

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 25<sup>th</sup> July 2024 @ 7:00pm**

In: Pavilion Room, Wickhambrook Memorial Social Centre  
for the transaction of the business on the agenda below.

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### **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 Apologies for absence to be noted or approved:
- 24.07.02 2.1 To note receipt of Declaration of Acceptance of Office from the elected Chair of the Council, Cllr Mike Lavelle.  
2.2 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other  
2.3 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25  
2.4 To receive requests for dispensations  
2.5 To note any additions and/or deletions to the Council's Register of Interests.
- 24.07.03 3.1 Proposal:  
That the Minutes of the Parish Council meeting held on 30<sup>th</sup> May 2024, as tabled, be agreed as a true record.**
- 24.07.04 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.  
4.1 Cllr Mrs Bobby Bennett, Suffolk County Council  
4.2 Cllr Mrs Sarah Pugh, West Suffolk Council
- 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 consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as report **WPC.24.07.01**) and take action as appropriate.
- 24.07.07 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.  
7.1 **Highways/VAS reporting** Cllr Paul Couzens  
7.2 **Emergency Planning** Cllr Mike Lavelle  
7.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner (circulated)  
To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as **WPC.24.07.02**) and take action as appropriate  
**Proposal: Cllr Turner**  
**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.**

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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.

24.07.08 To note resolutions of Estates Committee on 11<sup>th</sup> April 2024

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

24.07.09 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 9.1 Documents required for the 2022-2023 audit have 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 have been submitted in the sums of £910.81 (received) and £125.17.
- 9.3 Work to rectify unsafe memorials identified at the inspection in July last year has been completed. A further memorial has 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 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 further walk around with the contractor took place on 16<sup>th</sup> July.
- 9.6 The amenity grass, a protected wildflower meadow and residents properties damaged 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 are still reporting this work has not been completed.
- 9.7 Havebury Housing Association has 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 is scheduled for early August.

**24.07.9** 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
							<b>£ 3,257.76</b>

10.2 To authorise the 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 Cllrs: 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 Proposal:

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

10.4 To note 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	#IEN2024026	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	Delegated	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 - Unif	£ 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	Delegated	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	Delegated	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	Delegated	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:

- 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 –
- |  |         |
|--|---------|
| 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 To note the current account balances and reconciliation to 30<sup>th</sup> June 2024, and the Chairman's confirmation that they are supported by relevant bank balances.

10.7 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.24.07.03**) and any proposed actions arising from this.

**24.07.11** To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.24.07.04**) and take action as appropriate.

- 24.07.12 To note 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 To note there are no Planning applications notified by West Suffolk Council for comment
- 24.07.14 Any 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 To note 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 6<sup>th</sup> July and take appropriate action.
- 24.07.16 To consider 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 (tabled and circulated as **WPC.24.07.06**) and take action as appropriate.

- 24.07.17 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC.24.04.07**) from the Local History Society and take appropriate action.  
**Proposal: Cllr Lavelle**
- 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 To note a review of the charges for Clubs' use of Six Acres (tabled and circulated as **WPC.24.07.08**)
- 24.07.19 To Any other matters for information, to be noted or for inclusion on a future agenda:
- Budget priorities for the financial year 2024-25
  - Procurement policy
  - Grounds Contract Specification for approval
  - WSC grant funding - Footpaths
- 24.07.20 To confirm that the scheduled date for the next meeting is Thursday 26th September beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 24.07.21 Close of meeting.

**Published & posted 19<sup>th</sup> July 2024**



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