

Wickhambrook Parish Council

Minutes

Of the annual meeting of the Parish Council held on **Thursday 25th July 2024**

Present: Cllrs P Couzens, A Grimes, K Grimes, M Karunaratne, L Smith & T Turner

Attending: Clerk Hilary Workman, SC Cllr Bobby Bennett, Mrs Dorothy Anderson (Wickhambrook Local History Society and Village Recorder) 4 Members of the Public

24.07.01 **Noted:** The following apologies for absence

- Approved: Mike Lavelle – civic meeting
Cllr Lavelle not being present, Cllr Couzens Chaired the meeting.

24.07.02 **Noted:**

- 2.1 Receipt of Declaration of Acceptance of Office from the elected Chair of the Council, Cllr Mike Lavelle; and
That there were
- 2.2 No Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests
- 2.3 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.4 No requests for dispensations
- 2.5 No additions and/or deletions to the Council's Register of Interests.

24.07.03 Resolved:

That the Minutes of the Annual Meeting of the Parish Council held on 30th May 2024, as tabled, be agreed as a true record.

Cllr Bobby Bennett joined the meeting

Cllr Mel Karunaratne joined the meeting and confirmed no declarations at 24.07.02

24.07.04 **Noted:** 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**

Cllr Bennett presented her report (subsequently circulated), which due to the pre-election period leading up to the General Election on 4th July, focussed on enforcement work by the County Council against rogue traders. She further advised that:

- Damage caused in Wickhambrook by a Suffolk CC Contractor had also been identified in the neighbouring parishes of Depden, Ousden, and Gazely. Work has been carried out to rectify the damage, including re-seeding. Further re-seeding would take place in the autumn.
- There had been a change in cabinet member for transport strategy (Now Chris Chambers) and Cllr Bennett would continue to advocate for a reduction in the speed limit at Wickham Street from 40mph to 30mph at every opportunity
- She had not been made aware of the proposal to cut the Stephensons 10:46am No 14 service until raised by the clerk that morning. She had raised the issue with SCC Comms team and would get to the bottom of it. There had been no explanation on Stephensons website and was concerned that:
 - The proposal actually reduced local resident links with West Suffolk Hospital due to the difficulty in accessing the Hubs
 - The service was particularly needed on a Wednesday (Market day in BSE)
 - The Community Service bus service had recently been withdrawn and the replacement link to hubs at Stradishall, Depden and Chevely would need to be booked in advance and cost £8 return.

Cllr Bennett committed to challenging the withdrawal of this service on behalf of the parish.

4.2 **Cllr Mrs Sarah Pugh, West Suffolk Council** was not in attendance and no apologies had been received

- 24.07.05 **Noted:** Public Forum – (**Open Session**)¹. 19:12
That when comments or questions on any Agenda item or matter of concern from those members of the public present were invited, the following
- Withdrawal of Stephensons 10:46am No 14 Service**
- Residents should have been included in a consultation and received a questionnaire
 - The change would take away a lifeline for villagers without cars, which included not just elderly people, but young people without private transport
 - The proposed hubs at Stradishall, Depden and Cheveley would be difficult to access
 - Connecting Communities Transport links required advance booking and were not always available
 - If people are to move away from car transport, a replacement service is needed
 - The proposed new service, based on return times, would give passengers only six minutes in Bury St Edmunds
 - 4pm bus, there is no return service back – last bus back is 18.15
- West Suffolk Local Plan**
- How many houses had been allocated in WSLP? 40 – Residents noted that there should be the necessary infrastructure to support this and a reduction in bus services was worrying.
- Road Safety**
- Would it be possible to put in Speed humps in Bunters road – the footpath is too narrow and feels unsafe with HGV's travelling at speed on the B1063. Cllr Bennett advised that Suffolk CC's policy was not to allow speed restrictors on B roads (unlike Cambridgeshire) and that it may be possible to edge back the path to increase its width.
- Closed:** 19:22
Cllr Bobby Bennett left the meeting
- 24.07.06 **Noted:**
The meeting noted correspondence reported to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as report **WPC.24.07.01**)
- 24.07.07 **Noted:** Reports and requests to this meeting relating to Councillors' Portfolios
- 7.1 **Highways/VAS reporting** **Cllr Paul Couzens**
An oral update that the smaller battery was not holding charge – a phone call had been arranged with Westcotec (the supplier) for Monday and it was anticipated that this would resolve the issue and data collection would resume
- 7.2 **Emergency Planning** **Cllr Mike Lavelle**
The clerk reported that Emergency Planning at SCC had advised a change of contact details which would be updated to the plan.
- 7.3 **Neighbourhood Plan Working Group** **Cllr Tracey Turner** (circulated)
The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as **WPC.24.07.02**) and
- Resolved**
The Parish Council approve the proposed changes to the draft Neighbourhood Plan brought forwards following consultation, acknowledging that the changes will require revisiting to incorporate and changes required arising from the independent Strategic Environment Assessment and Habitats Assessment. That revisit will also assess whether additional changes are required to bring the Plan up-to-date as a result of new national planning policy expected to be published in the interim.

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.

7.4 Road Safety Working Group**Cllr Mel Karunaratne**

An oral update advising that:

- The stall at the Fete and Flower Show on 13th July had attracted a few visitors, but only one volunteer to community speedwatch, which was at present not viable.
- With the clerk he would look at options for funding through Police and Crime Commissioner fund to support road safety issues, one of the criteria being supporting community safety

The meeting asked the clerk to advertise volunteer vacancies on Social Media and the parish website with an emphasis on the Road Safety Working Group and Community Speed Watch, with a report back to the Extra-ordinary meeting now scheduled for 15th August.

7.5 Cemetery Records Project**Cllr Andrea Grimes**

An oral update advising that that she had now completed images of Memorials on the Southside of the New Cemetery and would move to the Old Cemetery next. Some spacing issues had been identified which would be reviewed with the clerk.

7.6 SALC & Social Media**Cllr Linda Smith**

An oral update advising that she would be attending SALC Area forums (where locations were accessible). The meeting asked the clerk to assist Cllr Smith with booking through SALC portal and to set up a TEAMS meeting to update on parish Social Media.

24.07.08 **Noted:** Resolutions of Estates Committee on 11th April 2024

24.07.09	<p>Resolved Authorise up to £200 plus VAT for consumables for cleaning down and treating benches and play equipment and replacement barrow wheel.</p>
24.07.04	<p>Resolved: That the Minutes of the Estates Committee meeting held on 4th April 2024, as tabled, be agreed as a true record</p>

24.07.09 **Noted:** Clerk's report that:

- 9.1 Documents required for the 2022-2023 audit had been submitted to external auditors, PKF Littlejohn LLP, the period for public inspection having closed.
- 9.2 VAT Claims for the months of May and June had been submitted in the sums of £910.81 and £125.17 (received).
- 9.3 Work to rectify unsafe memorials identified at the inspection in July last year had been completed. A further memorial had been staked and banded and the clerk has written to the last known holders of the deed for the grave space.
- 9.4 To note that the faulty battery for the Defib at the Fire Station has now been repaired at no cost to the Parish Council. Thanks to Peter Vince who arranged collection of the loan Defibrillator whilst the matter was investigated by manufacturers.
- 9.5 The clerk and councillors had 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 further walk around with the contractor took place on 16th July.
- 9.6 The amenity grass, a protected wildflower meadow and residents properties damaged by herbicidal spray in May was identified as the result of a contractor of Suffolk CC Highways. SCC and West Suffolk sent out inspectors in late May to assess the damage and identify how matters can be put right, but to date, residents were still reporting this work had not been completed.
- 9.7 Havebury Housing Association had confirmed it is responsible for the small carpark at Nunnery Green where sap is falling onto residents vehicles and has put measures in place to cut back saplings and reduce the height of the back hedge.
- 9.8 Suffolk PROW has contacted the parish council with respect to a possible grant application for works to footpaths in the parish to be made to West Suffolk. An onsite meeting was scheduled for early August.

24.07.10 Noted:

10.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1018	14/05/2024		VAT refund from HMRC			VAT Repayments	£ 650.73
1023	31/05/2024	Chq 271988	Eastern Power Networks 20044635	Eastern Power Networks	W/L Ref 20044635	Wayleaves	£ 112.02
1043	10/06/2024		VAT refund from HMRC			VAT Repayments	£ 910.81
1052	08/07/2024	25.07.12	Recycling Credits 01/11/23 - 31/	West Suffolk Council	503792	Recycling Income	£ 1,169.24
1054	05/07/2024	CEM OLD B1	Interment WC/OLD/B1	Dignity Funerals Ltd	045588	Cemeteries	£ 215.00
1059	19/07/2024		Sales Credit Note against invoice	Fenland	SCR000945	Miscellaneous Receipts	£ 120.00
1053	30/06/2024		Credit Interest Q1	Unity Trust Bank	Credit Interest	Bank Interest	£ 79.96
							£3,257.76

10.2 Payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1036	06/08/2024	24.07.12	New Clirs: Grimes A & K	Suffolk Assn. of Local Councils	#28901	Training	£ 76.80
1051	26/07/2024	24.07.12	Recycling Credits 01/11/23 - 31/	Wickhambrook Memorial Social Centre	Recycling Credits	Recycling Grant to MSC	£ 1,169.24
1066	30/07/2024	24.07.12	Volunteer Refreshments	Wickhambrook Stores	Refund to Clerk	Services and Supplies	£ 2.99
1067	30/07/2024	24.07.12	Copy paper	Ryman Limited	Refund to Clerk	Services and Supplies	£ 11.98
1068	30/07/2024	24.07.12	Q1 Home working Allowance	Hilary Workman	Q1 Home working	Clerk/RFO Mileage and Su	£ 78.00
1069	30/07/2024	24.07.12	Q1 Mileage & Subsistence	Hilary Workman	Q1 Mileage	Clerk/RFO Mileage and Su	£ 102.53

10.3 Resolved:**That the payments to be made, listed above at 101.2 be authorised.**

10.4 The following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1024	17/06/2024	24.02.13	Clerk Mobile 16/04/2024 - 15	3 Business Services, Hul	#9851013030	Phone and Internet Service	£ 22.64
1025	14/06/2024	EC.24.04	May Parish Day	R.H. Landscapes &	#003045	Grounds Maintenance (Ger	£ 582.00
1026	16/06/2024	Min. Ref	Adobe Software 22-05-24 - 2	Adobe Systems Softwar	#IEN20240265	Other Software Subscripti	£ 19.97
1027	04/06/2024	Min. Ref	May Meeting	Wickhambrook Memoria	#1569	Meeting Room Hire	£ 20.00
1028	16/06/2024	Min. Ref	June'24 Corporate Multipay	Lloyds Bank PLC	Corp Multipay	Corporate Multipay Service	£ 3.00
1029	16/05/2024	24.04.13	Print Toner & Waste Bo	Printerland.co.uk	SOA2599634	Office Supplies	£ 317.05
1030	16/05/2024	Delegater	Paviours for two bench seats	Hillcrest Nurseries	#94	Grounds Maintenance (Ger	£ 40.00
1031	16/06/2024	24.07	Stationery - multi punch blan	K N Real Estate 215 Ltd	INV-GB-18271	Office Supplies	£ 1.31
1032	16/06/2024	24.07	Stationery - Box File	Nobel Stationers Ltd	INV-GB-13192	Office Supplies	£ 6.49
1033	16/06/2024	24.07	Engraved Name Plate for RN	Engraving Studios Ltd	INV-GB-13475	Cemetery and Memorial R	£ 16.90
1034	30/06/2024	Min. Ref	Q1 Bank Service Charge	Unity Trust Bank		Bank Service Charge - Unit	£ 18.00
1035	07/06/2024	Min. Ref	Microsoft Basic 07/05/24 - 06	Microsoft Ireland Operat	E0100SFJX8	Microsoft Office Subscripti	£ 52.92
1037	21/06/2024	Min. Ref	Water 13/07/24 - 12/08/24	Everflow	#3357935	Water - Bowling Green	£ 0.38
1038	09/08/2024	Min. Ref	Website Updates March - Ma	Mdsign	#2387	Website	£ 225.00
1039	09/07/2024	Min. Ref	Electricity 22/05/24 - 22/06/2	British Gas	#801203	Electricity - Chapel of Rest	£ 13.70
1040	25/06/2024	EC.24.04	Memorial Repairs: A, B, C, D	Hermitage Memorials		Cemetery and Memorial R	£ 1,012.00
1041	12/07/2024	Delegater	Cease Contract Charge	Rialtas Business Solutio	#31876	Cemetery Software	£ 165.00
1042	16/07/2024	Min. Ref	Clerk Mobile 16/05/2024 - 15	3 Business Services, Hul	#9851013030	Phone and Internet Service	£ 22.00
1044	27/06/2024	Min. Ref	Clerk Salary period 3	Hilary Workman	Clerk Salary p	Clerk/RFO Salary	£ 1,189.65
1045	05/07/2024	Min. Ref	TaxNI Period 3 Contributions	HMRC	TAX/NI period	Clerk/RFO Salary	£ 173.93
1046	05/07/2024	Min. Ref	Clerk Pension Period 3	NEST Pensions	Pension Contri	Clerk/RFO Salary	£ 55.88
1047	11/07/2024	Min. Ref	May Cuts	Top Garden Services	#2283	Grounds Contract	£ 1,519.34
1048	11/07/2024	Min. Ref	June Cuts	Top Garden Services	#2284	Grounds Contract	£ 1,626.02
1049	07/07/2024	Min. Ref	Microsoft Basic 07/06/24 - 06	Microsoft Ireland Operat	#E0100SSA81	Microsoft Office Subscripti	£ 52.92
1050	11/07/2024	Delegater	Stone Agregate for base of V	Homebase		Cemetery and Memorial R	£ 72.00
1055	24/06/2024	Min. Ref	Adobe Software 22-06-24 - 2	Adobe Systems Softwar	IEN202403233	Other Software Subscripti	£ 19.97
1056	02/07/2024	Min. Ref	July'24 Corporate Multipay	Lloyds Bank PLC	Corp Multipay	Corporate Multipay Service	£ 3.00
1057	17/05/2024	24.07.12	A4 Laminating Pouches	Strong Fish Limited		Office Supplies	£ 14.98
1058	08/06/2024	Min. Ref	Electricity 22/04/24 - 22/05/2	British Gas	#7750219	Electricity - Chapel of Rest	£ 13.34
1060	19/07/2024	EC.24.04	Remedial Work to Memorials	Hermitage Memorials	08072024	Cemetery and Churchyard	£ 1,012.00
1061	22/07/2024	Min. Ref	Wat13/08/2024 - 13/09/2024	Everflow	#3436974	Water - Bowling Green	£ 6.51
1062	26/07/2024	Delegater	Cut and Collect Six Acres & a	R.H. Landscapes &	#003114	Six Acres	£ 480.00
1063	22/07/2024	Min. Ref	Pension Contributions Period	NEST Pensions	Pension Contri	Pension Contributions	£ 55.88
1064	25/07/2024	Min. Ref	Clerk Salary period 4	Hilary Workman	Clerk Salary p	Clerk/RFO Salary	£ 1,189.65
1065	05/08/2024	Min. Ref	TaxNI Period 4 Contributions	HMRC	TAX/NI period	HMRC/NI Contributions	£ 173.93

- 10.5 The following expenditure under delegated authority:
- ciii) 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 –

V1030 Hillcrest Nurseries – Paviours for two bench seats	£ 40.00
V1041 Rialtas – cease contract charge	£165.00
V1050 Homebase – stone aggregate for War Memorial	£ 72.00
V1062 RH Landscapes and Maintenance Ltd – Cut & Collect	£480.00
- 10.6 The current account balances and reconciliation to 30th June 2024, and the Chairman’s confirmation that they are supported by relevant bank balances.
- 10.7 The Chair’s review of the internal control statement (previously circulated as **WPC.24.07.03**) and any proposed actions arising from this.

24.07.11 Noted:

The meeting noted the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.24.07.04**)

24.07.12

Noted: Planning results as notified by West Suffolk summarised below

- 12.1 **DC/24/0694/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 Adjacent To Farley Green House Farley Green Wickhambrook CB8 8PX
WSC - Prior Approval Required & Refused **WPC:** Not consulted
- 12.2 **DC/24/0474/FUL** - Planning application
One self-build dwelling with vehicular access
Land Adjacent To Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk
WSC: Application Refused **WPC:** Objection (Min. 24.05.23.1)
- 12.3 **DC/24/0436/VAR** - Planning application - variation of condition 2 of DC/22/1810/HH 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
WSC: Application Granted **WPC:** No Objections (24.04.18.5)
- 12.4 **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
WSC: Application Granted **WPC:** No Objections (24.04.18.4)
- 12.5 **DCON(A)/23/1736** - Application to discharge conditions 4 (ecological enhancement) 5 (cycle storage) 6 (refuse storage) of DC/23/1736/VAR
Samples Farmhouse Samples Farm Ashfield Green Wickhambrook Suffolk CB8 8UZ
WSC: Application Granted **WPC:** Not Consulted
- 12.6 **DC/23/2038/HH** - Householder planning application
a. single storey side extension to south elevation (following removal of existing conservatory);
b. two storey extension to north elevation;
c. conversion of existing barn to include garage and gym with first floor extension to create habitable space
Australia Farm Meeting Green Wickhambrook Suffolk CB8 8UR
WSC: Application Withdrawn **WPC:** Supported (Min 24.01.14.1)

12.7 **DC/23/1170/FUL** - Planning application

- a. four dwellings for staff accommodation
- b. replacement of existing single storey extension with two storey extension to existing cottages

Genesis Green Stud Farm Genesis Green Wickhambrook Suffolk CB8 8UX

WSC: Application Granted

WPC: No Objections

(Min.23.09.13.2)

24.07.13 **Noted:** There were no Planning applications notified by West Suffolk Council for comment

24.07.14 **Noted:** Other Planning matters for information, to be noted or for inclusion on a future agenda.

14.1 **DCON(A)/23/1170** – Application to discharge conditions 7 (cycle storage) and 11 (biodiversity enhancements) of DC/23/1170/FUL

Genesis Green Stud Farm Genesis Green Wickhambrook Suffolk CB8 8UX

Not circulated to parish council

14.2 **DC/24/0856/HPA** - Application for householder prior approval - single storey rear extension which extends beyond the rear wall of the original house by 4 metres with a maximum height of 3.6 metres and a height of 2.4 metres to the eaves

22 Croft Close Wickhambrook Suffolk CB8 8YG

Not circulated to parish council

14.3 **DC/24/0777/LB** - Application for listed building consent

- a. reinstate one original window
- b. replace internal plasterboard walls with chestnut lathes and lime plaster

Westlea Cottage Attleton Green Wickhambrook Suffolk CB8 8YA

WPC: No Objections - Determined under delegated authority in consultation with Chair

24.07.15 **Noted:**

The meeting considered a review of the grounds specification for the next financial year 2024/25 (previously circulated as **WPC.24.07.05**) agreed by the Estates Committee at its meeting on 6th July and asked the clerk to undertake an online consultation of the options identified (noting that the area identified on Six Acres between the Tennis Courts and Bowling Green was often used as a short cut across to the School, and that therefore a path may need to be cut through if it were to be set aside for wildlife)

24.07.16 **Noted:**

The meeting considered an update on the proposal for the transfer of a small parcel of land within the Bury Road Play Park from Havebury Housing Association to Wickhambrook Parish Council (previously circulated as **WPC.24.07.06**) and, having carefully considered the advice of Excello Law set out in the report, determined that:

1. the parish council should not proceed with a transfer of land indicated in Figure 1 (below)

1. The necessary transfer (blue); and
2. Optional transfer 2 (green)



Figure 1.

on the basis of the advice of Excello Law attached as Appendix B to report WPC.24.07.06) and the likely risk arising from obligations to Havebury Housing Partnership in the future; and that

2. it did not wish to continue to seek to register land identified in the plan at Figure 2

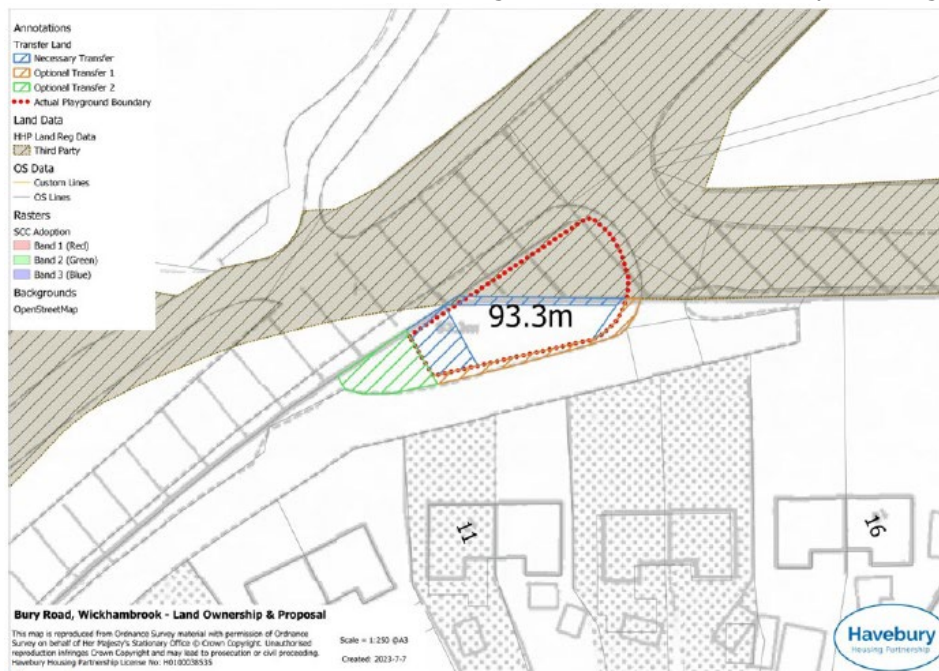


Figure 2.

(Third party land within red dots delineating fence line).

24.07.17

Noted:

The meeting considered a request from the Local History Society for financial support (previously circulated as report **WPC.24.04.07**), presented by Mrs Dorothy Anderson (a member of the Local History Society since 1982 and Village Recorder since 1992), who advised that:

- Documents and mementos had been gifted to her as Village Recorder by residents of the parish over many years, in the hope that they would be stored in a secure and accessible place to the parish (for example Suffolk Archives at Bury St Edmunds) – examples brought to the meeting included:
 - Records from the Local History Society Millenium Project, where many residents of the parish wrote something about the history of their home
 - Plaque from royal wedding 1981
 - Glass and ceramics (including a Justin Milk Bottle)
 - Dr Stutter’s record book
- Many items relating to the history of Wickhambrook have been lodged with Suffolk Archives (including maps and Alf Hick’s collection of Diaries). Sadly, the archives at Bury St Edmunds were now being transferred to The Hold at Ipswich, meaning that any records and items already deposited would be difficult for many residents of the parish to access
- The Local History Society were seeking funding for a display case to be installed in the Dulcie Smith Room at the Memorial Social Centre, and Trustees had agreed to this. The cabinet would be secure (for documents and records), but would also include display shelves for artifacts and images. The display could be changed regularly with a notice to say that residents may borrow or view documents from the Local History Society.
- Working with the Trustees, they had identified the size and style of cabinet to be installed, and they proposed to purchase a second hand item for the purposes of sustainability.

Resolved

- i. **approve a grant of not more than £500 towards the cost of installing a display cabinet for archival materials relating to Wickhambrook Parish at Wickhambrook Memorial Social Centre; and**

ii. **the parish council draw down £320 from Earmarked Reserves (Local Support and Village Organisations) to Revenue Budget Line (Grants – Local Support and Village Organisations).**

24.07.18 **Noted:**

The meeting considered a review of the charges for Clubs' use of Six Acres (previously circulated as **WPC.24.07.08**), and, noting that the changes would not be implemented until the next financial year, but that cost of administering the ground rent needed to be met, determined that a Ground Rent of £35 be set for the financial year 2025/26 and the relevant clubs be advised.

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

- Budget priorities for the financial year 2025-26
- Procurement policy
- Grounds Contract Specification for approval
- WSC grant funding - Footpaths

24.07.20 **Noted:** That the scheduled date for the next meeting was Thursday 26th September beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre, with an extraordinary meeting to be held on 15th August (7:00pm, the Pavilion, Wickhambrook MSC)

24.07.21 **Noted:** Close of meeting. 20.:07pm.