

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council on

Thursday 30th May 2024 @ 7:00pm

In: 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

- 24.05.01 To elect the Chairman of the Council for the coming year.
- 24.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 24.05.03 To elect the Vice Chairman of the Council for the coming year.
- 24.05.04 Apologies for absence to be noted or approved:
- Approval – Cllr Tracey Turner – business commitment
 - Approval – Cllr Andrea Grimes – work commitment
- 24.05.05
- 5.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
 - 5.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 5.3 To receive requests for dispensations
 - 5.4 To note any additions and/or deletions to the Council's Register of Interests.
- 24.05.06**
- 6.1 Proposal:**
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 To review the delegation arrangements to committees and staff (tabled and circulated as **WPC.24.05.01**), noting any changes and take action as appropriate.
- 24.05.08** To receive reviewed Council Documents (tabled and circulated as **WPC.24.05.02**) and listed below, noting any proposed changes and take action as appropriate
- 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)
- 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

Proposal: Cllr Lavelle

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

- 24.05.09 To receive any 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
- 24.05.10 To appoint or to confirm the following officers of the Council (tabled and circulated as **WPC.24.05.03**) or to take other action as appropriate (current post holder in brackets);
- 10.1.1 Cemetery & Churchyard Officer (Cllr Paul Couzens)
 - 10.1.2 Emergency Planning (Cllr Mike Lavelle)
 - 10.1.3 Environment & Sustainability Officer (Mrs Mary Jolland)
 - 10.1.4 Footpath Officer (Mr Roger Medley)
 - 10.1.5 Highways & VAS Officer (Cllr Paul Couzens)
 - 10.1.6 Internal Monitoring Officer (Cllr Mike Lavelle)
 - 10.1.7 Neighbourhood Plan Working Group (Cllr Tracey Turner)
 - 10.1.8 Planning Officer (Cllr Tracey Turner)
 - 10.1.9 Play area inspections Officer (Cllr Mike Lavelle)
 - 10.1.10 Play area inspections – Bury Road (Mr Kevin Grimes)
 - 10.1.11 Play area inspections – Cemetery Road (Cllr Mel Karunaratne)
 - 10.1.12 Public Access Devices Officer (Cllr Paul Couzens)
 - 10.1.13 Road Safety Working Group (Cllr Mel Karunaratne)
 - 10.1.14 SALC Area Meetings (pending)
 - 10.1.15 Six Acres Officer (Cllr Mike Lavelle)
 - 10.1.16 Tree Officer (Mr Roger Medley)
 - 10.1.17 Village Greens Officer ()
 - 10.1.18 Village Recorder (Dorothy Anderson)
 - 10.1.19 Village Website, Social Media & News Officer (Cllr Tracey Turner)
 - 10.2 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
 - United Charities (Mr Julian Wilson)
 - 10.3 To appoint members to the following Committees (current post holders in brackets)
 - Estates Committee (Cllrs Couzens, 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. (Cllr Turner)
- 24.05.11 To confirm 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 To review 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 (tabled and circulated as **WPC.24.05.04**) and take action as appropriate.

- 24.05.13 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
2023/2024 Estates Committee Meetings:
 Thursday 13th July, 12th September, 14th November '24 & 6th February, 3rd April '24
- 24.05.14 To confirm 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 To note that SALC will continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
- 24.05.16 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as report **WPC.24.05.05**) and take action as appropriate.
- 24.05.17 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
- 24.05.18** Portfolios and take action as appropriate.
- 20.1 **Highways/VAS reporting** Cllr Paul Couzens
 201.2 **Emergency Planning** Cllr Mike Lavelle
 20.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner (circulated)
 To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as **WPC.24.05.06**) and take action as appropriate
Proposal: Cllr Turner
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.
- 20.4 **Road Safety Working Group** Cllr Mel Karunaratne
 To consider an update on the Road Safety Working Group and take action as appropriate
- 24.05.19 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 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 has been submitted in the sum of £650.73 and payment received.
- 19.3 To note that the parish council does not have sufficient councillors who were elected (equal to or exceeding two thirds of its total number of councillors) and therefore the parish council does 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 has 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 have received ongoing negative comments about the quality of the cuts provided by the new Contractor. The clerk has fed these back to the contractor and had to request re-cuts in a number of areas. A walk around with the contractor is scheduled for late May.

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.

- 19.6 Works to address maintenance issues in the play parks, MUGA and Skate Park were completed in May, but have not been recorded by the WS Play Inspector – the clerk will be raising this with West Suffolk.
- 19.7 A brief update has been received from Excello Law with respect to the proposed transfer of land (part) from Havebury Housing Association to the parish council at Bury Road Pocket Park. Searches have been submitted and awaiting responses. Solicitors acting for Havebury have asked Exello law to shorten their normal pre-contract enquiries.
- 19.8 Amenity grass, a protected wildflower meadow and residents properties have 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 is still trying to obtain a response from Havebury as to whom is responsible for the small carpark at Nunnery Green where sap is falling onto residents vehicles.

24.05.20 20.1 To note 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 Inscrip	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 To authorise 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 CIO	#INV-3553	Subscriptions and Memberships	£ 90.00

20.3 Proposal:

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

20.4 To note 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 Ser	£ 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	#1EN2024015180718	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	#1EN2024020860553	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 Ser	£ 3.00
1006	16/05/2024 Min. Ref 24.02.1	May'24 Corporate Multipay S	Lloyds Bank PLC	Monthly fee	Corporate Multipay Ser	£ 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 - Bubs for Big	Wickhambrook Women's Institute	Local Grant	Grants/Local Support a	£ 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 a	£ 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:

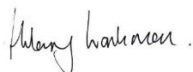
- c) To spend up to £1000 in situations where (s) considers such expenditure to be justified after consultation with the Chairman of the Council or Chairman of the appropriate committee. Such authority to be evidenced by a Minute or by an authorisation slip duly signed –
- Purchase of D Day 80 commemorative flag £28.80**

20.6 To note 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 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.24.05.07**) and take action as appropriate.

- 24.05.22 To note 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/P3OPA](#) - 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
- 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 Wickham Suffolk CB8 8XJ
WSC: Application Granted **WPC:** No Objections (Min. 23.09.13.3ii)
- 24.05.23** To note 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
See Report **WPC.Planning.24.05_DC.24.0474.FUL**
- 23.2 **Proposal: Cllr Turner**
That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.
- 24.05.24 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 24.05.26** To consider a proposal for works to Chapel of Rest, Wickhambrook Cemetery (tabled and circulated as **WPC.24.05.08**) and take action as appropriate.
Proposal: Cllr Couzens
- 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 Any other matters for information, to be noted or for inclusion on a future agenda:
- 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 To confirm 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 Close of meeting.

Published & posted 23rd May 2024



Hilary Workman
Clerk & RFO to the Council