Flag	Newton Newton Flag Makers Ltd	#6428	Services and Supplies	£ 28.80
1015	15/05/2024 Min. Ref 24.02.1	Emptying of Dog Bins 2024.25	West Suffolk Council	#1253912	Bin and Dog Waste Col	£ 574.08
1016	23/05/2024 Min. Ref 24.02.1	March Cut	Top Garden Services	#2170	Grounds Contract	£ 706.34
1017	23/05/2024 Min. Ref 24.02.1	April Cuts	Top Garden Services	#2171	Grounds Contract	£ 1,412.69
1019	22/05/2024 24.04.16.1	Wickhambrook Carnival Ctte - Fir	Wickhambrook Carnival Committee		Grants/Local Support ai	£ 240.24
1020	30/05/2024 Min. Ref 24.02.1	Clerk Salary period 2	Hilary Workman	Clerk Salary period 2	Clerk/RFO Salary	£ 1,205.08
1021	05/06/2024 Min. Ref 24.02.1	TaxNI Period 2 Contributions	HMRC	TAX/NI period 2	Clerk/RFO Salary	£ 183.24
1022	30/05/2024 Min. Ref 24.02.1	Pension Contributions Period 2	NEST Pensions	Pension Contributions pe	Clerk/RFO Salary	£ 57.46

20.5 The following expenditure under delegated authority:

- c) To spend up to £1000 in situations where (s) considers such expenditure to be justified after consultation with the Chairman of the Council or Chairman of the appropriate committee. Such authority to be evidenced by a Minute or by an authorisation slip duly signed –

Purchase of D Day 80 commemorative flag £28.80

20.6 The current account balances and reconciliation to 30th April 2024, and the Chairman's confirmation that they are supported by relevant bank balances.

24.05.21 Noted:

The review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.24.05.07**) and that there were no actions identified.

24.05.22 **Noted:** Planning results as notified by West Suffolk summarised below

- 22.1 **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
WPC: Refused **WPC:** No Objections
- 22.2 **DC/24/0344/P3QPA** - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015
Change of use from agricultural building to dwellinghouse (class C3) to create one dwelling
Barn Baxters Green Wickhambrook Suffolk
WSC: Prior Approval Required & Refused **WPC:** Not Consulted

Signed: Paul Couzens

Dated: 25th July 2024

- 22.3 [DC/24/0180/HH](#) - Householder planning application
Retention of three outbuildings
Lane Cottage Coltsfoot Green Wickhambrook Suffolk CB8 8UW
WSC: Application Granted **WPC:** No Objections
- 22.4 [DCON\(A\)/23/0194](#) - Application to discharge conditions 5 (surface of access), 10 (bin storage) and 13 (ecological enhancement) of DC/23/0194/FUL
Land Adjacent To Bunters Gait Nunnery Green Wickhambrook Suffolk
WSC: Application Granted **WPC:** Not Consulted
- 22.5 [DC/23/1274/LB](#) - Application for listed building consent
Removal of existing external materials and replace with new insulation, lathes and lime plaster internally and externally
Brooklyn Cottage Bury Road Wickham Street Wickhambrook CB8 8XJ
WSC: Application Granted **WPC:** No Objections (Min. 23.09.13.3ii)

24.05.23 Noted: the following Planning applications notified by West Suffolk Council for comment:

- 23.1 [DC/24/0474/FUL](#) - [Planning application](#)
One dwelling with vehicular access
Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk
The parish council considered this application and having considered:
1. The application and additional supporting documents available on West Suffolk's planning portal
 2. A briefing paper (**Report [WPC.Planning.24.05 DC.24.0474.FUL](#)**) prepared by the clerk
 3. Concerns raised by residents at Public Forum, and minuted under 24.05.17
 4. the following points identified by Cllrs at the meeting:
 - That the proposed development was not within the Settlement Boundary.
 - That in their view there was little material difference to the application arising from the revisions to spacing, height of roof line and block plan and they therefore continued to object on the same basis as previous consideration.
 - Cllr Lavelle - that a Neighbourhood Plan was being prepared and the existing proposals of the application would be unlikely to fit with the Design Codes of the proposed Neighbourhood Plan if approved by referendum.
- The meeting determined to **object to the application** for the following reasons:
- Settlement Hierarchy and Identity:**
The proposed site is not within the published settlement boundary of Wickhambrook [RV3 – Housing Settlement Boundaries], but in designated countryside [CS4 – Settlement Hierarchy & Identity, DM5 – Development in the Countryside]. It is acknowledged that the proposal may be described as small scale residential development [DM5]
- Sustainable Development:**
- a. District Council policies seek to protect the countryside against unsustainable development. Further development of the green could adversely affect its built character and sense of place.
 - b. The application does not appear to make provision for the installation of an electric charging points for the proposed dwelling. This could have a negative impact on air quality in the vicinity and is not consistent with the NPPF paragraphs 105 & 1101, Air Quality Planning Guidance, [CS2 – Conserving and where possible, Enhancing of Natural Resources including Air Quality], [DM14 – Protecting and Enhancing Natural Resources, Minimising Pollution and Safeguarding from Hazards], and Section 3.2 of Suffolk Parking Standards, which sets out requirements for electrical charging infrastructure.
- Noise and Disturbance:**
Site clearance, preparation and construction activities (including deliveries and removal of waste materials) would result in noise and disturbance to neighbouring properties, particularly at weekends and bank holidays, a material consideration.

Minimising Pollution and Safeguarding from Hazards:

Hazardous materials must be removed from site and not burnt, to ensure that there is no risk to contamination of ground or surface water and that the amenity of neighbouring areas is protected. Relevant policies are NPPF (paragraphs 170, 178, 179), (GP3), Policy CS2 (Sustainable Development) and Policy DM14.

Infrastructure Capacity:

that the provision of surface water disposal through a soakaway may increase the risk of surface water onto the highway within Ashfield Green, which already experiences regular flooding of the road (although this matter should have been adequately dealt with under application [CON\(A\)/18/1442](#) – Application to Discharge ...Condition 6 (surface water drainage).

Risk of loss of amenity to neighbouring properties:

arising from the proposed development (the rear garden of Minori, to the south east of the site, and opposite, the front of the properties Rowlands & Red Gables). The overlooking of a property and/or loss of privacy is a material consideration. NPPF paragraph 130(f) and policies [DM2- development principles and local distinctiveness] and [DM22- residential design] are relevant.

23.2 Resolved

That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

Some Members of the Public left after consideration of this agenda item.

24.05.24 Noted:

That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none.

24.05.26 None:

The meeting considered a proposal for works to Chapel of Rest, Wickhambrook Cemetery (previously circulated as **WPC.24.05.08**) and, asking that the Local History Society be given first refusal on the larger items, asked that the clerk then advertise them on Facebook Marketplace.

Resolved

- i. To authorise the purchase of additional storage for the Chapel of Rest and secure disposal of old papers in accordance with the parish council's Document Retention Policy at a cost of not more than £350 plus VAT.**
- ii. To approve disposal of spare furniture (pews, bearers, pulpit) free of charge (donations encouraged, for the purpose of supporting community organisations).**

24.05.27 Noted: That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:

- Grounds Contract
- Grant Application – Local History Society
- Outline bid for Six Acres and Play area improvements
- Clerk Mobile Business Plan – review of contract

24.05.28 Noted:

That the scheduled date for the next meeting is Thursday 25th July beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.

24.05.29 Noted: Close of meeting. 20:01pm

Signed: Paul Couzens

Dated: 25th July 2024