

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Ordinary Meeting of the Council on

Thursday 27th November 2025 @ 7:00pm

In: Pavilion Room, Wickhambrook Memorial Social Centre
for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

AGENDA

- 25.11.01 Apologies for absence to be noted or approved:
- 25.11.02 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interest
2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
2.3 To receive requests for dispensations
2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 25.11.03 3.1 Proposal:
That the Minutes of the Parish Council meeting held on 25th September, and Extraordinary meeting held on 6th November 2025, as tabled, be agreed as a true record.**
- 25.11.04 To receive any 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
- 25.11.05 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 25.11.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as report **WPC.25.11.01**) and take action as appropriate.
- 25.11.07 **To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios** and take action as appropriate.
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| 7.1 Highways/VAS reporting | Cllr Kevin Grimes |
| 7.2 Emergency Planning | Cllr Mike Lavelle |
| 7.3 Neighbourhood Plan Working Group | Cllr Tracey Turner |
| To note that the recent Referendum on the Wickhambrook Neighbourhood plan resulted in a Yes Vote (82%) and consider an update (tabled and circulated as WPC.25.11.02) and take action as appropriate. | |
| 7.4 Road Safety Working Group | Cllr Mel Karunaratne |
| To consider an update on preparation of the Neighbourhood Plan (tabled and circulated as WPC.25.11.03) and take action as appropriate | |
| 7.5 Cemetery Records Project | Cllr Andrea Grimes |
| 7.6 SALC & Social Media | Cllr Linda Smith |

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.

25.11.08 To note decisions of Estates Committee on 6th November 2025

Estates Committee	.25.11.12	The meeting considered a review of Estates Committee 3 year plan and a draft budget for the next financial year (previously circulated as
Estates Committee	EC.25.11.10	The meeting considered a review of fees, charges and Cemetery Regulations (previously circulated as WPC.EC.25.11.03) and, noting that the clerk would review again to take account of new learning from the recent cemetery training course, agreed that these be referred on to the parish council's November meeting for approval.
Estates Committee	EC.25.11.04	Resolved: That the Minutes of the Estates Committee meeting held on 4th September 2025, as tabled, be agreed as a true record

25.11.09 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

- 9.1 VAT Claims for the months of September and October have been submitted in the sums of £456.97 (received) and £469.43.
- 9.2 To consider the proposed response to Suffolk County Council's consultation on Local Government Reorganisation (tabled and circulated as **WPC.25.11.04**) and take action as appropriate.
- 9.3 A Festive Warm Winter Wednesday will be held on 10th December at the WI Hall, Cemetery Road. A further 6 Warm Winter Wednesdays are planned throughout January and February, and it is hoped that West Suffolk Families and Communities team may be able to provide some additional financial support for this.
- 9.4 The clerk has chased PROW team again with respect to Byeway 31 improvements without success.
- 9.5 Wayleave applied for in respect of Fibre Broadband cabling under Attleton Green was approved and paid (£167.85).
- 9.6 West Suffolk Council have asked if they may move the drop down bin currently sited adjacent to the Children's Play area to just inside the entrance to the Recreation Ground (on right when entering) for improved access and collection.
- 9.7 Wickhambrook Memorial Social Centre Trustees have indicated that they would be amenable to West Suffolk paying the recycling credits directly to them if this can be arranged with West Suffolk. This would result in a minor reduction in workload for the clerk and simplify budgeting.

25.11.10 10.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1484	17/10/2025		VAT refund from HMRC			VAT Repayments	456.97
1485	20/10/2025	1003460024022920	Wayleave - FibreBroadband - Attl	Openreach		Wayleaves	167.85
1499	30/10/2025	WC/NEW/P637	WC/NEW/P637	H. J. Paintin Ltd	#21	Interments	220.00
1501	20/11/2025		Recycling Income Q1 & 2	West Suffolk Council	WSC Recycling Credits	Recycling Income	949.43
1500	18/11/2025		VAT refund from HMRC			VAT Repayments	469.43
							2,263.68

10.2 To authorise the payments to be made as listed below:

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1466	01/10/2025	Clerk Delegation	Topsoil for grass matting (refund to C	Chedburgh Plant Centre Ltd		Play Area Maintenance	£ 27.50
1468	08/12/2025	25.11.10.2	Clerk Professional Development -	Suffolk Assn. of Local Councils	#30637	Training	£ 43.20
1502	28/11/2025	wpc.25.11.10.2	Recycling Income Q1 & 2	Wickhambrook Memorial Social Centre	WSC Recycling Credits	Recycling Grant to MSC	£ 949.43

10.3 Proposal:

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

10.4 To note the following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1458	25/09/2025	25.02.10 LODP	Clerk Salary period 6	Hilary Workman	Salary Period 6 2025.26	Clerk/RFO Salary	£ 1,242.12
1459	07/10/2025	25.02.10 LODP	Tax/NI Period 6 2025.26 Contribu	HMRC	Tax/NI Period 6 2025.26	HMRC/NI Contributions	£ 264.94
1460	07/10/2025	25.02.10 LODP	Pension Contributions Period 6	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 61.28
1462	26/09/2025	25.02.10 LODP	krb-dg[15 Economy Dispenser Dog	JRB Enterprise Ltd	#28890	Bin and Dog Waste Collection	£ 30.18
1463	02/10/2025	25.02.10 LODP	MSC Room Hire - September Meetin	Wickhambrook Memorial Social Centre	#1737	Meeting Room Hire	£ 40.00
1464	28/11/2025	25.02.10 LODP	Administration of payroll servic	Suffolk Assn. of Local Councils	#30618	Administration of Payroll and Pension	£ 57.60
1465	30/10/2025	25.02.10 LODP	September Cuts	R.H. Landscapes & Maintenance Services L	#003899	Grounds Contract	£ 1,964.16
1467	06/10/2025	25.02.11.2 DD	Microsoft Basic 05/11/2025 - 04/	Microsoft Ireland Operations Ltd	G116848376	Microsoft Office Subscriptions	£ 46.37
1469	30/10/2025	25.02.10 LODP	Clerk Salary period 7	Hilary Workman	Salary Period 7 2025.26	Clerk/RFO Salary	£ 1,490.78
1470	07/11/2025	25.02.10 LODP	Tax/NI Period 7 2025.26 Contribu	HMRC	Tax/NI Period 7 2025.26	HMRC/NI Contributions	£ 422.26
1471	24/10/2025	25.02.10 LODP	Pension Contributions Period 7	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 86.89
1472	14/10/2025	WPC.25.09.19	Remembrance Wreath	Royal British Legion	EJE41	Charitable Donations	£ 50.00
1473	31/10/2025	25.02.11.2 DD	Bank Service Charge Sept	Unity Trust Bank	#085	Bank Service Charge - Unity Trust	£ 6.00
1474	02/10/2025	25.02.11.2 DD	Oct'25 Corporate Multip	Lloyds Bank PLC	Corporate Multipay 07	Corporate Multipay Service Charge	£ 3.00
1475	02/10/2025	25.02.11.2 DD	Adobe Pro 22.09.2025 - 29.10.202	Adobe Systems Software Ireland Ltd	IEN202505092015	Other Software Subscriptions	£ 19.97
1481	15/10/2025	WPC.25.09.21	Repair and Service to Memorial C	PCC OF WICKHAMBROOK		Memorial Clock	£ 500.00
1482	17/11/2025	25.02.11.2 DD	Clerk Mobile to 15/10/2025	3 Business Services, Hutchison 3G UK Ltd	#985101303054	Phone and Internet Services	£ 22.00
1483	14/11/2025	25.04.7.3i	Delivery of Postcards	Shirley Draper - Delivery		Neighbourhood Plan	£ 100.00
1486	13/11/2025	WPC.25.04.7.3i	Neighbourhood Plan support and p	Places4People	#544	Neighbourhood Plan	£ 1,231.20
1487	14/11/2025	25.02.10 LODP	krb-dg[15 Economy Dispenser Dog	JRB Enterprise Ltd	#28984	Bin and Dog Waste Collection	£ 30.18
1488	16/10/2025	25.02.11.2 DD	Clerk Mobile to 15/10/2025	3 Business Services, Hutchison 3G UK Ltd	#985101303054	Phone and Internet Services	£ 22.00
1490	22/10/2025	25.02.11.2 DD	Adobe Pro 22.10.2025 - 21.11.202	Adobe Systems Software Ireland Ltd	#IEN2025057163317	Other Software Subscriptions	£ 19.97
1491	22/10/2025	WPC.EC.25.09.11.	Safety Signs ROSPA	SafetySigns4Less	#4616887	Play Area Maintenance	£ 101.04
1492	07/11/2025	25.02.11.2 DD	Electricity 22/06/2025 - 24/09/2	British Gas	#12783819	Electricity - Chapel of Rest	£ 14.03
1496	03/11/2025	25.02.11.2 DD	Nov'25 Corporate Multip	Lloyds Bank PLC	Corporate Multipay 08	Corporate Multipay Service Charge	£ 3.00
1497	16/11/2025	25.02.11.2 DD	Microsoft Basic 05/11/2025 - 04/	Microsoft Ireland Operations Ltd	G122257580	Microsoft Office Subscriptions	£ 46.37
1498	30/11/2025	25.02.11.2 DD	Bank Service Charge Oct'	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 6.00
1503	24/11/2025	WPC.EC.25.09.11	T10 Chestnut remove x3 limbs	Suffolk Tree Surgery & Landscape	#1536	Tree Surgery	£ 170.00
1504	16/11/2025	25.02.11.2 DD	Clerk Mobile to 15/11/2025	3 Business Services, Hutchison 3G UK Ltd	#985101303055	Phone and Internet Services	£ 22.00

10.5 The following expenditure under delegated authority:

i. For any items below £500 excluding VAT

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1447	16/10/2025	Clerk Delegation	Seco AED Sign 300 x 200mm self a	KPCN Display Ltd	GB502MSIBP43VI	Services and Supplies	£ 10.77
1448	16/10/2025	Clerk Delegation	Defib inspection record cards	Shenzhenshi kailadun jiajuyongpin youxiangongsi	GB502MSIBP43VI	Services and Supplies	£ 10.98
1477	16/10/2025	Clerk Delegation	Stakes for brush hedge	Origin Suregreen Ltd	#GB501Y3AAJ1451	Cemetery and Churchyard	£ 28.95
1478	16/10/2025	Clerk Delegation	Binder for Cemetery Stakes	Tidmas Townsend Ltd	#GB500S0KRS6WZI	Cemetery and Churchyard	£ 49.99
1493	16/11/2025	Clerk Delegation	CU Medical Systems IPAD SP1 & amp	Defibshop/Imperative Training Ltd	#1000294894	Safety and Security	£ 95.94
1494	16/11/2025	Clerk Delegation	McAfee LiveSafe Unlimited devic	McAfee	#CS3761277131	Data Protection Legislation	£ 119.99

10.6 To note the current account balances and reconciliation to 30th September and 31 October and the Chairman's confirmation that they are supported by relevant bank balances.

25.11.11 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.25.11.05**) and take action as appropriate.

25.11.12 To note Planning results as notified by West Suffolk summarised below

12.1 [DCON\(B\)/24/1727](#) - Application to discharge condition 8 (doors) of application DC/24/1727/LB

Persephone Meeting Green Wickhambrook Suffolk CB8 8XS

WSC: Condition(s) Part Discharged **WPC:** Not Consulted

12.2 [DC/25/1321/TPO](#) - TPO 504(2010) tree preservation order one oak (marked on plan, T1 on order) crown lift to four metres above ground level

41 Nunnery Green Wickhambrook Suffolk CB8 8XT

WSC: Application approved **WPC:** Recommendation of Tree officer supported (CD)

12.3 [DC/25/1346/FUL](#) - Planning application

change of use of agricultural building to self-build dwelling (Class C3)

Farley Green House Farley Green Wickhambrook Newmarket Suffolk CB8 8PX

WSC: Application approved **WPC:** Support (Min. 25.09.13.3)

12.4 [DC/25/1383/TCA](#) - Trees in a conservation area notification

one ash (marked on plan) fell

The Old Vicarage Church Road Wickhambrook Newmarket Suffolk CB8 8XH

WSC: No Objection **WPC:** No Objection (Min. 25.09.13.5)

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

- car port with attached annexe including weatherboarding
- first floor rear extension
- weatherboarding to south bay
- reconstruction of chimneys
- replacement white painted timber windows with blue painted timber windows
- demolition of existing garage

Boyden Paddock Bunters Road Wickhambrook Suffolk CB8 8XX

WSC: Application approved **WPC:** No Objection (Min. 25.09.13.6)

12.6 [DCON\(A\)/25/1399](#) Application to discharge condition 3 (bat mitigation class licence) of DC/25/1399/HH

Boyden Paddock Bunters Road Wickhambrook Suffolk CB8 8XX

WSC: Application approved **WPC:** Not Consulted.

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

- first floor rear extension,
- removal of cement-based render,
- reinstatement and repainting of lime rendered walls,
- weatherboarding to south-bay
- stabilisation of north east elevation wall structure,
- removal and redress top layer of thatch with flashing to chimneys and roof junctions in lead,
- reconstruction of chimneys,
- renovation of existing outbuildings,
- removal of existing doors for stripping, redecoration & reinstatement,
- replacement white painted timber windows with blue painted timber windows
- removal of concrete ground floor and modern hoggin and reinstate ground floors in limecrete,
- relocate centrally placed doorway and insertion of oak post below axial beam m. demolition of existing garage

Boyden Paddock Bunters Road Wickhambrook Suffolk CB8 8XX

WSC: Application approved **WPC:** No Objection (Min. 25.09.13.6)

- 12.8 [DC/25/1410/TPO](#) - TPO 504(2010) tree preservation order
one willow (marked on plan, T3 on order) pollard to four metres above ground level
43 Nunnery Green Wickhambrook Suffolk CB8 8XT
WSC: Approve application **WPC:** No Objection (Min. 25.09.13.8)
- 12.9 [DC/25/1438/HH](#) - Householder planning application
detached garage
Laurel Cottage Malting End Wickhambrook Suffolk CB8 8XG
WSC: Application Approved **WPC:** No Objection (Min. 25.09.13.8)
- 12.10 [DC/25/1443/HPA](#) - Householder prior approval
single storey rear extension which extends beyond the rear wall of the original house by 4 metres with a height of 3.6 metres and a height of 2.4 metres to the eaves
7 Nunnery Green Wickhambrook Suffolk CB8 8XT
WSC: Not Required **WPC:** Not Consulted
- 25.11.13 To note that there are no current Planning applications notified by West Suffolk Council for comment
- 25.11.14 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
1. To consider West Suffolk Council's consultation on Local Validation Requirements (tabled and circulated as **WPC.25.11.06**) and take action as appropriate.
- 25.11.15** To consider quotes submitted in respect of grounds contracts for the next financial year (2026/2027) tabled and circulated as **WPC.25.11.07** and take action as appropriate.
Proposal: Cllr Karunaratne
That the Clerk draw up a contract for groundworks for the financial year 2026/27 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.25.11.06.
- 25.11.16** To note the proposal put forwards by the Estates Committee (tabled and circulated as **WPC.24.11.08**) to adopt revised Cemetery Fees and Charges as set out at Table 2 and draft regulations set out at Appendix A.
Proposal: Cllr Grimes
i) **The parish council adopt the proposed regulations (taking into account any revisions agreed at the meeting) set out at Appendix C of report WPC.25.11.08)**
ii) **The parish council adopt the proposed fees and charges (taking into account any revisions agreed at the meeting) set out at Table 2 of report WPC.25.11.08) with effect from 1st April 2026.**
- 25.11.17** To consider an update on SAAAP Assertion 10 (tabled and circulated as **WPC.25.11.09**) and take action as appropriate.
Proposal: Cllr Lavelle
Authorise:
a. **The cost of wordsense security licence (£150 plus VAT)**
b. **The provision of e-mail services (full e-mail accounts through wickhambrook.org) by Mdsign at a cost of £55 plus VAT per annum in the current financial year with a commitment to fund until 2028.**
- 25.11.18 To receive and discuss draft 3 Year Plan and Draft Budget for 2026/27 (circulated and tabled as **WPC.25.11.10**) and take action as appropriate.
- 25.11.19 To approve dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2025), as set out below:
Ordinary Meetings of the Parish Council (@ 7:00pm):
Thursday 15th January
Thursday 19th February (note change from 26th February)
Thursday 23rd April (at 6:00pm)
Thursday 30th July
Thursday 24th September
Thursday 26th November
Annual Parish Council Meeting – Thursday 28th May @ 7:00pm
Annual Parish Meeting - Thursday 23rd April @ 7:30pm

Estates Committee Meetings (at 7:00pm):

Thursday 5th February

Thursday 9th April (note change from 2nd April)

Thursday 2nd July

Thursday 3rd September

Thursday 5th November

Ordinary Meeting of Parish Council – Thursday 14th January 2026 @ 7:00pm

25.11.20 Any other matters for information, to be noted or for inclusion on a future agenda:

- Staffing committee
- Procurement and IT policies

25.11.21 To confirm that the scheduled date for the next meeting is Thursday 15th January beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.

25.11.22 Close of meeting.

Published & posted 21 November 2025



Hilary Workman

Clerk & RFO to the Council