

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 27th February 2025 @ 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

- 25.02.01 Apologies for absence to be noted or approved:
- Cllr Paul Couzens – personal commitment
- 25.02.02
- 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.
- 25.02.03 Proposal:**
That the Minutes of the Parish Council meeting held on 16th January, as tabled, be agreed as a true record.
- 25.02.04 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
- 25.02.05 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
- 25.02.06 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.25.02.01**) and take action as appropriate.
- 25.02.07 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 the Neighbourhood Plan (tabled and circulated as **WPC.25.02.02**) 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 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**

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.

7.4 Road Safety Working Group

Cllr Mel Karunaratne

To consider an update on the establishment of a Community Speedwatch (tabled and circulated as **WPC.25.02.03**) and take action as appropriate

Proposal: Cllr Karunaratne

Recommendation

- i. **The parish council approve the cost of room hire and refreshments at not more than £70 plus VAT to support the Community Speedwatch team.**
- ii. **The parish council approve the printing a newsletter/survey with respect to road safety in the parish at a cost of not more than £150 plus VAT**
- iii. **The parish council approve the cost of contributing to: a. A tube speed survey with vehicle class at not more than £45**
- b. **A full report by Suffolk Highways into the parish request for a reduction in the speed limit at Wickham Street from 40mph to 30mph at a cost of not more than £750.**

7.5 Cemetery Records Project

Cllr Andrea Grimes

7.6 SALC & Social Media

Cllr Linda Smith

25.02.08 To note resolutions of Estates Committee meeting on 6th February 2025

WPC.EC.25.0211	Resolved The Estates Committee authorise renewal of Scribe cemetery software fee at a cost of £456 plus VAT in the next financial year.
WPC.EC.25.02.10	Resolved The Estates Committee authorise works to parish trees as set out at 1 & 2 above, at a cost of not more than £520
WPC.EC.25.02.9	Resolved i. The Committee authorise the cost of works at both Bury Road and Cemetery Road Play Areas as set out in Table 1 of report WPC.EC.25.02.04, at a cost of not more than £4725.34 plus VAT (having already received from West Suffolk Council £2250 in match funding, its net contribution being £2475.34 plus VAT. ii. The Estates Committee recommend to the parish council that the sum of £650.00 be drawn down from Earmarked Reserves [Playground and Teen Project Maintenance] towards this cost.
WPC.EC.25.028.1	Resolved i. The Estates Committee authorise the purchase of a Grade A teak Winchester Single Oval 1.5m bench (assembled) at a cost of £265.92 plus VAT. ii. The Estates Committee authorise the purchase of signs for Cemetery and Greens at a cost of not more than £125 plus VAT.
WPC.EC.25.02.03	Resolved: That the Minutes of the Estates Committee meeting held on 7th November 2024, as tabled, be agreed as a true record

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

9.1 VAT for the month of January was £85.71. As this is below the minimum £100 that can be claimed on a monthly basis, it will be submitted with the February claim.

9.2 To note that Scribe will be renewed and work is progressing on preparation for onboarding of exclusive right of burial records to new cemetery software.

9.3 To consider a proposal to renew parish council insurance under a Long Term Agreement (tabled and circulated as **WPC.24.02.04**) and take action as appropriate

Proposal: Cllr Lavelle

The Parish Council authorise the clerk to take up insurance with Gallagher Communities at a cost of £1334.48.

9.4 No advice has yet been received on any increase to the s.137 limit (currently £10.81 for the financial year 2024.25).

9.5 Installation of security barrier at Six Acres has now been completed and combination lock and signage purchased and received by the Wickhambrook Memorial Centre.

9.6 Repairs to Chapel of Rest roof, also scheduled for late December/early January, although instructed, has been delayed due to cold weather (mortar will not cure)

9.7 The Highways Community Liaison Officer has agreed to come out to look at options to improve safety at Wickham Street. Two articles were published in local newspapers following the visit of Nick Timothy MP to better understand the concerns of the parish and its residents about the speed of vehicles at the junction of Wickham Street on A143.

9.8 To note that the account for supply of water to the Bowls Green is currently £15.61 in credit, service charges averaging £6.50 per month.

- 9.9 To note that the parish council currently has 202 followers on its Facebook page, and 52 subscribers to its e-newsletter.
- 9.10 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.
- 9.11 To consider responses to the consultation recently opened by HM Government on Devolution (tabled and circulated as **WPC.25.02.05**) and take action as appropriate.
- 9.12 Sunday 9th March 2025 marks the COVID-19 Day of Reflection
<https://dayofreflection.campaign.gov.uk/>.
- 9.13 The February (last) cut of the previous contractor has now been completed.

25.02.10 10.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1200	07/01/2025		VAT refund from HMRC			VAT Repayments	£ 153.07
1201	07/01/2025	WC/CR/23Na Memor	WC/CR/23Na Memorial Addit	H. J. Paintin Ltd		Cemeteries	£ 130.00
1213	15/01/2025	25.02.10.1	Recycling Credits April - Sept	West Suffolk Council	503792_RecyclingCredits	Recycling Income	£ 1,164.79
1214	16/01/2025	25.02.10.1	Communities Capital Fund	West Suffolk Council	503792 Communities Capit	Grants	£ 2,250.00
1220	22/01/2025	Min. 24.11.06	Refund of Unspent Grant to V	Wickhambrook Local History Society [C]		Miscellaneous Receipts	£ 200.00
1226	27/01/2025	25.02.10.1	Memorial	H. J. Paintin Ltd	Memorial	Cemeteries	£ 130.00
1230	17/02/2025	WC/OLD/6-7A Memo	WC/OLD/6-7A Memorial	Bereaved Family	WC/OLD/6-7A Memorial	Cemeteries	£ 185.00
							£ 4,212.86

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

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1208	14/02/2025	25.02.10	Office Stationery	Ryman Limited		Office Supplies	£ 47.62
1209	28/02/2025	25.02.10	Ground Rent Years Ending 20	Wickhambrook Memoria	#1632	Playground - Cemetery Ro	£ 30.00
1217	23/01/2025	25.02.10.5	Biscuits for meeting with Nick Waitrose			Services and Supplies	£ 6.00
1222	28/02/2025	WPC.25.02.10.2	Recycling Credits April - Sept	Wickhambrook Memoria	West Suffolk F	Recycling Grant to MSC	£ 1,164.79

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
1190	19/01/2025	WPC.EC.24.09.10	Work to Parish Trees	Suffolk Tree Surgery & Landsc	#1454	Tree Surgery	£ 1,920.00
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
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
1200	07/01/2025		VAT refund from HMRC			VAT Repayments	£ 153.07
1201	07/01/2025	WC/CR/23Na Memor	WC/CR/23Na Memorial Additional I	H. J. Paintin Ltd		Cemeteries	£ 130.00
1202	07/01/2025	Min. Ref 24.02.1	Microsoft Basic 07/12/24-06/01/2	Microsoft Ireland Operations Ltd	E0100UWW81	Microsoft Office Subscriptions	£ 52.92
1203	17/01/2025	25.02.12	Refund of overpayment on Ground	Wickhambrook Tennis Club		Miscellaneous Payments	£ 25.00
1204	17/01/2025	25.01.12.2	Q3 Expenses - Volunteer Refreshm	Wickhambrook Stores	Q3 Expenses	Clerk/RFO Mileage and Subsistence	£ 3.39
1205	17/01/2025	25.01.12.2	Q3 Mileage	Hilary Workman	Q3 Mileage	Clerk/RFO Mileage and Subsistence	£ 25.63
1206	17/01/2025	25.01.12.2	Q3 Homeworking Allowance	Hilary Workman	Q3 Home Working Allowanc	Clerk/RFO Mileage and Subsistence	£ 78.00
1207	17/01/2025	25.01.12.2	Local Plan - Preparation of Hear	Places4People	#502	Services and Supplies	£ 180.00
1208	14/02/2025	25.02.10	Office Stationery	Ryman Limited		Office Supplies	£ 47.62
1209	28/02/2025	25.02.10	Ground Rent Years Ending 2023, 2	Wickhambrook Memorial Social Centre	#1632	Playground - Cemetery Road (Maintenance)	£ 30.00
1210	30/01/2025	Min. Ref 24.02.1	Clerk Salary period 10	Hilary Workman	Salary Period 10 2024.25	Clerk/RFO Salary	£ 1,226.70
1211	30/01/2025	Min. Ref 24.02.1	Pension Contributions Period 10	NEST Pensions	Pension Contributions 10	Pension Contributions	£ 59.71
1212	05/02/2025	Min. Ref 24.02.1	TaxNI Period 10 Contributions	HMRC	Tax NI Contributions Per	HMRC/NI Contributions	£ 196.82
1213	15/01/2025	25.02.10.1	Recycling Credits April - Septem	West Suffolk Council	503792_RecyclingCredits	Recycling Income	£ 1,164.79
1214	16/01/2025	25.02.10.1	Communities Capital Fund	West Suffolk Council	503792 Communities Capit	Grants	£ 2,250.00
1215	23/01/2025	25.02.10.5	New Cllrs: Grimes K	Suffolk Assn. of Local Councils	#29025	Training	£ 76.80
1216	17/01/2025	Min. Ref 24.02.1	Microsoft Standard	Microsoft Ireland Operations Ltd	#GB-TI2500274495	Microsoft Office Subscriptions	£ 148.32
1217	23/01/2025	25.02.10.5	Biscuits for meeting with Nick T	Waitrose		Services and Supplies	£ 6.00
1218	08/02/2025	Min. Ref 24.02.1	Electricity 22/12/2024 - 22/01/2	British Gas	#9997977	Electricity - Chapel of Rest	£ 13.23
1219	17/02/2025	Min. Ref 24.02.1	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	#985101303045	Phone and Internet Services	£ 22.00
1220	22/01/2025	Min. 24.11.06	Refund of Unspent Grant to Wickh	Wickhambrook Local History Society [C]		Miscellaneous Receipts	£ 200.00
1221	28/02/2025	Min. Ref 24.02.1	Bank Service Charge January & #03	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 6.00
1222	28/02/2025	WPC.25.02.10.2	Recycling Credits April - Septem	Wickhambrook Memorial Social Centre	West Suffolk Recycling C	Recycling Grant to MSC	£ 1,164.79
1223	16/01/2025	Min. Ref 24.02.1	Jan'25 Corporate Multipay S	Lloyds Bank PLC	Corporate Multipay 09	Corporate Multipay Service Charge	£ 3.00
1224	16/02/2025	Min. Ref 24.02.1	Feb'25 Corporate Multipay S	Lloyds Bank PLC	Corporate Multipay 10	Corporate Multipay Service Charge	£ 3.00
1225	22/01/2025	Min. Ref 24.02.1	Adobe Pro 22.01.2025 - 21.02.202	Adobe Systems Software Ireland Ltd	IIEN2025004207980	Other Software Subscriptions	£ 19.97
1226	27/01/2025	25.02.10.1	Memorial	H. J. Paintin Ltd	Memorial	Cemeteries	£ 130.00
1228	15/03/2025	WPC.EC.25.02.8ii	Signs for cemetery, churchyard a	The Sign Shed Limited	SI-99473	Services and Supplies	£ 140.93
1229	07/02/2025	Min. Ref 24.02.1	Microsoft Basic 07/01/25 - 06/02	Microsoft Ireland Operations Ltd	E0100V9373	Microsoft Office Subscriptions	£ 52.92
1230	17/02/2025	WC/OLD/6-7A Memo	WC/OLD/6-7A Memorial	Bereaved Family	WC/OLD/6-7A Memorial	Cemeteries	£ 185.00

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.


Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1195	07/01/2025	Min. Ref 24.02.1	Firewall Security Plugin	Mdsign	#2492	Website	£ 178.80
1227	19/02/2025	25.02.12.4	ICT Call out	Macs & PCs	#46007	Services and Supplies	£ 55.00

10.6 To note the current account balances and reconciliation to 31 January 2025 and the Chairman's confirmation that they are supported by relevant bank balances.

- 10.7 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.25.02.06**) 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 of report WPC.25.02.06 and note net changes to earmarked reserves.
- 25.02.11** 11.1 To consider a schedule of due payments on a regular basis for the financial year 2024.25 (tabled and circulated as **WPC.25.02.07**) and take action as appropriate.
Proposal: Cllr Lavelle
That Wickhambrook Parish Council authorise for the financial year 2025.26 the due payments identified in Table I Appendix A of report WPC.25.02.07
- 11.2 To note and approve a summary of direct debits on the Unity Trust Current Account or Corporate Multi-pay Card for the 2025.26 financial year, set out at Table ii, Appendix A to report WPC.25.02.07.
- 25.02.12 To consider an application for a grant towards the cost of maintaining the Memorial Clock and reinstating the chimes (tabled and circulated as **WPC.25.02.08**) and take action as appropriate.
Proposal: Cllr Lavelle
The parish council authorise a contribution to the maintenance and repair of the Memorial Clock of not more than £350 plus VAT.
- 25.02.13 To consider a request for financial support from Wickhambrook Fete & Flower Show (tabled & circulated as report **WPC.24.02.09**) from organisations and take action as appropriate.
Proposal: Cllr Lavelle
The parish council authorise a contribution of £240.24, being the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete, to be paid in April against the budget in the next FY.
- 25.02.14 To note Planning results as notified by West Suffolk summarised below
- 14.1 **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
WSC: Application Granted **WPC:** Min. 25.01.14.6 - No objections
- 14.2 **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
WSC: Application Granted **WPC:** Not Consulted – SCC only
- 14.3** **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
WSC: Application Granted **WPC:** Min 25.01.14.5 - No objections
- 14.4** **DC/24/1726/FUL** - Planning application
a. change of use from Church (use class F1) to residential dwelling (use class C3)
b. installation of flue to rear elevation
c. cladding to modern brickwork
Persephone Meeting Green Wickhambrook Suffolk CB8 8XS
WSC: Application Granted **WPC:** Min 25.1.14.2 - Support
- 14.5** **DC/24/1727/LB** - Application for listed building consent
a. internal and external alterations to form residential dwelling including replacement/refurbishment of windows and doors
b. remove flue to side elevation
c. infill of window to side elevation
d. cladding to side and rear elevations
Persephone Meeting Green Wickhambrook Suffolk CB8 8XS
WSC: Application Granted **WPC:** Min 25.01.14.2 - Support

- 14.6 DC/24/1621/HH** - Householder planning application detached cartlodge and detached annexe
Mokefield Baxters Green Wickhambrook Newmarket Suffolk CB8 8UY
WSC: Application Granted **WPC:** Min 24.11.13.1 No objections
- 14.7 NMA(A)/18/2233** - Non material amendment to DC/18/2233/HH
increase footprint of proposed orangery, remove roof lantern and reduce overall height
Mokefield Baxters Green Wickhambrook Suffolk CB8 8UY
WSC: Application Withdrawn **WPC:** Not consulted
- 25.02.15** To note Planning applications notified by West Suffolk Council for comment
- 15.1 DC/25/0087/LB** - Application for listed building consent
a. detached cart lodge
b. removal of lean to at rear of dwelling
c. single storey extension to rear of dwelling
d. alterations to doors and windows of outbuilding
Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk CB8 8PQ
- 15.2 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.
- 25.02.16** Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 16.1 DC/25/0099/HEDGE** - Hedgerow Removal Notice
removal of 10 metres length of hedgerow
Land At Giffords Lane Giffords Lane Wickhambrook Suffolk
Clerk responded under delegated authority in consultation with chair
No objections – requested that the hedge be re-inspected the following spring with any dead hedging plants to be replaced and sleeves removed where too tight.
- 25.02.17** To consider a proposal for moving to a .gov.uk domain (tabled and circulated as **WPC.25.02.10**) and take action as appropriate.
- 25.02.17** To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report **WPC.25.02.11**) from organisations and take appropriate action.
Proposal: Cllr Lavelle
To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC.25.02.11.
- 25.02.18** Any other matters for information, to be noted or for inclusion on a future agenda:
- VE & VJ80 Day
 - Memorial trees and benches across parish estate
- 25.02.19** To confirm that the scheduled date for the next meeting is Thursday 24th April beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 25.02.20** Close of meeting.

Published & posted 21st February 2025



Hilary Workman
Clerk & RFO to the Council