

# Wickhambrook Parish Council – Estates Committee

## SUMMONS TO COUNCILLORS

You are hereby summoned to attend an ordinary meeting of the Wickhambrook parish Council Estates Committee on Thursday 11<sup>th</sup> July at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

### **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

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### AGENDA

- 24.07.01 Cllr Paul Couzens having been appointed Chair of the Committee by the Parish Council, to appoint a Vice-Chair and receive declaration(s) of Acceptance of Office.
- 24.07.02 Apologies for absence to be noted or approved:
- 24.07.03 To receive any Members' Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 24.07.04 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 4<sup>th</sup> April 2024, as tabled, be agreed as a true record**
- 24.07.05 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
- 24.07.06 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- 6.1 Sovereign Play – Sovereign Compliance
  - 6.2 Local Resident – unkempt area to rear of Croft Close (scheduled for cut 4/7)
  - 6.3 Local Resident – damage to vase on memorial in cemetery
- 24.07.07 To note decisions of the Parish Council at its April and May meetings:

**April  
Ordinary**

24.04.04	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	4.1 Resolved That Kevin Grimes be co-opted on to Wickhambrook Parish Council to serve as a councillor forthwith.
24.04.10.1	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.

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<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.

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

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

## Wickhambrook Parish Council – Estates Committee

24.04.10.10	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.
24.04.11	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	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
24.04.12.5	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
24.04.13.3	13.3 Resolved That the payments to be made, listed above at 13.2 be authorised.
24.04.13.7	Agreed: 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).
24.04.14	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	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	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
24.04.18	DC/24/0180/HH - Householder planning application Retention of two outbuildings

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3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

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## Wickhambrook Parish Council – Estates Committee

- Lane Cottage Coltsfoot Green Wickhambrook Suffolk CB8 8UW  
No objection  
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  
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  
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  
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
- 24.04.20 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.
- 24.05.01 The meeting elected Cllr Mike Lavelle as Chairman of the Council for the coming year.
- 24.05.02 The meeting elected Cllr Paul Couzens as Vice Chairman of the Council for the coming year.
- 24.05.06 Resolved  
That the Minutes of the Parish Council meeting held on 25th April 2024, as tabled, be agreed as a true record.
- 24.05.07 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 Resolved  
That this Council adopts the reviewed Council documents listed above for publication.
- 24.05.10 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)  
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)

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## Wickhambrook Parish Council – Estates Committee

- 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.
- o In the previous year, a new water main had been put in, and porches maintained and re-painted.
  - o 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)
- 24.05.12 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.
- 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.
- 24.05.18.3 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.
- 24.05.20.3 20.3 Resolved  
That the payments to be made, listed above at 20.2 be authorised.
- 24.05.23 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

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## Wickhambrook Parish Council – Estates Committee

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.

24.05.26

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.

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## Wickhambrook Parish Council – Estates Committee

- ii. To approve disposal of spare furniture (pews, bearers, pulpit) free of charge (donations encouraged, for the purpose of supporting community organisations).

24.07.08 To receive and discuss any report to this meeting from Portfolio Holders or other agencies and to take action as appropriate.

- |     |  |                         |
|-----|--|-------------------------|
| 8.1 | Parish Assets (defibrillator)          | <b>Cllr Couzens</b>     |
| 8.2 | Environment & Sustainability           | <b>Mrs M Jolland</b>    |
| 8.3 | Footpaths officer report               | <b>Mr R. Medley</b>     |
| 8.4 | Tree Warden's report                   | <b>Mr D Di Giulio</b>   |
| 8.5 | Youth Facilities                       | <b>Cllr Karunaratne</b> |
|     | 8.5.1 Main Playground                  |                         |
|     | 8.5.2 Teen Project and Games Area      |                         |
|     | 8.5.3 Zip Wire                         |                         |
|     | 8.5.4 Bury Road Playground             | <b>Mr K Grimes</b>      |
| 8.6 | Six Acres                              | <b>Cllr M Lavelle</b>   |
| 8.7 | Cemetery and Churchyard Safety Reports | <b>Cllr A Grimes</b>    |
| 8.8 | Village Greens Report                  | <b>Mr R Medley</b>      |

**24.07.09** To receive any report from the Parish Clerk and to take action as appropriate.

- 9.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.24.07.01**) and take action as appropriate.

**Proposal: Cllr Couzens**

**Recommendation:**

**Authorise up to £200 plus VAT for consumables for cleaning down and treating benches and play equipment and replacement barrow wheel.**

- 9.2 To note that the work to onboard cemetery records to the new software supplier is progressing well, the first Burial Register records having been uploaded, and the transcription of the second register nearing completion. Thanks go to Cllr Andrea Grimes who is checking the Grave Space records against the memorials in the cemetery to identify any discrepancies.
- 9.3 To note that the Tri-annual Inspection of Trees was undertaken by Acacia Tree Services (Min.24.04.09 refers) and the outcome will be reported back to the September Estates Committee.
- 9.4 To note that further to report **WPC.24.02.09**, (Min 24.02.14 refers) the clerk having raised a purchase order for replacement parts and works in April, this work was undertaken in May. Further to a number of additional issues identified in the play inspection reports, the clerk has submitted a further purchase order to On-line Playgrounds (Min. EC.24.02.14iii refers).
- 9.5 The War Memorial was cleaned in advance of the commemorations of D-Day 80, and a "Royal Navy Past and Present" bench installed in the cemetery, with a further sustainable bench installed at the far end of Six Acres.



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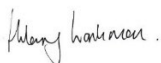
3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

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## Wickhambrook Parish Council – Estates Committee

- 9.6 To note that there remain some ongoing and outstanding quality issues with the appointed grounds contractor, TOPS Garden Services.
- 9.7 To note that remedial work to 5 of the outstanding nine memorials required to be made safe was carried out by Hermitage Memorial in late June. One further Memorial has also now been identified as unsafe and staked and banded.
- 9.8 To note that the clerk is awaiting a response from the Dogs Trust with respect to their project "Walk this Way" which involves targeted messaging to dog walkers about cleaning up after their dogs. Thanks go to Mr Medley who has identified the following Public Rights of Way as suitable for this project:
- FPs 25 and 26
  - FP 24 (2 fingerposts and a waymark)
  - FP 23 (1 fingerpost) and
  - BY 31 (1 fingerpost and 1 waymark at the village end).
- 24.07.10** To note a proposal to install replacement posts bounding Coltsfoot Green (tabled and circulated as **WPC.EC.24.07.02**) and take action as appropriate.
- 24.07.11** To consider a review of the Grounds Specification for the next financial year 2025/26 (tabled and circulated as **WPC.EC.24.07.03**) and take action as appropriate.
- 24.07.12 To consider a proposal to undertake work to trees in the parish cemetery (tabled and circulated as **WPC.EC.24.07.04**) and take action as appropriate.
- 24.07.13 To consider an update to works to maintain parish play equipment (tabled and circulated as **WPC.C.24.07.05**) and take action as appropriate.
- 24.07.14 Any other Council business for information, to be noted or for inclusion on a future agenda:
- Set a further date for a summer litter pick
  - Parish trees following Tri-annual Survey
  - Finalise Grounds contract specification
  - Review of cemetery regulations
- 24.07.15 To note the scheduled date for the next meeting is 12<sup>th</sup> September 2024 in the Pavilion, Wickhambrook Memorial Social Centre
- 24.07.16 Close of meeting.

Published & posted 5<sup>th</sup> July 2024



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**Clerk & RFO to the Council**