

## Wickhambrook Parish Council

### Minutes

Of the annual meeting of the Parish Council held on **Thursday 26<sup>th</sup> September 2024**

**Present:** Cllrs P Couzens, A Grimes, K Grimes, T Turner

**Attending:** Clerk Hilary Workman, SC Cllr Sarah Pugh, 2 Members of the Public

24.09.01 Apologies for absence to be or approved:

- Cllr Linda Smith – Personal Commitment
- Cllr Mike Lavelle – Personal Commitment
- Cllr Mel Karunaratne – Travel Disruption

24.09.02 **Noted:** That when invited, the following

2.2 Members' Declarations of Disclosable Pecuniary Interest and/or other registerable interests:

- Cllr Paul Couzens: Disclosable Pecuniary Interest – Item 13.1

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.

**24.09.03 Resolved**

**That the Minutes of the Parish Council meeting held on 26<sup>th</sup> July, and the Extra-ordinary Meeting held on 15<sup>th</sup> August 2024, as tabled, be agreed as a true record.**

24.09.04 **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 – [previously circulated](#)

4.2 Cllr Mrs Sarah Pugh, West Suffolk Council – previously circulated

Cllr Pugh further:

- advised that Cllr Andrew Smith ([Andrew.smith@westsuffolk.gov.uk](mailto:Andrew.smith@westsuffolk.gov.uk)), Cllr for Bardwell was collating information from clerks of parishes affected by:
  - the recent loss of Stevensons 14:46am No 14 Service; and
  - how many have (revenue generating) recycling collection points which may be affected by changes to the law being brought in April '25. The move to wider home recycling is expected to have a significant adverse effect on revenue generated through community collection points.
- And asked whether the parish council knew of any businesses affected by recent increases to fees for Street Vending (pavement) Licences (now £500) – any business affected should contact Cllr Pugh.

24.09.05 **Noted:** Public Forum – (**Open Session**)<sup>1</sup>. 19:10

That when comments or questions on any Agenda item or matter of concern were invited from those members of the public present, the following:

- would the recently withdrawn 10:46am Stevensons's No 14 Service would be re-instated?

The clerk advised that many clerks whose parishes had been affected had raised this issue through Suffolk County Council, which hosts the EP Passenger Interest Group. At its meeting held in early September, but that it had been made clear that the service would not be re-instated. Groups of parishes could apply for funding to establish a BSIP proposal (new route), however, they would need to be able to demonstrate that such a route would attract between 350 to 850 passengers a week (the threshold for viability). **Session Closed:** 19:14

<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.

- 24.09.06 **Noted:**  
The meeting considered correspondence not dealt with as an Agenda item or in the Clerk's report (previously circulated as report [WPC.24.09.01](#)) and in response to an enquiry from a local resident about the impact of traffic to and from Wickhambrook Surgery, which was impeding access and egress for residents, asked the clerk to write to the Doctors' Surgery requesting that they ask patients to be considerate of local residents when parking their vehicles.
- 24.09.07 **Noted:** Reports and requests to this meeting relating to Councillors' Portfolios
- 7.1 **Highways/VAS reporting** **Cllr Paul Couzens**  
In response to a question from Cllr K Grimes, Cllr Couzens advised that the parish had a half share in a VAS with the parish of Lidgate (who may also have recently acquired a new VAS). The meeting noted that the parish should request the shared VAS back from Lidgate for two months, and further noted that Cllr Couzens would raise the issue of the smaller battery in the parish VAS not holding its charge with the supplier, Westcotec.
- 7.2 **Emergency Planning** **Cllr Mike Lavelle**  
No updates
- 7.3 **Neighbourhood Plan Working Group** **Cllr Tracey Turner**  
The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as [WPC.24.09.02](#)) and, noting that:
  - West Suffolk had recently published additional evidence to support their Local Plan
  - Events such as the recent withdrawal of a daily bus service from the centre of the village demonstrated a clear need for infrastructure to be protected and established/improved where development was proposed
Agreed to delegate updates to its earlier representation to West Suffolk (to be made available to the Planning Inspector in advance of hearings) on advice of its planning consultant (Places4People) and attend the hearing if possible.
- 7.4 **Road Safety Working Group** **Cllr Mel Karunaratne**  
The meeting (having welcomed a local resident volunteering to the scheme) considered an update on the establishment of a Community Speedwatch (previously circulated as [WPC.24.09.03](#)). The clerk confirmed that there are no cost implications for the parish council, and the Community Speedwatch volunteers are supported by Suffolk Constabulary, who also covers their insurance.
- 7.5 **Cemetery Records Project** **Cllr Andrea Grimes**  
Cllr Grimes reported that:
  - the project was making good progress, and as part of the work, taking images of the headstones, some additional memorials had been identified which may need turning.
    - In respect of All Saints (closed) Churchyard
      - The benefice does hold some records
      - The tomb at front of church had sustained some damage; and
      - A tomb with damaged metalwork had been taped off.
The meeting asked the clerk to investigate whether signs indicating uneven ground and trip hazards would be beneficial for both All Saints Churchyard and the Old Cemetery and referred the matter back to the Estates Committee for its consideration.
- 7.6 **SALC & Social Media** **Cllr Linda Smith**  
The clerk advised that she would be attending a future Clerk networking event hosted by SALC, and that following additional training from the Webmaster, Maria Sumner, updates which she was publishing were being cross posted to the community pages.

24.09.08 **Noted:** Resolutions of Estates Committee on 12<sup>th</sup> September 2024

Agenda Item	Decision
24.09.12	The meeting considered a proposal to undertake work to the Chapel of Rest roof (previously circulated as WPC.EC.24.09.04) and, asking the clerk to instruct Nick Jolland to undertake the work Resolved: Authorise cost of repairs to Chapel Roof at not more than £500.00 plus VAT.
24.09.11	Noted: The meeting considered a review of the Grounds Specification for the next financial year 2025/26 (previously circulated as WPC.EC.24.09.03) and noting: <ul style="list-style-type: none"> <li>• Respondents to the survey were supportive of Wildlife areas</li> <li>• Concerns relating to reduction in cuts related only to footpaths, of which the parish council is only responsible for FP25 &amp; 26;</li> <li>• The PCC had asked that All Saints Church not be included as a wildlife area</li> <li>• The parish council should explore the planting of wildflower seed to support the wildlife areas</li> </ul> asked the clerk to forward the proposed specification (excluding All Saints Church as a Wildlife Area) to the next parish council as set out at Appendix D of report WPC.EC.24.09.03.
24.09.10	The meeting considered a proposal to undertake work to trees in the parish cemetery (previously circulated as WPC.EC.24.09.02) and appointing Suffolk Tree Surgery, Resolved: i. The Estates Committee authorise work to Parish Trees at a cost of not more than £800 plus VAT; and ii. The Estates Committee authorise work to Cemetery Trees at a cost of £1120 plus VAT and ask the parish council to authorise a drawdown from Earmarked Reserves of £1300 from Cemetery & Churchyard.
24.09.8.1	The meeting considered an update on current Estates Issues (previously circulated as WPC.EC.24.09.01) and Resolved Authorise the cost of purchasing grass seed and fleeces for team members at not more than £125 plus VAT.
24.09.03	Resolved: That the Minutes of the Estates Committee meeting held on 11th July 2024, as tabled, be agreed as a true record

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

- 9.1 The External Auditors' Limited Assurance Review and certificate 2023/24 had been returned, advising that in their opinion  
*"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met"*, and that the Council had complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.
- 9.2 VAT Claims for the months of July and August had been submitted in the sums of £728.83 and £512.80 (both received).
- 9.3 Work was progressing on developing a shared grant application to WSC with SC PROW in respect of upgrading of Footpaths in Wickhambrook. Advice recently received indicated that any application would need to be submitted by a charity, and the clerk was investigating options.
- 9.5 The clerk has completed an expression of interest for the Warmer Homes thermal imaging project to take place next spring. Free energy champion training is being offered as part of this project, and Cllrs A & K Grimes had expressed an interest in this.
- 9.7 That the clerk had completed some training to carry out updates to the Website when the Webmaster was unavailable.
- 9.8 The government was keen that parish and town councils move to a .gov.uk domain, which they consider to have a number of advantages. There are also some practical limitations, and the clerk would report back more fully at the next meeting.

**24.09.9 Noted:**

10.1 The following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1070	22/07/2024	Voucher 940 - Cr	Sales Credit Note against invoice	Fenland	#SCR00019456	Miscellaneous Receipts	£ 144.00
1073	16/07/2024		VAT refund from HMRC			VAT Repayments	£ 125.17
1087	31/08/2024	CEM OLD CR08	Interment WC/OLD/CR08	Peter Smith		Cemeteries	£ 215.00
1090	14/08/2024		VAT refund from HMRC			VAT Repayments	£ 728.83
1096	29/08/2024	GS.CR.08.1385	GS.CR.08 Memorial Additional Ins	Saxon Monumental Craft		Cemeteries	£ 130.00
1104	21/08/2024	24.09.10	Insurance Refund	Zurich	206582 23110249	Miscellaneous Receipts	£ 138.45
1112	16/09/2024		VAT refund from HMRC			VAT Repayments	£ 512.80

10.2 The payments to be made as listed below (1069):

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1080	27/09/2024	24.09.10.2	Volunteer Refreshments	Wickhambrook Stores	Clerk Expenses Q2	Services and Supplies	£ 2.99
1097	30/09/2024	24.09.10.2	Parish Online	Geoxhere Ltd	#42UF076-0008	Other Software Subscriptions	£ 120.00
1100	27/09/2024	24.09.10.2	External Audit Fee	PKF Littlejohn LLP		Audit	£ 378.00
1110	27/09/2024	24.09.10.2	Clerk SLCC Professional Membersh	SLCC	#mem250700-1	Subscriptions and Memberships	£ 188.00
1113	18/10/2024	24.09.10.2	Posters for Stand @ Fete &am	Vertas	#VG01-CIN000000599	Community Engagement	£ 21.60
1114	27/09/2024	24.09.10.2	Clerk Homeworking Q2	Hilary Workman	Q2 Home working	Clerk/RFO Mileage and Subsistance	£ 78.00
1116	27/09/2024	24.09.10.2	Clerk Mileage Q2	Hilary Workman	Q2 Mileage	Clerk/RFO Mileage and Subsistance	£ 64.08

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

10.4 The following payments previously authorised (1065).

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1066	30/07/2024	24.07.12	Volunteer Refreshments	Wickhambrook Stores		Services and Supplies	£ 2.99
1067	30/07/2024	24.07.12	Copy paper	Ryman Limited		Office Supplies	£ 11.98
1068	30/07/2024	24.07.12	Q1 Home working Allowance	Hilary Workman	Q1 Home working	Clerk/RFO Mileage and Subsistance	£ 78.00
1069	30/07/2024	24.07.12	Q1 Mileage & Subsistance	Hilary Workman	Q1 Mileage	Clerk/RFO Mileage and Subsistance	£ 102.53
1071	22/07/2024	Min. Ref 24.02.1	Adobe Software 22/07 - 21/08	Adobe Systems Software Ireland Ltd	#IEN2024038117465	Other Software Subscriptions	£ 19.97
1072	15/08/2024	Min. Ref 24.02.1	Clerk Mobile 16/06/2024 - 15/07/	3 Business Services, Hutchison 3G UK Ltd	#985101303039	Phone and Internet Services	£ 22.00
1074	23/08/2024	WPC.23.02.10.1 L	Dog Waste Bags	JRB Enterprise Ltd	#27310	Bin and Dog Waste Collection	£ 99.54
1075	31/07/2024	WPC.EC.24.04.09	Tri-annual Tree Inspection	Acacia Tree Surgery Ltd	#39283	Tree Surgery	£ 660.00
1076	01/08/2024	Delegated 24.07.	Security Supplies for access to	B &am; Q Bury St Edmunds 1152		Services and Supplies	£ 162.37
1077	19/08/2024	Min. Ref 24.02.1	Meeting Room Hire July 24	Wickhambrook Memorial Social Centre	#1585	Meeting Room Hire	£ 40.00
1078	08/08/2024	Min. Ref 24.02.1	Electricity 22/06/24 - 22/07/24	British Gas	#8280570	Electricity - Chapel of Rest	£ 13.89
1079	07/08/2024	EC.24.05.26.i	Consumable supplies Chapel of Re	B &am; Q Bury St Edmunds 1152		Services and Supplies	£ 35.93
1081	07/08/2024	Min. Ref 24.02.1	Microsoft Basic 07/07/24 - 06/08	Microsoft Ireland Operations Ltd	#e0100T580H	Microsoft Office Subscriptions	£ 52.92
1082	29/08/2024	Min. Ref 24.02.1	Clerk Salary period 5	Hilary Workman	Clerk Salary period 5	Clerk/RFO Salary	£ 1,189.65
1083	05/09/2024	Min. Ref 24.02.1	TaxNI Period 5 Contributions	HMRC	TAX/NI period 5	Clerk/RFO Salary	£ 173.93
1084	21/08/2024	Min. Ref 24.02.1	Water 13/09 - 12/10	Everflow	#3518938	Water - Bowling Green	£ 6.29
1085	12/09/2024	24.09.12.	Print Toner Black &am; Cyan	Printerland.co.uk	#SOA2653992	Office Supplies	£ 263.04
1086	21/08/2024	Min. Ref 24.02.1	Pension Contributions Period 5	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 55.88
1088	02/08/2024	Min. Ref 24.02.1	August'24 Corporate Multipa	Lloyds Bank PLC	Monthly fee	Corporate Multipay Service Charge	£ 3.00
1089	30/08/2024	Min. Ref 24.02.1	July Cuts	Top Garden Services	#2351	Grounds Contract	£ 2,378.28
1093	01/09/2024	WPC.24.07.17i	Contribution to LH Display Cabin	Wickhambrook Local History Society		Grants/Local Support and Village Organisa	£ 500.00
1094	16/09/2024	Min. Ref 24.02.1	Clerk Mobile 16/07/2024 - 15/08/	3 Business Services, Hutchison 3G UK Ltd	#985101303040	Phone and Internet Services	£ 22.00
1095	02/10/2024	WPC.EC.24.07.09	Wet &am; Forget Treatment f	Fenland Leisure Products Ltd	#67267	Playground - Cemetery Road (Maintenance)	£ 129.60
1098	13/09/2024	Min. Ref 24.02.1	Meeting Room Hire August'24	Wickhambrook Memorial Social Centre	#1590	Meeting Room Hire	£ 10.00
1099	27/09/2024	24.09.10.	Playground Maintenance Consumabl	Fenland Leisure Products Ltd	#SIN060824	Playground - Bury Road (Maintenance)	£ 1,053.36
1101	02/09/2024	WPC.24.05.26	Plastic Storage Boxes with Lids	Tenlite Ventures Ltd	#INV-GB-137348915-2024-3	Services and Supplies	£ 18.59
1102	02/09/2024	WPC.24.05.26	Storage Shelving for CoR	BIGDUG Ltd	#INV-GB-125990071-2024-1	Services and Supplies	£ 125.99
1103	02/09/2024	WPC.EC.24.07.09	Teak oil for benches	NGL NORDIC AS	DS-AEU-INV-GB-2024-49398	Services and Supplies	£ 37.94
1105	20/09/2024	Min. Ref 24.02.1	August Cuts	Top Garden Services	#2464	Grounds Contract	£ 1,626.02
1106	22/08/2024	Min. Ref 24.02.1	Adobe Software 22-08-24 - 21-09-	Adobe Systems Software Ireland Ltd	IEN2024043866940	Other Software Subscriptions	£ 19.97
1107	07/09/2024	Min. Ref 24.02.1	Microsoft Basic 07/08/24 - 06/09	Microsoft Ireland Operations Ltd	E0100TIPXW	Microsoft Office Subscriptions	£ 52.92
1108	02/09/2024	Min. Ref 24.02.1	September'24 Corporate Mult	Lloyds Bank PLC	Corp Multipay Fee	Corporate Multipay Service Charge	£ 3.00
1109	30/09/2024	Min. Ref 24.02.1	Q2 Bank Service Charge	Unity Trust Bank	Bank Service Charge	Bank Service Charge - Unity Trust	£ 18.00
1111	23/09/2024	Min. Ref 24.02.1	Water 13/10/2024 - 12/11/2024	Everflow	#3601346	Water - Bowling Green	£ 6.51

10.5 The current account balances and reconciliation to 31 August 2024 and the Chairman's confirmation that they were supported by relevant bank balances.

10.6 The Chair's review of the internal control statement (previously circulated as [WPC.24.09.04](#)) and any proposed actions arising from this.**24.09.11 Noted:**The meeting considered the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as [WPC.24.09.05](#)) and**Resolved****To approve transfer between revenue budget lines and transfer of funds from Earmarked Reserves to Revenue budget lines as indicated in Table 1 respectively of report [WPC.24.09.05](#) and note net changes to earmarked reserves.**

- 24.09.12 **Noted:** Planning results as notified by West Suffolk summarised below
- 12.1 **DCON(B)/23/1170** Application to discharge condition 5 (surfacing of access) of application DC/23/1170/FUL  
**Genesis Green Stud Farm Genesis Green Wickhambrook CB8 8UX**  
**WSC:** Application Granted **WPC:** Not Applicable
- 12.2 **DC/24/0946/TPO** - TPO 256 (1998) and TPO 504 (2010) tree preservation order - as per tree survey  
**The Meadows Wickhambrook Suffolk CB8 8GW**  
**WSC:** Application Granted **WPC:** Objection to hedge being removed  
Min. WPC.EO.24.08.6.2
- 12.3 **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 CB8 8UX**  
**WSC:** Application Granted **WPC:** Not Applicable
- 12.4 **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 CB8 8YG**  
**WSC:** Not Required **WPC:** Not Applicable
- 12.5 **DC/24/0319/FUL** – planning application Agricultural building  
**Land North Of The Granary Farley Green Wickhambrook Suffolk CB8 8PX**  
**WSC:** Application Granted **WPC:** No objections – Min. 24.04.18.2
- 12.6 **DC/23/1273/HH** - Householder planning application  
a. relocation of oil tank;  
b. widening of existing parking space  
**Brooklyn Cottage Bury Road Wickham Street Suffolk CB8 8XJ**  
**WSC:** Application Granted **WPC:** No objections – Min 23.09.13.3i
- 24.09.13 Noted:** Planning applications notified by West Suffolk Council for comment  
Having declared a disclosable pecuniary interest in item 13.1, Cllr Couzens nominated Cllr Turner to chair this item on the agenda and:
- Cllr Couzens left the room**
- 13.1 **DC/24/1045/FUL** - Planning application Detached garage and store  
**The Greyhound Inn Meeting Green Wickhambrook CB8 8XS**  
The meeting considered report [WPC.Planning 24.09 DC.24.1045.FUL](#) (previously circulated) and noting that there had been one representation from a local resident (relating to parking issues), agreed that it had no objection to the proposal.
- Cllr Couzens re-joined the meeting**
- 13.2 Cllr Turner reported that following confirmation, this application related to Ousden not Wickhambrook Parish.  
**DC/24/1366/HEDGE** – Hedgerow Removal Notice  
**Lords Lane, Ousden, Suffolk**  
See report WPC.Planning\_24.09\_DC.24.1366.HEDGE
- 13.2 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.**

- 24.09.14 **Noted:** Other Planning matters for information, to be noted or for inclusion on a future agenda.
- 14.1 **DC/24/1106/HH** - Householder planning application  
Bi fold and sliding doors to rear elevation  
**White Gables Ousden Road Wickhambrook CB8 8UT**  
WPC: No Comments - Determined under delegated authority in consultation with Chair
- 14.2 **Appeal Ref: APP/F3545/W/23/3334575**  
**Land adj. Aldersfield Place Farm, Ashfield Green, Wickhambrook, CB8 8UZ**  
**The clerk reported the Planning Inspector's conclusion that:**
- *The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.*
  - *The application Ref is DC/23/0813/FUL.*
  - *The development proposed is a new dwelling and access.*
- The appeal is dismissed**
- 14.3 The meeting considered a Briefing Note (previously circulated as [WPC.Planning.24.09.NPPF](#)) on the government's consultation on the National Planning Policy Framework (NPPF) National and asked the clerk to complete the NALC survey using the proposed responses advised by SALC at Appendix B.
- 24.09.15 **Noted:**
- The meeting considered a review of the grounds specification for the next financial year 2025/26 (previously circulated as [WPC.24.09.07](#)) agreed by the Estates Committee at its meeting on 12<sup>th</sup> September and, noting the revisions to the proposed wildlife areas set out at Appendix C, asked the clerk to:
1. invite quotes based on the specification and plans set out at Appendices D and E; and
  2. Include wildflower seed and signage in the 2025 – 2026 draft budget
- 24.09.16 **Noted:**
- The meeting considered a proposal for the installation of secure access to Six Acres and the Recreation Ground (previously circulated as [WPC.24.09.08](#)) and noting the clerk's report that the Trustees of Wickhambrook Memorial Social Centre supported the proposal
- Resolved**
- To authorise the purchase of barriers to Access points B & C and installation of barriers to secure access to Six Acres and the Recreation Ground at points A, B & C (as identified in report WPC.24.09.08), at a cost of not more than £1100 plus VAT.**
- 24.09.17 **Noted:**
- The meeting considered revisions to the 3 year plan and any known project and/or revenue costs in preparation of draft budget for financial year 2025.26 and asked the clerk to research costs for:
- Attleton Green pond
  - Larger items of work identified in play reports – posts for swing units
  - Concrete around MUGA
  - Cemetery Gates & path to Chapel of Rest
  - Speed signs & posts
  - Posts at Coltsfoot Green



- 24.09.18 Noted:**  
The meeting agreed to Mr Alan Cordy (or Cllr Mike Lavelle if Mr Cordy was unavailable) to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 9<sup>th</sup> November, and
- Resolved**  
**That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath**
- 24.09.19 **Noted:** Any other matters for information, to be noted or for inclusion on a future agenda:
- Procurement Policy
  - .gov.uk domain
  - Budget priorities for the financial year 2025-26
  - Cemetery Fees and Charges
  - Damaged Restricted byeway sign at Australia farm sign
- 24.09.20 **Noted:**  
That the scheduled date for the next meeting is Thursday 28<sup>th</sup> November beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 24.09.21 **Noted:** Close of meeting. 20:08