

WPC.EC.26.02.01 – Summary of Parish Council Decisions

Date	Meeting	Agenda Item	Decision
15/01/2026	Parish Council	WPC.26.01.17	<p>Noted: The meeting considered nominations for the Alf Hicks Biscuit Barrel Award (previously circulated as WPC.26.01.10) to be presented at the Annual Parish Meeting in 2026 and noting the number of nominations both in the current and previous years, and her huge contribution to Wickhambrook in a quiet way, and her sustained fundraising for MacMillan over many years, were unanimously in favour of awarding the Alf Hicks Biscuit Barrel to: Dierdre Smith</p>
15/01/2026	Parish Council	WPC.26.01.16	<p>Noted: The meeting considered the feasibility for additional committees previously circulated as WPC.26.01.09) and noting that: 1. the parish council currently has vacancies for two councillors, which impacts on its resilience; and 2. planning applications are matters which are more likely to be engaged with by residents of the parish) where all councillors may represent their views (and those of residents who have approached them), thus ensuring that the process is more democratic planning continues to be a matter best considered by full council, and that there was no current capacity for the establishment of a staffing committee.</p> <p>Noted: 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 No objections</p> <p>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 No objections</p> <p>14.3 Resolved</p>
15/01/2026	Parish Council	WPC.26.01.14	14.3 Resolved

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That the Clerk make known the Council’s comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

12.1 The meeting discussed the draft Budget for 2026/27 (previously circulated as WPC.26.01.08) and, noting the clerk’s update at the November meeting that a recent SALC forum for clerks had advised that parish council’s make provision for the likely impacts of Local Government Reorganisation (which could include devolved services to parish councils with associated costs) through an increase in their Precept, determined that Option A (Precept £65,910) gave the parish council the best opportunity to prepare for the possible future costs of Local Government Reorganisation whilst continuing to deliver on its existing commitments and projects identified under its agreed three year plan.

12.2 Resolved

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

12.3 Resolved

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 1st April 2026;

Resolved

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.

10.3 Resolved

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

The meeting considered an update on Wickhambrook Outdoor Bowls Club (previously circulated as WPC.26.01.05) and the oral report from Mr Robert Cash, reported under Public Forum and minuted at 26.01.05) and

Resolved

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.

15/01/2026 Parish Council WPC.26.01.12

15/01/2026 Parish Council WPC.26.01.11

15/01/2026 Parish Council WPC.26.01.10

15/01/2026 Parish Council WPC.26.01.09

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15/01/2026	Parish Council	WPC.26.01.8.2	<p>8.2 The meeting considered a reviewed Risk Management Policy and supporting draft Risk Assessment (previously circulated as WPC.26.01.03) and Resolved</p> <p>To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.26.01.03.</p> <p>The meeting considered an update on the Neighbourhood Plan (previously circulated as WPC.26.01.02), which had been made at West Suffolk Council's meeting on 16th December, and looked specifically at the Community Actions 1 – 9 identified in Wickhambrook Neighbourhood Plan (set out at Appendix B of report WPC.26.01.02).</p> <p>The meeting agreed the following actions:</p> <ol style="list-style-type: none"> 1. Plan this next financial year for funding activities in FY 2027-28 2. Community Action 1: Community Land Trust it was unlikely the parish council would have time to set up and recruit volunteers – no further action 3. Community Action 2: Wildlife and Conservation Ongoing work with WI to develop the wildlife area to the South of the Tennis Courts. 4. Community Action 3: Historic Assets Noting that (as had been identified in surveys and responses to consultations throughout the preparation of the plan), the look and feel of the parish is really important to people, and that Wickhambrook Local History Society still had the detailed historical records from its Millenium project recording the history of many properties in the parish: <ol style="list-style-type: none"> a. consider a review of the original work identifying historic assets in the parish carried out by the NP Working Group, leading into a wider audit with historical summary of key assets to be included on the website as an initial project b. Recruit volunteers from the parish for this role (possible approach to Historical Society and Village Recorder to increase engagement) c. The clerk to contact the History Society, with Cllr Tracey Turner to contact some of the members of the NP group to see if they would be willing to help. 5. Community Action 4: Activities and opportunities Audit of existing activities and social opportunities in the parish and where residents feel there are gaps/missed opportunities (paper survey) 6. Community Action 5: Allotments and Community Gardens <ol style="list-style-type: none"> a) Ask question of Developers of Land West of Bunters Road with respect to allotments or community growing spaces b) Identify through survey the actual demand for gardening space c) Investigate further volunteering and buddying up – can residents without access to gardening
15/01/2026	Parish Council	WPC.26.01.07.3	

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space support more elderly residents

7. Community Action 6: Tidy Village

Keep under review – already many volunteer groups covering the majority of actions identified

8. Community Action 7: Footpaths and Bridleways

Keep under review – already covering the majority of actions identified

9. Community Action 8: Highways and Maintenance

No actions identified

10. Community Action 9: Traffic Management

Increased publication and dissemination of VAS data and ongoing recruitment to Community Speed Watch

15/01/2026	Parish Council	WPC.26.01.05	The parish council formally thanked Robert Cash and the Wickhambrook Outdoor Bowls Club for their kind donation of assets and funds (see agenda item 26.01.09 and report WPC.26.01.05). Resolved:
15/01/2026	Parish Council	WPC.26.01.03	That the Minutes of the Parish Council meeting held on 27th November and the Extraordinary meeting on 9th December 2025, as tabled, be agreed as a true record.
09/12/2025	Extra-Ordinary Meeting	EO.25.12.06	Noted: The meeting considered an offer of two oak tree saplings (f.o.c) from a local resident and agreed to accept them with thanks, a suitable location to be determined at a later date.
09/12/2025	Extra-Ordinary Meeting	EO.25.12.06	Noted: The meeting considered a response to the consultation on Local Government Reorganisation (previously circulated as WPC.EO.25.12.02) and noting that this was a complex issue with many differing opinions, agreed that each councillor, and the clerk, would respond to the consultation as individuals rather than submit a single response on behalf of the parish council.

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EO.25.12.05 Noted:

The meeting considered and determine a response to the planning applications listed below as notified by West Suffolk Council for comment.

5.1 DC/25/1736/HYB – Hybrid Planning application

a) Planning application – 43 dwellings with access, roads, parking, garages, public open space and associated infrastructure

b) Outline planning application (all matters reserved) for commercial use and associated parking (class E)

Location Land Off Bunters Road Wickhambrook Suffolk

The meeting considered this application and having taken into account:

1) The application and additional supporting documents available on West Suffolk’s planning portal

2) A briefing paper (Report WPC/EO/25.12/DC/25/1736/HYB) prepared by the clerk

3) The presentation by Mr Rob Eburne of Denbury Homes (the applicant) with supporting Question and Answer notes, Planning Layout and Street Scenes, provided to residents at the meeting and attached as Appendix A to the minutes

4) Responses to questions from residents by the Mr Rob Eburn of Denbury Homes (the applicant), minuted at EO.25.12.03.

5) Concerns raised from councillors, with responses by Mr Rob Eburne of Denbury Homes (the applicant) in italics, below:

5.1. Concern that there will not be enough parking spaces for visitors

Six visitor spaces are allocated across the site which meets the NPPF guidelines

5.2. What would the site and roads within it be called?

Denbury would happily consult on development and road naming

5.3. Cllrs reiterated concerns raised by residents regarding flooding issues and disposal of foul water.

Happy with scrutiny on the flooding issues

5.4. Would there be additional funding for primary school places?

SCC had advised that there would be funding for secondary school places but not primary school places

5.5. Will they be putting any funding into play areas?

The current guidelines state that for developments of 50 homes and over, developers would have to provide a play area. Funding for maintenance of existing areas could be considered.

5.6. In terms of affordable housing how does this work? The allocation for the site is not quite 40% (39.53%).

Market homes cross subsidise the affordable housing and the scheme is viable on this basis.

There is a rounding payment made to WSC which goes towards their district wide affordable housing commitments where the affordable homes allocation below the 40%.

09/12/2025

Extra-Ordinary
Meeting

EO.25.12.05

Hilary Workman
Clerk & RFO
January 2026

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5.7. Who chooses the Housing Association

West Suffolk Council have a preferred list agreement with the developer

5.8. How does the Affordable housing allocation work?

Cascade allocation, based on connections with Wickhambrook, local parishes (but not urban areas) and finally West Suffolk, ensures that there is no hidden housing need.

5.9. The traffic congestion around school drop off and collection times on Shop is already an issue, there is a concern that construction vehicles can only make this worse.

There is Construction management plan (which sets out times of operation) which is then dealt with by means of planning condition.

6) The following points identified by Cllrs at the meeting, who considered, based on the information available, whether the proposed development, if delivered in accordance with the application, would support or undermine the Wickhambrook Neighbourhood Plan objectives and policies (identified in italics below) as approved at Referendum on 13th November 20255:

6.1. Objective 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.

Proposals Support NP objectives and policies - This development has been allocated in West Suffolk Council's Local Plan

6.2. Objective 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.

Objectives and policies not supported by proposals

Policy WHB 2 – Land West of Bunters Road (2nd bullet point)

The housing needs survey which was undertaken as part of the preparation of Wickhambrook's Neighbourhood Plan identified that 35% of properties in Wickhambrook had 4 bedrooms or more compared with 22% across West Suffolk. This established a clear need for smaller properties within the parish.

The proposed development as submitted makes provision for 27% of properties being 4 bedroom or more, still well above the 22% district wide. The parish council considers that provision should be made for more smaller properties (three bedroom or less).

6.3. Objective 3 - New housing should be located where it is safely accessible by foot to the village's services and facilities.

Objectives and policies not supported by proposals

Policy WHB 2 – Land West of Bunters Road (3rd bullet point)

Although two crossing points have been identified within the development proposal, the existing footways are too narrow to be safely used.

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6.4. 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.

Proposals Support NP objectives and policies –

Policy WHB 3 – Housing Design Standards

The plans for the development show that the properties will not be reliant on fossil fuels (heated and powered by Air Source Heat Pumps, Solar Voltaic panels and electricity)

Certain properties (2) have been designed as meeting M43 standards. Disability spaces are provided (within curtilage of properties and visitor spaces (6) within the development.

Policy WHB 4 – Low Energy and Energy Efficient Housing Design

No additional comments – a carbon efficient development

6.5. Objective 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.

Proposals Support NP objectives and policies –

Policy WHB 5 - Employment Sites

This is a hybrid application with the commercial use (employment) to be determined at a later date.

Policy WHB 6 – New Businesses and Employment Development

6.6. Objective 6 - The rural character of the Parish will be protected and, where possible, enhanced

Proposals Support NP objectives and policies –

Policy WHB 7 - Protecting Wickhambrook's Landscape Character

There is green space and housing density is low. The application more or less mirrors original Site Masterplan.

6.7. Objective 7 - Natural habitats will be protected and enhanced.

Proposals Support NP objectives and policies –

Policy WHB 8 – Biodiversity and Habitats

The application makes provision for plus 10% biodiversity net gain, and the provision of bird and bat boxes within the development.

Policy WHB 9 – Local Green Spaces

No comments made

6.8. Objective 8 - Wickhambrook's built heritage assets will be protected.

Proposals Support NP objectives and policies –

Policy WHB 10 – Buildings and Structures of Local Significance

There is protection around the properties of local significance and bungalows nearer the road

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

Objectives and policies not supported by proposals

Policy WHB 11 – Development Design Considerations

The concern is the mitigation of flooding arising from the proposed development. Cllrs referred to paragraph K of the policy - which states that proposals will be supported where they:

Do not result in water run-off that would add to or create surface water

flooding by including, as necessary, water features such as ponds, wetlands and streams etc to collect run off to alleviate the possibility of flooding on lower lying land;

In this case, because of the risk to lower land at Attleton Green, the meeting considered that paragraph K could not yet be met.

Policy WHB 12 – Sustainable Construction Practices

No issues identified

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

Objectives and policies not supported by proposals

Policy WHB 13 – Flooding and Sustainable Drainage

Cllrs were concerned that, as the development proposal currently stands, and taking into account the issues raised by residents at public forum, particularly in respect of the risk of flooding at Attleton Green, it was ...unlikely to reduce the likelihood of increasing the flood risk of Wickhambrook in the future.

Policy WHB 14 – Dark Skies

No Issues Identified

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

Proposals Support NP objectives and policies –

Policy WHB 15 – Community Facilities

No detriment – won't be losing anything.

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

Objectives and policies not supported by proposals

Policy WBH 16 – Open Space, Sport and Recreation Facilities

There are limited resources within village and finance to maintain them and access by residents. would be looking for additional funding to improve and maintain existing areas.

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

Objectives and policies not supported by proposals

Capacity is not an issue but safety is on B1063. The DoT Local Transport Note L1/07 should be used to determine appropriate traffic calming measures (such as mini roundabouts, pelican

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crossings etc.) 85%

highways 10.4 B1063 creates a significant barrier - footpath width and safety

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

Objectives and policies not supported by proposals

No provision to improve enhance bus service

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

Objectives and policies not supported by proposals

Across the village centre, footways are sporadic in their quality and completeness although the recent development at The Meadows has provided a much-needed footway along Cemetery Road. The B1063 creates a significant barrier between the main built-up area of the village and the village stores and post office. The footpath width from Bunters road east down Shop Hill is a significant safety issue.

The meeting determined that it cannot currently support the application until matters identified under Objectives 2, 3, 9, 10, 12, 13, 14 and 15 and policies WHB 2, 11K, 13 and 16 have been addressed.

5.3 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.

27/11/2025

Parish Council

25.11

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The meeting approved dates for the Parish Council Ordinary Meetings, Annual Meeting, Annual Parish Meeting and Estates Committee meetings for the next year (2026), 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 2027 @ 7:00pm

Noted:

The meeting discussed draft 3 Year Plan and Draft Budget for 2026/27 (previously circulated as WPC.25.11.10) and, noting the clerk's update that a recent SALC forum for clerks had advised that parish council's make provision for the likely impacts of Local Government Reorganisation (which could include devolved services to parish councils with associated costs) through an increase in their Precept, asked the clerk to take this into account when preparing the budget for the January meeting.

The meeting considered an update on SAAAP Assertion 10 (previously circulated as WPC.25.11.09) and

Resolved: 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.

27/11/2025 Parish Council 25.11.19

27/11/2025 Parish Council 25.11.18

27/11/2025 Parish Council 25.11.17

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The meeting considered the proposal put forwards by the Estates Committee (previously 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.

With the following amendments to the regulations agreed:

Regulations 57 & 58 be combined to read:

57. Within the Cremated Remains area (New, Northside) memorials shall consist of a tablet not exceeding 620 mm x 620 mm (2' x 2'), either set flush to the level of the grass, or, where installed as a tablet (wedge or book), not exceeding 2" in height – the remaining regulations to be re-numbered; and

Amend 66 to read:

66. The parish council's preference is for natural floral and foliage tributes, which are less likely to cause harm to wildlife in the cemetery. Floral Tributes, whether natural, silk or artificial, may be removed without notice where they have died, deteriorated, faded or become detached from the memorial.

Resolved: Cllr A 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.

The meeting considered quotes submitted in respect of grounds contracts for the next financial year (2026/2027), previously circulated as WPC.25.11.07 and, having agreed to appoint R H Landscapes and Maintenance as its contractor

Resolved: 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.

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

Resolved:

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.

27/11/2025	Parish Council	25.11.16
27/11/2025	Parish Council	25.11.15
27/11/2025	Parish Council	25.11.10.3
27/11/2025	Parish Council	25.11.03

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The meeting considered implications of SAAAP Assertion 10 (previously circulated as WPC.EO.25.11.03) and in order to ensure that the parish council is able to meet the requirements of SAAAP Assertion 10 in advance of the 2025/26 audit, the parish council agreed:

1. To consider and adopt a draft IT Policy at its next scheduled meeting (27th November)
2. That Parish Online be chosen as the provider for the new .gov.uk website with associated e-mails and cloud storage for the following reasons:
 - a. The parish council already sources its mapping through Parish Online and it is a known entity with reliable support
 - b. Parish online is a Community Interest Company (not for profit) which serves only parish councils (it currently supports over 1000 websites)
 - c. The costs fall within the existing budget remaining to current year end
 - d. The clerk has reasonable confidence that the supplier will be able to meet its projected timeline for completion of the project
 - e. The website uses a stripped back version of Word Press, which the clerk is familiar with
 - f. The site provides for direct access to free from copyright images for news items
 - g. There is a possibility that Planning tracker will come on stream at some point in the future (no extra costs are attached to new features)
 - h. Future costs are anticipated to be less than that currently budgeted for
3. Where permissible and feasible within the terms of a .gov.uk domain, support existing community groups with forwarding e-mail accounts through role based e-mails with the new provider, or consider alternative arrangements at the scheduled November meeting. Concerns about future resource implications for the parish council if community interest and support of the project were to wane over time were sufficiently allayed, and the it was agreed that the parish council was minded to accept the offer from the WI for the planting of native hedging at Wildlife Area 1 (between the Tennis Courts and Bowling Green), and:
 1. That the likelihood of additional resources in respect of:
 - a. Ongoing tree work (from years 3 onwards)
 - b. Additional water supply in the event of drought before any additional water collection can be installed under phase II
 - c. Officer time to support community engagement, resourcing etc. be monitored over the next financial year and the clerk make an estimate of likely adjustments to budget lines in the draft budget to be considered at the scheduled November meeting
 2. To facilitate communication and foster co-production of the project, the parish council invite a member of the WI to join the Estates Committee as a lay member (it having already identified that a biodiversity portfolio would be beneficial to support the objectives and policies of the Referendum Neighbourhood Plan, and there being a vacancy)
 3. The timescale for considering implementation of phase II would be Autumn '26

06/11/2025 Extra-Ordinary Meeting EO.25.11.08

06/11/2025 Extra-Ordinary Meeting EO.25.11.07

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06/11/2025	Extra-Ordinary Meeting	EO.25.11.06	<p>The meeting considered a Proposed Diversion of Wickhambrook Public Footpath 1 (part) (previously circulated as WPC.EO.25.11.01) and, noting that it had no objections to the proposed diversion of Public Footpath 1 (part), considered that a more logical diversionary route would be to follow the hedgerow from point E to C initially.</p> <p>Resolved:</p> <p>That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.</p>
06/11/2025	Extra-Ordinary Meeting	EO.25.11.5.3	<p>Having declared an interest in the following item, Cllrs A and K Grimes left the meeting</p> <p>5.2 DC/25/1545/HH- Householder planning application Single Storey Extension 3 Bury Road Wickhambrook CB8 8PE</p> <p>The meeting considered this application had no objections</p>
06/11/2025	Extra-Ordinary Meeting	EO.25.11.5.2	<p>Cllrs A and K Grimes rejoined the meeting</p> <p>DC/25/1477/FUL - Planning application One Dwelling Homeleigh House Thorns Corner Wickhambrook CB8 8XW</p> <p>See planning report</p> <p>The meeting considered this application and having taken into account:</p> <ol style="list-style-type: none"> 1) The application and additional supporting documents available on West Suffolk's planning portal 2) A briefing paper (WPC/25.11/DC/25/1477) prepared by the clerk 3) And having referred to the objectives set out in Wickhambrook Parish Council's Referendum Neighbourhood Plan (for which West Suffolk Council has confirmed that under Planning guidance, as a plan awaiting referendum, can be given significant weight in decision-making) and identified no items of concern, determined to raise no objections to the application.
06/11/2025	Extra-Ordinary Meeting	EO.25.11.05.1	