

## Wickhambrook Parish Council

### Minutes

Of the Annual Meeting of the Parish Council held on Thursday 29<sup>th</sup> May 2025

**Present:** A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), L Smith, T Turner  
Hilary Workman, Clerk; WS Cllr Sarah Pugh, 13 Members of the public

- 25.05.01      **Noted:**  
Cllr Mike Lavelle, nominated by Cllr Andrea Grimes and seconded by Cllr Tracey Turner, was elected as Chair of the parish council for the coming year.  
  
Cllr Lavelle thanked Cllr Paul Couzens, who had recently resigned, for his many years service to the parish council, including as Chair of both the Estates Committee and Parish Council.
- 25.05.02      **Noted:**  
The parish council received the Chairman's signed Declaration of Acceptance of Office.
- 25.05.03      **Noted:**  
Cllr Tracey Turner, nominated by Cllr Andrea Grimes and seconded by Cllr Mel Karunaratne, was elected Vice Chair of the Council for the coming year
- 25.05.04      **Noted:** That when invited, there were no apologies for absence to be noted or approved
- 25.05.05      **Noted:** That when invited, the following
- 5.1 No Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
  - 5.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 5.3 No requests for dispensations
  - 5.4 Additions and/or deletions to the Council's Register of Interests:
    - Deletion in entirety – Cllr Paul Couzens following his resignation from the council
    - Addition – Cllr Lavelle – Other Registerable Interest
- 25.05.06      Noted:**
- 6.1 Resolved:**  
**That the Minutes of the Parish Council meeting held on 24<sup>th</sup> 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.

Under Standing Orders 10.a.vi, the Chair of the meeting moved to bring forward item 17 on the Agenda (the Public Forum) in the order of business, which is recorded at Minute 23.05.17.

Under Standing Orders 10.a.vi, the Chair of the meeting moved to bring forward item 9 on the Agenda the order of business, which is recorded at Minute 23.05.09.

- 25.05.07      Noted:**  
The meeting received reviewed Council Documents (tabled and circulated as **WPC.25.05.01**) and listed below.
- 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

**Signed:** M P Lavelle

**Dated:** 31/07/2025

- 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

No amendments to the proposed documents having been moved, the meeting

**Resolved**

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

**25.05.08**

**Noted:**

The meeting reviewed the delegation arrangements to committees and staff (tabled and circulated as **WPC.25.05.02**), noting the proposed changes and

**Resolved**

**That this council approves the delegation arrangements to committees and staff tabled as Appendix A to WPC 25.05.02.**

25.05.09

**Noted:** That when reports from Representatives of the Council on External bodies, Ward Members and other external bodies were invited, the following:

- 9.1 Cllr Bobby Bennett, Suffolk County Council (*previously circulated*)
- 9.2 Cllr Sarah Pugh, West Suffolk Council

An oral update that:

- full details of proposals for Local Government Reorganisation would have to be submitted to the government by 26 September '25. All districts currently favoured an option for two Unitary Authorities in Suffolk (East and West), with the County Council favouring a proposal for a single unitary authority, claiming it would make greater savings. A full summary and interim plan had been published by Suffolk County Council at [www.suffolk.gov.uk/devolution](http://www.suffolk.gov.uk/devolution)
- Suffolk County Council proposed to work with the Suffolk Association of Local Councils (SALC) and parish and town councils
- County Council candidates would need to be in place next January in advance of spring elections to be run concurrently with the Mayoral elections. There was currently a case making its way through the courts to establish whether the delay in County Council elections in May '25 was lawful.
- District Council elections may also be brought forward to spring '26.
- The government would have to give a detailed response to the council's in January '26.

**Signed:** M P Lavelle

**Dated:** 31/07/2025

- £4m in funding had been allocated to de-carbonise leisure facilities in both Bury St Edmunds and Haverhill (e.g. Solar Canopies), the original proposal to replace the leisure centre at Bury St Edmunds having been cancelled by the new Labour administration.

The clerk asked Cllr Pugh whether an impact assessment had been carried out into the proposed changes to waste collection and removal of recycling credits from community centres (upon which they rely for income). Cllr Pugh advised that at present there was some doubt as to whether Community Centres would be considered commercial premises and therefore be obliged to pay for their waste collections in future.

**Cllr Pugh left the meeting**

25.05.10

**Noted:**

The meeting considered proposals to appoint or to confirm the following officers of the Council (previously circulated as **WPC.24.05.03**) and confirmed appointments to the following posts (confirmed postholder in brackets – bold designates lead):

- |         |                                       |   |
|---------|---------------------------------------|---|
| 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                | (Cllrs Andrea & <b>Kevin Grimes</b> )     |
| 10.1.6  | Internal Monitoring Officer           | (Cllr Mike Lavelle)                       |
| 10.1.7  | Neighbourhood Plan Working Group      | (Cllrs <b>Tracey Turner</b> , L Smith)    |
| 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         | (Cllr Andrea Grimes)                      |
| 10.1.13 | Road Safety Working Group             | (Cllrs <b>Mel Karunaratne</b> , K Grimes) |
| 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 | 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 K Grimes, M Karunaratne, M Lavelle)
- 10.4 In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee (Cllr Mel Karunaratne)
- 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 A Grimes, T Turner)

25.05.11

**Noted:** The meeting confirmed continuing membership of the following organisations, current subscriptions indicated in brackets:

- |      |   |           |
|------|---|-----------|
| 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) |

**Signed:** M P Lavelle

**Dated:** 31/07/2025

- 25.05.12 **Noted:**  
The meeting reviewed the inventory of land and other assets tabled as the Asset Register and confirmed arrangements for insurance cover through Gallagher's in respect of all insurable risks (previously circulated as **WPC.25.05.04**).
- 25.05.13 **Noted:**  
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 31<sup>st</sup> July, 25<sup>th</sup> September, 27<sup>th</sup> November '25, 15<sup>th</sup> January, 19<sup>th</sup> February, 30<sup>th</sup> April (Dulcie Smith Room, WMSC) & 28<sup>th</sup> May '26 (AMPC)  
**2025/2026 Estates Committee Meetings:**  
Thursday 3<sup>rd</sup> July (Wickhambrook Primary Academy), 4<sup>th</sup> September, 6<sup>th</sup> November '25 & 5<sup>th</sup> February, 9<sup>th</sup> April '26  
**Annual Parish Meeting** – 30<sup>th</sup> April 2026 (Dulcie Smith Room, WMSC)
- 25.05.14 **Noted:**  
The meeting confirmed the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:  
**View & Authorise** **Clrs M Karunaratne; L Smith, T Turner**  
**View Only** Clrs M Lavelle, A Grimes, K Grimes
- 25.05.15 **Noted:** - 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 **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.25.05.05**) and identified no further actions.
- 25.05.17 **Noted:** Public Forum – (**Open Session**)<sup>1</sup> – 19:06pm  
That when comments or questions on any Agenda item or matter of concern from those members of the public present were invited, the following:  
**Road Safety at Wickham Street:**  
Residents at Wickham Street reported speeding next to the layby and advised that they had supplied a copy of their video of a motorbike speeding to the clerk, who confirmed that they had acknowledged by e-mail with signposting. In response Cllr Lavelle updated members of the public with progress on the parish council's work to secure a reduction in the speed limit at Wickham Street, for which it had the support of both the MP of West Suffolk, Nick Timothy, and the Cllr for Clare Division, Bobby Bennett. The clerk confirmed that whilst Community Speedwatch has been established, it cannot operate in speed zones over 30mph, nor can the parish council collect speed data from its Vehicle Activated Signs (VAS) in speed limit zones over 30mph.  
**Planning Application DC/25/0823/OUT**  
Mr Parker, was welcomed to the meeting and summarised his application, reading from a background document he had prepared (attached as **Appendix A** to these minutes) and explaining the images (figures 1-8).  
In response to a question, Cllr Lavelle confirmed that there were no properties behind the barn which is the subject of the application.

<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.

In response to questions, Mr Parker advised that:

- he was applying for two residential properties primarily as too big for one and because there is a need for housing
- if outline planning permission were to be approved, development of the barn would have to be within the scale of what was submitted under the outline planning application – whether or not to flatten and rebuild was not a consideration at this stage
- An application under Part Q could not be increased at a later stage – to knock down and re-build was not considered by the applicant
- He was trying to convert with as little controversy as possible – whether the side walls would remain in green cladding or be changed was a reserved matter and not a consideration at this stage
- Means of access was a reserved matter, the driveway as it currently was having been approved by highways, would need to consider this again at the planning application stage
- The illustrations provided were informative as examples.
- The planning permission for use of the barn as storage would lapse on sale of Aldersfield Place Farm
- He had no plans to build in the paddock behind the barn for which he was applying for outline planning permission
- That any development behind the barn on land subject to a restrictive covenant would have to be negotiated.

Local residents attending the meeting raised the following concerns

- That letters to residents from West Suffolk about the planning application had only been received on 24<sup>th</sup> May, and that the meeting had been scheduled for 29<sup>th</sup> May – there may have been other residents who would have wanted to attend and make representation.
- Location - that the proposed creation of a creation of new dwelling on that site bore no linear relationship to the existing pattern of residential properties at Ashfield Green and that if granted, a precedent may be set for further development either behind or before the existing line of residential properties.
- That the Planning statement, which included West Suffolk's pre-application report identified that in West Suffolk Council's view, the application was not supported by any of its countryside policies.
- That the proposed development contradicted Wickhambrook PC's NP policies, the plan being at an advanced stage.
- That the barn could be sold separately with the potential that some one out of the area could own the barn.
- That whilst a resident was happy for the barn to be turned into a house, they would not wish for the barn to be used for other purposes (for example business)
- the possible impact on amenity from change of use and the likely impact on traffic, accepting that traffic may be reduced by a conversion to residential use.
- That the land behind the barn was protected by a restrictive covenant preventing development.

Residents asked the parish council to carefully consider whether they wish to object to the outline planning application.

Public forum closed at 19:46pm

**Members of the public left the meeting leaving WS Cllr Sarah Pugh and Lay Member David di Giulio in attendance.**

25.05.18

Reports and requests to this meeting relating to Councillors' Portfolios

**18.1 Highways/VAS reporting**

Cllr Kevin Grimes

Cllr Grimes advised that an agreement had been reached with Lidgate that the shared VAS would rotate on three month blocks (currently with Wickhambrook). It had been reported that the VAS sited at Ashfield Green was not working, but Cllr Grimes confirmed that speeds of below 27mph are not recorded and displayed. The fixings have been problematic, with the VAS sliding down the post and he was working to resolve this.

**Signed:** M P Lavelle

**Dated:** 31/07/2025

He had been working closely with Cllr Karunaratne as lead of Community Speedwatch (CSW) and it is planned that in the long term, stats collected from the VAS would inform the planned monitoring by CSW.

18.2 **Emergency Planning**

Cllr Mike Lavelle

Cllr Lavelle advised that there were no updates, the plan having just been reviewed and re-adopted.

18.3 **Neighbourhood Plan Working Group**

Cllr Tracey Turner

Cllr Turner advised that the West Suffolk Regulation 16 consultation on the draft plan had completed on 23<sup>rd</sup> May and West Suffolk Council had confirmed that it had appointed Andrew Ashcroft as Independent Examiner (Mr Ashcroft has examined other local plans in West Suffolk and was familiar with the area). It was likely that there may be some delay to progress with moving to referendum due to the constraints the work of preparing for Local Government Reorganisation and Devolution was placing on the District Council. It is still hoped that we would move to Referendum in September/October '25 and as such the parish council would need to develop a communications plan for late summer, featuring the Plan's Community Actions. The meeting asked the clerk to add this item to the agenda for the July meeting.

18.4 **Road Safety Working Group**

Cllr Mel Karunaratne

The meeting considered an update on the Road Safety Working Group (previously circulated as **WPC.25.05.06**) and further advice from Cllr Karunaratne that: take action as appropriate

- Community Speedwatch was now up and running with a number of sessions having been completed. A fair number of people had been recorded having exceeded the speed limit, with higher speeds at Bunters Road. At a certain threshold of speed the vehicle keeper would receive a letter from Suffolk Constabulary, and if over a higher threshold, they may also receive a visit. The rota for June and July had just been sent out.
- The parish council had recently been advised by a local resident that Nick Timothy MP had started a petition requesting that parish councils be given the power to set reduced speed limits etc. The meeting considered that parish councils would be unlikely to have the resources and access to technical and legal resources necessary for such work. The clerk advised that she had been made aware that a review speed limits at a national level was being undertaken by the Department of Transport. The meeting asked the clerk to write to Nick Timothy requesting his support for a reduction of speed limits on U class road and designated Quiet Lanes to 30mph.
- The clerk had recently met with Gifford's Hall Estate Manager and the SC Highways Community Liaison Officer with respect to reducing the speed of vehicles on the lane in the vicinity of the farm entrance. The family would be moving horses across the Quiet Lane to paddocks on the other side of the lane, and due to the blind bend, were concerned at the risk to horses and riders. The CLO had proposed a number of options which he would advise in writing on return from leave.

Cllr K Grimes advised that a new bus stop had been installed at the Stradishall layby to link the scheduled Stevensons buses (Haverhill to Bury St Edmunds) to the Connecting Communities minibuses. A response from an officer at Suffolk County Council had advised that it had been considered too dangerous to site a bus stop at Wickham Street for the same purpose.

Cllr A Grimes reported that one of the village gates on the southern side of Wickham Street had been knocked over by the grass cutting team. This had been reported to SCC Highways.

The clerk advised that a recent update from Bus Strategy at SCC announced a capital funding element to the Local Authority Bus Grant and that they are now happy to accept requests for bus stop improvements from parishes or other community groups. These can range from improving the paved area at a bus stop, adding raised kerbs for easier access on/off buses or small lengths of

footway to link bus stops to existing routes up to new Bus Shelters or Real Time information screens. What can be achieved at any given bus stop will of course depend upon what space there is available and the potential impact of changes on visibility for other traffic. The meeting asked the clerk to develop proposals for applications for bus stop improvements for Wickham Street and Clopton Green.

- 18.5 **Cemetery Records Project** Cllr Andrea Grimes  
Cllr Grimes advised that good progress had been made, with recording of the Old Cemetery Southside back to the Chapel of Rest having been completed. She had also recently cleared one of the tombs at All Saints Churchyard, enabling the protective stakes to be removed again.  
The meeting asked the clerk to post pictures of the spring flowers to the website.
- 18.6 **SALC & Social Media** Cllr Linda Smith  
Cllr Smith advised that she would be available to attend the SALC forum on 17<sup>th</sup> June and the meeting asked the clerk to register on her behalf.  
Cllr Smith asked the clerk for some further tips on sharing Wickhambrook PC facebook posts to the Wickhambrook Community Facebook page.

25.05.19

**Noted** – Clerk’s report that:

- 19.1 Paul Couzens had sadly resigned as Councillor. The meeting thanked him for his service to the community over the many years he had been a councillor and wished him well for the future. A Notice of Vacancy had been published by West Suffolk Council and the period by which ten electors may request an election expired on 5<sup>th</sup> June 2025.
- Resolved**  
**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). The Notice of Public Rights to be published Tuesday 3<sup>rd</sup> June 2025.
- 19.2 The VAT Claim for the month of April had been submitted in the sum of £574.25 and payment received.
- 19.3 The parish council did not have sufficient councillors who were elected (equal to or exceeding two thirds of its total number of councillors) and therefore the parish council did not at this time meet the second criteria to qualify for a General Power of Competence.
- 19.4 A replacement bench had 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 had 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 Noted:**

20.1 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
							<b>£ 57,995.40</b>

20.2 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_Recyc	Recycling Grant to MSC	£ 146.40
							<b>£ 806.23</b>

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

20.4 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 &	#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	#S0815704	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 Softwa	LEN20250182	Other Software Subscrip	£ 19.97
1326	02/04/2025	25.02.11.2 DD	April&#039;25 Corporate M	Lloyds Bank PLC		Corporate Multipay Serv	£ 3.00
1327	02/05/2025	25.02.11.2 DD	May&#039;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
							<b>£ 9,731.38</b>

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.

Vouche	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
								<b>£ -</b>

20.6 The current account balances and reconciliation to 30<sup>th</sup> April 2025, and the Chairman's confirmation that they are supported by relevant bank balances.**25.05.21** The review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.25.05.07**).**Signed:** M P Lavelle**Dated:** 31/07/2025

- 25.05.22 **Noted:** 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 were 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 Noted:** 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**  
**No objection**
- 23.2 **DC/25/0621/HH** Householder planning application  
conservatory to rear of dwelling  
**Cutbush Cottage 2 Cutbush Thorns Corner Wickhambrook Suffolk CB8 8XN**  
**No objection**
- 23.3 **DC/25/0642/HH** - Householder planning application  
detached cartlodge and detached annexe  
**Mokefield Baxters Green Wickhambrook Newmarket Suffolk CB8 8UY**  
**No objection**
- 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**  
**No objection**
- 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**  
**No objection**
- 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**  
The parish council considered this application and having considered:
1. The application and additional supporting documents available on West Suffolk's planning portal
  2. A briefing paper (**Report [WPC.Planning 25.05 DC.25.0823.OUT](#)**) prepared by the clerk
  3. An oral presentation at the meeting by the applicant, Mr Ian Parker of his notes attached as **Appendix A** to the minutes
  4. Responses to questions from residents by the applicant, Mr Ian Parker, minuted at 24.05.17
  5. Concerns raised by residents at Public Forum, and minuted under 24.05.17

6. the following points identified by Cllrs at the meeting:
- The proposed conversion was for a barn that is used as storage for classic cars (therefore not an agricultural building)
  - The barn was not set back as far as other properties.
  - Could the proposed conversion be considered to be of benefit to Ashfield Green?
  - The parish council saw nothing in the application that justified departing from the West Suffolk Pre-application advice set out at Appendix A to report [WPC.Planning 25.05 DC.25.0823.OUT](#)
  - That the application would need to meet the expectations and policies set out in the draft Wickhambrook Neighbourhood Plan<sup>2</sup>. The emerging Wickhambrook Neighbourhood Plan is at an advanced stage (the Reg 16 consultation having completed, and the plan forwarded to the Independent Examiner) and as such the planning authority may give weight to it in reaching a decision on any planning application within the parish.

Councillors considered the following objectives and policies identified in the draft Neighbourhood Plan and their views are summarised in italics

#### **Objectives:**

##### **Development Location**

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.

*This new development is not well related to existing services and facilities in the village centre, is not on a bus route, and the village centre cannot be accessed by local footpaths.*

##### **Housing**

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.
3. New housing should be located where it is safely accessible by sustainable modes to the village's services and facilities.

*The proposed development does not meet this objective.*

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.

*This cannot be judged at the outline stage*

##### **Employment and Local Economy**

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.

##### **Natural Environment**

6. The rural character of the Parish will be protected and, where possible, enhanced.
7. Natural habitats will be protected and enhanced.

##### **Built Environment and Design - insufficient detail available at outline stage.**

8. Wickhambrook's built heritage assets will be protected.  
*Concern with respect to the proximity of the proposed barn development to the Non Designated Heritage Asset (Aldersfield Place Farm)*

<sup>2</sup> Paragraph 49 of the National Planning Policy Framework (NPPF) December 2024 allows Local Planning Authorities to give weight to relevant policies in emerging plans for decision making according to:  
a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);

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

***Can't judge at this stage***

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

**Services and Facilities - insufficient detail available at outline stage.**

11. The level of services and facilities will be protected and improved.

12. The range of existing community facilities and services will be improved.

**Highways and Travel**

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

14. The improvement of bus services to nearby towns will be encouraged.

15. The Public Rights of Way network will be protected, maintained and improved

Policies within the Draft Neighbourhood Plan relevant to this application and considered were:

**Policy WHB 1 - Spatial Strategy**

...

Outside of the Housing Settlement Boundary, priority will be given to protecting and enhancing the countryside from inappropriate development. Proposals will be supported in principle for:

- agriculture, horticulture or forestry development;
- affordable housing on a rural exception site that meets a proven local need;
- equine related activities;
- small scale facilities for outdoor sport and recreation, community uses, leisure and tourism;
- an agriculture, forestry or equine business key worker dwelling where an essential need is proven;
- the replacement of an existing dwelling on a one for one basis of a similar scale and floor area and small-scale residential development in accordance with other policies on housing in the countryside;

***Councillors considered that none of the exceptions allowing for proposals to be supported in principle outside the Housing Settlement Boundary applied to this application.***

**Policy WHB 7 - Protecting Wickhambrook's Landscape Character**

Proposals must, proportionate to the development, demonstrate how the landscape characteristics of the site and its vicinity have been considered in preparing the scheme,

having regard to the West Suffolk Landscape Assessment (2022).

As appropriate to their scale, nature and location, and to ensure that they conserve the

essential landscape, heritage and rural character of the Parish, development proposals should demonstrate how they have regard to, and conserve, or enhance, the landscape character and the setting of the Parish.

***Cllrs were not satisfied that this had been demonstrated***

**Policy WHB 8 - Biodiversity and Habitats**

Qualifying development proposals are required to achieve a measurable biodiversity net gain of at least 10 percent, calculated using the statutory biodiversity metric.

Wherever practicable, development proposals should protect, and avoid the loss of, or substantial harm to, trees, woodlands, hedgerows and other natural features such as ponds and watercourses. Where such losses or harm are unavoidable:

- i. the benefits of the development proposal must be demonstrated to clearly outweigh any impacts; and
- ii. suitable mitigation measures, that provide better replacement of the lost features will be required and contribute to achieving measurable biodiversity net gain.

...

Proposals will be supported where they integrate improvements to biodiversity which will secure a measurable net gain as part of the design through, for example,

- a. the creation of new natural habitats including ponds;
- b. the planting of additional native trees and hedgerows (reflecting the character of Wickhambrook's traditional trees and hedgerows);
- c. restoring and repairing fragmented wildlife networks, for example, including swift-boxes, bat boxes and holes in fences which allow access for hedgehogs

*Cllrs accepted that the applicant has demonstrated intention to include bird and bat boxes (this suggested that there is already presence of protected species on site (bats) (within the outline application and supporting documentation but considered that there was insufficient detail to judge whether the proposals would achieve a biodiversity net gain of 10%. Cllrs noted that there are substantial trees sited within the proposed area identified for the gardens of the two residential properties which would need to be protected.*

#### **Policy WHB 10 - Buildings and Structures of Local Significance**

Development proposals should be designed to respect the integrity and appearance of Wickhambrook's built heritage. Valued characteristics of the Parish, including buildings, structures, features and gardens of local significance, and the character and distinctiveness of the various greens, hamlets and neighbourhoods, must be protected. Proposals will be considered with regard to their potential impact on the character and setting of buildings and structures of local significance, including their situation and location in both the immediate and wider contexts. Proposals for any works that would lead to the loss of or substantial harm to a local heritage asset or a building of local significance should be supported by an appropriate analysis of the significance of the asset together with an explanation of the wider public benefits of the proposal

*Councillors could not judge this on the information available in the outline application.*

The meeting unanimously determined to **object to the application** for the following reasons:

#### **West Suffolk Policies**

##### **Settlement Hierarchy and Identity**

The proposed site is not within the published settlement boundary of Wickhambrook [RV3 – Housing Settlement Boundaries], but in designated countryside [CS4 – Settlement Hierarchy & Identity, DM5 – Development in the Countryside]. It is acknowledged that the proposal may be described as small scale residential development [DM5]

##### **Non-designated Heritage Asset:**

The agent has acknowledged that West Suffolk have identified Aldersfield Place Farmhouse as a Non-designated Heritage Asset.

#### **Wickhambrook Draft Neighbourhood Plan**

##### **Objectives:**

##### **Development Location**

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.

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##### **Housing**

2. New housing should be located where it is safely accessible by sustainable modes to the village's services and facilities.

*The proposed development does not meet this objective.*

**Built Environment and Design - insufficient detail available at outline stage.**

8. Wickhambrook's built heritage assets will be protected.

**Concern with respect to the proximity of the proposed barn development to the Non Designated Heritage Asset (Aldersfield Place Farm)**

**Policy WHB 1 - Spatial Strategy**

...

Outside of the Housing Settlement Boundary, priority will be given to protecting and enhancing the countryside from inappropriate development. Proposals will be supported in principle for:

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- small scale facilities for outdoor sport and recreation, community uses, leisure and tourism;
- an agriculture, forestry or equine business key worker dwelling where an essential need is proven;
- the replacement of an existing dwelling on a one for one basis of a similar scale and floor area and small-scale residential development in accordance with other policies on housing in the countryside;

**Councillors considered that none of the exceptions allowing for proposals to be supported in principle outside the Housing Settlement Boundary applied to this application.**

**Policy WHB 7 - Protecting Wickhambrook's Landscape Character**

Proposals must, proportionate to the development, demonstrate how the landscape characteristics of the site and its vicinity have been considered in preparing the scheme, having regard to the West Suffolk Landscape Assessment (2022).

As appropriate to their scale, nature and location, and to ensure that they conserve the essential landscape, heritage and rural character of the Parish, development proposals should demonstrate how they have regard to, and conserve, or enhance, the landscape character and the setting of the Parish.

**Cllrs were not satisfied that this had been demonstrated**

**23.6 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.**

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

**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 **Noted:**  
The submitted responses to consultations (previously circulated as **WPC.25.05.08**)

**Signed:** M P Lavelle

**Dated:** 31/07/2025

- 25.05.26 **Noted:** That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- 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
  - Suffolk Good neighbour Award – the meeting asked the clerk to add an item to the website
- 25.05.27 **Noted:**  
That the scheduled date for the next meeting would be Thursday 31<sup>st</sup> July beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.  
Cllr Karunaratne gave his apologies for the next Estates Committee meeting on 3<sup>rd</sup> July and Cllr Turner agreed to substitute as a member on the Committee.
- 25.05.28 **Noted:** Close of meeting. 20:57