

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 29th May 2024 @ 7:00pm

In: Pavilion, 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

- 25.05.01 To elect the Chairman of the Council for the coming year.
- 25.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 25.05.03 To elect the Vice Chairman of the Council for the coming year.
- 25.05.04 Apologies for absence to be noted or approved:
- 25.05.05
 - 5.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
 - 5.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 5.3 To receive requests for dispensations
 - 5.4 To note any additions and/or deletions to the Council's Register of Interests. Deletion in entirety – Cllr Paul Couzens following his resignation from the council.
- 25.05.06**
 - 6.1 Proposal:**
That the Minutes of the Parish Council meeting held on 24th April 2025, as tabled, be agreed as a true record.
 - 6.2 That the minutes of the Estates Committee held on 3rd April 2025 be noted.
- 25.05.07** To receive reviewed Council Documents (tabled and circulated as **WPC.25.05.01**) and listed below, noting any proposed changes and take action as appropriate
 - 7.1.1 Accessibility Statement (website)
 - 7.1.2 Asset Valuation Policy
 - 7.1.3 Biodiversity Policy
 - 7.1.4 Complaints Procedure
 - 7.1.5 Co-option of Councillors & Application form
 - 7.1.6 Data Protection Policy
 - 7.1.7 Dispensation of s.106 Agreement
 - 7.1.8 Document Retention & Disposal Policy
 - 7.1.9 Equality and Diversity Policy
 - 7.1.10 Estates Committee Terms of Reference
 - 7.1.11 Financial Regulations
 - 7.1.12 Financial Risk Assessment
 - 7.1.13 General Risk Assessment
 - 7.1.14 Grant Awarding Policy & Application Form
 - 7.1.15 Health and Safety Policy
 - 7.1.16 Internal Control Report & Statement
 - 7.1.17 LGA Model Councillor Code of Conduct
 - 7.1.18 Media Policy
 - 7.1.19 Parish Action Plan
 - 7.1.20 Privacy Statement

- 7.1.21 Publication Scheme
- 7.1.22 Requests for Information Policy (FOI)
- 7.1.23 Reserves Policy
- 7.1.24 Risk Management Policy
- 7.1.25 Safeguarding Policy
- 7.1.26 Social Media Policy
- 7.1.27 Standing Orders
- 7.1.28 Subject Access Request
- 7.1.29 Suffolk Code of Conduct
- 7.1.30 Training & Development Policy
- 7.1.31 Wickhambrook Emergency Plan

Proposal: Cllr Lavelle

That this Council adopts the reviewed Council documents listed above for publication.

- 25.05.08** To review the delegation arrangements to committees and staff (tabled and circulated as **WPC.25.05.02**), noting any changes and take action as appropriate.
Proposal: Cllr Lavelle
That this council approves the delegation arrangements to committees and staff tabled as Appendix A to WPC 25.05.02.
- 25.05.09 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
9.1 Cllr Bobby Bennett, Suffolk County Council (*previously circulated*)
9.2 Cllr Sarah Pugh, West Suffolk Council
- 25.05.10 To appoint or to confirm the following officers of the Council (tabled and circulated as **WPC.25.05.03**) or to take other action as appropriate (current post holder in brackets);
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|--|--|
| 10.1.1 Cemetery & Churchyard Officer | (Cllr Andrea Grimes) |
| 10.1.2 Emergency Planning | (Cllr Mike Lavelle) |
| 10.1.3 Environment & Sustainability Officer | (Mrs Mary Jolland) |
| 10.1.4 Footpath Officer | (Mr Roger Medley) |
| 10.1.5 Highways & VAS Officer | (Cllr K Grimes, Vacant) |
| 10.1.6 Internal Monitoring Officer | (Cllr Mike Lavelle) |
| 10.1.7 Neighbourhood Plan Working Group | (Cllr Tracey Turner) |
| 10.1.8 Planning Officer | (Cllr Tracey Turner) |
| 10.1.9 Play area inspections Officer | (Cllr Mel Karunaratne) |
| 10.1.10 Play area inspections – Bury Road | (Mr Kevin Grimes) |
| 10.1.11 Play area inspections – Cemetery Road | (Cllr Mel Karunaratne) |
| 10.1.12 Public Access Devices Officer | (Vacant) |
| 10.1.13 Road Safety Working Group | (Cllr Mel Karunaratne) |
| 10.1.14 SALC Area Meetings | (Cllr Linda Smith) |
| 10.1.15 Six Acres Officer | (Cllr Mike Lavelle) |
| 10.1.16 Tree Officer | (Mr David Di Giulio) |
| 10.1.17 Village Greens Officer | (Mr David Di Giulio) |
| 10.1.18 Village Recorder | (Dorothy Anderson) |
| 10.1.19 Village Website, Social Media & News Officer | (Cllr Linda Smith) |
| 10.2 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets); | |
| United Charities | (Mr Julian Wilson) |
| 10.3 To appoint members to the following Committees (current post holders in brackets) | |
| Estates Committee | (Cllrs M Karunaratne, M Lavelle, Vacant) |
| 10.4 In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee | (Vacant) |
| 10.5 In accordance with Standing Order 4 d)v, to appoint two substitute members to the Estates Committee whose role is to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend. | (Cllrs K Grimes, T Turner) |

- 25.05.11 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
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|------|---|-----------|
| 11.1 | Community Action Suffolk | FOC |
| 11.2 | Community Land Trust Network | (£90.00) |
| 11.3 | ICO Data Protection | (£35.00) |
| 11.4 | Suffolk Association of Local Councils | (£503.33) |
| 11.5 | Society of Local Council Clerks (Clerk) | (£180.00) |
- 25.05.12 To review inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (tabled and circulated as **WPC.25.05.04**) and take action as appropriate.
- 25.05.13 Confirmation of approved dates for meetings to the next Annual Meeting in 2026, to be held in The Pavilion, Memorial Social Centre, Wickhambrook unless otherwise advised.
2025/2026 Parish Council Meetings:
 Thursday 31st July, 25th September, 27th November '25, 15th January, 19th February, 30th April & 28th May '26 (AMPC)
2025/2026 Estates Committee Meetings:
 Thursday 3rd July, 4th September, 6th November '25 & 5th February, 9th April '26
Annual Parish Meeting – 30th April 2026
- 25.05.14 To confirm the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:
View & Authorise Cllrs M Karunaratne; L Smith, T Turner
View Only Cllrs M Lavelle, A Grimes, K Grimes
- 25.05.15 To note that SALC will continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
- 25.05.16 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.25.05.05**) and take action as appropriate.
- 25.05.17 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
- 25.05.18 Portfolios and take action as appropriate.
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|------|---|----------------------|
| 18.1 | Highways/VAS reporting | Cllr Kevin Grimes |
| 18.2 | Emergency Planning | Cllr Mike Lavelle |
| 18.3 | Neighbourhood Plan Working Group | Cllr Tracey Turner |
| 18.4 | Road Safety Working Group | Cllr Mel Karunaratne |
- To consider an update on the Road Safety Working Group (tabled and circulated as **WPC.25.05.06**) and take action as appropriate
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|------|---------------------------------|--------------------|
| 18.5 | Cemetery Records Project | Cllr Andrea Grimes |
| 18.6 | SALC & Social Media | Cllr Linda Smith |
- 25.05.19 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 19.1 To note that Paul Couzens has sadly resigned as Councillor and thank him for his service. A Notice of Vacancy has been published by West Suffolk Council and the period by which ten electors may request an election expires on 5th June 2025.
Proposal: Cllr Lavelle
Remove Paul Couzens as signatory to the Council's accounts with Unity Trust Bank
- 19.2 Documents required for the 2024-2025 audit were submitted to SALC in early April and their Internal Audit Report received. AGAR Sections 1 and 2 were completed and approved at the April meeting (Min 25.04.11). Notice of Public Rights to be published Tuesday 3rd June 2025.

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.

- 19.2 VAT Claim for the month of April has been submitted in the sum of £574.25 and payment received.
- 19.3 To note that the parish council does not have sufficient councillors who were elected (equal to or exceeding two thirds of its total number of councillors) and therefore the parish council does not at this time meet the second criteria to qualify for a General Power of Competence.
- 19.4 A replacement bench has been installed below the inner banks of Six Acres and all three wooden memorial benches in the Cemetery have now been oiled.
- 19.5 The clerk has received a number of compliments about the quality of the cuts following the re-appointment of RH Landscapes and Maintenance as the Grounds Contractor.
- 19.6 New metal feet have been fitted to the swing sets at Bury Road and a replacement cargo net installed to the Cemetery Road Play area as part of the works commissioned following a Capital Grant from West Suffolk late last year. Replacement matting has been commissioned to Cemetery Road, which should be installed in early June.

25.05.20

20.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1290	04/04/2025		VAT refund from HMRC			VAT Repayments	£ 660.75
1294	28/04/2025	25.01.12.3	Precept Payment	West Suffolk Council	#503792	Precept	£ 55,404.00
1296	24/04/2025	25.05.12	Interment WC/OLD/67A	Bereaved Family	WC/OLD/6-7A Interment	Interments	£ 220.00
1297	24/04/2025	25.05.12	WC/NEW/343 Interment	Garners Funeral Service	WC/NEW/343 Interment	Interments	£ 310.00
1334	14/05/2025	Cemetery #10	Memorial grave number - C8/9	Saxon Monumental Craft	#10	Memorials	£ 185.00
1335	14/05/2025	Cemetery #09	Memorial grave number - C8/9	Saxon Monumental Craft	#09	Memorials	£ 185.00
1336	16/05/2025	Cemetery #13	ERB	Cemetery Receipts Individuals	ERB	Exclusive Right of Burial	£ 310.00
1338	22/05/2025	Recycling Credit	Recycling Credits Oct & #039;	West Suffolk Council	#503792	Recycling Income	£ 146.40
1337	15/05/2025		VAT refund from HMRC			VAT Repayments	£ 574.25
							£ 57,995.40

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

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1291	14/04/2025	25.05.10.	Office Stationery	Ryman Limited		Office Supplies	£ 23.21
1293	20/06/2025	25.05.10	SALC Internal Audit Service	Suffolk Assn. of Local C	#30125	Audit	£ 398.40
1299	30/05/2025	25.05.12.	Easy PC Accounts	MiJan Limited	#891	Other Software Subscrip	£ 108.00
1324	24/04/2025	25.05.12.	Ryman Stationery	Ryman Limited		Office Supplies	£ 16.22
1329	14/07/2025	25.05.20.	Clerk - Cemetery Manager	Suffolk Assn. of Local C	#30191	Training	£ 114.00
1330	30/05/2025	25.05.20.	Recycling Credits Oct & #039;	Wickhambrook Memo	503792_Recy	Recycling Grant to MSC	£ 146.40
							£ 806.23

20.3 Proposal:

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

20.4 To note the following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1287	24/04/2025	WPC.25.02.11 DD	Pension Contributions Peri	NEST Pensions	Pension Cont	Pension Contributions	£ 59.71
1288	07/05/2025	WPC.25.02.11 LOD	TaxNI Period 1 2025.26 Cor	HMRC	Tax/NI Period	HMRC/NI Contributions	£ 255.15
1289	24/04/2025	WPC.25.02.11 LOD	Clerk Salary period 1	Hilary Workman	Salary Period	Clerk/RFO Salary	£ 1,226.90
1292	25/05/2025	WPC.EC.25.02.10	Stump Grinding and Pollarc	Suffolk Tree Surgery &	#1488	Tree Surgery	£ 520.00
1295	24/04/2025	25.02.11.2 DD	Electricity 22/03/2025 - 21/	British Gas	#10921174	Electricity - Chapel of Re	£ 13.42
1298	30/05/2025	25.02.10 LODP	April Cuts	R.H. Landscapes & amp	#003595	Grounds Contract	£ 1,717.44
1301	30/04/2025	25.02.11.2 DD	Bank Service Charge March	Unity Trust Bank	Statement 07	Bank Service Charge - Un	£ 6.00
1318	16/04/2025	25.02.11.2 DD	Clerk Mobile Invoice perio	3 Business Services, Hutchison	3G UI	Phone and Internet Serv	£ 22.00
1319	28/05/2025	WPC.EC.25.02.09	Feet for Swing Set @ Bury I	Fenland Leisure Produ	#SIN065128	Play Area Maintenance	£ 3,502.56
1320	08/05/2025	WPC.25.04.9.5i	Print Toner combo extra hi	Printerland.co.uk	#SO815704	Office Supplies	£ 443.29
1321	08/05/2025	WPC.25.02.11 LOD	April Meetings	Wickhambrook Memo	#1687	Meeting Room Hire	£ 25.00
1325	24/04/2025	25.02.11.2 DD	Adobe Pro 22.04.2025 - 21.	Adobe Systems Softw	IEN20250182	Other Software Subscrip	£ 19.97
1326	02/04/2025	25.02.11.2 DD	April'25 Corporate M	Lloyds Bank PLC		Corporate Multipay Serv	£ 3.00
1327	02/05/2025	25.02.11.2 DD	May'25 Corporate M	Lloyds Bank PLC	Corporate M	Corporate Multipay Serv	£ 3.00
1328	22/05/2025	WPC.EC.25.04.12	Defib Pads - 4 sets	Defibshop/Imperative	#1000273426	Services and Supplies	£ 345.60
1331	29/05/2025	25.02.10 LODP	Clerk Salary period 2	Hilary Workman	Salary Period	Clerk/RFO Salary	£ 1,242.12
1332	29/05/2025	25.02.10 DD	Pension Contributions Peri	NEST Pensions	Pension Cont	Pension Contributions	£ 61.28
1333	05/06/2025	25.02.10 LODP	TaxNI Period 2 2025.26 Cor	HMRC	Tax/NI Period	HMRC/NI Contributions	£ 264.94
							£ 9,731.38

- 20.5 The following expenditure under delegated authority:
- 2b. fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

Voucher	Date	Ref.	Description	Type	Bank Account	Net	VAT	Total
1322	08/05/2025	Clerk Delegation	To equate Instant Savings to an	Transfer	UT Current Account	-176.25	0.00	-£ 176.25
1323	08/05/2025	Clerk Delegation	To equate Instant Savings to an	Transfer	UT Instant Access	176.25	0.00	£ 176.25
								£ -

- 20.6 To note the current account balances and reconciliation to 30th April 2025, and the Chairman's confirmation that they are supported by relevant bank balances.

- 25.05.21** To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.25.05.07**) and take action as appropriate.
- 25.05.22 To note Planning results as notified by West Suffolk summarised below
- 22.1 **DCON(B)/24/0909** - Application to discharge conditions
5 (Arboricultural Method Statement) and
8 (Biodiversity Enhancement Strategy) from application DC/24/0909/HH
Australia Farm Meeting Green Wickhambrook Suffolk CB8 8UR
WSC: Application Granted **WPC:** Not Consulted
- 22.2 **DC/25/0099/HEDGE** - Hedgerow Removal Notice
removal of 10 metres length of hedgerow
Land At Giffords Lane Giffords Lane Wickhambrook Suffolk
WSC: No Objection **WPC:** No Objection – delegated authority
The parish clerk considered this under delegated authority having consulted with the chair of the parish council. There are no objections to the application, but the parish council asks that the applicant re-inspect the hedge the following spring, replacing any hedging that has died and removing any sleeves which are too tight.
- 25.05.23** To note the following Planning applications notified by West Suffolk Council for comment:
- 23.1 **DC/25/0528/HH** - Householder planning application
single storey front extension including balcony to first floor and associated external alterations
Bonnetts Cottage Attleton Green Wickhambrook Suffolk CB8 8YA
- 23.2 **DC/25/0621/HH** - Householder planning application
conservatory to rear of dwelling
Cutbush Cottage 2 Cutbush Thorns Corner Wickhambrook Suffolk CB8 8XN
- 23.3 **DC/25/0642/HH** - Householder planning application
detached cartlodge and detached annexe
Mokefield Baxters Green Wickhambrook Newmarket Suffolk CB8 8UY
- 23.4 **DC/25/0768/HH** - Householder planning application
a. installation of first floor en-suite
b. first floor window to west elevations
c. replacement ground floor window to west elevation
The Old Vicarage Church Road Wickhambrook Newmarket Suffolk CB8 8XH
- and **DC/25/0771/LB** - Application for listed building consent
a. installation of first floor en-suite
b. first floor window to west elevations
c. replacement ground floor window to west elevation
The Old Vicarage Church Road Wickhambrook Newmarket Suffolk CB8 8XH
- 23.5 **DC/25/0823/OUT** - Outline planning application (layout and scale to be considered)
change of use of storage barn (Use Class B8) to two dwellings (Use Class C3)
Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk CB8 8UZ
See Planning Report WPC/25/05/DC0823
- 23.6 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.

25.05.24 Any other Planning matters for information, to be noted or for inclusion on a future agenda.

Appeal Ref: [APP/F3545/W/24/3357096](#)

Land adjacent to Aldersfield Place Farm, Ashfield Green, Wickhambrook, CB8 8UZ The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.

The appeal is made ... against the decision of West Suffolk Council. The application Ref is DC/24/0474/FUL.

The development proposed is erection of self-build dwelling and construction of new vehicular access.

Decision

1. The appeal is dismissed

Main Issue:

The effect of the proposal on the character and appearance of the area, including on the significance of Aldersfield Place farmhouse, as a non-designated heritage asset (NDHA).

25.05.25 To note the submitted responses to consultations (tabled and circulated as **WPC.25.05.08**) and take action as appropriate.

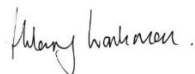
25.05.26 Any other matters for information, to be noted or for inclusion on a future agenda:

- Grounds Contract
- Clerk Mobile Business Plan – review of contract
- Memorial trees and benches across parish estate
- Cemetery regulations
- Community orchard
- Parish Council submission to Suffolk Highways – Reduction in speed limit A143 Wickham Street
- Award for contributions by young people in Wickhambrook Parish
- Review of Charges for Clubs

25.05.27 To confirm that the scheduled date for the next meeting is Thursday 31st July beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.

25.05.28 Close of meeting.

Published & posted 22nd May 2025



Hilary Workman
Clerk & RFO to the Council