

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 26th September 2024 @ 7:00pm

In: Pavilion 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

- 24.09.01 Apologies for absence to be noted or approved:
• Cllr Linda Smith – Personal Commitment.
- 24.09.02 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.
- 24.09.03 3.1 Proposal:
That the Minutes of the Parish Council meeting held on 26th July, and the Extra-ordinary Meeting held on 15th August 2024, as tabled, be agreed as a true record.**
- 24.09.04 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
- 24.09.05 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
- 24.09.06 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.24.09.01**) and take action as appropriate.
- 24.09.07 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.24.09.02**) and take action as appropriate
7.4 **Road Safety Working Group** Cllr Mel Karunaratne
To consider an update on the establishment of a Community Speedwatch (tabled and circulated as **WPC.24.09.03**) and take action as appropriate
7.5 **Cemetery Records Project** **Cllr Andrea Grimes**
7.6 **SALC & Social Media** Cllr Linda Smith

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.

24.09.08 To note resolutions of Estates Committee on 12th 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: • Respondents to the survey were supportive of Wildlife areas • Concerns relating to reduction in cuts related only to footpaths, of which the parish council is only responsible for FP25 & 26; • The PCC had asked that All Saints Church not be included as a wildlife area • The parish council should explore the planting of wildflower seed to support the wildlife areas 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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 9.1 To note the External Auditors' Limited Assurance Review and certificate 2023/24 (tabled and circulated as **WPC.21.09.04**), 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 has 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 have been submitted in the sums of £728.83 (received) and £512.80.
- 9.3 Work is progressing on developing a shared grant application to WSC with SC PROW in respect of upgrading of Footpaths in Wickhambrook. Advice recently received indicates that any application may need to be submitted by a charity, and the clerk is 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 have expressed an interest in this.
- 9.7 That the clerk has completed some training to carry out updates to the Website in the absence of the Webmaster.
- 9.8 The government is 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 will report back more fully at the next meeting.

24.09.9 10.1 To note 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	Ferland	#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 To authorise 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	#SB20240856	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 Proposal:

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

10.4 To note 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 &am; 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.23.02.10.1.1	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 July24	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 Organ	£ 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 Venures Ltd	#INV-GB-137348915-2024-3	Services and Supplies	£ 18.59
1102	02/09/2024	WPC.24.05.26	Storage Shelving for CoR	BGDUG 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 To note the current account balances and reconciliation to 31 August 2024 and the Chairman's confirmation that they are supported by relevant bank balances.

10.6 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.24.09.05**) and any proposed actions arising from this.

24.09.11 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.24.09.06**) and take action as appropriate.

Proposal: Cllr Lavelle

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 To note 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** To note Planning applications notified by West Suffolk Council for comment
- 13.1 **DC/24/1045/FUL** - Planning application
Detached garage and store
The Greyhound Inn Meeting Green Wickhambrook CB8 8XS
See report WPC.Planning_24.09_DC.24.1045.FUL
- 13.2 **DC/24/1366/HEDGE** – Hedgerow Removal Notice
Lords Lane, Ousden, Suffolk
See report WPC.Planning_24.09_DC.24.1366.HEDGE
- 13.2 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.
- 24.09.14 Any 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 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 To note a briefing on the government’s consultation on the National Planning Policy Framework (NPPF) National (tabled and circulated as **WPC.Planning.24.09.NPPF**) and take action as appropriate.
- 24.09.15 To note a review of the grounds specification for the next financial year 2025/26 (tabled and circulated as **WPC.24.09.07**) agreed by the Estates Committee at its meeting on 12th September and take appropriate action.

- 24.09.16** To note a proposal for the installation of secure access to Six Acres and the Recreation Ground (tabled and circulated as **WPC.24.09.08**) and take action as appropriate.
Proposal: Cllr Lavelle
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 To consider any revisions to the 3 year plan and any known project and/or revenue costs in preparation of draft budget for financial year 2025.26
- 24.09.18** To nominate a councillor, lay member or resident of the parish to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 9th November, and
Proposal: Cllr Lavelle
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 24.09.19 To 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
- 24.09.20 To confirm that the scheduled date for the next meeting is Thursday 28th November beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 24.09.21 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council