

WPC.EC.25.02.01 – Summary of Parish Council Decisions

Agenda Item	Decision
WPC.25.01.17	Resolved The parish council authorise the cost of printing A5 postcards to promote "Keep the Heat" at a cost of not more than £100 plus VAT.
WPC.25.01.14.7	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. DC/25/0020/TPO – TPO 204 (2010) Tree Preservation Order one Goat Willow (T3545 on plan) - Crown lift to four metres above ground level
WPC.25.01.14.6	Car Park Nunnery Green Wickhambrook Suffolk CB8 8XT No objection 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
WPC.25.01.14.5	Meadowbrook The Duddery Wickhambrook Suffolk CB8 8UN No objection DC/24/1755/FUL - Planning application one tennis court with associated fencing Easterwood House Baxters Green Wickhambrook Suffolk CB8 8UY See WPC.Planning_25.01_DC/24/1755/FUL
WPC.25.01.14.4	No objection DC/24/1742/VAR - Planning application variation of condition 2 of DC/20/2078/HH to allow the use of revised drawings DC/24/1743/LB - Application for listed building consent a. single storey rear and side extension (following demolition of existing single storey rear extension) b. repair works DC/24/1811/VAR - Planning application variation of condition 2 of DC/20/2079/LB to allow the use of revised drawings East Cottage Attleton Green Wickhambrook Newmarket Suffolk CB8 8YA Members considered these applications (DC/24/1742/VAR, DC/24/1743/LB and DC/24/1811/VAR), which include variations to seek variation of condition 2 on the previous LB and HH applications (DC/20/2078/HH and DC/20/2079/LB respectively)and listened to the concerns raised by a neighbouring resident at the meeting, whose view was that that the roof lines and foot print should be returned to the original condition 2 of application granted DC.20.2078. Having also taken into account the comments of the conservation officer, and the parish council's Draft Neighbourhood Plan (Community Action 3 – Historic Assets) COMMUNITY ACTION 3 - HISTORIC ASSETS The Parish Council will co-ordinate actions to conserve notable listed and non-listed buildings, the outlying Greens and hamlets and other cherished features of our environment. Local features noted to be of particular importance to village residents, and therefore in need of protection, include: • old houses, historic buildings, history and heritage, including the churches • Wickhambrook's ancient pattern of outlying village Greens and hamlets. And noting that the building is a listed building (once the village workhouse) of historical importance and an important part of the parish's history, the parish council determined to object to the applications, taking the view that a

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reduction in the eaves and ridge height of the gabled extensions would be desirable, together with the reinstatement of the original approved pitch for the smoke house.

Cllr Lavelle left the meeting room – Cllr Turner took the Chair

DC/24/1726/FUL - Planning application

change of use from Church (use class F1) to residential dwelling (use class C3)

DC/24/1727/LB - Application for listed building consent

Persephone Meeting Green Wickhambrook Suffolk CB8 8XS

See WPC.Planning_25.01_DC/24/1726/FUL

Members considered these applications (DC/24/1726/FUL & DC/24/1727/LB), together with report WPC.Planning_25.01_DC/24/1726/FUL. They noted that there were no planned changes to the façade of the building which is Grade II listed, and referred to Wickhambrook Parish Council's Draft Neighbourhood Plan (Community Action 3 – Historic Assets)

The Parish Council will co-ordinate actions to conserve notable listed and non-listed buildings, the outlying Greens and hamlets and other cherished features of our environment. Local features noted to be of particular importance to village residents, and therefore in need of protection, include:

- old houses, historic buildings, history and heritage, including the churches
- Wickhambrook's ancient pattern of outlying village Greens and hamlets.

The parish council supports the application as means of ensuring that the fabric of the building is maintained and thus protected as a cherished feature of the parish environment.

WPC.25.01.14.2 Cllr Lavelle returned to the meeting room and resumed as Chair

14.1 **DC/24/1571/FUL** - Planning application

ground mounted solar panel array

Grove Farm Attleton Green Wickhambrook Suffolk CB8 8YA

See WPC.Planning_25.01_DC/24/1571/FUL

WPC.25.01.14.1 No objection

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- 12.1 The meeting considered the draft Budget options for 2025/26 (previously circulated as WPC.254.01.06) and having determined that Option B (with a precept of £55,404) would enable the parish to build reserves against future expenditure
- 12.2 Resolved
That Wickhambrook Parish Council approve the proposed budget (Option B, Appendix A to report WPC 25.01.07), and
- 12.3 Resolved
That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £55,404, being the Parish Council's total precept requirement for the financial year commencing 1st April 2025;
- WPC.25.01.12 Resolved
- 12.1 That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2024/2025; and
- 12.2 That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2025/26 the following actions under Clerk's Delegation:
- WPC.25.01.11 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.
1. Voucher 1195 – Mdsign – Firewall Security Plugin £178.80
- WPC.25.01.10.5 2. Voucher 1199 – Amazon - Vinyl Notices for Cemetery £ 50.22
- Resolved
- WPC.25.01.10.3 That the payments to be made, listed above at 11.2 be authorised.
- Resolved
- To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report
- WPC.25.01.9.2 WPC.25.01.03.
- Resolved
- WPC.25.01.7.5 Authorise the cost of a notice for All Saints Churchyard (Please take care, uneven ground) at a cost of not more than £13.25 plus VAT
- WPC.25.01.03 That the Minutes of the Parish Council meeting held on 28th November, as tabled, be agreed as a true record.
- The meeting approved dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2025), as set out below:
- Ordinary Meetings of the Parish Council (@ 7:00pm):
- Thursday 16th January
 - Thursday 27th February
 - Thursday 24th April (at 6:00pm)
 - Thursday 31st July
 - Thursday 25th September
 - Thursday 27th November
- Annual Parish Council Meeting – Thursday 29th May @ 7:00pm
- Annual Parish Meeting - Thursday 24th April @ 7:30pm
- Estates Committee Meetings (at 7:00pm):
- Thursday 6th February
 - Thursday 3rd April
 - Thursday 3rd July
 - Thursday 4th September
 - Thursday 6th November
- WPC.24.11.19 Ordinary Meeting of Parish Council – Thursday 15th January 2026 @ 7:00pm
- Noted:
- The meeting noted Chair's report with respect to Clerk's salary and the approval of annual pay award for 2024/25 (previously circulated as Chair's Report).
- WPC.24.11.18

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- WPC.24.11.17 Noted:
The meeting received and discussed draft Budget for 2025/26 (previously circulated as WPC.24.11.09) and had no questions.
- WPC.24.11.16 Noted:
The meeting considered the proposal put forwards by the Estates Committee (previously circulated as WPC.24.11.08) to adopt revised Cemetery Fees and Charges as set out at Table 2 and
Resolved:
The parish council adopt the proposed fees and charges, (taking into account any revisions agreed at the meeting) set out at Table 2 to WPC.24.11.09) with effect from 1st April 2025.
- WPC.24.11.15 Noted:
The meeting considered quotes submitted in respect of grounds contracts for the next financial year - 2025/2026 (previously circulated as WPC.21.11.07) and determined that R H Landscapes be awarded the contract (at a cost of £15,*** plus VAT) for the following reasons:
 - The quote submitted was according to the specification
 - The contractors would be likely to require less management time; and
 - The contractors were situated closest to Wickhambrook thus being more likely to reduce the carbon impact of the contract and increase sustainability.Resolved:
That the Clerk draw up a contract for groundworks for the financial year 2025/26 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.24.11.08.
13.1 DC/24/1621/HH - Householder Planning application
Detached cartlodge and detached annexe
Mokefield, Baxters Green, Wickhambrook, Newmarket, Suffolk CB8 8UY
No objection
13.2 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.
- WPC.24.11.13 Noted:
The meeting noted the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as WPC.24.11.06) and identified no actions.
- WPC.24.11.11 An update on various ICT issues (previously circulated as WPC.24.11.05). Cllr Lavelle reported that an ambition of Wickhambrook Primary Academy was to create a digital hub but in the meantime it might be possible to provide some additional support to residents through a presence at the Warm Winter Wednesdays.
- WPC.24.11.9.7 Councillors had brought to the clerk's attention Suffolk CC's No Cold Calling Zones (summary previously circulated as WPC.24.11.04), which were referenced in recent county/SALC updates. Councillors shared the view that such zones might help deter some of the unwanted callers particularly to older residents and noted that there was not currently a Neighbourhood Watch scheme operating in the parish. Cllr Smith advised that she had co-ordinated a Neighbourhood Watch scheme previously in Whepsted, which had proved effective and had no cost implications to the parish council. The meeting asked the clerk to signpost both schemes on the website and in parish news letters
- WPC.24.11.9.6

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- Following the parish council's decision in September, its planning consultant, Places4People submitted Hearing Statement pursuant to the earlier representation and in response to the Inspectors' questions in relation to the proposed allocation in the Draft West Suffolk's Local Plan. He subsequently attended the Local Plan Hearing session which dealt with the proposed allocation off Bunters Road. He was able to update the Inspectors on the stage that the Neighbourhood Plan had reached and confirmed that the Neighbourhood Plan identifies the nature of and community facilities and/or retail or local employment as referred to in the Local Plan policy. Planning Inspectors' hearing earlier this month, where in response to a representation from the owner of the allocated site WS, he confirmed that Wickhambrook's draft NP reflected the intent of the West Suffolk Local Plan when specifying the use classes development. The landowners requested that the small area of the site adjoining the existing access to Claydon Drills be removed from the allocation and the Inspectors have asked the District Council to prepare such a modified Plan for their consideration. This minor amendment would bring the Local Plan and Neighbourhood Plan site boundary into alignment. It remains unlikely that the Local Plan will be adopted before Spring 2025
- WPC.24.11.9.5 The meeting considered an update on the establishment of a Community Speedwatch (previously circulated as WPC.24.11.03) and noted the following updates:
- Suffolk Constabulary responsible for the administration of Community Speedwatch Groups.
 - The concern of councillors that the difficulty in egressing from the C route adjacent to the Plumbers Arms at Wickham Street was a contributory factor in vehicle accidents at this site.
- WPC.24.11.7.4 Resolved
Subject to the incorporation of any required changes arising from the Strategic Environmental Assessment and Habitats Regulations Assessment or any updating as a result of the publication of a new National Planning Policy Framework before the Plan is submitted;
- WPC.24.11.7.3 i. the Parish Council approves the proposed modifications to the Neighbourhood Plan, and
ii. agrees the submission of the Plan to West Suffolk Council
- WPC.24.11.03 Resolved:
That the Minutes of the Parish Council meeting held on 26th September, and the Extra-ordinary Meeting held on 14th November 2024, as tabled, be agreed as a true record.