

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 16<sup>th</sup> January 2025 @ 7:00pm**

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

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### **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

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### **AGENDA**

- 25.01.01 Apologies for absence to be noted or approved:
- Cllr Paul Couzens – personal commitment
- 25.01.02 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other  
2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25  
2.3 To receive requests for dispensations  
2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 25.01.03 3.1 Proposal:**  
**That the Minutes of the Parish Council meeting held on 28<sup>th</sup> November, as tabled, be agreed as a true record.**
- 25.01.04 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
- 25.01.05 Public Forum – (**Open Session**)<sup>1</sup>.  
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 25.01.06 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.25.01.01**) and take action as appropriate.
- 25.01.07 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)  
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.25.01.02**) and take action as appropriate  
7.5 **Cemetery Records Project** Cllr Andrea Grimes  
**Proposal: Cllr Grimes**  
**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

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<sup>1</sup> The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

25.01.08 To note resolutions of meeting on 28<sup>th</sup> November 2024

<b>Agenda Item</b>	<b>Decision</b>
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

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"> <li>•The application and additional supporting documents available on West Suffolk’s planning portal</li> <li>•A briefing paper (Report WPC.Planning_24.11_DC.24.1424.OUT) prepared by the clerk</li> </ul> <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"> <li>a. single storey extension to the south elevation</li> <li>b. single storey extension to the west elevation (following demolition of existing single storey elements)</li> <li>c. two storey extension to the east elevation (following removal of existing conservatory)</li> <li>d. alterations and conversion to existing barn to provide detached garage and gym with first floor bedroom</li> </ol> <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 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 November and December have been submitted in the sums of £428.12 and £153.07 (received).
  - 9.2 To consider a reviewed Risk Management Policy and supporting draft Risk Assessment (tabled and circulated as **WPC.25.01.03**) and take action as appropriate.  
**Proposal: Cllr Lavelle**  
**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 are working to identify a solution to the flooding running down from Byeway 31 which is further degrading the surface of the highway (track) below it.
  - 9.4 The clerk applied to West Suffolk Council for funding through the Communities Capital Fund in November and heard in December that the amount applied for (£2250) has been awarded. This is match funding, and will 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 will be submitted to the February Estates Committee.
  - 9.5 Installation of security barriers at Six Acres were scheduled for first week of January but have 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, have 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 has identified a number of stumps (on Six Acres) which will need grinding out and this quote will be considered at the next Estates Committee (to be invoiced in the following Financial Year)

**25.01.10** 10.1 To note 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 - 12/02/21	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
						<b>£ 884.43</b>

10.2 To authorise 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 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
1172	29/11/2024	WPC.24.11.10.2	lyb-dgl15 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 & Landscap	#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-143023051-2024-14	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 To note the following action 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 To note the current account balances and reconciliation to 31 December 2024 and the Chairman's confirmation that they are supported by relevant bank balances.

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

10.8 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as WPC.25.01.05) and take action as appropriate.

### 25.01.11 Proposal: Cllr Lavelle

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.

25.01.12 12.1 To discuss draft Budget for 2025/26 (circulated and tabled as WPC.254.01.06) and take action as appropriate.

### 12.2 Proposal: Cllr Lavelle

**That Wickhambrook Parish Council approve the proposed budget (Appendix A to report WPC 25.01.07), and**

### 12.3 Proposal: Cllr Lavelle

**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 1<sup>st</sup> April 2025; or**

### 12.4 Proposal: Cllr Lavelle

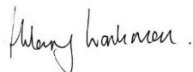
**That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £53,404, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2025**

- 25.01.13 To note 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](#)<sup>2</sup> (Min. EO.24.11.05.1)
- 25.01.14** To note 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**
- 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**
- 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**
- 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**
- 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**

<sup>2</sup> 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

- 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**
- 14.7 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.**
- 25.01.15 Any other Planning matters for information<sup>3</sup>, 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 To consider nominations for the Alf Hicks Biscuit Barrel Award (tabled and circulated as report **WPC.25.01.07**) to be presented at the Annual Parish Meeting in 2024.
- 25.01.17 To consider proposals for the "Keep the Heat" project (tabled and circulated as WPC.25.01.08) and take action as appropriate.  
**Proposal: Cllr Grimes**  
**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 Any other matters for information, to be noted or for inclusion on a future agenda:
  - VE80 Day
  - .gov.uk domain
  - Memorial trees and benches across parish estate
  - Suffolk Devolution
- 25.01.19 To confirm that the scheduled date for the next meeting is Thursday 27<sup>th</sup> February beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 25.01.20 Close of meeting.

**Published & posted 10<sup>th</sup> January 2025**



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

<sup>3</sup> West Suffolk Council does not consult the parish council on these applications.