

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 28th November 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

- 24.11.01 Apologies for absence to be noted or approved:
- Cllr Paul Couzens – personal commitment
 - SC Cllr Bobby Bennett – to note
- 24.11.02 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.
- 24.11.03 3.1 Proposal:**
That the Minutes of the Parish Council meeting held on 26th September, and the Extra-ordinary Meeting held on 14th November 2024, as tabled, be agreed as a true record.
- 24.11.04 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
- 24.11.05 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
- 24.11.06 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.24.11.01**) and take action as appropriate.
- 24.11.07 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

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.

7.3 Neighbourhood Plan Working Group Cllr Tracey Turner (circulated)

To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as **WPC.24.11.02**) and take action as appropriate

Proposal: Cllr Turner

Subject to the incorporation of any required changes arising from the Strategic Environmental Assessment and Habitats Regulations Assessment or any updating as a result of the publication of a new National Planning Policy Framework before the Plan is submitted;

i. the Parish Council approves the proposed modifications to the Neighbourhood Plan, and

ii. agrees the submission of the Plan to West Suffolk Council

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.24.11.03**) and take action as appropriate

7.5 Cemetery Records Project Cllr Andrea Grimes

7.6 SALC & Social Media Cllr Linda Smith

24.11.08 To note resolutions of Extra-ordinary and Estates Committee meetings on 14th November 2024

WPC.EC.24.11.10	Proposed fees and charges for cemetery agreed and to be referred to parish council for approval.
WPC.EC.24.11.09	and if stones are legible, they should be sunk in another part of the cemetery.
WPC.EC.24.11.08.1	Authorise the cost of purchasing hazard tape and fence post spikes at not more than £50 plus VAT.
WPC.EC.24.11.03	That the Minutes of the Estates Committee meeting held on 12th September 2024, as tabled, be agreed as a true record
WPC.EO.24.11.6	The meeting considered a proposed submission to West Suffolk Council in respect of bus service
	DC/24/1424/OUT - Outline planning application – (means of access, appearance, layout and scale to be considered) for single storey building consisting of store, workshop, office, garage and cart lodge Easterwood House Baxters Green Wickhambrook CB8 8UY See report WPC.Planning_24.11_DC.24.1424.OUT The parish council considered this application and having considered: • The application and additional supporting documents available on West Suffolk's planning portal • A briefing paper (Report WPC.Planning_24.11_DC.24.1424.OUT) prepared by the clerk
WPC.EO.24.11.5.2	Identified no matters of concern and determined to support the application.
	5.1DC/24/0909/HH – Householder Planning Application a. single storey extension to the south elevation b. single storey extension to the west elevation (following demolition of existing single storey elements) c. two storey extension to the east elevation (following removal of existing conservatory) d. alterations and conversion to existing barn to provide detached garage and gym with first floor bedroom Australia Farm Meeting Green Wickhambrook CB8 8UR See report WPC.Planning_24.11_DC.24.0909.HH The meeting determined to support the application and ask West Suffolk to condition the maintenance and reinstatement of the bridleway and its junction with BOAT 31 based on the advice of Suffolk PROW, and having
WPC.EO.24.11.5.1	regard to Policy WHB 18 of Wickhambrook's Draft Neighbourhood Plan.

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

9.1 VAT Claims for the months of September and October have been submitted in the sums of £616.97 (received) and £435.26.

9.2 To note that nominations for the Alf Hicks Biscuit Barrel award are considered at the January parish council meeting. Last year nominations were opened to residents, with a large majority nominating the late Mr George Woods for the pleasure he brought with his Christmas lights. It is proposed to open nominations to residents again this year.

9.3 Work has progressed 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 initial conversations with a local charity were positive. SC PROW submitted an outline application to West Suffolk with draft costings but has not yet heard back from them.

9.4 The clerk has completed an expression of interest for the Warmer Homes thermal imaging project to take place next spring. Free energy champion training was offered as part of this project, and Cllrs A & K Grimes attended this online training. There is additional in person training on December 4th (18:30 – 20:30pm, with back up dates of 4th and 5th December). The clerk has booked a space for the training on behalf of councillors.

- 9.5 To note that following the parish council's decision in September, its planning consultant, Places4People submitted Hearing Statement pursuant to the earlier representation and in response to the Inspectors' questions in relation to the proposed allocation in the Draft West Suffolk's Local Plan. He subsequently attended the Local Plan Hearing session which dealt with the proposed allocation off Bunters Road. He was able to update the Inspectors on the stage that the Neighbourhood Plan had reached and confirmed that the Neighbourhood Plan identifies the nature of and community facilities and/or retail or local employment as referred to in the Local Plan policy. Planning Inspectors' hearing earlier this month, where in response to a representation from the owner of the allocated site WS, he confirmed that Wickhambrook's draft NP reflected the intent of the West Suffolk Local Plan when specifying the use classes development. The landowners requested that the small area of the site adjoining the existing access to Claydon Drills be removed from the allocation and the Inspectors have asked the District Council to prepare such a modified Plan for their consideration. This minor amendment would bring the Local Plan and Neighbourhood Plan site boundary into alignment. It remains unlikely that the Local Plan will be adopted before Spring 2025.
- 9.6 Councillors have brought to the clerk's attention Suffolk CC's No Cold Calling Zones (summary tabled and circulated as **WPC.24.11.04**), which were referenced in recent county/SALC updates.
- 9.7 To note an update on various ICT issues (tabled and circulated as **WPC.24.11.05**) and take action as appropriate.
- 9.8 A Festive Warm Winter Wednesday will be held on 11th December at the WI Hall, Cemetery Road. A further 7 Warm Winter Wednesdays are planned throughout January and February, and it is hoped that West Suffolk Families and Communities team may be able to provide some additional financial support for this.
- 9.9 Work to parish trees was scheduled to start w/c 18th November.
- 9.10 Work to Chapel Roof is scheduled to be completed by Christmas 2024
- 9.11 The orders for barriers onto the Recreation Ground and Six Acres are being produced and suppliers anticipate delivery w/c 2nd December.

24.11.10 10.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1117	18/09/2024	Credit Note 5062	Credit Note against invoice 3518	Everflow	506215	Miscellaneous Receipts	£6.29
1118	18/09/2024	Credit Note 5062	Credit Note against invoice 3601	Everflow	506216	Miscellaneous Receipts	£6.51
1129	01/10/2024	WC/CR008	WC/NEW/CR008/TransferDeed	Bereaved Family		Cemeteries	£60.00
1135	07/10/2024		VAT refund from HMRC			VAT Repayments	£616.97
1136	31/10/2024	PG2.397_N23(a)	Transfer of Deed - Statutory Dec	Bereaved Family	Invoice No 5	Cemeteries	£60.00
1137	11/11/2024	GS.317L Interment	Interment WC/NEW/GS.317L	Dignity Funerals Ltd	Invoice No 4	Cemeteries	£300.00
1140	30/09/2024	Credit Interest	Credit Interest to 30.09.2024	Unity Trust Bank		Bank Interest	£81.31
1156	16/10/2024	WPC.EC.24.09.8.1	Partial Refund on V1155 Fleece J	SR Workwear	CN-GB-1943900125-2024-35	Miscellaneous Receipts	£42.00
1162	12/11/2024	WC/ERB	ERB	Cemetery Receipts Individuals		Cemeteries	£300.00
1164	28/10/2024	WPC.TennisClub	Wickhambrook Tennis Club	Wickhambrook Tennis Club	Invoice 24.01	Ground Rents	£35.00
1165	24/10/2024	WPC.Wickhamrook	Ground Rent WOBC	Wickhambrook Outdoor Bowls Club	Invoice 24.02	Ground Rents	£10.00
							£1,518.08

10.2 To authorise the payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1143	02/12/2024	WPC.24.11	Councillor Basics: Smith L	Suffolk Assn. of Local Councils	#29319	Training	-£76.80
1151	22/11/2024	24.11.12	McAfee Protection 2024-2025	McAfee	CS3596527119	Other Software Subscriptions	-£129.99
1172	29/11/2024	WPC.24.11.10.2	krb-dg[15 Economy Dispenser Dog	JRB Enterprise Ltd	#27749	Bin and Dog Waste Collection	-£99.54

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
1119	01/10/2024	Min. Ref 24.02.1 Replacement Invoice period 13/09	Everflow	#3630563	Water - Bowling Green	-£35.85
1120	01/10/2024	Min. Ref 24.02.1 Replacement Invoice period 13/10	Everflow	#3630613	Water - Bowling Green	-£13.90
1121	16/10/2024	Min. Ref 24.02.1 Clerk Mobile 16/08/2024 - 15/09/24	3 Business Services, Hutchison 3G UK Ltd	#985101303041	Phone and Internet Services	-£22.00
1122	05/10/2024	Min. Ref 24.02.1 TaxNI Period 6 Contributions	HMRC	TAX/NI period 6	HMRC/NI Contributions	-£173.93
1123	27/09/2024	Min. Ref 24.02.1 Clerk Salary period 6	Hilary Workman	Clerk Salary period 6	Clerk/RFO Salary	-£1,189.65
1124	27/09/2024	Min. Ref 24.02.1 Clerk Pension Period 6	Hilary Workman	Pension Contributions Pe	Pension Contributions	-£55.88
1125	09/10/2024	Min. Ref 24.02.1 Electricity 22/08/24 - 22/09/24	British Gas	#8835279	Electricity - Chapel of Rest	-£13.92
1126	08/09/2024	Min. Ref 24.02.1 Electricity 22/07/24 - 22/08/24	British Gas	#8554044	Electricity - Chapel of Rest	-£13.92
1130	18/10/2024	Min. Ref 24.02.1 September Cuts	Top Garden Services	#2511	Grounds Contract	-£1,626.02
1131	03/10/2024	Min. Ref 24.02.1 September Meetings	Wickhambrook Memorial Social Centre	#1599	Meeting Room Hire	-£40.00
1132	29/11/2024	24.02.10.1 LODP Administration of Payroll to 30/	Suffolk Assn. of Local Councils	#29310	Administration of Payroll and Pension	-£57.60
1133	07/10/2024	24.02.10.2 DD Microsoft Basic Charges 07/09/20	Microsoft Ireland Operations Ltd	#E0100TV6GE	Microsoft Office Subscriptions	-£52.92
1134	13/10/2024	24.02.10.2 DD Water 13/11/2024 - 12/12/24	Everflow	#3682266	Water - Bowling Green	-£21.07
1138	25/10/2024	WPC.24.09.18 Royal British Legion Poppy Appea	Royal Brighish Legion	EJE41	Charitable Donations	-£50.00
1139	30/10/2024	WPC.23.11.19 TRANSFER LAND BURY ROAD WICKHAMB	Excello Law	#070215	Parish Lands	-£642.00
1141	31/10/2024	Min. Ref 24.02.1 Charges 04/09/2024 - 30/09/2024	Unity Trust Bank	Statement 073	Bank Service Charge - Unity Trust	-£5.40
1142	13/09/2024	Min. Ref 24.02.1 ICO renewal registration	Information Commissioner's Office	ZA074439	Other Software Subscriptions	-£35.00
1144	31/10/2024	Min. Ref 24.02.1 Salary Period 7.2024.25	Hilary Workman	Salary Period 7 2024.25	Clerk/RFO Salary	-£1,189.65
1145	31/10/2024	Min. Ref 24.02.1 Pension Contributions Period 7 2	NEST Pensions	Pensions Period 7 2024.2	Pension Contributions	-£55.88
1146	05/11/2024	Min. Ref 24.02.1 TaxNI Period 7 Contributions	HMRC	Tax/NI Period 7 2024.25	Clerk/RFO Salary	-£173.93
1147	22/09/2024	Min. Ref 24.02.1 Adobe Pro 22.09.2024 - 21.10.202	Adobe Systems Software Ireland Ltd	#IEN2024049701629	Other Software Subscriptions	-£19.97
1148	22/12/2024	Min. Ref 24.02.1 Adobe Pro 22.10.2024 - 21.11.202	Adobe Systems Software Ireland Ltd	#IEN2024055585928	Other Software Subscriptions	-£19.97
1150	07/11/2024	Min. Ref 24.02.1 Microsoft Basic 07/10/24 - 06/11	Microsoft Ireland Operations Ltd	#E0100U8N3N	Microsoft Office Subscriptions	-£52.92
1152	16/10/2024	Min. Ref 24.02.1 Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	#985101303042	Phone and Internet Services	-£22.00
1153	24/10/2024	Min. Ref 24.02.1 Electricity 22/09/24 - 21/10/24	British Gas	#9109940	Electricity - Chapel of Rest	-£12.79
1154	16/10/2024	WPC.EC.24.09.8.1 Grass Seed - Children's Pla	Grass Seeds UK Ltd		Services and Supplies	-£27.98
1155	16/10/2024	WPC.EC.24.09.8.1 Workwear Fleece Jackets Branded	SR Workwear And Merchandise Ltd	#INV-GB-1943900125-2024-	Services and Supplies	-£124.90
1157	16/10/2024	Min. Ref 24.02.1 Oct'24 Corporate Multipay S	Lloyds Bank PLC	Monthly Fee	Corporate Multipay Service Charge	-£3.00
1158	04/11/2024	Min. Ref 24.02.1 Nov'24 Corporate Multipay S	Lloyds Bank PLC	Monthly Fee	Corporate Multipay Service Charge	-£3.00
1159	12/11/2024	Min. Ref 24.02.1 Website Updates June'24 - A	Mdsign	#2425	Website	-£225.00
1160	12/11/2024	Min. Ref 24.02.1 Events Calendar PRO	Mdsign	#2426	Website	-£277.86
1166	30/11/2024	Statement 074 Bank Service Charge October	Unity Trust Bank	Statement 074	Bank Service Charge - Unity Trust	-£6.00
1167	05/11/2024	Min. Ref 24.02.1 Print Toner Yello	Printerland.co.uk	#SQA2721557	Office Supplies	-£94.80
1168	21/11/2024	Min. Ref 24.02.1 Water 13/12/2024 - 12/01/2025	Everflow	#3765844	Water - Bowling Green	-£65.62
1169	28/11/2024	Min. Ref 24.02.1 Salary Period 8.2024.25	Hilary Workman	Salary Period 8 2024.25	Clerk/RFO Salary	-£1,189.65
1170	28/11/2024	Min. Ref 24.02.1 TaxNI Period 8 Contributions	HMRC	Tax/NI Period 8 2024.25	HMRC/NI Contributions	-£173.93
1171	28/11/2024	Min. Ref 24.02.1 Pension Contributions Period 8 2	NEST Pensions	Pension Contributions Pe	HMRC/NI Contributions	-£55.88

10.5 To note the current account balances and reconciliation to 31 October 2024 and the Chairman's confirmation that they are supported by relevant bank balances.

24.11.11 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.24.11.06**) and take action as appropriate.

24.11.12 To note Planning results as notified by West Suffolk summarised below

12.1 [DC/24/1366/HEDGE](#) - Hedgerow Removal Notice

Removal of 35 metres of hedgerow across 7 locations

Lords Lane Ousden Suffolk

WSC: No Objection

WPC: Not in Wickhambrook Parish

12.2 [DC/24/1106/HH](#) - Householder planning application

Bi fold and sliding doors to rear elevation

White Gables Ousden Road Wickhambrook Suffolk CB8 8UT

WSC: Application Granted

WPC: No Comments – delegated authority

12.3 [DC/24/1045/FUL](#) - Planning application

Detached garage and store

The Greyhound Inn Meeting Green Wickhambrook Suffolk CB8 8XS

WSC: Application Granted

WPC: No objections (Min. 24.09.13.1)

12.4 [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

WSC: Application Granted

WPC: No Objections – delegated authority

24.11.13 To note Planning applications notified by West Suffolk Council for comment

13.1 [DC/24/1621/HH](#) - Householder Planning application

Detached cartlodge and detached annexe

Mokefield, Baxters Green, Wickhambrook, Newmarket, Suffolk CB8 8UY

13.2 Proposal: Cllr Turner

That the Clerk make known the Council's comments on planning applications

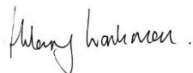
above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk

Council.

24.11.14 Any other Planning matters for information, to be noted or for inclusion on a future agenda.

- 24.11.15 To consider quotes submitted in respect of grounds contracts for the next financial year (2025/2026) tabled and circulated as **WPC.21.11.07** and take action as appropriate.
Proposal:
That the Clerk draw up a contract for groundworks for the financial year 2025/26 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.24.11.08.
- 24.11.16** To note the proposal put forwards by the Estates Committee (tabled and circulated as **WPC.24.11.08**) to adopt revised Cemetery Fees and Charges as set out at Table 2.
Proposal:
The parish council adopt the proposed fees and charges, (taking into account any revisions agreed at the meeting) set out at Table 2 to WPC.24.11.09) with effect from 1st April 2025.
- 24.11.17 To receive and discuss draft Budget for 2025/26 (circulated and tabled as **WPC.24.11.09**) and take action as appropriate.
- 24.11.18 To note Chair's report with respect to Clerk's salary and the approval of annual pay award for 2024/25 (tabled and circulated as **Chair's Report**) and take action as appropriate.
- 24.11.19 To approve dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2025), as set out below:
Ordinary Meetings of the Parish Council (@ 7:00pm):
Thursday 16th January
Thursday 27th February
Thursday 24th April (at 6:00pm)
Thursday 31th July
Thursday 25th September
Thursday 27th November
Annual Parish Council Meeting – Thursday 29th May @ 7:00pm
Annual Parish Meeting - Thursday 24th April @ 7:30pm
Estates Committee Meetings (at 7:00pm):
Thursday 6th February
Thursday 3rd April
Thursday 3rd July
Thursday 4th September
Thursday 6th November
Ordinary Meeting of Parish Council – Thursday 15th January 2026 @ 7:00pm
- 24.11.20 Any other matters for information, to be noted or for inclusion on a future agenda:
- 24.11.21 To confirm that the scheduled date for the next meeting is Thursday 16th January beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 24.11.22 Close of meeting.

Published & posted 22nd November 2024



Hilary Workman
Clerk & RFO to the Council