

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 15<sup>th</sup> January 2026 @ 7:00pm**

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

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### **MEMBERS OF THE PUBLIC**

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

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### **AGENDA**

- 26.01.01 Apologies for absence to be noted or approved:
- Cllr A Grimes – Business Commitment
- 26.01.02
- 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other
  - 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.
- 26.01.03 3.1 Proposal:**  
**That the Minutes of the Parish Council meeting held on 27<sup>th</sup> November and the Extraordinary meeting on 9<sup>th</sup> December 2025, as tabled, be agreed as a true record.**
- 26.01.04 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
  - 4.2 Cllr Mrs Sarah Pugh, West Suffolk Council
  - 4.3 Sarah Harward – West Suffolk Council Families and Communities Officer
- 26.01.05 Public Forum – (**Open Session**)<sup>1</sup>.  
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 26.01.06 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.26.01.01**) and take action as appropriate.
- 26.01.07 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
- |     |                                  |                                 |
|-----|----------------------------------|---------------------------------|
| 7.1 | <b>Highways/VAS reporting</b>    | Cllr Kevin Grimes               |
| 7.2 | <b>Emergency Planning</b>        | Cllr Mike Lavelle               |
| 7.3 | <b>Neighbourhood Plan</b>        | Cllr Tracey Turner (circulated) |
| 7.4 | <b>Road Safety Working Group</b> | Cllr Mel Karunaratne            |
| 7.5 | <b>Cemetery Records Project</b>  | Cllr Andrea Grimes              |
| 7.6 | <b>SALC &amp; Social Media</b>   | Cllr Linda Smith                |

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<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.

- 26.01.08 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 8.1 VAT Claims for the months of November and December have been submitted in the sums of £300.46 and £388.27 (received).
- 8.2 To consider a reviewed Risk Management Policy and supporting draft Risk Assessment (tabled and circulated as **WPC.26.01.03**) and take action as appropriate.  
**Proposal: Cllr Lavelle**  
**To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.26.01.03.**
- 8.3 PRow, working to identify a solution to the flooding running down from Byeway 31 which is further degrading the surface of the highway (track) below it, have now received two quotes from suppliers to undertake ditch work, re-grading and laying of type 1 road planings on the first 50m of the Byeway. Additionally, Cllr Bobby Bennett has kindly agreed to fund £500 from her locality budget towards the laying and rolling of road planings on the track below the byeway.
- 8.4 The clerk applied to West Suffolk Council for funding through the Locality Fund and heard in December that the amount applied for (£1000) has been awarded for the purchase two new parish noticeboards. This is match funding and the parish council will fund any shortfall together with the cost of installation and install. A full report will be submitted to the February Estates Committee.
- 8.5 To note correction of dates for April meetings from Thursday 23<sup>rd</sup> April to Thursday 30<sup>th</sup> April 2026.
- 8.6 Financial Services Compensation Scheme (FSCS) is increasing its deposit protection limit from £85k - £120k per eligible person
- 8.7 To note an update on progress towards SAAAP Assertion 10 compliance (tabled and circulated as **WPC.26.01.04**) and take action as appropriate.
- 8.8 To note a recent concern raised by a resident of the Meadows with respect to West Suffolk Council's proposal to coppice an ancient hedge. Cllr Sarah Pugh has arranged an on site meeting to discuss prior to any further action being taken
- 8.9 West Suffolk Council is undertaking a **Community Governance Review** of parish and town councils. Full details, including the [Terms of Reference](#), are available on its website: [Community Governance Review West Suffolk Council 2025-2026](#).  
The review will consider:
  - Names and styles of existing parish/town councils
  - Number of councillors
  - Grouping arrangements or mergers
  - Warding arrangements, including ward names and councillor numbers
The clerk has not identified any proposals to submit.
- 8.10 To note the RFO's intention to move all accounting to Scribe Accounts in the next financial year (the software already being in use for Cemeteries).

**26.01.09** To note an update on Wickhambrook Outdoor Bowls Club (tabled and circulated as WPC.26.01.05) and take action as appropriate.

**Proposal: Cllr Lavelle**

**The parish council make a nominal payment of £1 to Wickhambrook Outdoor Bowls Club in respect of the Wickhambrook Outdoor Bowls Club Shed and its contents (listed at Appendix B) and accept them as assets of the parish council.**

**26.01.10** 10.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1508	25/11/2025		cheque	IntermentWC/NEW/P367/		Interments	£ 310.00
1513	01/12/2025	WC/NEW/M343	Transfer ERB M343	BURY ST EDMUNDS FUNERAL SERVICES LTD	#22	Exclusive Right of Burial	£ 65.00
1530	10/12/2025	WC/NEW/CR/Na26	Certified Copy ERB Deed	Bereaved Family	#23	Other Cemeteries Fees	£ 32.50
1531	11/12/2025	WC/NEW/P370	Exclusive Right of Burial	Dignity Funerals Ltd	#25	Exclusive Right of Burial	£ 310.00
1532	11/12/2025	WC/NEW/P370	IntermentWC/NEW/P370/	Dignity Funerals Ltd	#26	Interments	£ 310.00
1537	31/12/2025	Credit Interest	Q3 Credit Interest	Unity Trust Bank	Q3 Credit Interest	Bank Interest	£ 45.04
1538	08/01/2026		VAT refund from HMRC			VAT Repayments	£ 388.27
1539	06/01/2026		VAT refund from HMRC			VAT Repayments	£ 300.46
							<b>£ 1,761.27</b>

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

Voucher Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total	
1541	16/01/2026	WPC.26.01.10.2	Clerk Refund on Stationery	Ryman Limited	Clerk Refund on Stationery	Office Supplies	£ 28.99
1542	16/01/2026	WPC.26.01.10.2	Q3 Mileage	Hilary Workman	Q3 Mileage	Clerk/RFO Mileage and Subsistance	£ 76.92
1543	16/01/2026	WPC.26.01.10.2	Clerk Homeworking Q3	Hilary Workman	Q3 Mileage	Clerk/RFO Mileage and Subsistance	£ 78.00

**10.3 Proposal:**

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

**Clerk & RFO to the Council** – Hilary Workman, 3 Farringers Close, Great Barton, Bury St Edmunds IP31 2FP  
**Telephone: 07508 039821 Email: parishclerk@wickhambrook.org**

#### 10.4 To note the following payments previously authorised.

Voucher Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total	
1505	27/11/2025	25.02.10 LODP	Clerk Salary period 8	Hilary Workman	Salary Period 8 2025.26	Clerk/RFO Salary	£ 1,275.47
1506	27/11/2025	25.02.10 LODP	Pension Contributions Period 8	Hilary Workman	Pension Contributions Pe	Pension Contributions	£ 64.72
1507	08/12/2025	25.02.10 LODP	TaxNI Period 8 2025.26 Contribu	Hilary Workman	Tax/NI Period 8 2025.26	HMRC/NI Contributions	£ 286.01
1510	05/12/2025	25.02.10 LODP	Q3 Website Updates	Mdsign	#2714	Website	£ 225.00
1511	05/12/2025	WPC.25.11.17	Firewall Security Plugin	Mdsign	#2713	Microsoft Office Subscriptions	£ 178.80
1512	22/12/2025	25.02.10 LODP &a	.gov.uk website service	Local Authority Technology CIC	#42UF076-0010	Website	£ 312.00
1514	04/12/2025	25.02.10 LODP	Grounds Contract October Cuts	R.H. Landscapes & Maintenance Services L	#003979	Grounds Contract	£ 1,488.60
1515	08/12/2025	25.02.11.2 DD	Microsoft Basic 05/12/2025 - 04/	Microsoft Ireland Operations Ltd	G127614863	Microsoft Office Subscriptions	£ 46.37
1517	15/12/2025	25.02.07.3(b)	Wickham Street Speed Limit Repor	Suffolk County Council	#9565630	Highways - Road Safety	£ 750.00
1518	31/12/2025	25.02.11.2 DD	Bank Service Charge Nov&#039	Unity Trust Bank	SN 087	Bank Service Charge - Unity Trust	£ 6.00
1519	15/01/2026	25.02.11.2 DD	Clerk Mobile to 15/12/2025	3 Business Services, Hutchison 3G UK Ltd	#985101303056	Phone and Internet Services	£ 22.00
1520	31/12/2025	WPC.25.04.9.5	Domain migration support	Macs & PC's	#46456	Services and Supplies	£ 90.00
1521	15/01/2026	25.02.10 LODP	Grounds Contract November Cuts	R.H. Landscapes & Maintenance Services L	#004037	Grounds Contract	£ 1,373.40
1522	24/12/2025	25.02.10 LODP	Clerk Salary period 9	Hilary Workman	Salary Period 9 2025.26	Clerk/RFO Salary	£ 1,275.47
1523	07/01/2026	25.02.10 LODP	TaxNI Period 9 2025.26 Contribu	HMRC	Tax/NI Period 9 2025.26	HMRC/NI Contributions	£ 286.01
1524	29/12/2025	25.02.10 LODP	Pension Contributions Period 9	NEST Pensions	Pension Period 9 2025.26	Pension Contributions	£ 64.72
1525	22/11/2025	25.02.11.2 DD	Adobe Pro 22.11.2025 - 21.12.202	Adobe Systems Software Ireland Ltd	#IEN2025063424646	Other Software Subscriptions	£ 19.97
1526	22/12/2025	25.02.11.2 DD	Adobe Pro 22.12.2025 - 21.01.202	Adobe Systems Software Ireland Ltd	#IEN2025063424646	Other Software Subscriptions	£ 19.97
1527	02/12/2025	25.02.11.2 DD	Dec&#039;25 Corporate Multip	Lloyds Bank PLC	Corporate Multipay 09	Corporate Multipay Service Charge	£ 3.00
1533	05/01/2026	25.02.10 LODP	MSC Room Hire - November Meeting	Wickhambrook Memorial Social Centre	#1777	Meeting Room Hire	£ 40.00
1534	05/01/2026	25.02.10 LODP	MSC Room Hire - December Meeting	Wickhambrook Memorial Social Centre	#1778	Meeting Room Hire	£ 20.00
1535	02/01/2026	25.02.11.2 DD	Jan&#039;26 Corporate Multip	Lloyds Bank PLC	Corporate Multipay 10	Corporate Multipay Service Charge	£ 3.00
1536	02/01/2026	25.02.11.2 DD	Bank Service Charge Dec&#039	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 6.00
1540	09/01/2026	WPC.25.11.17	1 Year annual hosting for e-mail	Mdsign	#2741	Website	£ 66.00

10.5 To note there have been no actions under Clerk's Delegation since the last meeting.

10.6 To note the current account balances and reconciliation to 31 December 2025 and the Chairman's confirmation that they are supported by relevant bank balances.

10.7 The Chair's review of the internal control report (tabled and circulated as WPC.26.01.06) and noting that there were no proposed actions from the internal control report

10.8 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as WPC.26.01.07) and take action as appropriate.

#### 26.01.11 Proposal: Cllr Lavelle

12.1 That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2025/2026; and

12.2 That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2026/27

and note that PKF Littlejohn LLP have been appointed by SAAA Ltd as external auditors.

26.01.12 12.1 To discuss draft Budget for 2026/27 (tabled and circulated as WPC.26.01.08) and take action as appropriate (choosing from either Budget Option A or B).

#### 12.2 Proposal: Cllr Lavelle

That Wickhambrook Parish Council approve their chosen proposed budget option (Appendix A to report WPC 26.01.07), and

#### 12.3 Proposal: Cllr Lavelle

That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £65,910, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2026; or

#### 12.4 Proposal: Cllr Lavelle

That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £62,610 being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2026

Withdrawing whichever proposal has not been chosen.

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

13.1 [DC/25/0086/FUL](#) - Planning application

- detached cart lodge
- removal of lean to at rear of dwelling
- single storey extension to rear of dwelling
- alterations to doors and windows of outbuilding
- creation of new access
- hardstanding g. addition of gate
- insertion of 3no. rooflights

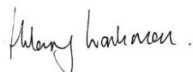
**Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk CB8 8PQ**

**WSC:** Application Granted

**WPC:** No Objections (Min. 25.04.17.1 refers)

- 13.2 [DC/25/0087/LB](#) - Application for listed building consent  
a. detached cart lodge  
b. removal of lean to at rear of dwelling  
c. single storey extension to rear of dwelling  
d. alterations to doors and windows of outbuilding  
e. insertion of 3no. rooflights  
**Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk CB8 8PQ**  
**WSC: Application Granted WPC: No Objections (Min. 25.02.15.1 refers)**
- 13.3 [DC/25/1545/HH](#) - Householder planning application  
Single storey rear extension  
**3 Bury Road Wickhambrook Suffolk CB8 8PE**  
**WSC: Application Granted WPC: No Objections (Min. EO.25.11.5.2 refers)**
- 26.01.14** To note Planning applications notified by West Suffolk Council for comment
- 14.1** [DC/25/1904/LB](#) - Application for listed building consent  
a. removal of modern roof over former Vestry and replacement with roof structure (reinstating a historical roof pitch)  
b. replacing ceiling structure over former Vestry with floor structure  
**Persephone Meeting Green Wickhambrook Suffolk CB8 8XS**  
**See planning report WPC/26.01/DC/25/1904/LB**
- 14.2** [DC/25/1914/VAR](#) - Variation of condition  
Condition 2 of DC/24/1726/FUL to allow for use of amended plans for a. change of use from church (use class F1) to residential dwelling (use class C3) b. installation of flue to rear elevation c. cladding to modern brickwork  
**Persephone Meeting Green Wickhambrook Suffolk CB8 8XS**  
**See planning report WPC/26.01/DC/25/1914/VAR**
- 14.3** **Proposal: Cllr Turner**  
**That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 26.01.15 Any other Planning matters for information<sup>2</sup>, to be noted or for inclusion on a future agenda.
- 15.1 **DCON(A)/25/0874** - Application to discharge  
Application to discharge conditions 4 (tree protection measures) and 5 (arboricultural method statement) of application DC/25/0874/HH  
**Clopton Hall Giffords Lane Wickhambrook Suffolk CB8 8PQ**
- 15.2 **DCON(B)/23/1496** – Application to Discharge  
Condition 11 (contamination) of DC/23/1496/P3QPA  
**Tile Hall Farley Green Wickhambrook Newmarket Suffolk CB8 8PX**  
West Suffolk Council does not consult with the parishes on these matters
- 26.01.16 To consider the feasibility for additional committees (tabled and circulated as **WPC.26.01.09**) and take action as appropriate.
- 26.01.17 To consider nominations for the Alf Hicks Biscuit Barrel Award (tabled and circulated as **WPC.26.01.10**) to be presented at the Annual Parish Meeting in 2026.
- 26.01.18 Any other matters for information, to be noted or for inclusion on a future agenda:
- 26.01.19 To confirm that the scheduled date for the next meeting is Thursday 19<sup>th</sup> February beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 26.01.20 Close of meeting.

**Published & posted 9<sup>th</sup> January 2025**



**Hilary Workman**  
**Clerk & RFO to the Council**

<sup>2</sup> West Suffolk Council does not consult the parish council on these applications.