

## Wickhambrook Parish Council

### Minutes

Of the ordinary meeting of the Parish Council held on Thursday 24<sup>th</sup> April 2025

**Present:** A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), L Smith

**Attending:** Clerk Hilary Workman, WS Cllr Sarah Pugh, Cllr Bobby Bennett

25.04.01 **Noted:** Apologies for absence approved:

- Cllr P Couzens – personal commitment
- Cllr T Turner – business commitment

25.04.02 **Noted:** That when invited, the following

- 2.1 Members' Declarations of Disclosable Pecuniary Interest and/or other registerable interests – Cllrs A & K Grimes declared an Other Registerable Interest (Membership of Society) in respect of item 15 (grant application) on the Agenda.
- 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
- 2.3 No requests for dispensations
- 2.4 Additions and/or deletions to the Council's Register of Interests – Cllrs A & K Grimes advised an addition to their Register of Interests (Other Registerable Interest)

25.04.03 **Resolved:**

**That the Minutes of the Parish Council meeting held on 27<sup>th</sup> February, as tabled, be agreed as a true record.**

25.04.04 **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 (previously circulated)**

Cllr Bennett further advised that she would follow up with PRoW with respect to the proposals to improve the surfacing of the first 50m of BOAT 31 with associated drainage.

4.2 **Cllr Mrs Sarah Pugh, West Suffolk Council**

An oral report advising that:

- A lot of road closures (resulting from pothole repairs, fibreoptic installation and cutting of hedgerows) were currently in place and that she had noticed that the parish VAS was up and running.
- She had come to end of locality budget for 2024/25, but had offered some funding to the fete and flower show committee. She now also had a new Locality Officer.
- The biggest current issue was Devolution and this was the main focus of West Suffolk at present. Suffolk County Council had submitted a proposal to government for one unitary authorities, as had the District Councils for East and West Suffolk. Ipswich had submitted a proposal to be considered a unitary authority too, but the minimum population required for Unitaries is expected to be 500,000. There was a degree of anxiety on the part of both Councillors and Officer about the impacts of Local Government Re-organisation.
- The West Suffolk Local plan is likely to be adopted in July '25, with a projected development of 800 houses per year. Work would then have to start on the next local plan due to come in from 2041 (although it would be unlikely that District Councils would exist then).
- Currently there is a restriction, preventing small solar arrays connecting to the National Grid until 2031, in order to clear the existing backlog.

- Waste collection services would be changed from 2026, with a move to greater household recycling (and more bins). This would be likely to have a knock on effect on small community halls who currently rely on, but would then no longer receive recycling credits.
- There is a proposed change to legislation to reduce no fault evictions. West Suffolk Council offers a tenant finding service.
- It had become apparent from reports from parishes that Anglian Water had not been restoring land where the new pipeline was being installed.

25.04.05 **Noted:** Public Forum – (**Open Session**)<sup>1</sup>. 18:16

There being no comments or questions on any Agenda item or matters of concern from members of the public, the session was closed.

25.04.06 **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.25.04.01**) noting:

- the reported advice from PRow with respect to landowners' rights to grant permission for horses to be exercised on their land (including across footpaths, where riding is normally prohibited) agreed that no further action be taken in respect of a request for the parish to facilitate or erect any further "no riding" signage on footpaths; and
- that whilst training was available for Community Emergency Volunteers, a scheme which the parish could consider in future years, it had been difficult to recruit the volunteers which the parish currently has, and these should be consolidated before seeking to recruit to a new function.

25.04.07 **Noted:** Reports and requests to this meeting relating to Councillors' Portfolios

7.1 **Highways/VAS reporting** Cllr Paul Couzens

Cllrs noted the need to be able to download existing data (and disseminate where appropriate to Suffolk Constabulary and the Community Speedwatch Team) when moving VAS to new locations.

7.2 **Emergency Planning** Cllr Mike Lavelle

No updates

7.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner (circulated)

The meeting considered an update on the Neighbourhood Plan (previously circulated as **WPC.25.04.02**) and

**Resolved**

- The parish council authorise expenditure under the various categories of the budget attached as Appendix A to report WPC.25.04.02 4 for payment on submission of relevant invoices to the clerk to a sum of not more than £2370.00 plus VAT in accordance with the categories.**
- The parish council delegate to the clerk, in consultation with Cllr Tracey Turner, authority to agree responses prepared by its planning consultant, (Places4People), to any requests for clarification submitted by the Planning Examiner.**

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

The meeting considered an update on the establishment of a Community Speedwatch (previously circulated as **WPC.25.04.03**) and Cllr Karunaratne's oral update that:

- The Community Speedwatch volunteers had recently started collecting data with approximately 40 vehicles identified as exceeding 35mph in a 30mph zone in their first session. They have planned for approximately 1 session per week,

<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.

varying times of day and locations. The meeting asked the clerk to prepare an item for the website publicising the group and inviting new recruits.

- Cllr K Grimes had collected the VAS shared with Lidgate Parish, which would be available for three months. There was currently an issue with the charging cable which was being resolved.
- Cllr A Grimes had reported that parking at Nunnery Green was an ongoing issue, which was a problem particularly at nights and weekends when people were home (obstruction of footway and access and egress into Nunnery green due to junctions being obstructed). It was further reported that one large vehicle often parked on the junction significantly reduced visibility and access. The meeting asked the clerk to approach Havebury to see if they can look at additional options for resolving parking

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

An oral update from Cllr A Grimes that the project was making good progress and she further noted that:

- The PCC were looking forward to new feet for the notice board at All Saints which the Estates Committee had approved
- The Chapel roof was scheduled for works in the following week; and
- Trees had been removed in the old cemetery allowing more light in and resulting in more wild spring flowers.

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

An oral update from Cllr Smith that she had attended the SALC Area meeting on 25<sup>th</sup> March, where they had been updated on the progress with devolution, including:

- Responsibilities for new the new May of Suffolk and Norfolk; and
- A request that parish councils should try to engage with communities as government messaging was bland (SALC would become involved in messaging and responses)

And noted that many councillors present at the meeting were not happy and sceptical of the proposed benefits to communities of both devolution and local government reorganisation.

### 25.04.08 **Noted:** Resolutions of Estates Committee meeting on 6<sup>th</sup> February 2025

25.04.12	Resolved: The Estates Committee authorises the purchase of four sets of replacement pads at a cost of not more than £290 plus VAT.
25.04.10	The meeting considered a proposal for replacement of posts at Coltsfoot Green (previously circulated as WPC.EC.25.04.05) and, taking into account the advice of Mr Di Giulio under his portfolio report for greens (Minute EC.25.04.7.8 above), withdrew the proposal below Proposal: To authorise the cost of replacement posts at Coltsfoot Green at a cost of not more than £1100 plus VAT. and asked the clerk to seek new quotes based on a reduction to 30 posts.
25.04.09	Resolved: To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1,100 plus VAT for the financial year 2025.26.
25.04.8.1	Resolved The Estates Committee authorise the cost of additional materials for installation of the height restriction barrier and remaining bollards at a cost of not more than £228 plus VAT.
25.04.03	Resolved: That the Minutes of the Estates Committee meeting held on 6th February 2025, as tabled, be agreed as a true record

### 25.04.09 **Noted:** Clerk's report that

- 9.1 VAT reclaimed for the months of January and February was £143.90 (received), and for March, £660.75 (subsequently received).
- 9.2 Parish council insurance under a Long Term Agreement (Min 24.02.9.2) had been taken up with Gallagher's.
- 9.3 The meeting noted funds disbursed to charities and local organisations in the 2024.25 financial year (previously circulated as **WPC.25.04.04**)

- 9.4 An increase to the s.137 limit (£10.81 for the financial year 2024.25) has been advised by NALC (£11.10 - with 1034 electors, this is equivalent to £11,477.40)
- 9.5 The meeting noted an update to ICT and Social Media (previously circulated as **WPC.25.04.05**) and  
**Resolved**  
i) **To authorise expenditure for print toner in the current financial year at a cost of not more than £600 plus VAT.**  
ii) **To authorise the cost of call out charges when needed to resolve IT issues on the parish laptops, to a maximum of £150 plus VAT for the current financial year.**
- 9.6 Installation of security barrier at Six Acres had now been completed and combination lock and signage purchased and received by the Wickhambrook Memorial Centre. Installation of the remaining barriers onto the eastern end of Six Acres was scheduled for the next parish day.
- 9.7 Repairs to Chapel of Rest roof, also scheduled for late December/early January, although instructed, had been delayed due to cold weather. The meeting agreed that if the current contractor was unable to complete the work by the end of May the Estates Committee had determined to ask the clerk to seek new quotes. Cllr Lavelle advised that the work was expected to be completed by the end of April. The clerk noted that both Risk Assessments and Public Liability Insurance were outstanding from the contractor.
- 9.8 An order for replacement play equipment consumables had been submitted to Online playgrounds & Sovereign Play (**Min. EC.25.02.09 & 25.02.10.7** refers) with installations scheduled for May and June. The clerk further advised that work to the swing feet at Bury Road Play Area was due to be carried out the following week.
- 9.9 The account for supply of water to the Bowls Green was £15.61 in credit, service charges averaging £6.50 per month.
- 9.10 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 – this had been delayed due to difficulties in obtaining quotes. The meeting asked the clerk to escalate this through SC Cllr Bobbie Bennett.
- 9.11 Following a request from the Clerk, West Suffolk Council would be donating a further six sets of Litter Picking equipment to the parish council.

**25.04.10 Noted:**

The meeting considered the Financial Risk Assessment (previously circulated as **WPC.25.04.06**) and

**Resolved**

- i. **That this Council receives and adopts the revised Financial Regulations published by NALC (attached as Appendix A); and**
- ii. **That this Council receives and approves the revised Financial Risk Assessment (attached as Appendix C) as being a proper assessment of the financial risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.**

**25.04.11 Noted:**

**The meeting** noted the accounts for the 12 months ended 31.03.25 (previously circulated as **WPC.25.04.07**) which had been forwarded with supporting documents to SALC, the appointed internal auditors, and

**11.1 Resolved**

**The parish council approve the letter of engagement SALC has provided following appointment as the council's Internal Auditor.**

**11.2 Resolved**

That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.25, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 25.01.12.1 refers) and circulated and tabled as Appendix G of WPC.25.04.07, noting that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:

**11.3 Resolved**

That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.25, (circulated and tabled as Appendix C of WPC.25.04.07) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

**11.4 Resolved**

That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix H of WPC.25.04.07) as demonstrating a sound system of internal control including the preparation of the accounting statement at Section 1 of the Annual Return for the year ended 31.03.25 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

**11.5 Resolved**

That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix I of WPC.25.04.07) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.25 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval

11.6 Noted that the period for public inspection of the Annual Accounts would be between **Tuesday 3rd June – Monday 14th July 2023** and a notice would be published and posted to that effect.

**25.04.12 Noted:**

12.1 The following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1253	12/03/2025	WPC/CR/23Na Inte	WPC/CR/23Na Interment	H. J. Paintin Ltd		Interments	£ 215.00
1254	27/02/2025	WC/NEW/322L	WC/NEW/322L	Bereaved Family	Additional Inscription	Exclusive Right of Burial	£ 130.00
1256	18/03/2025		VAT refund from HMRC			VAT Repayments	£ 85.71
1257	18/03/2025		VAT refund from HMRC			VAT Repayments	£ 58.19
1261	31/03/2025	West Suffolk Gra	Supporting Community Volunteerin	West Suffolk Council	Supporting Community Vol	Grants	£ 500.00
1262	31/03/2025	Q4 Interest	Q4 Interest	Unity Trust Bank		Bank Interest	£ 73.75
							<b>£1,062.65</b>

**12.2 Payments to be made as listed below:**

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1271	25/04/2025	25.04.11.2	Temporary Sim Card for Keep the	3 Business Services, Hutchison 3G UK Ltd	refund to clerk	Services and Supplies	£ 15.00
1279	25/04/2025	25.04.11.2	Community Land Trust Network Mem	Community Land Trust Network	#INV-4027	Subscriptions and Memberships	£ 90.00
1280	31/05/2025	25.04.11.2	SALC Membership 2025.26	Suffolk Assn. of Local Councils	#30098	Subscriptions and Memberships	£ 503.33
1281	01/05/2025	25.04.11.2	Emptying of Dog Bins Weekly	West Suffolk Council	#1293202	Bin and Dog Waste Collection	£ 599.91
1282	25/04/2025	25.04.11.2	Q1 2025.26 Expenses - volunteer	Wickhambrook Stores		Services and Supplies	£ 2.99
1285	25/04/2025	25.04.12.2	Q4 2024.25 Homeworking	Hilary Workman	2024.25 Q4 Homeworking	Clerk/RFO Mileage and Subsistence	£ 78.00
1286	25/04/2025	25.04.12.2	Q4 2024.25 Mileage	Hilary Workman	2024.25 Q4 Homeworking	Clerk/RFO Mileage and Subsistence	£ 89.77

**12.3 Resolved:**

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

## 12.4 The following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1227	19/02/2025	25.02.12.4	ICT Call out	Mac's & PC's	#46007	Services and Supplies	£ 55.00
1228	20/02/2025	WPC.EC.25.02.8ii	Signs for cemetery, churchyard a	The Sign Shed Limited	SI-99473	Services and Supplies	£ 140.93
1231	25/02/2025	Min. Ref 24.02.1	Electricity 21/01/2025 - 22/02/2	British Gas	#10300458	Electricity - Chapel of Rest	£ 14.16
1232	27/02/2025	Min. Ref 24.02.1	Clerk Salary period 11	Hilary Workman	Salary Period 11 2024.25	Clerk/RFO Salary	£ 1,226.90
1233	05/03/2025	Min. Ref 24.02.1	TaxNI Period 11 Contributions	HMRC	Tax/NI Period 11 2024.25	HMRC/NI Contributions	£ 196.62
1234	05/03/2025	Min. Ref 24.02.1	Pension Contributions Period 11	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 59.71
1235	18/03/2025	Min. Ref 24.02.1	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	985101303046	Phone and Internet Services	£ 22.00
1236	07/03/2025	Min. Ref EC.24.0	Installation of Height Restricti	R.H. Landscapes & Maintenance Services L	#003491	Grounds Maintenance (General)	£ 582.00
1237	31/03/2025	Min. Ref EC.25.0	Materials for installation of He	R.H. Landscapes & Maintenance Services L	#003492	Grounds Maintenance (General)	£ 216.00
1238	06/03/2025	25.04.12.5	Refund overpayment Memorial Addi	H J Paintin Limited	Refund overpayment	Cemetery and Churchyard	£ 130.00
1239	06/03/2025	Min. Ref 24.02.1	krb-dg15 Economy Dispenser Dog	JRB Enterprise Ltd	#28081	Bin and Dog Waste Collection	£ 99.54
1240	06/03/2025	25.02.17	East Anglian Air Ambulance	East Anglian Air Ambulance	Charitable Donation	Charitable Donations	£ 100.00
1241	06/03/2025	Min. Ref 24.02.1	Meeting Room Hire 6 & 27	Wickhambrook Memorial Social Centre	#1656	Meeting Room Hire	£ 40.00
1242	18/03/2025	Min. Ref 24.02.1	Print Toner Black 3000	Printerland.co.uk	#STINV420708	Office Supplies	£ 70.80
1245	10/03/2025	25.02.17	Charitable Donation	HeadwaySuffolk	Charitable Donation	Charitable Donations	£ 100.00
1246	07/03/2025	Min. Ref 24.02.1	Microsoft Basic 07/02/25 - 06/03	Microsoft Ireland Operations Ltd	E0100VK9MY	Microsoft Office Subscriptions	£ 52.92
1247	14/03/2025	25.02.9.3	Parish Insurance Premium	Gallagher Insurance	#542449586	Insurance	£ 1,334.48
1248	14/03/2025	25.04.12.5	Planning Webinars	Suffolk Assn. of Local Councils	#29351	Training	£ 168.00
1249	22/02/2025	Min. Ref 24.02.1	Adobe Pro 22.02.2025 - 21.03.202	Adobe Systems Software Ireland Ltd	IEN2025010170121	Other Software Subscriptions	£ 19.97
1250	03/03/2025	Min. Ref 24.02.1	March '25 Corporate Multipa	Lloyds Bank PLC	Corporate Multipay 12	Corporate Multipay Service Charge	£ 3.00
1251	31/03/2025	Min. Ref 24.02.1	Bank Service Charge February	Unity Trust Bank	Statement 078 February	Bank Service Charge - Unity Trust	£ 6.00
1252	14/03/2025	25.02.12	Service of Memorial Clock	Haward Horological Ltd	#4400	Memorial Clock	£ 420.00
1255	20/02/2025	Min. Ref 24.02.1	Meeting Room Hire 16 January &#0	Wickhambrook Memorial Social Centre	#1639	Meeting Room Hire	£ 20.00
1258	28/03/2025	Min. Ref 24.02.1	November and February Cuts	Top Garden Services	#2817	Grounds Contract	£ 1,565.27
1259	27/03/2025	Min. Ref 24.02.1	Clerk Salary period 12	Hilary Workman	Salary Period 12 2024.25	Clerk/RFO Salary	£ 1,226.70
1260	25/03/2025	Min. Ref 24.02.1	Pension Contributions Period 12	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 59.71
1265	22/03/2025	Min. Ref 24.02.1	Adobe Pro 22.03.2025 - 21.04.202	Adobe Systems Software Ireland Ltd	/ien2025016120353	Other Software Subscriptions	£ 19.97
1266	04/04/2025	EC.25.02.11	Cemeteries Software Annual Suppo	Starboard Systems Limited t/a Scribe Accounts	INV-8688	Cemetery Software	£ 547.20
1267	05/04/2025	Min. Ref 24.02.1	TaxNI Period 12 2024/25 Contrib	HMRC	Tax/NI Period 12 2024.25	HMRC/NI Contributions	£ 196.82
1268	04/04/2025	EC.25.02.09	25% Deposit for Installing of Gr	Sovereign	#0000146719	Play Area Maintenance	£ 540.00
1269	10/04/2025	WPC.25.01.17	500 A5 Forms - Keep the Heat	Kall Kwik Bury St Edmunds	#103003	Community Engagement	£ 120.00
1270	10/04/2025	WPC.25.02.13	First Aid - Summer Fete	Wickhambrook Carnival Committee		Grants/Local Support and Village Organisations	£ 240.24
1272	16/04/2025	Min. Ref 24.02.1	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	#985101303047	Phone and Internet Services	£ 22.00
1273	08/04/2025	Min. Ref 24.02.1	Electricity 22/02/2025 - 22/03/2	British Gas	#10610006	Electricity - Chapel of Rest	£ 12.52
1274	30/04/2025	WPC.24.11.15	Grounds Contract March Cuts	R.H. Landscapes & Maintenance Services L	#003545	Grounds Contract	£ 1,717.44
1275	30/05/2025		Website - renewal of domain name	Mdsign	#2581	Website	£ 26.40
1276	30/05/2025	WPC.25.02.11 LOD	Website Updates Dec &#039;24	Mdsign	#2570	Website	£ 225.00
1277	30/05/2025	WPC.25.02.11 LOD	Administration of payroll servic	Suffolk Assn. of Local Councils	#29746	Administration of Payroll and Pension	£ 57.60
1278	10/04/2025	WPC.EC.25.02.8.1	New Bench @ Eastern End Six Acre	Reformation Ltd (Sloane	#SI-175356	Six Acres	£ 319.10
1283	10/04/2025	WPC.25.02.7.4.i	Meeting Room Hire 05/03/25 Commu	Wickhambrook Memorial Social Centre	#1667	Community Engagement	£ 20.00
1284	07/04/2025	WPC.25.02.11 LOD	Microsoft Basic 07/03/25 - 06/04	Microsoft Ireland Operations Ltd	#E0100VVU29	Microsoft Office Subscriptions	£ 52.92

## 12.5 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
1238	06/03/2025	25.04.12.5	Refund overpayment Memorial Addi	H J Paintin Limited	Refund overpayment	Cemetery and Churchyard	£ 130.00
1242	18/03/2025	Min. Ref 24.02.1	Print Toner Black 3000	Printerland.co.uk	#STINV420708	Office Supplies	£ 70.80

12.6 The current account balances and reconciliation to 31 March 2025 and the Chairman's confirmation that they were supported by relevant bank balances.

12.7 The Chair's review of the internal control statement (previously circulated as **WPC.25.04.08**) and that there were no identified actions arising from this.

### 25.04.13 Noted:

**The meeting considered** the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.25.04.09**) and

### Resolved

**To approve transfer of funds equivalent to the underspends from revenue budget (£4620 - Appendix A) into the relevant Earmarked Reserves indicated in Appendix B of report WPC.25.04.09 and note net changes to earmarked reserves.**

### 25.04.14 Noted:

**The meeting** noted the approved budget for the current financial year (previously circulated as **WPC.25.04.10**) and

### Resolved

**To approve transfer of funds (£4870) from Earmarked Reserves to Revenue budget lines as indicated in Table 1 of report WPC.24.04.10 and note net changes to revenue and earmarked reserves.**

Cllrs A & K Grimes left the room

**25.04.15 Noted:**

**The meeting** considered an application for a grant towards the cost of VJ event (previously circulated as **WPC.25.04.11**) and

**Resolved**

- i. **The parish council authorise a contribution of not more than £492.60, being the cost of place settings and refreshments to Wickhambrook Local History Society for a commemorative VJ80 Day event; and**
- ii. **transfer £250 from the revenue line Civic Event, to the revenue line Grants/Local Support and Village organisation towards this cost.**

Cllrs A & K Grimes Returned to room

**25.04.16 Noted:** Planning results as notified by West Suffolk summarised below

16.1 **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 four dwellings

**Golden Farm Farley Green Wickhambrook Suffolk CB8 8PX**

**WSC:** Prior Approval Required & Granted **WPC:** Not consulted

16.2 **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

16.3 **DC/24/1571/FUL** - Planning application - ground mounted solar panel array

**Grove Farm Attleton Green Wickhambrook Suffolk CB8 8YA**

**WSC:** Granted **WPC:** No Objections (Min. 25.01.14.1)

**25.04.17 Noted:** Planning applications notified by West Suffolk Council for comment

**17.1 DC/25/0086/FUL** - Planning application

- 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**

**No objections**

**17.2 DC/25/0521/HH** – Householder Application

Single storey side extension and detached garage

**Gaines Hall Attleton Green Wickhambrook Suffolk CB8 8YA**

**No objections**

**17.2 DC/25/0522/LB** – Application for Listed Building Consent

Single storey side extension and detached garage

**Gaines Hall Attleton Green Wickhambrook Suffolk CB8 8YA**

**No objections**

**17.3 DC/25/0598/FUL** - Planning application

single storey outbuilding with PV array to form art studio

**Crows Farm Malting End Wickhambrook Suffolk CB8 8QA**

**No objections**

**17.4 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.**

**25.04.18 Noted:**

That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none

- 25.04.19 **Noted:**  
The meeting considered the Chair's report with respect to Clerk's salary and annual leave (previously circulated) and approved both the annual increment and the proposed extended period of leave in early 2026.
- 25.04.20 **Noted:**  
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- Memorial trees and benches across parish estate
  - Cemetery regulations
  - Community orchard
- Cllr Bobby Bennett arrived**  
In accordance with Standing Order 10(a)vi, item 25.04.4.1 on the Agenda was considered at this point and is Minuted at 25.04.4.1.
- 25.04.21 **Noted:**  
That the scheduled date for the next meeting (Annual Meeting of the Parish Council) is Thursday 29<sup>th</sup> May beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 25.04.22 **Noted:** Close of meeting. 19:06