

Wickhambrook Parish Council

Minutes

Of the ordinary meeting of the Parish Council held on **Thursday 16th January 2025**

Present: A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), T Turner

Attending: Clerk Hilary Workman, WS Cllr Sarah Pugh, Cllr Bobby Bennett & 10 members of the public

- 25.01.01 **Noted:** The following apologies for absence were approved:
- Cllr Paul Couzens – annual leave
 - Cllr Linda Smith - unwell
- 25.01.02 **Noted:** That when invited
- 2.1 Cllr Mike Lavelle advised that although neither a Disclosable Pecuniary or other Registerable Interest, he had submitted a personal representation in respect of Planning Applications DC/24/1726/FUL and DC/25/1727/LB (Persphone, Meeting Green) and that his wife, Amanda Lavelle, a member of the Warm Winter Wednesdays team, had been nominated for the Alf Hicks Biscuit Barrel Award.
- 2.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 There were no requests for dispensations
- 2.4 There were no additions and/or deletions to the Council's Register of Interests - none
- 25.01.03 3.1 Resolved:**
That the Minutes of the Parish Council meeting held on 28th November, as tabled, be agreed as a true record.
- 25.01.04 **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** advised that:
- A proposal to set a budget for the County had been arrived at – there had been no difficult decisions over cuts this year but it had still not been easy, as some grant funding had been lost and the criteria for other central government funding changed (with allocation on density deprivation which disadvantaged Suffolk as a more rural county)
 - Government proposal for Local government reform and devolution of powers had been taking up lot of member time. The proposals are to move to a unitary to model to remove overlap, and alongside that there is an option to take on devolved powers from central government.
 - Wickhambrook issues
 - There was momentum on the Wickhambrook TRO A143 – Cllr Bennett had recently had a conversation with Nick Timothy MP and a meeting would be arranged for him to visit and meet local residents
 - Flooding issues at Coltsfoot Green – a plan to resolve the issue had been worked through with the Public Rights of Way officer in late November, and work started to cost options. Unfortunately, the specialist drainage contractor with whom SCC had worked for over thirty years had passed away over Christmas, and a new contractor had now to be found. PRoW were also working with the Highways Team as the flooding is impacting on the carriageway surface downstream of the Byeway.
 - Cllr Bennett also noted the following comments from residents attending the meeting:
 - The issue of poor drainage (impacting Public Rights of Way and also internal property damage)

Signed: *Mike Lavelle*

Dated: *27/02/25*

- Specialist drainage engineers had first come out to address the issue in 2011. They had notes and the former clerk Roger Medley copied in (the clerk confirmed that the information available had been passed to West Suffolk and Suffolk County Councils)
- Attleton Green (Mole Hill) also experienced flooding issues
- There was a lack of clarity over who would enforce ditch clearing
- Cllr Bennett confirmed
 - The large overflow lagoon below Serendipity was the responsibility of the landowner (not County Council)
 - A site meeting with PRow and Highways would help to establish responsibility for each part of any proposed solution (this was difficult to do through mapping due to scales and boundaries)
 - All highways and flooding issues should be reported each and every time through SCC Reporting Tool, as this helped to raise the priority of any particular issue
 - That she would call in to meet residents on site at Coltsfoot Green on the morning of 17th January
 - That the highways enforcement team, when notified, were able to clarify who was responsible for clearing individual ditches and enforce responsibilities

4.2 **Cllr Mrs Sarah Pugh, West Suffolk Council** advised that:

- A decision by the Minister on the government's proposals for Devolution would be likely on 31st January.
 - If Suffolk were to be included in the priority scheme for Devolution (with one mayor for both Suffolk and Norfolk) then no county council elections would take place in May, with both county councils having to put together a combined budget, mayoral elections put back to 2026 and unitary elections to be run in 2027.
 - If not included in the priority scheme, County Council elections would run in May 2025, but councillors would sit for only two years, with further elections for unitary seats in 2027. West Suffolk is supportive of a Unitary approach and has engaged on the basis that it would be more likely to be able to influence the outcome of any future arrangements. It is recognised as a cost cutting exercise.
- Many planning applications had been received for Wickhambrook properties over the Christmas Period. The clerk asked Cllr Pugh whether it would be possible to request a longer consultation period over the Christmas and summer periods.

25.01.05 **Public Forum – (Open Session)**¹. 19:31

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

- Residents would forward any notes they had of previous engagement with district and county councils to resolve drainage issues at Byeway 31 to help establish a timeline of what has happened in the past and preserve organisational memory
- It was not always easy to establish and map who to contact with queries about drainage and hedgeline responsibilities
- The junction of the road from Meeting Green to Ashfield Green (where the Quiet Lane commences towards The Duddery) also had a very poor surface due to flooding issues
- East Cottage, Attleton Green – concern with respect to the proposals under recent planning applications (see agenda item 14.3) that

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.

- The previous permission(s) had been breached, and the roof line was now a meter higher than approved and the extension to the boundary of the property which made it impossible for the planting to be re-established
- The planning officer had not yet posted notices in respect of the three planning applications
- Report that the Conservation officer had indicated that the roof lines should be brought down and extension put back on the original footprint.

Session Closed: 19:49

In accordance with Standing Order 10(a)vi, item 24.14.3 on the Agenda was considered at this point and is Minuted at 25.01.14.3

25.01.06

Noted:

The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as report **WPC.25.01.01**) and identified no further actions.

25.01.07**Noted:** Reports and requests to this meeting relating to Councillors' Portfolios7.1 **Highways/VAS reporting****Cllr Paul Couzens**7.2 **Emergency Planning****Cllr Mike Lavelle**

No actions to report

7.3 **Neighbourhood Plan Working Group** **Cllr Tracey Turner**

Cllr Turner advised that the Strategic Impact Assessment (requested by West Suffolk Council and commissioned from AECOM) had been received. It was disappointing as the report had been submitted a month late and missed the Habitat Regulation Assessment (HRA) which is required by West Suffolk Council). The meeting asked the clerk to apply pressure and if necessary escalate through our Planning Consultant (Places4People) as the delay has left the preparation of the Neighbourhood Plan over a month behind its anticipated key milestone (submission to West Suffolk Council).

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

The meeting considered an update on Road Safety (previously circulated as **WPC.25.01.02**, with Cllr Karunaratne advising that all members of the Community Speed Watch team had been cleared by Suffolk Constabulary and once one outstanding form had been submitted the team would move to on site training. When invited, no members of the team had volunteered to lead, and therefore Cllr Karunaratne had kindly agreed to fulfil this role initially. The clerk further advised that following her letter to Nick Timothy MP with respect to the parish council's request for support in reducing the speed limit at Wickham Street from 40mph to 30mph, he had responded advising with a copy of his letter to Suffolk County Council Highways in support of the parish's request, and offered to meet both councillors and residents of the parish. The meeting asked the clerk to set up a meeting (ideally including an on-site element attended by a highways engineer).

Cllr A Grimes reported that the parish gates at either end of Wickham Street were in poor condition and the meeting asked the clerk to look at costs of any necessary replacement.

7.5 **Cemetery Records Project****Cllr Andrea Grimes**

Cllr Grimes reported that she had updated the plan for the Old Southside of the cemetery, where an additional row had been identified running immediately adjacent to the road (AAA) and had commenced mapping the Old Northside. New signs had been put up advising of uneven ground at the cemetery, and one of the benches in the old cemetery would require remedial work to the slabs, which are uneven. The clerk had scheduled this work for the first work party in February.

Resolved

Authorise the cost of a notice for All Saints Churchyard (Please take care, uneven ground) at a cost of not more than £13.25 plus VAT

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

25.01.08 **Noted:** Resolutions of meeting on 28th November 2024

Agenda Item	Decision
WPC.24.11.19	and Estates Committee meetings for the next year (2025), as set out below:
WPC.24.11.18	The meeting noted Chair's report with respect to Clerk's salary and the approval of annual pay award for 2024/25
WPC.24.11.17	Noted: The meeting received and discussed draft Budget for 2025/26 (previously circulated as WPC.24.11.09) and had no questions.
WPC.24.11.16	Noted: The meeting considered the proposal put forwards by the Estates Committee (previously circulated as WPC.24.11.08) to adopt revised Cemetery Fees and Charges as set out at Table 2 and Resolved: 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.
WPC.24.11.15	The meeting considered quotes submitted in respect of grounds contracts for the next financial year -
WPC.24.11.13	13.1DC/24/1621/HH - Householder Planning application Detached cartlodge and detached annexe Mokefield, Baxters Green, Wickhambrook, Newmarket, Suffolk CB8 8UY No objection 13.2Resolved That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.
WPC.24.11.11	Noted: The meeting noted the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as WPC.24.11.06) and identified no actions.
WPC.24.11.9.7	An update on various ICT issues (previously circulated as WPC.24.11.05). Cllr Lavelle reported that an ambition of Wickhambrook Primary Academy was to create a digital hub but in the meantime it might be possible to provide some additional support to residents through a presence at the Warm Winter Wednesdays.
WPC.24.11.9.6	as WPC.24.11.04), which were referenced in recent county/SALC updates. Councillors shared the view that
WPC.24.11.9.5	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
WPC.24.11.7.4	The meeting considered an update on the establishment of a Community Speedwatch (previously circulated as WPC.24.11.03) and noted the following updates: • Suffolk Constabulary responsible for the administration of Community Speedwatch Groups. • The concern of councillors that the difficulty in egressing from the C route adjacent to the Plumbers Arms at Wickham Street was a contributory factor in vehicle accidents at this site.
WPC.24.11.7.3	Resolved 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
WPC.24.11.03	That the Minutes of the Parish Council meeting held on 26th September, and the Extra-ordinary Meeting held

Signed: Mike Lavelle

Dated: 27/02/25

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
WPC.EO.24.11.5.2	<p>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</p> <p>The parish council considered this application and having considered:</p> <ul style="list-style-type: none"> •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 <p>Identified no matters of concern and determined to support the application.</p>
WPC.EO.24.11.5.1	<p>5.1DC/24/0909/HH – Householder Planning Application</p> <ol style="list-style-type: none"> single storey extension to the south elevation single storey extension to the west elevation (following demolition of existing single storey elements) two storey extension to the east elevation (following removal of existing conservatory) alterations and conversion to existing barn to provide detached garage and gym with first floor bedroom <p>Australia Farm Meeting Green Wickhambrook CB8 8UR</p> <p>See report WPC.Planning_24.11_DC.24.0909.HH</p> <p>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 regard to Policy WHB 18 of Wickhambrook's Draft Neighbourhood Plan.</p>

- 25.01.09 **Noted:** Clerk's report
- 9.1 That VAT Claims for the months of November and December had been submitted in the sums of £428.12 and £153.07 (received).
 - 9.2 The meeting considered a reviewed Risk Management Policy and supporting draft Risk Assessment (previously circulated as **WPC.25.01.03**) and
Resolved
To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.25.01.03.
 - 9.3 PRoW were working to identify a solution to the flooding running down from Byeway 31 which was further degrading the surface of the highway (track) below it.
 - 9.4 The clerk had applied to West Suffolk Council for funding through the Communities Capital Fund in November and heard in December that the amount applied for (£2250) had been awarded. This was match funding, and would be used to:
 - Replace Metal post feet for swing bay at Bury Road
 - Replace Cargo net for activity trail
 - Replace Grass matting & Rubber Mulch under swings and Cableway at Cemetery Road

A full report would be submitted to the February Estates Committee.
 - 9.5 Installation of security barriers at Six Acres had been scheduled for first week of January but was been delayed due to cold weather (concrete will not cure)
 - 9.6 Repairs to Chapel of Rest roof, also scheduled for late December/early January, had also been delayed due to cold weather (mortar will not cure)
 - 9.7 All work to parish trees was completed in December. Rounds from the cypress trees felled in the cemetery were donated to the Wickhambrook Scout Group for their campfires, and the remainder available free of charge to local residents. The Tree Surgeon had identified a number of stumps (on Six Acres) which would need grinding out and this quote would be considered at the next Estates Committee (to be invoiced in the following Financial Year)
Cllr Turner reported a tree in cemetery which appeared to be in need of work, and required pruning back away from power supply to the Chapel of Rest.

Signed: Mike Lavelle

Dated: 27/02/25

25.01.10 Noted:

10.1 the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Account name	Total
1175	25/11/2024	WPC.GS.91D.PGR2.	Stat Dec Transfer WPC.GS.9	Medcalf.Hepworth	Cemeteries	£ 60.00
1187	11/12/2024	Everflow Refund	Water 13/01/2025 - 12/02/2	Everflow	Miscellaneous Receipts	£ 34.14
1189	16/12/2024		VAT refund from HMRC		VAT Repayments	£ 428.12
1201	07/01/2025	WC/CR/23Na Memor	WC/CR/23Na Memorial Addit	H. J. Paintin Ltd	Cemeteries	£ 130.00
1196	31/12/2024		Credit Interest to 31.12.2024	Unity Trust Bank	Bank Interest	£ 79.10
1200	07/01/2025		VAT refund from HMRC		VAT Repayments	£ 153.07
						£ 884.43

10.2 the payments to be made as listed below

Voucher	Date	Ref.	Description	Supplier / customer	Account name	Total
1203	17/01/2025	25.02.10.2	Refund of overpayment on Ground	Wickhambrook Tennis Club	Miscellaneous Payments	£ 25.00
1204	17/01/2025	25.01.10.2	Q3 Expenses - Volunteer Refreshm	Wickhambrook Stores	Clerk/RFO Mileage and Subsistance	£ 3.39
1205	17/01/2025	25.01.10.2	Q3 Mileage	Hilary Workman	Clerk/RFO Mileage and Subsistance	£ 25.63
1206	17/01/2025	25.01.10.2	Q3 Homeworking Allowance	Hilary Workman	Clerk/RFO Mileage and Subsistance	£ 78.00
1207	30/12/2025	25.01.10.2	West Suffolk Local Plan Hearing Representation	Places4People	Services & Supplies	£180.00

10.3 Resolved

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

10.4 the following payments previously authorised

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
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
1173	26/11/2024	Min. Ref 24.02.1	October Cuts	Top Garden Services	#2592	Grounds Contract	£ 1,626.02
1174	09/12/2024	Min. Ref 24.02.1	Electricity 21/10/2024 - 22/11/2	British Gas	#9396619	Electricity - Chapel of Rest	£ 14.33
1176	16/12/2024	Min. Ref 24.02.1	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	#985101303043	Phone and Internet Services	£ 22.00
1178	27/12/2024	WPC.24.09.16	Removable bollards for securing	Secure-a-Field	#13357	Greens	£ 696.84
1179	05/12/2024	Min. Ref 24.02.1	Meeting Room Hire 14 & 2	Wickhambrook Memorial Social Centre	#1622	Meeting Room Hire	£ 40.00
1180	07/12/2024	Min. Ref 24.02.1	Microsoft Basic 07/11/24 - 06/12	Microsoft Ireland Operations Ltd	E0100UKN97	Microsoft Office Subscriptions	£ 52.92
1181	22/11/2024	Min. Ref 24.02.1	Adobe Pro 22.11.2024 - 21.12.202	Adobe Systems Software Ireland Ltd	IEN2024061558240	Other Software Subscriptions	£ 19.97
1182	16/12/2024	Min. Ref 24.02.1	Dec'24 Corporate Multipay 5	Lloyds Bank PLC	Corporate Multipay 08	Corporate Multipay Service Charge	£ 3.00
1183	26/12/2024	Min. Ref 24.02.1	Salary Period 9.2024.25	Hilary Workman	Salary Period 9 2024.25	Clerk/RFO Salary	£ 1,523.88
1184	26/12/2024	Min. Ref 24.02.1	TaxNI Period 9 Contributions	HMRC	Tax/NI 9 2024.25	HMRC/NI Contributions	£ 379.25
1185	26/12/2024	Min. Ref 24.02.1	Pension Contributions Period 9 2	NEST Pensions	Pension Contributions 9	Pension Contributions	£ 90.28
1186	31/12/2024	Min. Ref 24.02.1	Bank Service Charge November	Unity Trust Bank	Statement 075 November	Bank Service Charge - Unity Trust	£ 6.00
1188	16/12/2024	Min. Ref 24.02.1	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	#98511303044	Phone and Internet Services	£ 22.00
1190	19/01/2025	WPC.EC.24.09.10	Work to Parish Trees	Suffolk Tree Surgery & Landscape	#1454	Tree Surgery	£ 1,920.00
1191	22/12/2024	Min. Ref 24.02.1	Adobe Pro 22.12.2024 - 21.01.202	Adobe Systems Software Ireland Ltd	#IEN2024067491729	Other Software Subscriptions	£ 19.97
1192	25/12/2024	Min. Ref 24.02.1	Electricity 22/11/2024 - 22/12/2	British Gas	#9693783	Electricity - Chapel of Rest	£ 13.23
1193	01/03/2025	Min. Ref 24.02.1	Website Updates Sept'24 - N	Mdsign	#2490	Website	£ 225.00
1194	01/03/2025	Min. Ref 24.02.1	Website and Internet Services 03	Mdsign	#2491	Website	£ 402.00
1195	01/03/2025	Min. Ref 24.02.1	Firewall Security Plugin	Mdsign	#2492	Website	£ 178.80
1197	31/12/2024	Min. Ref 24.02.1	Bank Service Charge December Sta	Unity Trust Bank	Bank Service Charge	Bank Service Charge - Unity Trust	£ 6.00
1198	06/01/2025	Min. Ref 24.02.1	Speedwatch Meeting	Wickhambrook Memorial Social Centre	#1630	Meeting Room Hire	£ 10.00
1199	19/01/2025	25.01	Vinyl Notices for Cemetery - Une	Universal Silk Screen Printers and Signmakers	INV-GB-143022051-2024-14	Services and Supplies	£ 50.22
1202	07/01/2025	Min. Ref 24.02.1	Microsoft Basic 05/01/25 - 04/02	Microsoft Ireland Operations Ltd	E0100UWW81	Microsoft Office Subscriptions	£ 52.92

10.5 the following actions under Clerk's Delegation:

c) To spend up to £1000 in situations where (s)he considers such expenditure to be justified after consultation with the Chairman of the Council or Chairman of the appropriate committee.

1. Voucher 1195 – Mdsign – Firewall Security Plugin £178.80
2. Voucher 1199 – Amazon - Vinyl Notices for Cemetery £ 50.22

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

10.7 The Chair's review of the internal control report (previously circulated as WPC.25.01.04) that there were no proposed actions from the internal control report

10.8 The review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as WPC.25.01.05).

25.01.11 Resolved

12.1 **That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2024/2025;** and

12.2 **That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2025/26** and note that PKF Littlejohn LLP have been appointed by SAAA Ltd as external auditors.

Signed: Mike Lavelle

Dated: 27/02/25

- 25.01.12 Noted:**
- 12.1 The meeting considered the draft Budget options for 2025/26 (previously circulated as **WPC.254.01.06**) and having determined that **Option B** (with a precept of £55,404) would enable the parish to build reserves against future expenditure
- 12.2 Resolved**
That Wickhambrook Parish Council approve the proposed budget (Option B, Appendix A to report WPC 25.01.07), and
- 12.3 Resolved**
That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £55,404, being the Parish Council's total precept requirement for the financial year commencing 1st April 2025; and
- 12.4** Cllr Mike Lavelle withdrew the proposal below:
That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £53,404, being the Parish Council's total precept requirement for the financial year commencing 1st April 2025
- 25.01.13 Noted:** Planning results as notified by West Suffolk summarised below
- 13.1 [DC/24/1511/HH](#) - Householder planning application
One dormer window to front elevation and one replacement window to first floor side elevation
Laurel Cottage Malting End Wickhambrook Suffolk CB8 8XG
WSC: Application Granted **WPC:** No Comment (Min EO.24.11.06)
- 13.2 [DC/24/1493/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 of agricultural building to dwellinghouse (C3) to create one dwelling and associated operational development
Barn Baxters Green Wickhambrook Suffolk
WSC: Application Granted **WPC:** - Not circulated to parish council
- 13.3 [DC/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 Suffolk CB8 8UR
WSC: [Application Granted](#) **WPC:** [Support](#)² (Min. EO.24.11.05.1)
- 25.01.14 Noted:** Planning applications notified by West Suffolk Council for comment
- 14.1** [DC/24/1571/FUL](#) - Planning application
ground mounted solar panel array
Grove Farm Attleton Green Wickhambrook Suffolk CB8 8YA
See WPC.Planning_25.01_DC/24/1571/FUL
No objection
- Cllr Lavelle left the meeting room – Cllr Turner took the Chair**
- 14.2** [DC/24/1726/FUL](#) - Planning application
change of use from Church (use class F1) to residential dwelling (use class C3)
[DC/24/1727/LB](#) - Application for listed building consent
Persephone Meeting Green Wickhambrook Suffolk CB8 8XS
See WPC.Planning_25.01_DC/24/1726/FUL
Members considered these applications (DC/24/1726/FUL & DC/24/1727/LB), together with report WPC.Planning_25.01_DC/24/1726/FUL. They noted that

² 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 regard to Policy WHB 18

Signed: Mike Lavelle

Dated: 27/02/25

there were no planned changes to the façade of the building which is Grade II listed, and referred to Wickhambrook Parish Council's Draft Neighbourhood Plan (Community Action 3 – Historic Assets)

The Parish Council will co-ordinate actions to conserve notable listed and non-listed buildings, the outlying Greens and hamlets and other cherished features of our environment. Local features noted to be of particular importance to village residents, and therefore in need of protection, include:

- old houses, historic buildings, history and heritage, including the churches
- Wickhambrook's ancient pattern of outlying village Greens and hamlets.

The parish council supports the application as means of ensuring that the fabric of the building is maintained and thus protected as a cherished feature of the parish environment.

Cllr Lavelle returned to the meeting room and resumed as Chair

14.3 [DC/24/1742/VAR](#) - Planning application

variation of condition 2 of DC/20/2078/HH to allow the use of revised drawings

[DC/24/1743/LB](#) - Application for listed building consent

a. single storey rear and side extension (following demolition of existing single storey rear extension)

b. repair works

[DC/24/1811/VAR](#) - Planning application

variation of condition 2 of DC/20/2079/LB to allow the use of revised drawings

East Cottage Attleton Green Wickhambrook Newmarket Suffolk CB8 8YA

Members considered these applications (DC/24/1742/VAR, DC/24/1743/LB and DC/24/1811/VAR), which include variations to seek variation of condition 2 on the previous LB and HH applications (DC/20/2078/HH and DC/20/2079/LB respectively) and listened to the concerns raised by a neighbouring resident at the meeting, whose view was that that the roof lines and foot print should be returned to the original condition 2 of application granted DC.20.2078.

Having also taken into account the comments of the [conservation officer](#), and the parish council's Draft Neighbourhood Plan (Community Action 3 – Historic Assets)

COMMUNITY ACTION 3 - HISTORIC ASSETS

The Parish Council will co-ordinate actions to conserve notable listed and non-listed buildings, the outlying Greens and hamlets and other cherished features of our environment. Local features noted to be of particular importance to village residents, and therefore in need of protection, include:

- old houses, historic buildings, history and heritage, including the churches
- Wickhambrook's ancient pattern of outlying village Greens and hamlets.

And noting that the building is a listed building (once the village workhouse) of historical importance and an important part of the parish's history, the parish council determined to object to the applications, taking the view that a reduction in the eaves and ridge height of the gabled extensions would be desirable, together with the reinstatement of the original approved pitch for the smoke house.

14.4 [DC/24/1755/FUL](#) - Planning application

one tennis court with associated fencing

Easterwood House Baxters Green Wickhambrook Suffolk CB8 8UY

See WPC.Planning_25.01_DC/24/1755/FUL

No objection

14.5 [DC/24/1764/HH](#) - Householder planning application

a. two storey extension to front of dwelling with open porch

b. removal of roof window to front of dwelling and installation of two dormer windows

c. installation of roof light to side of dwelling

d. two storey extension to rear of dwelling

e. removal of roof windows at rear of dwelling and replacement with two dormer windows

f. flue to rear elevation

Meadowbrook The Duddery Wickhambrook Suffolk CB8 8UN

No objection

14.6 DC/25/0020/TPO – TPO 204 (2010) Tree Preservation Order one Goat Willow (T3545 on plan) - Crown lift to four metres above ground level

Car Park Nunnery Green Wickhambrook Suffolk CB8 8XT

No objection

14.7 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.

- 25.01.15 **Noted:** Other Planning matters for information³, to be noted or for inclusion on a future agenda.
- 15.1 [DCON\(A\)/24/0909](#) - Application to discharge condition 4 (PROW Management plan) of DC/24/0909/HH
- Australia Farm Meeting Green Wickhambrook Suffolk CB8 8UR**
- 15.2 [DC/24/1856/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 create three dwellings
- Golden Farm Farley Green Wickhambrook Suffolk CB8 8PX**
- 25.01.16 **Noted:**
Cllr Lavelle left the meeting room – Cllr Turner took the Chair
 The meeting considered nominations for the Alf Hicks Biscuit Barrel Award (previously circulated as report **WPC.25.01.07**) to be presented at the Annual Parish Meeting in 2025. The meeting agreed to award the Biscuit Barrel to the Warm Winter Wednesday team of volunteers for all their work over past two years. They reach so many people, have forged strong connections with Wickhambrook Primary Academy and have been able to support other local charities their fundraising .
Cllr Lavelle returned to the meeting room and resumed as Chair
- 25.01.17 Noted:**
 The meeting considered proposals for the "Keep the Heat" project (previously circulated as **WPC.25.01.08**) and noting the need to ensure that there are residents in the parish who may be unable to, or choose not to engage digitally
Resolved
The parish council authorise the cost of printing A5 postcards to promote "Keep the Heat" at a cost of not more than £100 plus VAT.
- 25.01.18 **Noted:**
 That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- VE80 Day VJ80 Day
 - .gov.uk domain
 - Memorial trees and benches across parish estate
 - Suffolk Devolution
- 25.01.19 **Noted:**
 That the scheduled date for the next meeting would be Thursday 27th February beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 25.01.20 **Noted:** Close of meeting. 20:45

³ West Suffolk Council does not consult the parish council on these applications.