

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

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

**Thursday 19<sup>th</sup> February 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**

- 26.02.01 Apologies for absence to be noted or approved:
- 26.02.02 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.
- 26.02.03 3.1 Proposal:**  
**That the Minutes of the Parish Council meeting held on 15<sup>th</sup> January 2026, as tabled, be agreed as a true record.**
- 24.02.04 To consider the co-option of a lay member to the Parish Council Estates Committee and to take action as appropriate  
**Proposal:**  
**That Mrs Deb Moir be co-opted to the Estates Committee as a non-councillor.**
- 26.02.05 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
- 26.02.06 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
- 26.02.07 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.26.02.01](#)) and take action as appropriate.
- 26.02.08 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
- |     |                                  |                      |
|-----|----------------------------------|----------------------|
| 8.1 | <b>Highways/VAS reporting</b>    | Cllr Kevin Grimes    |
| 8.2 | <b>Emergency Planning</b>        | Cllr Mike Lavelle    |
| 8.3 | <b>Neighbourhood Plan</b>        | Cllr Tracey Turner   |
| 8.4 | <b>Road Safety Working Group</b> | Cllr Mel Karunaratne |
| 8.5 | <b>Cemetery Records Project</b>  | Cllr Andrea Grimes   |
| 8.6 | <b>SALC &amp; Social Media</b>   | vacant               |

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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.

## 26.02.09 To note resolutions of Estates Committee meeting on 5<sup>th</sup> February 2026 (insert here)

	<p>The meeting considered a proposal for authorising the costs of purchase and installation of two new parish noticeboards arising from recent grant funding (previously circulated as WPC.EC.26.02.05). Having been satisfied that the purchase and installation of new noticeboards was justified to increase community engagement in harder to reach parts of the parish, and noting that:</p> <ul style="list-style-type: none"> <li>• The proposed site for installation at Clopton Green may require need an application to West Suffolk Council (it being their land)</li> <li>• Residents of Attleton Green would in most cases be going past the existing noticeboard at Shop Hill to access facilities in the centre of the village; and</li> <li>• A suitable site at Ashfield Green, though advantageous due to its distance from the centre of the village, may be difficult to identify</li> </ul> <p>The meeting agreed that an alternative suitable site should be sought at the Surgery, Boyden End (which already caters to many of the outlying greens) and thanking Cllr Lavelle for his offer to approach the surgery to establish whether a noticeboard might be sited there.</p> <p>Resolved</p>
WPC.EC.26.02.10	<p>The Estates Committee purchase two parish noticeboards, at a cost of not more than £1500 plus VAT.</p> <p>Resolved</p>
WPC.EC.26.02.9	<p>The Committee authorise the cost of purchasing a Dumpy Bag of Topsoil for levelling and spreading as necessary in the Children's Play area at the Recreation Ground, at a cost of £170.00.</p>
WPC.EC.26.02.8.2	<p>Noted: The actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2026/27), the approved budget for the next financial year and proposed schedule of works for the Estates Committee (previously circulated as WPC.EC.26.02.03) and agreed that ideally, the cleaning of the village sign could be scheduled for late spring.</p> <p>Resolved:</p>
WPC.EC.26.02.8.1	<p>Authorise cost of a replacement lock for Chapel of Rest to BS3621 or superior at not more than £200.00 plus VAT (installed).</p> <p>Resolved:</p>
WPC.EC.26.02.3	<p>That the Minutes of the Estates Committee meeting held on 6th November 2025, as tabled, be agreed as a true record</p>

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

10.1 To note that Linda Smith has sadly resigned as Councillor and thank her for her service. A Notice of Vacancy will be published by West Suffolk Council, the period by which ten electors may request an election being 5<sup>th</sup> March 2026.

### **Proposal: Cllr Lavelle**

### **Remove Linda Smith as signatory to the Council's accounts with Unity Trust Bank**

10.2 VAT Claim for the months of January has been submitted in the sums of £259.46 (received).

10.3 To note that Scribe will be renewed and work is progressing on matching records to mapped grave spaces and updating memorial records.

10.4 To consider a proposal to renew parish council insurance under a Long Term Agreement (tabled and circulated as [WPC.26.02.02](#)) and take action as appropriate

### **Proposal: Cllr Lavelle**

### **The Parish Council authorise the clerk to renew insurance with Gallagher Communities at a cost of not more than £1500.00.**

10.5 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.

10.6 The Ministry of Housing, Communities and Local Government has advised of an increase in the Section 137 expenditure limit for parish and town councils in England for the 2026/27 financial year. The new limit is **£11.60** per elector, up from **£11.10** in 2025/26. This equates to £12,214.80 for Wickhambrook Parish Council, based on 1053 electors.

10.7 To note that the account for supply of water to the Bowls Green is currently £63.49 in credit, service charges averaging £6.50 per month.

10.8 To note that the parish council currently has 216 followers on its Facebook page, and 97 subscribers to its e-newsletter.

10.9 Sunday 8<sup>th</sup> March 2026 marks the COVID-19 Day of Reflection  
<https://dayofreflection.campaign.gov.uk/>.

10.10 The grounds contractor has now returned a signed contract for the 2026-27 contract and advised that due to the recent rainfall and current ground conditions, there will not be a cut in February '26.

10.11 There are no tax changes to Home Working where the parish pays staff a tax free home working allowance of up to £26 per month (as is the arrangement with the clerk at Wickhambrook Parish Council

10.12 From 1 January 2026, parish and town councils must comply with the full rules of the Procurement Act 2023 where potential contracts have an estimated value (including VAT) of over £207,720 (previously £214,904) for goods or services, or £5,193,000 (previously £5,372,609) for public works (construction). Where a contract will run for several years, it is the total (not annual) value that matters. This is already set out in our Financial Regulations, but when they are reviewed in May, a hyperlink to .gov.uk Threshold Amounts will be included within the document for ease and clarity.

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

10.13 To consider an update on ICT (tabled and circulated as report [WPC.26.02.03](#)) and take action as appropriate.

**Proposal: Cllr Lavelle**

- i. **Withdraw the currently adopted Social Media Policy; and**
- ii. **Adopt the draft IT policy, attached as Appendix A, which includes a successor Social Media Policy.**
- iii. **Agree a move to Scribe's full accounting package for the next FY, with the one off fee being paid out of underspend in the current FY, and an adjustment to the budget (£200) through draw down on reserves in the next FY (see report WPC.26.02.05).**

10.14 **Proposal: Cllr Lavelle**

**The parish council approve the letter of engagement SALC has provided following appointment as the council's Internal Auditor.**

10.15 To note that the Microsoft Business Basic Licence has been cancelled, with a pro-rata refund due.

10.16 To note West Suffolk Council's consultation on renewal of their Public Spaces Protection Order (tabled and circulated as report [WPC.26.02.04](#)) and take action as appropriate.

**26.02.11** 11.1 To note the following income received

Voucher	Date	Ref.	Description	Supplier / customer	Account name	Total
1544	13/01/2026	WOBC	Balance of Funds from WOBC after	Wickhambrook Outdoor Bowls Club	Miscellaneous Receipts	£ 415.85
1551	15/01/2026	WSC Locality Gra	WS Locality Grant - Notice Board	West Suffolk Council	Grants	£ 1,000.00
1552	16/01/2026	Cem Records Srch	Cem Records Search	Bereaved Family	Other Cemeteries Fees	£ 22.50
1556	03/02/2026	WC/NEW/Q379	Exclusive Right of Burial	Fulcher	Exclusive Right of Burial	£ 310.00
1566	10/02/2026		VAT refund from HMRC		VAT Repayments	£ 259.46
1570	11/02/2026	WC/NEW/M343	WC/NEW/M343 Memorial	Churchill Memorial Ltd	Memorials	£ 190.00
						<b>£ 2,197.81</b>

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

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1569	20/02/2026	WPC.26.02.10.2	Mileage for repair of VAS Units	Cllr Kevin Grimes	Q4 Mileage	Highways - Road Safety	£ 43.20
1553	01/04/2026	WPC.26.02.10.2	Cemetery Software	Starboard Systems Limited t/a Scribe Accounts	#INV-15380	Cemetery Software	£ 633.60

**11.3 Proposal:**

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

11.4 To note the following payments previously authorised.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1545	16/02/2026	25.02.11.2 DD	Clerk Mobile to 15/01/2026	3 Business Services, Hutchison 3G UK Ltd	#985101303057	Phone and Internet Services	£ 22.00
1546	21/01/2026	WPC.26.01.09	Nominal Payment - Assets Gifted	Wickhambrook Outdoor Bowls Club	Minute 26.01.09	Miscellaneous Payments	£ 1.00
1548	29/01/2026	25.02.10 LODP	Clerk Salary period 10	Hilary Workman	Salary Period 10 2025.26	Clerk/RFO Salary	£ 1,275.27
1549	09/02/2026	25.02.10 LODP	Tax/NI Period 10 2025.26 Contrib	HMRC	Tax/NI Period 10 2025.26	HMRC/NI Contributions	£ 286.21
1550	26/01/2026	25.02.10 LODP	Pension Contributions Period 10	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 64.72
1554	02/02/2026	25.02.11.2 DD	Corp Multipay Service Charge	Lloyds Bank PLC	Corporate Multipay 11	Corporate Multipay Service Charge	£ 3.00
1555	03/02/2026	25.02.10 LODP	January Meeting	Wickhambrook Memorial Social Centre	#1786	Meeting Room Hire	£ 20.00
1557	22/01/2026	25.02.11.2 DD	Adobe Pro 22.01.2026 - 21.02.202	Adobe Systems Software Ireland Ltd	#ien2026004408510	Other Software Subscriptions	£ 19.97
1559	26/02/2026	25.02.10 LODP	Clerk Salary period 11	Hilary Workman	Salary Period 11 2025.26	Clerk/RFO Salary	£ 1,275.47
1560	26/02/2026	25.02.10 LODP	Pension Contributions Period 10	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 64.72
1561	09/03/2026	25.02.10 LODP	Tax/NI Period 11 2025.26 Contrib	HMRC	Tax/NI Period 11 2025.26	HMRC/NI Contributions	£ 286.01
1562	26/03/2026	25.02.10 LODP	Clerk Salary period 12	Hilary Workman	Salary Period 12 2025.26	Clerk/RFO Salary	£ 1,275.47
1563	26/03/2026	25.02.10 LODP	Pension Contributions Period 12	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 64.72
1567	28/02/2026	25.02.11.2 DD	Bank Service Charge Jan &#03	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 6.00
1568	11/02/2026	WPC.EC.26.02.8.1	New Lock for Chapel of Rest Door	B & Q	Lock for Chapel Door	Safety and Security	£ 70.56

11.5 To note the following payments under Clerk's Delegation since the last meeting.

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
1547	30/01/2026	Clerk Delegation	ICT Support	Macs & PC's	#46484	Services and Supplies	£ 60.00
1565	26/02/2026	Clerk Delegation	Repair of VAS	Westcotec Limited	#17476	Highways - Road Safe	£ 76.20
1571	11/03/2026	Clerk Delegation	Envelopes, plastic wallets, stam	Ryman Limited		Office Supplies	£ 33.33

11.6 To note the current account balances and reconciliation to 31 January 2026 and the Chairman's confirmation that they are supported by relevant bank balances.

11.7 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as [WPC.26.02.05](#)) and take action as appropriate.

**Proposal: Cllr Lavelle**

- i **To approve transfer of funds between revenue budget lines at Tables i and ii of report WPC.26.02.06.**
- ii **To approve transfer of funds equivalent to the underspends from revenue budget (Appendix A) into the relevant Earmarked Reserves indicated in Appendix B of report WPC.26.02.05 and note net changes to earmarked reserves.**

- 26.02.12** 12.1 To consider a schedule of due payments on a regular basis for the financial year 2026.27 (tabled and circulated as [WPC.26.02.06](#)) and take action as appropriate.  
**Proposal: Cllr Lavelle**  
**That Wickhambrook Parish Council authorise for the financial year 2025.26 the due payments identified in Table i of Appendix A, report WPC.26.02.07**
- 12.2 To note and approve a summary of direct debits on the Unity Trust Current Account or Corporate Multi-pay Card for the 2026.27 financial year, set out at Table ii, Appendix A to report WPC.26.02.06.
- 26.02.13 To note Planning results as notified by West Suffolk summarised below
- 13.1 **DCON(A)/25/0874** - 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**  
**WSC:** Application Granted **WPC:** Not Consulted
- 13.2 **DCON(B)/23/1496** - Application to discharge condition 11 (contamination) of DC/23/1496/P3QPA  
**Tile Hall Farley Green Wickhambrook Newmarket Suffolk CB8 8PX**  
**WSC:** Application Granted **WPC:** Not Consulted
- 13.3 **DC/25/1914/VAR** - Planning application - variation of 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**  
**WSC:** Application Granted **WPC:** No Objections (Min. 26.01.14.2)
- 13.4 **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**  
**WSC:** Application Granted **WPC:** No Objections (Min. 26.01.14.1)
- 13.5 **DCON(A)/23/1496** - Application to discharge conditions 3 (bound material) 4 (surface water) 7 (cycle storage) 8 (construction management strategy) 9 (construction environmental management plan) 10 (biodiversity enhancement) 13 (scheme of investigation) and 15 (roof materials) of application DC/23/1496/P3QPA  
**Tile Hall Farley Green Wickhambrook Newmarket Suffolk CB8 8PX**  
**WSC:** Application Granted **WPC:** Not Consulted
- 26.02.14** To note Planning applications notified by West Suffolk Council for comment
- 14.1 [DC/25/1844/LB](#) - Application for listed building consent  
Internal works to remove rotten/damaged studs, posts, diagonal wall braces and sections of sole plate and replace with Oak timber  
**Brooklyn Cottage Bury Road Wickham Street Wickhambrook Suffolk CB8 8XJ**
- 14.2 [DC/26/0107/HH](#) - Householder planning application  
Removal of modern lean-to porch and replacement with oak-framed porch  
**Black Horse Farmhouse Ashfield Green Wickhambrook Suffolk CB8 8UZ**
- 14.3 [DC/26/0108/LB](#) - Application for listed building consent  
Removal of modern lean-to porch and replacement with oak-framed porch  
**Black Horse Farmhouse Ashfield Green Wickhambrook Suffolk CB8 8UZ**
- 14.4 [DC/26/0144/EIASCO](#) – EIA Scoping Opinion under Regulation 6(1) of the Environmental Impact Assessment Regulations 2017  
Cambridge to Rede Pipeline Scheme  
**The Green, Depden, Suffolk**
- 14.5 **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.**
- 26.02.15 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 15.1 **AP/26/0004/STAND** – Standard Appeal  
[DC/25/1047/FUL](#)  
**Land North of Melford House**  
This matter was considered at the September meeting - Min. 25.9.13.1 and the parish council determined to object to the application.

15.2 **AP/26/0005/STAND** – Standard Appeal

[DC/25/0522/LB](#)

**Gaines Hall Attleton Green Wickhambrook Suffolk**

The parish council considered this application at its meeting on 24th April 2025 (Min. 25.04.17.2) and had no objections

15.3 **AP/26/0006/STAND** – Standard Appeal

[DC/24/1734/LB](#)

**East Cottage Attleton Green Wickhambrook Suffolk**

The parish council considered this application at its meeting on 16 January 2025 and determined to object

26.02.16 To consider requests for financial support by Wickhambrook Parish Council (tabled & circulated as report [WPC.26.02.07](#)) from organisations and take appropriate action.

**Proposal: Cllr Lavelle**

**To authorise donations under S.137 to a maximum of £250 to the charitable organisations identified by Councillors from report WPC.26.02.11.**

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

26.02.18 To confirm that the scheduled date for the next meeting is Thursday 30<sup>th</sup> April beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.

26.02.19 Close of meeting.

**Published & posted 13 February 2026**



**Hilary Workman**

**Clerk & RFO to the Council**