

WPC.EC.26.07.01 – Summary of Parish Council Decisions

Meeting	Agenda Item	Decision
Annual Meeting of F WPC.26.04.0		
Annual Meeting of F WPC.26.05.25		Resolved: The parish council authorise the purchase of a two drawer 90 min fireproof filing cabinet at a cost of not more than £1000 plus VAT, and approve the transfer of £1000 from Earmarked Reserves (Grounds and Asset Maintenance) to Revenue (Office Supplies).
Annual Meeting of F WPC.26.05.23.1		23.1DC/26/0656/TCA - Trees in a conservation area notification two Acer Campestre overall crown reduction by up to three metres Old Timbers Bury Road Wickham Street Wickhambrook CB8 8PB No Objections
Annual Meeting of F WPC.26.05.20		20.3Resolved: That the payments to be made, listed above at 11.2 be authorised.
Annual Meeting of F WPC.26.05.15		Noted: That SALC will continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
Annual Meeting of F WPC.26.05.14		Noted: The meeting confirmed that the parish council will continue to bank with Unity Trust Bank and confirmed the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below: View & AuthoriseCllrs M Karunaratne; T Cann View OnlyCllrs M Lavelle, A Grimes, K Grimes
Annual Meeting of F WPC.26.05.13		2026/2027Parish Council Meetings: Wednesday 29th July (note this is a change from the usual last Thursday, to ensure that the meeting will be quorate) 24th September, 26th November '25, 14th January, 25th February, 29th April & 27th May '27 (AMPC) 2026/2027 Estates Committee Meetings: Thursday 2nd July, 3rd September, 5th November '26 & 4th February, 1st April '27 Annual Parish Meeting – 29th April 2027
Annual Meeting of F WPC.26.05.12		The meeting reviewed the inventory of land and other assets tabled as the Asset Register and confirmed arrangements for insurance cover through Gallagher's in respect of all insurable risks (previously circulated as WPC.26.05.04). Cllr Lavelle noted that two of the items transferred by the Wickhambrook Outdoor Bowls Club were sadly beyond economic repair and the meeting asked the clerk to note these and transfer the items to the disposal register.
Annual Meeting of F WPC.26.05.11		Noted: The meeting confirmed continuing membership of the following organisations, current subscriptions indicated in brackets: 11.1Community Action Suffolk EOC 11.2ICO Data Protection (£47.00) 11.3Suffolk Association of Local Councils (£526.05) 11.4Society of Local Council Clerks (Clerk)(£190.00) and noted that membership of Community Land Trust Network would not be renewed in the current financial year The meeting considered proposals to appoint or to confirm the following officers of the Council (previously circulated as WPC.26.05.03) and confirmed appointments to the following posts (confirmed postholder in brackets – bold designates lead): 10.1.1Cemetery & Churchyard Officer (Cllr Andrea Grimes) 10.1.2Emergency Planning(Cllr Mike Lavelle) 10.1.3Environment & Sustainability Officer (Mrs Mary Jolland) 10.1.4Footpath Officer (Mr Roger Medley) 10.1.5Highways & VAS Officer (Cllr K Grimes & A Grimes) 10.1.6Internal Monitoring Officer (Cllr Mike Lavelle) 10.1.7Planning, and Community Actions(Cllr Tracey Cann) 10.1.8Play area inspections – Bury Road(Mr Kevin Grimes) 10.1.9Play area inspections – Cemetery Road(Cllr Mel Karunaratne)□ 10.1.10Public Access Devices Officer(Cllr Andrea Grimes) 10.1.11Road Safety Working Group(Cllr Mel Karunaratne) The SALC Area Meetings post being vacant, Cllr A Grimes kindly volunteered to fill this role for the time being 10.1.12SALC Area Meetings (Cllr Andrea Grimes) 10.1.13Six Acres Officer (Cllr Mike Lavelle) 10.1.14Tree Officer (Mrs Deb Moir) 10.1.15Village Greens Officer (Mrs Deb Moir) 10.1.16Village Recorder (Dorothy Anderson) 10.1.17Village Website, Social Media & News Officer(Cllr Tracey Cann) 10.1.18Youth Facilities Officer(Cllr Mel Karunaratne) 10.2To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets); United Charities (Mr Julian Wilson) 10.3To appoint members to the following Committees (current post holders in brackets) Estates Committee (Cllrs K Grimes, M Karunaratne, M Lavelle) 10.4In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee (Cllr M Karunaratne) 10.5In accordance with Standing Order 4 d)v, to appoint two substitute members to the Estates Committee whose role is to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend.(Cllrs A Grimes, T Cann)
Annual Meeting of F WPC.26.05.10		Resolved
Annual Meeting of F WPC.26.05.08		That this council approves the delegation arrangements to committees and staff tabled as Appendix A to WPC 26.05.02.
Annual Meeting of F WPC.26.05.07		Resolved That this Council adopts the reviewed Council documents listed above for publication.
Annual Meeting of F WPC.26.05.06		6.1Resolved: That the Minutes of the Parish Council meeting held on 30th April 2026, as tabled, be agreed as a true record.
Annual Meeting of F WPC.26.05.03		Cllr Tracey Turner, nominated by Cllr Mike Lavelle and seconded by Cllr Mel Karunaratne, was elected Vice Chair of the Council for the coming year
Annual Meeting of F WPC.26.05.01		Cllr Mike Lavelle, nominated by Cllr Andrea Grimes and seconded by Cllr Tracey Turner, was elected as Chair of the parish council for the coming year.

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Parish Council	WPC.26.04.19	Noted: The meeting considered the Chair's report with respect to Clerk's salary and annual leave and agreed: •to award the annual increment, to be back dated to 1st April 2026; and •that the unused annual leave and TOIL be carried forward into the current financial year.
Parish Council	WPC.26.04.15	The meeting considered proposals for play area maintenance (previously circulated as WPC.26.04.10) and, noting that only one quote (from Online Playgrounds) had been received Resolved The parish council authorise the cost of up to £1275 plus VAT maintenance and repairs to play areas at both the Recreation Ground, Cemetery Road, and Bury Road, to be carried out by Online Playgrounds.
Parish Council	WPC.26.04.14	Noted: The approved budget for the current financial year (previously circulated as WPC.26.04.09) and Resolved To approve transfer of funds (£1500) from Earmarked Reserves to Revenue budget lines, and adjustment to transfer to Earmarked reserves – Replacement Play Equipment to £2000 as indicated in Table i of report WPC.26.04.07 and note net changes to revenue and earmarked reserves.
Parish Council	WPC.26.04.13	Noted: The meeting considered the review of income and expenditure against budget and any proposed adjustments to the approved budget (previously circulated as WPC.26.04.08) and Resolved To approve transfer of funds equivalent to the underspend from revenue budget (£1500) into the relevant Earmarked Reserve indicated in Table i of report WPC.26.04.06 and note net changes to earmarked reserves.
Parish Council	WPC.26.04.11	12.3Resolved That the payments to be made, listed above at 11.2 be authorised.
		The meeting considered the Financial Risk Assessment (previously circulated as WPC.26.04.05) and Resolved i. That this Council receives and adopts the revised Financial Regulations published by NALC (attached as Appendix A); and ii. That this Council receives and approves the revised Financial Risk Assessment (attached as Appendix C) as being a proper assessment of the financial risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk. 26.04.11To note the accounts for the 12 months ended 31.03.26 (previously circulated as WPC.26.04.06) which had been forwarded with supporting documents to SALC, the appointed internal auditors, and, having carefully considered both its responses to the questions set out in Section 1, Annual Governance Statement, and the accounts as presented at Section 2, Annual Accounting Statement 11.1Resolved That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.26, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 26.01.12.1 refers) and circulated and tabled as Appendix G of WPC.26.04.04, noting that the comments set out in the report and any recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer. 11.2Resolved That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.26, (circulated and tabled as Appendix C of WPC.26.04.04) and authorises the Chairman and the Responsible Finance Officer to sign them as approved. 11.3Resolved That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix H of WPC.26.04.04) as demonstrating a sound system of internal control including the preparation of the accounting statement at Section 1 of the Annual Return for the year ended 31.03.26 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval. 11.4Resolved That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix I of WPC.26.04.04) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.26 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval 11.5Noted that the period for public inspection of the Annual Accounts will be between Wednesday 3rd June – Tuesday 14th July 2026 and a notice would be published and posted to that effect.
Parish Council	WPC.26.04.11	the meeting considered an update to ICT and Social Media (previously circulated as WPC.25.04.04) and Resolved
Parish Council	WPC.26.04.9.9	i)To authorise expenditure for print toner in the current financial year at a cost of not more than £600 plus VAT. ii)To authorise the cost of call out charges when needed to resolve IT issues on the parish laptops, to a maximum of £150 plus VAT for the current financial year. iii)To authorise the cost of shredding of confidential waste at a cost of £80 plus VAT.
Parish Council	WPC.26.04.03	Resolved: That the Minutes of the Parish Council meeting held on 19th February, and the extraordinary meeting held on 9th April, as tabled, be agreed as a true record.

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Meeting	Agenda Item	Decision
Extra-Ordinary Mee	WPC.EC.26.04.08	8.2Resolved: To authorise the payment to be made as listed below:
		8.1The clerk had received an approach from Lidgate Parish Council inviting the parish council to work with a small group of 3-4 local parishes to apply to SCC to obtain 20mph zones under the new policy and to share the costs, which would otherwise be prohibitive. The meeting agreed in principle to investigate opportunities to work with other parishes, noting that at present there was no commitment of time or funds, but this would be more likely to fall into next financial year by the time funds might be required. It was further noted that this work would support the Neighbourhood Plan Community Action 9 – Traffic Management The Parish Council will work with Suffolk Highways to ensure that actions are taken to make Wickhambrook's roads and lanes safer for all users, to manage traffic and to tackle speeding and inconsiderate road use. Priority will be given in the work of the Parish's road safety working group to issues that include: • inhibiting the speed of vehicular traffic • ensuring that pavements are wide enough and well-maintained • improving safety at crossing points and junctions
Extra-Ordinary Mee	WPC.EC.26.04.08.1	and asked the clerk to add this as an item to explore possible consultation with residents of the parish at its September meeting.
		The meeting considered a request for financial support from Wickhambrook Fete & Flower Show (previously circulated as report WPC.EO.26.04.02) and Resolved
Extra-Ordinary Mee	WPC.EC.26.04.07	The parish council authorise a contribution of £243.60, being the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete. Resolved:
Extra-Ordinary Mee	WPC.EO.26.04.05.4	That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.
		5.3DC/26/0462/HH - Householder planning application & DC/26/0463/LB – application for Listed Building consent Summer house in rear garden Fort George Bury Road Wickham Street Wickhambrook No objections 5.4Resolved:
Extra-Ordinary Mee	WPC.EO.26.04.05.3	That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.
		5.2DC/26/0423/HH – Householder Planning Application Single storey rear extension 2 Browns Close Wickhambrook Suffolk CB8 8YF No objections
Extra-Ordinary Mee	WPC.EO.26.04.05.2	5.1DC/26/0318/FUL – planning application Change of use of land to private equestrian use Brookfield, Coltsfoot Green, Wickhambrook CB8 8UW See planning report WPC/EO/26.04.01/DC/26/0318/FUL Subject to the footpath across the land being maintained in accordance with any advice from Suffolk CC PRoW team, the parish council had no objections to make.
Extra-Ordinary Mee	WPC.EO.26.04.05.1	□