

Wickhambrook Parish Council

Minutes

Of an Ordinary Meeting of the Parish Council held on Thursday 31st July 2025

Present: A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), L Smith, T Turner
Hilary Workman, Clerk; Mr Julian Wilson, 10 Members of the public

25.07.01 **Noted:** The following apologies for absence were noted:

- SC Cllr Bobbie Bennett
- WS Cllr Sarah Pugh

25.07.02 **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

25.07.03 Resolved:

That the Minutes of the Parish Council meeting held on 29th May 2025, and an Extraordinary meeting held on 3rd July 2025, as tabled, be agreed as a true record.

25.07.04 **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)
- 4.2 Cllr Mrs Sarah Pugh, West Suffolk Council (previously circulated)
- 4.3 Mr Julian Wilson - Wickhambrook United Charities (previously circulated)
Mr Wilson, as a lay representative of the parish council on Wickhambrook United Charities further advised that:
 - The charity comprises 5 Trustees
 - Almshouses built in 1615 by Anthony Sparrow, gifted to the charity by the Late Bishop of Norwich in 1685
 - The Almshouses currently provide accommodation for two long term residents
 - Finances are currently quite strong with investments sufficient to meet needs
 - In the previous year windows and porches were painted. The building being old, there is quite a lot of upkeep
 - Work to re thatch the ridge and aprons below the windows is scheduled for September.

25.07.05 **Noted:** Public Forum – (**Open Session**)¹. 19:04

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 item

25.07.13.1 - **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

The applicant, Mr Ian Parker of Aldersfield Place Farm circulated a summary document in support of his application and further advised that:

- The previous application (*considered at the May meeting*) was for Outline consent and he had now submitted a full planning application for change of use of the barn for conversion to living space (two dwellings) to address the concerns previously raised

¹ The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

Signed: M P Lavelle

Dated: 25/09/2025

about the lack of detail. The proposal did not involve anything new – but included more information with respect to the external cladding to make existing building more attractive and enhance it, seeking to address the concerns raised by residents and the parish council at the outline planning application

- The existing Planning consent for the barn is to use it as a car store (used for the past twenty three years) and is tied to Aldersfield Place Farm. If the house were to be sold, the planning consent for the car store would lapse and the barn would revert to an agricultural barn. If he still had an interest in the barn, he would then need to apply for planning consent to continue use it as a store (B8 Warehouse).
- The planning portal showed 21 letters of support and 3 against. A larger proportion of neighbouring residents were not objecting to this application.
- Since he had submitted the outline planning application he had carried out more research and noted that a planning application for another barn conversion within the parish of Wickhambrook at Peacocks Farm (a Grade II listed building) had been approved by West Suffolk a few years ago and the parish council had not objected.

CLr Mike Lavelle noted that the parish council now uses the draft neighbourhood plan when considering planning applications.

The applicant, Mr Parker, further noted that:

- West Suffolk's Local Plan had been adopted on 13th July
- A bus service had recently been re-instated through Ashfield Green by Stevensons', with a bus stop just outside Aldersfield Place Farm (confirmed as a hail service)

Local residents attending the meeting made the following points:

- If the barn were not to be converted to dwellings, what else could it be used for?
- That they supported the application for change of use, the alternative being far worse than the proposal.
- As a neighbour, directly affected by the proposal (living next door), they fully supported the proposal. They did not see that it would increase traffic. Ashfield Green being more than 1.5miles from the village centre, they had chosen to live there for that reason
- That it was a nice building proposal – two houses would ensure that it (the structure) would be looked after. There was a risk that if not residential, the barn could become an eyesore.
- Having grown up in Ashfield Green, they did not have a problem with the proposal at all, it would be a benefit and bring the green into the 21st century, with accommodation for younger residents.
- The proposal would be an improvement.

Public Forum Closed 19:23

25.07.06 **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.25.07.01**) and noted no additional actions.

25.07.07 Noted: Councillor's Portfolio Reports

- | | | |
|-----|--|------------------|
| 7.1 | Highways/VAS reporting | CLr Kevin Grimes |
| | An oral update that they now had the VAS laptop and had re-set the VAS and installed at Ashfield Green. New corrugated 30mph signs were needed across the parish. The meeting asked the clerk to source. | |
| 7.2 | Emergency Planning | CLr Mike Lavelle |
| | 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.25.07.02**) and

Resolved

The parish council delegate to the clerk, in consultation with Cllr Tracey Turner and its appointed planning consultant, Places4People, authority to:

- i. agree that the Submission Plan proceed to referendum subject to the incorporation of changes required by the Independent Examiner in their published report, and**
- ii. prepare the referendum plan which incorporates those required changes and other updates to be agreed with West Suffolk Council.**

7.4 Road Safety Working Group Cllr Mel Karunaratne

The meeting considered an update on preparation of the Road Safety Report previously circulated as **WPC.25.07.03**) and agreed the timescales as noted in the report. The meeting further noted an oral update from Cllr Karunaratne that:

- Two new members to the Community SpeedWatch had been approved and a calendar for monitoring events in September published to the group. They aimed to undertake one monitoring session a week, but recognised that Winter months may be less active
- The group had recently recorded some considerable speeds, with many vehicles travelling in excess of 40mph, and one in excess of 60mph.
- To date there had been no feedback from Suffolk Constabulary but that he would check whether the community policing team was copied in on the data automatically

Cllr A Grimes noted that the route through Ashfield Green is quite a fast road, being straight, with generally good visibility.

7.5 Cemetery Records Project Cllr Andrea Grimes

An oral update that:

- The cemetery was looking good again, with some tidying being carried out around a few graves and the weeding out of naturalised saplings.
- Further recording of the old cemetery would resume following the autumn cut of the wild life areas.
- A new lock to be fitted to the noticeboard, which, with the bench in the wildlife area, would be relocated to the porch of the Chapel of Rest.

7.6 SALC & Social Media Cllr Linda Smith (previously circulated)

Cllr Smith further advised that:

- The new bus service from Stevensons' through Ashfield Green had not been advertised (nor that of the re-instated service through Cemetery Road). Simon Barnet at Eastern Passenger Transport had advised that parishes would need to encourage use of bus services or they would be lost.
- Lady Christine Luxton of Suffolk Wildlife Trust had summarised some useful points for parishes to consider when preparing Neighbourhood Plans.

25.07.08 Noted: Decisions of Estates Committee on 3rd July 2025

Agenda Item	Decision
EC.25.07.13	Noted: The meeting considered an update to Memorial Furniture across the parish estate (previously circulated as WPC.EC.25.07.06) and identified no changes to the current policy for Memorials and Commemorative furniture. The meeting did note, however, that it may be favourable to move the bench currently sited in the wild life area out of the long grass and into the porch of the Chapel of Rest
EC.25.07.12	Noted: The meeting considered an update to works to maintain parish play equipment (previously circulated as WPC.C.25.07.05) and identified no additional actions.
EC.25.07.11	Noted: The meeting considered a review of the Grounds Specification for the next financial year 2026/27 (previously circulated as WPC.EC.25.07.04). No changes were proposed by the meeting but Cllr Turner reported that some additional messaging may be necessary at Nuntery Green, where some residents were cutting into the wildlife areas immediately in front of their properties.
EC.25.07.10	Noted: The meeting considered a proposal for replacement of posts at Coltsfoot Green (tabled and circulated as WPC.EC.25.07.03) and asked the clerk to canvass for further quotes.
EC.25.07.8.6	8.6:the storage unit situated on the hardstanding adjacent to the Bowls Club was the property of the former football club. This was what the ground rent charge had been for. The meeting asked the clerk that, in the event that the football club agreed to another football club making use of the storage unit, that team should be charged the ground rent.
EC.25.07.06	25.07.06 Noted: The following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report: 6.1Wickhambrook Outdoor Bowls Club – confirmation that they had been watering the Bowling Green with the drier weather. The meeting asked the clerk to advertise the Bowling Green on the website as available use by other clubs. 6.2Wickhambrook All Saints PCC – two further issues with the Memorial Clock had recently been reported to Haward Horological which had caused the clock to be stopped. The meeting asked the clerk to investigate whether an alternative horologist might be approached for an opinion on the viability bringing the Memorial Clock back into use. 6.3Local resident with an interest in biodiversity and wild flowers had recently offered assistance with identification of wild plants and insect life and messaging to residents. The meeting noted that there is a vacancy for a further lay member on the committee and asked the clerk to speak with Mary Jolland, whose portfolio covers environment and sustainability, about how the portfolios might complement one another.
EC.25.07.04	Resolved: That the Minutes of the Estates Committee meeting held on 3 rd April 2025, as tabled, be agreed as a true record

Signed: M P Lavelle

Dated: 25/09/2025

25.07.09 Noted: Clerks Report that:

- 9.1 Documents required for the 2024-2025 audit had been submitted to external auditors, PKF Littlejohn LLP, the period for public inspection having closed.
- 9.2 VAT Claims for the months of May and June had been submitted in the sums of £1061.80 and £787.15 (both received).
- 9.3 The interim inspection of diary noted trees undertaken by Acacia Tree Services identified no work required to parish trees this year.
- 9.4 West Suffolk Council's Thriving Communities funding round for 2026-27 had opened for applications (closing date 26th September). This was not open to the parish council, but would be posted on the website for community groups, charities and social enterprise organisations.
- 9.5 Works to replace the feet of the swing set at Bury Road and Cargo Net at Cemetery Road Play Areas had been completed by Online Playgrounds, and further work to replace grass matting at Cemetery Road Play area, and install a new rubber mulch at the top gate was completed in June. The total invoiced cost was £4358.81 plus VAT (split between a grant from WS Capital Communities £2250 and the balance contributed by Wickhambrook Parish Council).
- 9.6 A proposal to purchase additional signage for the childrens play areas (previously circulated as **WPC.25.07.04**) and, having expressed a preference for the Green and Red signage,
Resolved
To authorise the cost of additional signage for the two children's play areas, to ensure clear messaging that dogs are not permitted, at a cost of not more than £100 plus VAT
- 9.7 The Financial Services Compensation Scheme (FSCS) protects eligible customers deposits up to a maximum of £85,000 if a bank, building society, or credit union fails and is unable to meet its financial obligations. Eligibility and turnover had been submitted to Unity Trust Bank to confirm automatic eligibility to FSCS protection.
- 9.8 Tri-annual re-declaration of compliance to the Pensions Regulator had been completed (30th June 2025).
- 9.9 The clerk had chased PROW team again with respect to Byeway 31 improvements without success.

25.07.10 Noted:

10.1 the following income received

Voucher	Date	Ref.	Description	Type	Supplier / customer	Supplier ref.	Account name	Total
1369	16/06/2025		Refund on non receipt of 2 x 5Pi	Receipt	Amazon EU Sarl	203-5374764-1685121	Miscellaneous Receipts	£ 77.90
1370	18/06/2025		VAT refund from HMRC	Receipt			VAT Repayments	£1,061.80
1382	25/06/2025	Memorial WC/NEW/	Memorial WC/NEW/91D	Receipt	Abbey Memorials	Memorial WC/NEW/91D	Memorials	£ 190.00
1388	09/07/2025	Memorial WC/NEW/	Memorial WC/NEW/M317/8	Receipt	Hanchets	INV 14	Memorials	£ 135.00
1392	21/07/2025	WC/NEW/368P	PGR4.444	Receipt	Cemetery Receipts Individuals	PGR4.444 #17	Exclusive Right of Burial	£ 310.00
1395	30/06/2025	Correction again	Correction against dup v1375	Receipt	Amazon EU Sarl	WS Locality Budget - 5pc	Miscellaneous Receipts	£ 77.90
1399	17/07/2025	WC/New/91D	Interment WC/NEW/91D	Receipt	Fulcher	WC/NEW/91D	Interments	£ 220.00
1404	21/07/2025		VAT refund from HMRC	Receipt			VAT Repayments	£ 787.15
1394	30/06/2025		Q1 Interest	Receipt	Unity Trust Bank	Credit Interest	Bank Interest	£ 46.81
								£ 2,205.46

10.2 the payments to be made as listed below:

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 Subsistance	£ 66.24
1406	01/08/2025	WPC.25.07.10.2	Clerk Homeworking Q1	Hilary Workman	Homeworking Q1	Clerk/RFO Mileage and Subsistance	£ 78.00

10.3 Resolved:

That the payments to be made, listed above at 10.2 be authorised.

Signed: M P Lavelle

Dated: 25/09/2025

10.4 the following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1275	30/05/2025		Website - renewal of domain name	Mdsign	#2581	Website	£ 26.40
1276	30/05/2025	WPC.25.02.11 LOD	Website Updates Dec '24	Mdsign	#2570	Website	£ 225.00
1277	30/05/2025	WPC.25.02.11 LOD	Administration of payroll service	Suffolk Assn. of Local Councils	#29746	Administration of Payroll and Pension	£ 57.60
1339	31/05/2025	25.02.11.2 DD	Bank Service Charge April�	Unity Trust Bank	080	Bank Service Charge - Unity Trust	£ 6.00
1340	30/06/2025	25.02.11.2 DD	Bank Service Charge May'	Unity Trust Bank	081	Bank Service Charge - Unity Trust	£ 6.00
1354	05/06/2025	25.04.15i	VJ80 Day Grant	Wickhambrook Local History Society		Grants/Local Support and Village Organisations	£ 492.60
1355	16/06/2025	25.02.11.2 DD	Clerk Mobile Invoice period to 1	3 Business Services, Hutchison 3G UK Ltd	985101303049	Phone and Internet Services	£ 22.00
1356	10/06/2025	25.02.11.2 DD	Electricity 21/04/2025 - 27/05/2	British Gas	#11246148	Electricity - Chapel of Rest	£ 16.29
1358	30/06/2025	WPC.25.01.17	Grounds Contract May Cuts	R.H. Landscapes & Maintenance Services L	#003648	Grounds Contract	£ 1,717.44
1359	05/06/2025	25.02.10 LODP	Meeting Room Hire 29 May �	Wickhambrook Memorial Social Centre	#1701	Meeting Room Hire	£ 20.00
1360	31/07/2025	25.02.10 LODP	Website Updates March '	Mdsign	#2623	Website	£ 225.00
1362	16/06/2025	25.02.11.2 DD	Adobe Pro 22.05.2025 - 21.06.202	Adobe Systems Software Ireland Ltd	#IEN2025026443094	Other Software Subscriptions	£ 19.97
1363	16/06/2025	25.02.11.2 DD	June'25 Corporate Multi	Lloyds Bank PLC	Corporate Multipay 06	Corporate Multipay Service Charge	£ 3.00
1364	12/06/2025	WPC.EC.25.02.09	Cemetery Road Grass Matting &	Sovereign	#0000147605	Play Area Maintenance	£ 1,404.01
1365	16/07/2025	25.02.11.2 DD	Microsoft Basic 07/05/2025 - 06/	Microsoft Ireland Operations Ltd	#E1100W11X0	Microsoft Office Subscriptions	£ 52.92
1366	12/06/2025	WPC.EC.24.09.12	Works to Chapel of Rest Roof	Nick Jolland Builder		Cemetery and Churchyard	£ 420.00
1368	16/06/2025		WS Locality Budget - 5 PC set of	Amazon EU S.a.r.l UK Branch	203-5374764-1685121	Services and Supplies	£ 77.90
1371	26/06/2025	25.02.10 LODP	Clerk Salary period 3	Hilary Workman	Salary Period 3 2025.26	Clerk/RFO Salary	£ 1,242.12
1372	26/06/2025	25.02.10 LODP	TaxNI Period 3 2025.26 Contribu	HMRC	Tax/NI Period 3 2025.26	HMRC/NI Contributions	£ 264.94
1373	25/06/2025	25.02.10 LODP	Pension Contributions Period 3 2	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 61.28
1374	08/07/2025	25.02.11.2 DD	Electricity 27/05/2025 - 22/06/2	British Gas	#11542137	Electricity - Chapel of Rest	£ 11.50
1376	01/07/2025	25.02.10 LODP	krb-dg[15 Economy Dispenser Dog	JRB Enterprise Ltd	#28548	Bin and Dog Waste Collection	£ 99.54
1381	22/06/2025	25.02.11.2 DD	Adobe Pro 22.06.2025 - 21.07.202	Adobe Systems Software Ireland Ltd	IEN2025032553315	Other Software Subscriptions	£ 19.97
1383	31/07/2025	25.02.11.2 DD	Bank Service Charge June	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 6.00
1384	30/07/2025	WPC.24.11.15	Grounds Contract June Cuts	R.H. Landscapes & Maintenance Services L	#003684	Grounds Contract	£ 1,633.92
1385	16/07/2025	25.02.11.2 DD	July'25 Corporate Multi	Lloyds Bank PLC	Corporate Multipay 03	Corporate Multipay Service Charge	£ 3.00
1386	07/07/2025	25.02.11.2 DD	Microsoft Basic 07/06/2025 - 06/	Microsoft Ireland Operations Ltd	#E100WS3RM	Microsoft Office Subscriptions	£ 41.94
1387	10/07/2025	WPC.25.04.7.3i	Posters and Print for Fete &	Kall Kwik Bury St Edmunds	#102268	Neighbourhood Plan	£ 120.00
1390	15/07/2025	WPC.25.04.9.5.ii	ICT Call out	Macs & PC's	#46268	Services and Supplies	£ 60.00
1391	22/07/2025	25.02.11.2 DD	Water - Bowling Green 13/08/2025	Everflow	#4500155	Water - Bowling Green	£ 59.10
1398	31/07/2025	WPC.EC.25.04.12	Parish Day - Installation of Sec	R.H. Landscapes & Maintenance Services L	#003734	Grounds Maintenance (General)	£ 775.20
1400	31/07/2025	25.02.10 LODP	Clerk Salary period 4	Hilary Workman	Salary Period 4 2025.26	Clerk/RFO Salary	£ 1,242.12
1401	31/07/2025	25.02.10 LODP	TaxNI Period 4 2025.26 Contribu	HMRC	Tax/NI Period 4 2025.26	HMRC/NI Contributions	£ 264.94
1402	31/07/2025	25.02.10 LODP	Pension Contributions Period 4	NEST Pensions	Pension Period 4 2025.26	Pension Contributions	£ 61.28

10.5 The following expenditure under delegated authority:
i. For any items below £500 excluding VAT²

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total	
1341	16/06/2025		Clerk Delegation	UK Skill Line Ltd	#GB500G680XKVVVI	Community Engagement	£ 17.99	
1342	16/06/2025		Clerk Delegation	Denny Enterprises	#GB50435XRELIIJ	Community Engagement	£ 17.97	
1343	16/06/2025		Clerk Delegation	DOMU Brands Ltd	#GB507MB10ADFLI	Community Engagement	£ 69.99	
1344	16/06/2025		Clerk Delegation	Shanghaiuojihetuozuojinchukouyouxiangongsi	#ds-aeu-inv-gb-2025-2263	Community Engagement	£ 33.98	
1345	16/06/2025		Clerk Delegation	xiamenchenggeimaoyiyouxiangongsi	#ds-aeu-inv-gb-2025-2263	Community Engagement	£ 37.98	
1346	16/06/2025		Clerk Delegation	Amazon EU S.a.r.l UK Branch	GB53918YAAEUI	Community Engagement	£ 21.98	
1347	16/06/2025		Clerk Delegation	JEEBEE TRADERS LTD	#GB500438ZD9YZI	Community Engagement	£ 14.98	
1348	16/06/2025		Clerk Delegation	Shenzhen shi kailadun jiaiyongpin youxiangongsi	#DS-AEU-INV-GB-2025-2263	Community Engagement	£ 35.96	
1349	16/06/2025		Clerk Delegation	Storm Trading Group Ltd	#GB504P8023UP91	Community Engagement	£ 66.98	
1350	16/06/2025		Clerk Delegation	AR MINIMARKET LTD	#GB5002Z89NA9JI	Community Engagement	£ 18.45	
1351	16/06/2025		Clerk Delegation	MHP TRADING LTD	#GB50138H4VQ21I	Community Engagement	£ 41.94	
1352	16/06/2025		Clerk Delegation	Fixings Direct Ltd	#GB500g7ux8ou3i	Community Engagement	£ 33.99	
1357	16/06/2025		Clerk Delegation	Ryman Limited		Office Supplies	£ 26.22	
1367	16/06/2025		Clerk Delegation	RebuildCostAssessment.com		Cemetery and Churchyard	£ 199.75	
1375	16/06/2025		Clerk Delegation	Amazon EU S.a.r.l UK Branch		Community Engagement	£ 77.90	
1377	16/07/2025		Clerk Delegation	Seco AED Sign 150 x 200mm self a	#gb54qd8ajaeui	Services and Supplies	£ 10.47	
1378	16/07/2025		Clerk Delegation	Seco AED Sign 150 x 200mm self a	#gb54QQRFGAEUI	Services and Supplies	£ 5.24	
1379	16/07/2025		Clerk Delegation	Green Marking Flags	shenzhenhaoxiwangluokejiyouxiangongsi	#DS-AEU-INV-GB-2025-3331	Services and Supplies	£ 15.24
1389	15/07/2025		Clerk Delegation	Refund cost of tyres damaged at	Payment	Trevor Alexander	Community Engagement	£ 268.50
1393	01/07/2025		Clerk Delegation	Plaque for VE & VJ 80 Me	Engraving Studios Ltd	GB5009F6886C5I	Six Acres	£ 16.90
1396	16/08/2025		Clerk Delegation	Land Registry Search - CB8 8UN (HM Land Registry	CB8 8UN	Services and Supplies	£ 14.00
1397	16/08/2025		Clerk Delegation	Land Registry Search - Land at A	HM Land Registry	Land at Attleton Green	Services and Supplies	£ 14.00

10.6 the current account balances and reconciliation to 2nd July 2025 and the Chairman's confirmation that they were supported by relevant bank balances.10.7 the Chair's review of the internal control statement (previously circulated as **WPC.25.07.05**) and that there were not proposed actions arising from this.**25.07.11 Noted:**The review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as **WPC.25.07.06**) and that no actions were identified.² Financial Reg 5.15**Signed:** M P Lavelle**Dated:** 25/09/2025

- 25.07.12 **Noted:** Planning results as notified by West Suffolk summarised below
- 12.1 **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
WSC: Application Granted **WPC:** No Objections (Min. 25.05.23.4)
- 12.2 **DC/25/0768/HH** - Householder planning application
a. installation of first floor en-suite
b. first floor window to west elevations
b. replacement ground floor window to west elevation
The Old Vicarage Church Road Wickhambrook Newmarket Suffolk CB8 8XH
WSC: Application Granted **WPC:** No Objections (Min. 25.05.23.4)
- 12.3 **DC/25/0642/HH** - Householder planning application
detached cart lodge and detached outbuilding incorporating annexe and garden room
Mokefield Baxters Green Wickhambrook Newmarket Suffolk CB8 8UY
WSC: Application Granted **WPC:** No Objections (Min. 25.05.23.3)
- 12.4 **DC/25/0621/HH** - Householder planning application
conservatory to rear of dwelling
Cutbush Cottage 2 Cutbush Thorns Corner Wickhambrook Suffolk CB8 8XN
WSC: Application Granted **WPC:** No Objections (Min. 25.05.23.2)
- 12.5 **DC/25/0598/FUL** - Planning application
single storey outbuilding with PV array to form art studio
Crows Farm Malting End Wickhambrook Suffolk CB8 8QA
WSC: Application Granted **WPC:** No Objections (Min. 25.04.17.3)
- 12.6 **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
WSC: Application Refused **WPC:** No Objections (Min. 25.05.23.1)
- 12.7 **DC/24/1755/FUL** - Planning application
a. change of use of land to garden land
b. one tennis court with associated fencing
Easterwood House Baxters Green Wickhambrook Suffolk CB8 8UY
WSC: Application Granted **WPC:** No Objections (Min. 25.01.14.4)
- 12.8 **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
East Cottage Attleton Green Wickhambrook Suffolk CB8 8YA
WSC: Application Refused **WPC:** Objection (Min. 25.01.14.3)
- 12.9 **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
WSC: Application Refused **WPC:** Objection (Min. 25.01.14.3)
- 12.10 **DC/24/1742/VAR** - Planning application - variation of condition 2 of DC/20/2078/HH to allow the use of revised drawings
East Cottage Attleton Green Wickhambrook Suffolk CB8 8YA
WSC: Application Refused **WPC:** Objection (Min. 25.01.14.3)

25.07.13 **Noted:** Planning applications notified by West Suffolk Council for comment

13.1 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

See Planning Report WPC/25/05/DC0823

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 (**Report WPC/25/05/DC0823**) 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 24.07.05
- 5) The support for the development proposal expressed by neighbouring residents at Public forum and minuted under 24.07.05
- 6) One objection submitted to the parish council from a local resident
- 7) 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 Submission Draft Plan:

7.1. *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 development is a conversion of an existing structure and therefore does not impact on land usage and is already served by electricity and water. It is not on agricultural land and no land would be lost. The garden would be retained, and some existing concrete apron would be converted to soft landscaping.

7.2. *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 two properties, one small and the other larger, allowing for a range of budget and dwelling size. The proposed development would be likely to meet the needs of the existing community at Ashfield Green

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

The development is within Ashfield green - an existing community.

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

The plans for the building show a sustainable eco-friendly structure, making use of the existing building frames rather than "all-new".

7.5. *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.*

Although this is an agricultural building, it is currently not used as an agricultural building and its change of use would not have a detrimental impact on the environment. By reducing the amount of existing concrete hardstanding, it increases the green footprint of the plot. There are currently no working farms within Ashfield Green and therefore there would be no negative impact on employment opportunities.

- 7.6. *The rural character of the Parish will be protected and, where possible, enhanced*
The structure currently is of a corrugated metal cladding, the proposed new cladding (green pressed steel) would enhance its appearance and would complement the local buildings.
- 7.7. *Natural habitats will be protected and enhanced.*
The existing garden remains and some hardstanding is removed. The application refers to the installation of bat boxes, and the planning authority would be likely to specify any requirements for the installation of bat and bird boxes.
- 7.8. *Wickhambrook's built heritage assets will be protected.*
The building's proposed appearance is an improvement upon the existing structure and is not itself a Non-Designated Heritage Asset (NDHA) although adjacent to one (Aldersfield Place Farm). Proposed improvements may protect and better fit with the existing environment.
- 7.9. *High-quality and eco-friendly development will reinforce the local character of the village.*
The appearance is in keeping with the area, and the revised cladding scheme is much improved on the existing.
- 7.10. *New development will not have a detrimental impact on the quality of life of existing residents*
The building proposed does not overlook any local properties and as a residential property would not have industrial or agricultural vehicles, noise and other activity. Residents are for the proposed development and prefer this option to the uncertainty of any reversion in planning use class.
- 7.11. *The level of services and facilities will be protected and improved.*
No affect on local services, though flooding risk and water management will need to be addressed as the roadway and local gardens often "pool" after heavy rain. The proposed development would be unlikely to impact on services and facilities (properties at Ashfield Green currently being on septic tanks for waste water).
- 7.12. *The range of existing community facilities and services will be improved.*
There are no changes.
- 7.13. *The capacity and safety of the road network to cope with new development will be ensured.*
If the building were to revert to an agricultural or industrial use then this would create much more traffic than two residences. The road is straight and there is an existing driveway, though a "splay" at the junction needs to be considered. Highways do not object but have placed prudent safety measures for the construction period. See SCC/CON/2955/25 (requiring that no construction vehicles are parked on the road)
- 7.14. *The improvement of bus services to nearby towns will be encouraged.*
More inhabitants of this area may result in more passengers for existing and new services, particularly if younger families are attracted.
- 7.15. *The Public Rights of Way network will be protected, maintained and improved*
No PROW are affected.

The parish council unanimously agreed to support the application.

13.2 DC/25/0911/FUL – Planning Application

Ground mounted solar panel array

Farley Green Farm, Farley Green Farmhouse, Farley Green,

Not in parish but notified to Parish Council.

No comment on this application.

13.3 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**See Planning Report WPC/25/05/DC0965**

The meeting considered this application and having taken into account that

- the proposed development is:

- for one family home in proximity to the applicant's business
- appears in keeping with other properties in the village
- is set back from the road

- the applicant reported that the neighbouring residential property had expressed a preference for one family home

the parish council agreed to support the application.

13.4 DC/25/1122/FUL - Planning application

all weather riding manege

Moat Farm Farley Green Wickhambrook Suffolk CB8 8PX**See Planning Report WPC/25/05/DC1122**

The meeting considered this application and the Planning report noted above and agreed to support it.

13.5 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.

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

The meeting considered a proposal to adopt the use of a pro-forma to support the recording of decisions on planning applications and their reasons (previously circulated as **WPC.25.07.07**) and, having found the summary of Neighbourhood Plan objectives in a table format a useful guide, asked the clerk to adapt the proposed pro-forma accordingly.

25.07.15 **Noted:**

The meeting considered a review of the grounds specification for the next financial year 2026/27 (previously circulated as **WPC.25.07.08**) agreed by the Estates Committee at its meeting on 3rd July and, having noted the oral advice reported by the clerk following her meeting with Cathy Smith of the Suffolk Wildlife Trust, that some wildlife areas may benefit from two cuts, agreed to the proposed specification with this amendment (up to two cuts in wildlife areas)

25.07.16 **Noted:**

The meeting considered a review of the charges for Clubs' use of Six Acres (previously circulated as **WPC.25.07.09**) and, having asked the clerk to investigate options for supporting the Bowls Club to reduce their dependence on mains water through the use of water butts with a pump,

Resolved

That the parish council include a clause in the sports agreement for the bowls club 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.

- 25.07.19 **Noted:** That when any other matters for information, to be noted or for inclusion on a future agenda:
- Land registration for Six Acres
 - Budget priorities for the financial year 2026-27
 - Procurement policy
 - Reduction of Speed limit at A143 Wickham Street
 - Byeway 31
 - Water butts & pump for bowls club
- 25.07.20 **Noted:**
That the scheduled date for the next meeting is Thursday 25th September beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 25.07.21 **Noted:** Close of meeting 20:22