

## Wickhambrook Parish Council

### Minutes

Of an Ordinary Meeting of the Parish Council held on Thursday 25 September 2025

- Present:** A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), L Smith, Hilary Workman, Clerk; SC Cllr Bobby Bennett; WSC Cllr Sarah Pugh 3 Members of the public
- 25.09.01 **Noted:** Apologies for absence to be noted or approved:
- Cllr Tracey Turner – Business Commitment
- 25.09.02 **Noted:** That when invited there were:
- 2.1 No Members' Declarations of Disclosable Pecuniary Interest and/or Other Registerable Interests
  - 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 No additions and/or deletions to the Council's Register of Interests.
- 25.09.03 Resolved:**  
**That the Minutes of the Parish Council meeting held on 31<sup>st</sup> July 2025, as tabled, be agreed as a true record.**
- 25.09.04 **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) who further advised that:
- PRoW had now received two quotes for work on Byeway 31
  - She was continuing to lobby for speed reduction on the A143 – there were now three areas for which parishes were requesting reductions in the speed limit including Highpoint in Stradishall Parish. Wickham Street remains a priority
  - The new relief road from Haverhill to Cambridge had now been opened
  - SCC had resubmitted its Local government business case on 24<sup>th</sup> September which it considers meets the ambitions the government has set – there is a section within the submission on Parish and Town Council Communications and sets out the menu of options for parish and town councils to take. SCC is looking at Neighbourhood Areas (15) to bring things that matter down to the local area. The outcome will be for the Minister to decide.
- The meeting asked the clerk to confirm the original correspondence from SCC Highways with respect to a single TRO for two parishes if a reduction in speed limit is approved.
- 4.2 **Cllr Mrs Sarah Pugh**, West Suffolk Council (previously circulated) who further advised that:
- West Suffolk Council had voted in favour of a 3 Unitary Council model (there had been a debate as to why there wasn't an option for a two unitary council model – the government had set expectations of an electorate of 750,000 per unitary area – nowhere in Suffolk is there an obvious 750k pot) The outcome would be published by the government in March '26.
  - The government may postpone County Council elections for one year at a time. District Councils are up for renewal in 2027 but may be postponed for a year.
  - Town and parish forum 21<sup>st</sup> October - Locality budget and grant giving teams would be present
  - Wickhambrook Neighbourhood Plan goes to referendum on 13<sup>th</sup> November
  - Warm home grants have started writing to residents who may benefit – 23 homes have been identified in Wickhambrook
  - Wickhambrook is the busiest parish in planning terms – planning officers are keen to work with applicants
  - Sarah would be arriving around 7:45pm at the November 27<sup>th</sup> meeting

**Signed:** Tracey Turner

**Dated:** 27/11/2025

- 25.09.05 Public Forum – (**Open Session**)<sup>1</sup>.19:13pm  
When comments or questions were invited on any Agenda item or matter of concern from those members of the public present, the following, with respect to Agenda items:  
**25.09.13.1 - DC/25/1047 – Land North of Melford House**  
Local residents attending the meeting raised their following concerns:
- Historically, there have been no properties north of Melford house since 1783
  - The development proposal included a facing of buff stone, which is not a material used, or in keeping with Attleton Green
  - The proposed development is sited on a Quiet Lane, very close to a footpath
- Cllr Mike Lavelle noted that the parish council now uses the Referendum neighbourhood plan when considering planning applications.  
**25.09.9.7 – Wickhambrook Outdoor Bowls Club**  
The last two years had been difficult in terms of the climate. They were concerned as to:
- how the budget line for water would be calculated in each year and whether it would take into account inflation.
  - That the harvesting of water from the shed using water butts would not be likely to be a viable option, the shed being small
  - That a recent proposal to introduce a wilding conservation area may result in weed seeds being blown onto the green
  - The membership of the club had fallen to eight – with a membership fee of £35, their resources amounted to approximately £500.
  - It had been difficult to attract new members – the club had approached Newmarket Bowls, who have a large waiting list, but no-one had taken up the offer to join Wickhambrook
- Session closed** at 19:35pm  
Cllrs noted that it was reported the Shipping Container was soon to be removed from the scrub area adjacent to the Bowling Green.
- 25.09.06 **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.25.09.01](#)) and identified no further actions.
- 25.09.07 Noted: Councillors’ Portfolios**
- 7.1 **Highways/VAS reporting** Cllr Kevin Grimes  
Cllr Grimes reported that:
- Speed recording using the Vehicle Activate Signs (VAS) was going very well and that with the recent updates from the supplier, they are now able to identify times and locations where there is speeding to target with Community Speed Watch sessions. A recent example of excessive speed on Bunters Road was 90mph on 26<sup>th</sup> August. This data set also recorded speeding of 38.7mph at the 85<sup>th</sup> Percentile.
  - It was only possible to use the shared VAS (which is a smaller unit) at the location on Boyden End.
- In response to a question, the clerk confirmed that the VAS unit had been serviced in January 2024
- 7.2 **Emergency Planning** Cllr Mike Lavelle  
Cllr Lavelle advised nothing to report
- 7.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner  
The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as [WPC.25.09.02](#)) and extended its thanks to Cllr Tracey Turner and the Neighbourhood Plan Working Group for their dedication and the

<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.

extensive and detailed work they had undertaken over the past few years which had resulted in bringing the plan to Referendum.

#### 7.4 Road Safety Working Group

Clr Mel Karunaratne

The meeting considered an update Road Safety (previously circulated as [WPC.25.09.03](#)) and noted an update from Clr Karunaratne that:

- Two new members had recently joined the Community Speed Watch and were now active, bringing the group to eight, which is more resilient and sustainable.
  - The group was just coming to the end of the current rota
  - Working with Cllrs A and K Grimes, the group was now utilising data from the VAS to target locations and times of data collection. During the winter months, most sessions would operate between 10 and 4pm but there was evidence of speeding during that time period.
  - Clr Karunaratne would research to find a point of contact in order to lobby for the presence of a speed camera van where there was demonstrable speeding
- With respect to the draft report to Suffolk County Council Highways prepared by the clerk on behalf of the Parish Council, requesting a reduction in the speed limit on the A143 at Wickham Street, the meeting agreed the draft and identified the following additional points for inclusion:
- That there is no signage indicating where residents crossing to footpaths, bus stops or play areas
  - That the vegetation around signage is not cut back by Highways, reducing visibility for road users
  - That ideally, additional responses to the highways survey should be encouraged (if hard copies could be delivered by councillors before the start of the pre-referendum period (anticipated 6<sup>th</sup> October).

#### 7.5 Cemetery Records Project

Clr Andrea Grimes

Clr Grimes reported that further recording would resume as soon as the late cut of wildlife areas had been completed.

#### 7.6 SALC & Social Media

Clr Linda Smith

Clr Smith reported that:

- she had attended the workshop on 4<sup>th</sup> September which had included a session on best practice for connecting with residents
- parish councils at the workshop had expressed their concerns with respect to Local Government Re-organisation and that all parishes wanted was to know to whom to speak with about various services
- she would be attending the next Town and Parish forum

### 25.09.08 **Noted:** Decisions of Estates Committee on 4<sup>th</sup> September 2025

EC.25.09.13	Noted: The meeting considered a proposal to develop a wildlife area at Six Acres (previously circulated as WPC.EC.25.09.06) submitted by Wickhambrook WI. Clr Lavelle reported that the WI would be seeking further advice from Suffolk Wildlife Trust at their October meeting and that they were keen to engage with Wickhambrook Primary Academy, who are situated adjacent to the proposed area. The meeting agreed the issues identified in the report which would need to be addressed before the parish council formally considers the proposal, and the voiced concern as to whether the parish council would have the resources (financial and time) to continue to support the area in its proposed form should any community group involvement wane in the medium to long term.
EC.25.09.12	Noted: The meeting considered a review of the Grounds Specification for the next financial year 2026/27 (previously circulated as WPC.EC.25.09.05) and, accepting that cuts with collection of arisings (as recommended by Suffolk Wildlife Trust in their report) for the wildlife areas may result in an additional cost, agreed that the proposed adjustments should be recommended to the parish council at its next meeting.
EC.25.09.11	Resolved The Estates Committee authorise the cost of: i. updated signage for the play parks at not more than £150.00 plus VAT; and ii. work to Tree T10 to lift the canopy at not more than £170.00
EC.25.09.09.1	The meeting considered an update on current Estates Issues (previously circulated as WPC.EC.25.09.02) and, noting that the clerk had now received written confirmation from our insurers that the installation of either • ā rim automatic deadlock conforming to or superior to BS3621; or • ā mortice deadlock conforming to or superior to BS3621; to the final exit door would meet their requirements, the meeting agreed to Withdraw Proposal: Clr Karunaratne To authorise cost of replacement door for Chapel of Rest at not more than £2049.99.00 plus VAT (installed). And asked the clerk to get quotes for the installation of mortice locks to BS 3621. The meeting further noted that the Fire Door should be checked to ensure that its mechanism is fully working.
EC.25.09.03	Resolved: That the Minutes of the Estates Committee meeting held on 3rd July 2025, as tabled, be agreed as a true record

**Signed:** Tracey Turner

**Dated:** 27/11/2025

**25.09.09 Noted: Clerk's Report**

- 9.1 The External Auditors' Limited Assurance Review and certificate 2023/24 (tabled and circulated as [WPC.25.09.04](#)), that in their opinion  
*Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The AGAR was not accurately completed before submission for review. Section 2, Box 2 for the prior year is incorrect due to a typographical error and should read £42,739.*  
and that the Council had complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.
- 9.2 VAT Claims for the months of July and August had been submitted in the sums of £509.32 and £448.81 (both received).
- 9.3 The clerk had chased PROW team again with respect to Byeway 31 improvements without success.
- 9.4 The clerk had completed an expression of interest for the Warmer Homes thermal imaging project to take place next spring. On reviewing the work programme over the year to come as preparation for the budget, however, the clerk advised that re-running this project would benefit from a delay to 2027 due to the impact on officer time.
- 9.5 Wayleave had been applied for in respect of Fibre Broadband cabling under Attleton Green.
- 9.6 Agreements for Six Acres and the Chapel of Rest had been signed and returned to the Parish Council, and fees paid. Wickhambrook Tennis and Bowls Club had requested that the parish council consider including it on the parish insurance in future years. The meeting asked the clerk to check the feasibility and cost implications of this as they had concerns with respect to the viability of the proposal.
- 9.7 Wickhambrook Outdoor Bowls Club has responded to the parish council's notice of inclusion of a clause in the sports agreement from 2026-27 making provision for the parish council to invoice the cost of any water charged by the supplier over and above that set in its approved budget at year end (Min. 25.07.16 refers), imposing an upper limit on the parish council's contribution to water costs. They had requested details of water costs and over the past two years, which were supplied as part of a full summary of the in-kind support provided by the parish council to the club.

**25.09.10 Noted:**

- 10.1 the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1411	29/07/2025	Cemetery #18	Exclusive grant number - PG2.409	Bereaved Family		Exclusive Right of Burial	£ 65.00
1432	19/08/2025		VAT refund from HMRC			VAT Repayments	£ 509.32
1455	16/09/2025	Sports Agreement	Sports Agreement Ground Rent	Wickhambrook Tennis Club	WPC 25.01 WTC	Ground Rents	£ 35.00
1456	16/09/2025	Sports Agreement	Sports Agreement Ground Rent	Wickhambrook Outdoor Bowls Club	WPC 25.02 WOBC	Ground Rents	£ 35.00
1454	09/09/2025		VAT refund from HMRC			VAT Repayments	£ 448.81
							£1,093.13

- 10.2 the payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1444	26/09/2025	25.09.10.2	Camlock	D J Evans Group	1689400	Play Area Maintenance	£ 9.36
1451	26/09/2025	25.09.10.2	Clerk Professional Membership SL	SLCC	#MEM255609-1	Subscriptions and Memberships	£ 190.00
1452	26/09/2025	25.09.10.2	Q2 2025.26 Homeworking	Hilary Workman	Q2 Homeworking	Clerk/RFO Mileage and Subsistance	£ 78.00
1453	26/09/2025	25.09.10.2	Q2 2025.26 Mileage	Hilary Workman	Q2 Mileage & Sub	Clerk/RFO Mileage and Subsistance	£ 85.14
1457	26/09/2025	25.09.10.2	External Auditor Fee	PKF Littlejohn LLP	#SB20251784	Audit	378.20

**10.3 Resolved:**

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

**Signed:** Tracey Turner

**Dated:** 27/11/2025

## 10.4 The following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1403	01/08/2025	WPC.25.07.102.2	Play Equipment Spray Paint Blue	Halfords	Play Equipment Paint	Play Area Maintenance	£ 21.98
1405	01/08/2025	WPC.25.07.10.2	Cler Mileage Quarter 1	Hilary Workman	Mileage Q1	Clerk/RFO Mileage and Subsistence	£ 66.24
1406	01/08/2025	WPC.25.07.10.2	Clerk Homeworking Q1	Hilary Workman	Homeworking Q1	Clerk/RFO Mileage and Subsistence	£ 78.00
1407	15/08/2025	25.02.11.2 DD	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	#985101303051	Phone and Internet Services	£ 22.00
1408	29/09/2025	25.09.10.2	Coach Screws zind plated	B & Q	Refund to Clr K Grimes	Play Area Maintenance	£ 7.40
1410	09/08/2025	25.02.11.2 DD	Electricity 22/06/2025 - 26/07/2	British Gas	#11860651	Electricity - Chapel of Rest	£ 15.16
1412	30/08/2025	25.02.10 LODP	Grounds Contract July Cuts	R.H. Landscapes & Maintenance Services L	#003743	Grounds Contract	£ 2,576.16
1413	21/08/2025	25.02.11.2 DD	Water - Bowling Green 13/09/2025	Everflow	#4595524	Water - Bowling Green	£ 172.74
1414	15/08/2025	25.02.10 LODP	Meeting Room Hire July	Wickhambrook Memorial Social Centre	#1719	Meeting Room Hire	£ 20.00
1415	04/08/2025	25.02.11.2 DD	August&#039;25 Corporate Mul	Lloyds Bank PLC		Corporate Multipay Service Charge	£ 3.00
1416	29/09/2025	25.09.10.2	Expenses - volunteer refreshment	Wickhambrook Stores	August Volunteer Snacks	Services and Supplies	£ 3.19
1417	06/08/2025	25.02.11.2 DD	Microsoft Basic 05/08/2025 - 04/	Microsoft Ireland Operations Ltd	#G105380141	Microsoft Office Subscriptions	£ 46.37
1418	31/08/2025	25.02.11.2 DD	Bank Service Charge July&#03	Unity Trust Bank	083	Bank Service Charge - Unity Trust	£ 6.00
1420	08/09/2025	25.02.10 LODP	TaxNI Period 5 2025.26 Contribu	HMRC	Tax/NI Period 5 2025.26	HMRC/NI Contributions	£ 264.94
1421	28/08/2025	25.02.10 LODP	Clerk Salary period 5	Hilary Workman	Salary Period 5 2025.26	HMRC/NI Contributions	£ 1,242.12
1422	28/08/2025	25.02.11.2 DD	Pension Contributions Period 5	NEST Pensions	Pension Period 5 2025.26	Pension Contributions	£ 61.28
1430	18/09/2025	WPC.EC.25.07.9.6	No Dogs Allowed signs	SafetySigns4Less	#4537530	Play Area Maintenance	£ 61.20
1431	15/09/2025	25.02.11.2 DD	Clerk Mobile to 15/08/2025	3 Business Services, Hutchison 3G UK Ltd	#985101303052	Phone and Internet Services	£ 23.66
1435	18/09/2025	25.04.7.3i	Disposable coffee cups for commu	Monopack	#GB501L8FV4JANI	Neighbourhood Plan	£ 12.98
1437	28/09/2025	25.02.10 LODP	August Cuts	R.H. Landscapes & Maintenance Services L	#003802	Grounds Contract	£ 1,814.16
1438	28/09/2025	25.02.10 LODP	Refreshments for NP Drop in Day	Aldi Stores		Neighbourhood Plan	£ 15.30
1439	30/09/2025	25.02.10 DD	Bank Service Charge August&#	Unity Trust Bank	084	Bank Service Charge - Unity Trust	£ 6.00
1440	30/09/2025	25.09.10.2	Parish Online - Mapping Software	Geoxhere Ltd	#42UF076-009	Bank Service Charge - Unity Trust	£ 120.00
1441	18/09/2025	25.02.11.2 DD	September&#039;25 Corporate	Lloyds Bank PLC		Corporate Multipay Service Charge	£ 3.00
1442	05/09/2025	25.02.10 LODP	MSC Room Hire - NP Drop In Day	Wickhambrook Memorial Social Centre	#1729	Neighbourhood Plan	£ 50.00
1443	18/09/2025	25.02.11.2 DD	Adobe Pro 22.08.2025 - 29.08.202	Adobe Systems Software Ireland Ltd	#IEN2025044755413	Other Software Subscriptions	£ 19.97
1445	06/09/2025	25.02.11.2 DD	Microsoft Basic 05/09/2025 - 04/	Microsoft Ireland Operations Ltd	#G111168978	Microsoft Office Subscriptions	£ 46.37
1446	15/09/2025	Min. Ref 25.04.1	Stand at Farmers Market - Commun	Martin Smith - Wickhambrook Farmer's Market		Neighbourhood Plan	£ 10.00
1449	22/09/2025	25.02.11.2 DD	Water - Bowling Green 13/10/2025	Everflow	#4690845	Water - Bowling Green	£ 1.82

## 10.5 The following expenditure under delegated authority:

i. For any items below £500 excluding VAT<sup>2</sup>

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1423	18/09/2025	Clerk Delegation	WS Locality Budget - Dustpan&amp	Midlands Tech Ltd	#GB500UNJ0MF2BI	Community Engagement	£ 13.99
1424	18/09/2025	Clerk Delegation	WS Locality Budget - Garden Hedg	DGI UK Group Ltd	#GB5039bgmdu0ji	Community Engagement	£ 19.99
1425	18/09/2025	Clerk Delegation	WS Locality Budget - 10 pcs pain	Shades Colour Centre	#GB5018M94PM4JI	Community Engagement	£ 3.04
1426	18/09/2025	Clerk Delegation	WS Locality Budget - 5 PC set of	Easy Shopping 4 Home Ltd	#GB5091DFVWXWLI	Community Engagement	£ 39.95
1427	18/09/2025	Clerk Delegation	WS Locality Budget - Woodstain &	Amazon EU S.a.r.l UK Branch	#GB565BUI8AEUI	Community Engagement	£ 11.02
1428	18/09/2025	Clerk Delegation	WS Locality Budget - Pruning Saw	DOMU Brands Ltd	#GB50F9EF0ADFLI	Community Engagement	£ 12.99
1429	18/09/2025	Clerk Delegation	WS Locality Budget - Portable Co	Amazon EU S.a.r.l UK Branch	#DS-AEU-INV-GB-2025-4343	Community Engagement	£ 99.99
1433	18/09/2025	Clerk Delegation	Copy paper	Ryman Limited		Office Supplies	£ 11.98

10.6 The meeting noted the current account balances and reconciliation to [31<sup>st</sup> July 2025](#) and [31<sup>st</sup> August 2025](#) and the Chairman's confirmation that they were supported by relevant bank balances.

10.7 The meeting noted the Chair's review of the internal control statement previously circulated as [WPC.25.09.05](#)) and identified no actions arising from this.

25.09.11 **Noted:**

The meeting noted the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as [WPC.25.09.06](#)) and identified no actions.

25.09.12 **Noted:** Planning results as notified by West Suffolk summarised below12.1 **DC/24/1424/FUL** - Full planning application

single storey building consisting of store, workshop, office, garage and cart lodge

**Easterwood House Baxters Green Wickhambrook Suffolk CB8 8UY**

**WSC:** Application Granted

**WPC:** Support (EO.24.11.5.2)

12.2 **DC/25/0508/LB** - Application for listed buildings consent

replacement front door

**Ashfield Green Cottage Ashfield Green Wickhambrook Suffolk CB8 8UZ**

**WSC:** Application Granted

**WPC:** No Objections (WPC.EO.25.07.05.1)

12.3 **DC/25/0521/HH** - Householder planning application

single storey side extension and detached garage

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

**WSC:** Application Refused

**WPC:** No Objections (Min. 25.04.17.2)

<sup>2</sup> Financial Reg 5.15

**Signed:** Tracey Turner

**Dated:** 27/11/2025

- DC/25/0522/LB** - Application for listed building consent  
single storey side extension and detached garage  
**Gaines Hall Attleton Green Wickhambrook Suffolk CB8 8YA**  
**WSC:** Application Refused                      **WPC:** No Objections (Min. 25.04.17.2)
- 12.4 **DCON(A)/25/0771** - Application to discharge condition 4 (window details) of  
DC/25/0771/LB  
**The Old Vicarage Church Road Wickhambrook Newmarket Suffolk CB8  
8XH**  
**WSC:** Application Granted                      **WPC:** Not consulted
- 12.5 **DC/25/0823/FUL** - Planning application  
change of use of storage barn (Use Class B8) to two dwellings (Use Class C3)  
**Aldersfield Place Farm Ashfield Green Wickhambrook Suffolk CB8 8UZ**  
**WSC:** Application Refused                      **WPC:** Unanimous Support (Min. 25.07.13.1)
- 12.6 **DC/25/0874/HH** - Householder planning application  
a. swimming pool and terrace to rear of dwelling  
b. partial demolition of existing outbuilding  
**Clopton Hall Giffords Lane Wickhambrook Suffolk CB8 8PQ**  
**WSC:** Application Granted                      **WPC:** No Objections (Min.  
WPC.EO.25.07.05.2)
- DC/25/0875/LB** - Application for listed building consent  
a. swimming pool and terrace to rear of dwelling  
b. partial demolition of existing outbuilding  
**Clopton Hall Giffords Lane Wickhambrook Suffolk CB8 8PQ**  
**WSC:** Application Granted                      **WPC:** No objections (Min.  
WPC.EO.25.07.05.2)
- 12.7 **DC/25/0965/FUL** - Planning application  
a. one self-build/custom dwelling with detached outbuilding for office and store  
(following demolition of existing buildings)  
b. landscaping and associated works c. improvements to existing vehicular access  
**Golden Farm Farley Green Wickhambrook Suffolk**  
**WSC:** Application Refused                      **WPC:** Supported (Min. 25.07.13.3)
- 25.09.13 To note Planning applications notified by West Suffolk Council for comment
- 13.1 DC/25/1047/FUL – Planning application**  
One self build dwelling with detached garage  
**Land North Of Melford House Attleton Green Wickhambrook Suffolk**  
The meeting considered this application and having taken into account:  
1) The application and additional supporting documents available on West Suffolk’s  
planning portal  
2) A briefing paper ([WPC/25/09/DC/25/1047](#)) prepared by the clerk  
3) The concerns raised about the proposed development proposal expressed by  
neighbouring residents (who had additionally submitted an objection on the  
planning portal) at Public forum and Minuted under 25.09.05  
4) the following points identified by Cllrs at the meeting, having referred to the  
objectives (identified in italics below) set out in Wickhambrook Parish Council’s  
Referendum Neighbourhood Plan (for which West Suffolk Council has confirmed  
that under Planning guidance, as a plan awaiting referendum, can be  
given significant weight in decision-making):  
4.1. *New development should minimise the loss of the best quality agricultural  
land and its impact on the natural and historic environment as well as  
being well related to the existing services and facilities in the village  
centre.*  
The proposed development is a new build on agricultural land to the north  
of Melford House, Attleton Green, and is likely to have an impact on the  
natural environment. The proposal is not well related to the existing  
services and facilities in the village centre.

- 4.2. *New housing development will reflect Wickhambrook's status as a Local Service Centre within the "Settlement Hierarchy" of West Suffolk and provide a range of types, sizes, prices and tenures that meets the needs of all age groups and incomes.*

The proposed development identifies one property outside the settlement boundary of Wickhambrook and separate from the hamlet community of Attleton Green, being located to the north of Melford House.

- 4.3. *New housing should be located where it is safely accessible by foot to the village's services and facilities.*

The development is to the north of Attleton Green – it is not safely accessible by foot to the village services, the only available footpath running to the north of the village centre on Bunters Road with no crossing point to access a safe footway into the village centre.

- 4.4. *Homes should incorporate measures to ensure they are accessible for all needs, incorporate energy saving features and make use of sustainable approaches to building.*

No comment made

- 4.5. *A range of employment opportunities in the Parish will be retained and supported where there will not be a detrimental impact on the environment, services and infrastructure.*

Not applicable.

- 4.6. *The rural character of the Parish will be protected and, where possible, enhanced*

The proposed development is out of character with the Green, built of materials (buff stone) not used in the rest of the Green.

- 4.7. *Natural habitats will be protected and enhanced.*

The proposed development is on agricultural land and would displace natural habitats

- 4.8. *Wickhambrook's built heritage assets will be protected.*

Not applicable – not immediately adjacent to other residential properties in Attleton Green.

- 4.9. *High-quality and eco-friendly development will reinforce the local character of the village.*

The appearance is not in keeping with the area, and the buff stone proposed is not a material that is used in other residential properties in Attleton Green.

- 4.10. *New development will not have a detrimental impact on the quality of life of existing residents*

There is often flooding in Attleton Green. Within 20 meters of the proposed development there is a culvert which often floods in winter – additional surface water from a new development draining into the culvert is likely to exacerbate flooding.

- 4.11. *The level of services and facilities will be protected and improved.*

Not applicable

- 4.12. *The range of existing community facilities and services will be improved.*

Not applicable

- 4.13. *The capacity and safety of the road network to cope with new development will be ensured.*

The proposed development is on a Quiet Lane which currently has no speed restriction (thus vehicles may travel up to the national speed limit).

- 4.14. *The improvement of bus services to nearby towns will be encouraged.*

Not applicable

- 4.15. *The Public Rights of Way network will be protected, maintained and improved*

No comment made

Taking into account considerations listed above, the parish council determined to object to the application.

- 13.2** [DC/25/1321/TPO](#) - TPO 504(2010) tree preservation order  
one oak (marked on plan, T1 on order) overall crown reduction by two metres,  
crown lift to 1.5 metres above garage roof

**41 Nunnery Green Wickhambrook Suffolk CB8 8XT**

**No objection**

- 13.3** [DC/25/1346/FUL](#) - Planning application  
change of use of agricultural building to self-build dwelling

**Farley Green House Farley Green Wickhambrook Newmarket Suffolk CB8 8PX**

The meeting considered the application, its supporting documents and previously circulated Planning Report [WPC/25/09/DC/25/1346](#) against the objectives set out in the Parish Council's Referendum Neighbourhood Plan, for which West Suffolk Council has confirmed that under Planning guidance, as a plan awaiting referendum, can be given significant weight in decision-making: as summarised below:

1. Development Location – This is a change of use of an existing building within Farley Green. No agricultural land is likely to be lost and it is anticipated that there will be minimal impact on the natural and historic environment
2. Housing - Not applicable – this is not a new housing development
3. Housing - Not applicable – this is not a new housing development
4. Housing - Not applicable -this is a conversion of an existing building
5. Employment and Local Economy – Not applicable
6. Natural Environment: The conversion is not likely to have an adverse impact on the rural character of the Parish
7. Natural habitats will be protected and enhanced – no adverse impact identified
8. Built Environment and Design – Built heritage assets will be protected
9. Built Environment and Design – Application appears to be a high quality and eco-friendly development reinforcing the local character of the village
10. Built Environment and Design – the development is not expected to have a detrimental impact on the quality of life of existing residents
11. Services and Facilities – not applicable
12. Services and Facilities – not applicable
13. Highways and Travel – the capacity and safety of the road network to cope with the development will be ensured
14. Highways and Travel – Bus Services – not applicable
15. Highways and Travel – Public Rights of Way – not applicable

**And for the reasons stated above, the parish council supports the application.**

- 13.4** [DC/25/1363/FUL](#) - Planning application  
a. one self build dwelling and cart lodge  
b. associated access

**Tile Hall Farley Green Wickhambrook Suffolk CB8 8PX**

The meeting considered the application, its supporting documents and previously circulated Planning Report [WPC/25/09/DC/25/1363](#) and taking into account:

- The application
  - Planning Report
  - West Suffolk's grant of Prior Approval (DC/23/1496/P3QPA)
  - That the design of the barn conversion remains the same as the Approved Class Q proposal, valid until November 2026
- Determined to make no comment.

- 13.5** [DC/25/1383/TCA](#) - Trees in a conservation area notification  
one ash (marked on plan) fell

**The Old Vicarage Church Road Wickhambrook Newmarket CB8 8XH**

**No objection – ideally replace with another tree**

**13.6** [DC/25/1399/HH](#) -Householder planning application

- a. car port with attached annexe
- b. first floor rear extension
- c. weatherboarding to south-east elevation and existing outbuilding
- d. reconstruction of chimneys
- e. replacement white painted timber windows with blue painted timber windows
- f. demolition of existing garage

Boyden Paddock Bunters Road Wickhambrook Suffolk CB8 8XX

**[DC/25/1400/LB](#)** - Application for listed building consent

- a. a.first floor rear extension,
- b. b.removal of cement-based render,
- c. c.repainting of rendered walls,
- d. d.weatherboarding to south-east elevation and existing outbuilding
- e. e.stabilisation of north east elevation wall,
- f. f.removal and redress top layer of thatch with flashing to chimneys and roof junctions in lead,
- g. g.reconstruction of chimneys,
- h. h.renovation of existing outbuildings,
- i. i.car port with attached annexe,
- j. j.removal of existing doors for stripping and redecoration,
- k. k.replacement white painted timber windows with blue painted timber windows
- l. l.removal of concrete ground floor and modern hoggin and reinstate group floors,
- m. m.relocate centrally placed doorway and insertion of oak post below axial beam
- n. n.demolition of existing garage

**Boyden Paddock Bunters Road Wickhambrook Suffolk CB8 8XX**

**No objection**

**13.7** [DC/25/1410/TPO](#) - TPO 504(2010) tree preservation order

one willow (marked on plan) pollard to four metres above ground level  
43 Nunnery Green Wickhambrook Suffolk CB8 8XT

**No objection**

**13.8** [DC/25/1438/HH](#) - Householder planning application

detached garage

**Laurel Cottage Malting End Wickhambrook Suffolk CB8 8XG**

**No objection**

**13.09 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.**

25.09.14 **Noted:**

The following Planning matters for information

- 14.1 **DCON(B)/24/1727** - Application to discharge condition 8 (doors) of application DC/24/1727/LB

**Persephone Meeting Green Wickhambrook Suffolk CB8 8XS**

- 14.2 [DC/25/1443/HPA](#) Householder prior approval

single storey rear extension which extends beyond the rear wall of the original house by 5.5 metres with a maximum height of four metres and a height of 2.5 metres to the eaves

**7 Nunnery Green Wickhambrook Suffolk CB8 8XT**

WSC had not consulted the parish council on these applications

25.09.15 **Noted:**

The meeting considered a further review of the grounds specification for the next financial year 2026/27 (previously circulated as [WPC.25.09.07](#)) agreed by the Estates Committee at its meeting on 4<sup>th</sup> September and having identified no further changes, agreed the specification as the basis on which new quotes would be invited for the 2026/27 season.

**Signed:** Tracey Turner

**Dated:** 27/11/2025

- 25.09.16 **Noted:**  
The meeting considered implications of SAAAP Assertion 10 (previously circulated as [WPC.25.09.08](#)) and having noted that when considering proposals at an Extra-ordinary November meeting value for money should take into account local knowledge and any impact on officer time, agreed that in order to ensure that the parish council is able to meet the requirements of SAAAP Assertion 10 in advance of the 2025/26 audit, the parish council:
1. Amend the timescale to move to a .gov.uk website which meets Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable) in the current financial year;
  2. Make any necessary adjustments to the current budget at a November meeting to meet any additional costs to bring this about;
  3. Consider any quotes from existing and alternative suppliers at that same November meeting and identify a website host in accordance with its financial regulations which takes account of direct costs and officer time;
  4. Consider and adopt a revised IT Policy at its November meeting
- 25.09.17 **Noted:**  
The meeting considered revisions to the 3 year plan and any known project and/or revenue costs in preparation of draft budget for financial year 2025.26 (previously circulated as [WPC.25.09.09](#)) and identified no changes.
- 25.09.18 **Noted:**  
The meeting noted the Chair's report with respect to Clerk's salary and the approval of annual pay award for 2025/26 (previously circulated as [Chair's Report](#)).
- 25.09.19 Noted:**  
The meeting asked the clerk to again invite Year 6 of Wickhambrook Primary Academy to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 9<sup>th</sup> November, and
- Resolved**  
**That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath**
- 25.09.20 Noted:**  
**The meeting** considered a request for financial support by Wickhambrook Parish Council (previously circulated as report [WPC.25.09.10](#)) from Connecting Communities and, having asked the clerk to include this request with any others to be considered at its February '26 meeting, Cllr Lavelle withdrew the proposal:  
**To authorise a donation under S.137 to a maximum of £100 to Connecting Communities.**  
Proposal Withdrawn
- 25.09.21 Noted:**  
The meeting considered an application for a grant towards the cost of maintaining the Memorial Clock and reinstating the chimes (previously circulated as [WPC.25.09.11](#)) and, having noted the comments Cllrs A and K Grimes that in their conversations with residents, very few were aware of the Memorials in the parish, and asked the clerk to add a page to the website dedicated to Wickhambrook Memorials
- Resolved**  
**The parish council authorise a grant to Wickhambrook All Saints PCC as contribution to the maintenance and repair of the Memorial Clock of not more than £500.**

The meeting further asked the clerk to write to All Saints PCC advising them of the correct approach, as confirmed by SALC, to resolving payments on maintenance of the clock, as set out in the report and summarised below: –

- the PCC may instruct their preferred horologist, and then apply to the parish council for one grant in each financial year towards the cost of maintenance (which may not always be for the full amount on the invoice). The parish council, if a grant application were to be approved, would then transfer the approved funds to the PCC who would be responsible for payment of the invoice in full.
- Alternatively, on identifying the work required, the PCC would need to obtain three quotes, and any work required instructed in consultation and with the approval of the parish council. The supplier may then invoice the parish council directly for payment.

25.09.22 **Noted:** That when any other matters for information, to be noted or for inclusion on a future agenda, the following:

- Budget priorities for the financial year 2026-27
- Cemetery Regulations, Fees and Charges
- IT Policy
- Procurement policy
- Reduction of Speed limit at A143 Wickham Street
- WI Proposal for Foraging and Wildlife Area at Six Acres (Extra-ordinary on 6<sup>th</sup> November)

25.09.23 **Noted:** To confirm that the scheduled dates for the next meetings are:

- Extra-ordinary Meeting - Thursday 6<sup>th</sup> November @7:00pm
- Ordinary Meeting - Thursday 27<sup>th</sup> November @ 7:00pm

Both at the Pavilion, Wickhambrook Memorial Social Centre.

25.09.24 **Noted:** Close of meeting. 20:57 pm

**Signed:** Tracey Turner

**Dated:** 27/11/2025