

WPC.25.04.01 – Summary of Correspondence

From	Summary	Action to date	Action Agreed
SALC	Training Bulletins <ul style="list-style-type: none"> Suffolk Highways Forum 	Online attendance	
SALC – Newsletters	<ul style="list-style-type: none"> AGM & 75TH Celebration Local Councillor Magazine Pension requirements as employer Suffolk Community Awards 2025 – nominations invited Updated Model Standing Orders Suffolk Police and Crime Commissioner’s Update Consultation on contributions from local developers Consultation on Suffolk’s Nature Recovery Request for examples of Parish and Town council work 	Circulated Circulated Noted Already updated See agenda item See agenda item	
West Suffolk Council	Scheduled Grass Cuttings: Weeks Commencing 22 nd April, 28 th April, 6 th May, 12 th May, 19 th May		
Local Resident	Re-instatement of front verge & horses on footpaths (with follow ups)	Signposting to Suffolk CC	
West Suffolk Council Democracy	Form for receipt of pdf version of Register of Electors	Completed and returned	
Suffolk County Council – Highways	Carriageway Repairs and notice of diversion	Item for website	
West Suffolk Council – families and communities	Link to events page for VE/VJ 80 Day Activities	Signposting for Local History Society	
Mobile App Developer	Prospective	noted	
Essex Steel	Prospective – Car park barriers and bollards	Noted	
Local Resident	Enquiry re installation of replacement bench at Six Acres and thanks to all members of the PC for all the work they do for Wickhambrook	Updated with anticipated date	
Clerk @ Hargrave	Clerk Vacancy notified inviting applications	Declined!!	
Suffolk CC – Comms	Devolution Briefing on 16 th May at WMSC	Circulated	
Local Resident	BOAT 31 and surface flooding & follow ups	Acknowledged and updated actions	
Wickhambrook Primary Academy	Confirmation of consent to publish names and images for Alf Hicks Award presentation	Thanks extended	
CLT Network	Receipt for membership fee		
Nick Timothy MP	Newsletters from MP’s office	Items for website	

Hilary Workman
Clerk & RFO
April 2025

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NS Consultancy	Enquiry regarding re-burial of human remains	Signposting to Cemetery Regulations	
Local Resident	A143 Accident w/c 12/05/25	Acknowledged and forwarded to HCLO and Suffolk County Councillor	
.gov.uk	Confirmation of receipt of VAT claim		
West Suffolk Council Waste Services	In response to enquiry advised lock down bins still FOC but more suited to locations of high demand, or upgrading a number of bins to a single larger bin. No capacity to increase no bins emptying. Signage should be used in first instance.	Requested template signage.	
SALC Payroll	Updated terms and conditions	Checked and saved.	
West Suffolk Comms	Update on how central government funding (UKSPF & REPF) spent	Website item	
West Suffolk Council Governance, Regulatory & Environment	Radio Teleswitch Service switched off from 30 th June	Website item	
Suffolk Wildlife Trust	Wilder Communities Event Programme – advice on Local Nature Recovery Strategy	Circulated. Contacted SWT for advice and posters for Fete & Flower Show. Identified Biodiversity Policy Provisional date to meet 11 th July	
Local Resident	Damaged Street sign and unsatisfactory response from SCC	Images sent to WPC contractor to establish likely cost of re-installing	
Local Resident	Potholes at junction with The Duddery and Fullers Hill – work scheduled by SCC	Acknowledged – updated from most recent highways webinar that SCC will re-do work if repairs fail within 6 months.	
Nick Jolland Builders	Work to Chapel Roof completed	Acknowledged with advice on where to send invoice	
West Suffolk Council	Invitation to Civic Service	circulated	
SCCllr Bobby Bennett	Flagging Suffolk Community Awards 20254		
West Suffolk Council Parks	Play area inspection reports	Checked for any issues	
Suffolk Sight	Invitation to Annual Event	Item for website	