

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 24th April 2025 @ 6:00pm

In: Dulcie Smith 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

- 25.04.01 Apologies for absence to be noted or approved:
- Cllr P Couzens – personal commitment
- 25.04.02
- 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.
- 25.04.03 Proposal:**
That the Minutes of the Parish Council meeting held on 27th February, as tabled, be agreed as a true record.
- 25.04.04 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 (previously circulated)
 - 4.2 Cllr Mrs Sarah Pugh, West Suffolk Council
- 25.04.05 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
- 25.04.06 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.25.04.01**) and take action as appropriate.
- 25.04.07 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.25.04.02**) and take action as appropriate
- Proposal: Cllr Turner**
- i. **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.**
 - ii. **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.**

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.25.04.03**) and take action as appropriate
- 7.5 Cemetery Records Project** Cllr Andrea Grimes
- 7.6 SALC & Social Media** Cllr Linda Smith

25.04.08 To note resolutions of Estates Committee meeting on 6th 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 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 9.1 VAT reclaimed for the months of January and February was £143.90 (received), and for March, £660.75.
- 9.2 Parish council insurance under a Long Term Agreement (Min 24.02.9.2) has been taken up with Gallagher's.
- 9.3 To note the funds disbursed to charities and local organisations in the 2024.25 financial year (tabled and circulated as **WPC.25.04.04**) and take action as appropriate.
- 9.4 Increase to the s.137 limit (£10.81 for the financial year 2024.25) has been increased to £11.10 - with 1024 electors, this is equivalent to £11,366.40.
- 9.5 To note an update to ICT and Social Media (tabled and circulated as **WPC.25.04.05**) and take action as appropriate.
Proposal: Cllr Lavelle
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 has 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 is 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. If the current contractor is unable to complete the work by the end of May the Estates Committee has determined to ask the clerk to seek new quotes.
- 9.8 To note that an order for replacement play equipment consumables has been submitted to Online playgrounds & Sovereign Play (**Min. EC.25.02.09 & 25.02.10.7** refers) with installations scheduled for May and June.
- 9.9 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.
- 9.10 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 – this has been delayed due to difficulties in obtaining quotes.
- 9.11 To note following a request from the Clerk, West Suffolk Council will be donating a further six sets of Litter Picking equipment to the parish council.

- 25.04.10** To consider the Financial Risk Assessment (tabled and circulated as **WPC.25.04.06**) and take action as appropriate.
Proposal: Cllr Lavelle
- 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** To note the accounts for the 12 months ended 31.03.25 (tabled and circulated as **WPC.25.04.07**) which have been forwarded with supporting documents to SALC, the appointed internal auditors, and take action as appropriate.
- 11.1 Proposal: Cllr Lavelle**
 The parish council approve the letter of engagement SALC has provided following appointment as the council's Internal Auditor.
 - 11.2 Proposal: Cllr Lavelle**
 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 Proposal: Cllr Lavelle**
 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 Proposal: Cllr Lavelle**
 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 Proposal: Cllr Lavelle**
 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** To note that the period for public inspection of the Annual Accounts will be between **Tuesday 3rd June – Monday 14th July 2023** and a notice will be published and posted to that effect.

25.04.12 12.1 To note 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
							£ 1,062.65

12.2 To authorise the 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 Subsistance	£ 78.00
1286	25/04/2025	25.04.12.2	Q4 2024.25 Mileage	Hilary Workman	2024.25 Q4 Homeworking	Clerk/RFO Mileage and Subsistance	£ 89.77

12.3 Proposal:

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

12.4 To note the following payments previously authorised (1229).

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1227	19/02/2025	25.02.12.4	ICT Call out	Macs & 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-dgl15 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 �	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	#100303	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 '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	#E0100VU29	Microsoft Office Subscriptions	£ 52.92

12.5 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
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 To note the current account balances and reconciliation to 31 March 2025 and the Chairman's confirmation that they are supported by relevant bank balances.

12.7 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.25.04.08**) and any proposed actions arising from this.

25.04.13

To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.25.04.09**) and take action as appropriate.

Proposal: Cllr Lavelle

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

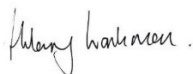
To note the approved budget for the current financial year (tabled and circulated as **WPC.25.04.10**) and take action as appropriate.

Proposal: Cllr Lavelle

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.

- 25.04.15** To consider an application for a grant towards the cost of VJ event (tabled and circulated as **WPC.25.04.11**) and take action as appropriate.
Proposal: Cllr Lavelle
- 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.**
- 25.04.16 To note 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 refers)
- 25.04.17** To note 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**
 - 17.2 DC/25/0521/HH** – Householder Application
 Single storey side extension and detached garage
Gaines Hall Attleton Green Wickhambrook Suffolk CB8 8YA
 - 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
 - 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
 - 17.4 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.
- 25.04.18 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 25.04.19 To note Chair's report with respect to Clerk's salary and annual leave (tabled and circulated) and take action as appropriate.
- 25.04.20 Any other matters for information, to be noted or for inclusion on a future agenda:
- Memorial trees and benches across parish estate
- 25.04.21 To confirm that the scheduled date for the next meeting (Annual Meeting of the Parish Council) is Thursday 29th May beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 25.04.22 Close of meeting.

Published & posted 16th April 2025



Hilary Workman
Clerk & RFO to the Council