

## Wickhambrook Parish Council (WPC)

### Minutes

Of an Ordinary Meeting of the Parish Council held on Thursday 30<sup>th</sup> April 2026

**Present:** A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), T Turner  
Hilary Workman, Clerk; Mr S Sumner

- 26.04.01 **Noted:** the following apology for absence was noted
- WS Cllr Sarah Pugh – Pre-election period
- 26.04.02 **Noted:** That when invited, there were
- 2.1 No Members' Declarations of Disclosable Pecuniary Interest and/or other registerable interest
  - 2.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 2.3 No requests for dispensations
  - 2.4 No additions and/or deletions to the Council's Register of Interests.
- 26.04.03 Resolved:**  
**That the Minutes of the Parish Council meeting held on 19<sup>th</sup> February, and the extraordinary meeting held on 9<sup>th</sup> April, as tabled, be agreed as a true record.**
- 26.04.04 **Noted** – That there were no reports from Representatives of the Council on External bodies, Ward Members (the meeting being in the pre-election period) or other external bodies.
- 26.04.05 **Noted: Public Forum – (Open Session)<sup>1</sup>.** 18:02pm  
That when comment or question on any Agenda item or matter of concern from those members of the public present was invited, the following:
1. What action was the parish council taking to reduce the incidence of speeding on roads in the parish?
- In response to the question, Cllrs K Grimes, M Karunaratne and M Lavelle explained that:
- The parish council has recruited a Community Speedwatch team (a group of volunteers) which monitors speed in the parish (usually an hour session once a week, dependant on volunteers) from 10 sites across the parish (including two sites at Shop Hill, and one at Bunters Road). All sites are pre-approved by police and have to meet strict criteria.
  - Community Speedwatch may only operate on roads restricted to 30mph. Data from parish VAS is used to predict best times to allocate Speedwatch team. Community Speedwatch is an engagement not enforcement activity, but data on excess speeding is shared with Suffolk Constabulary, who allocate the Suffolk Safety Camera Team once a month to one of four sites within the parish.
  - It should be noted that perception of speed from standing or walking on the pavement can be deceptive (vehicles appear to travel faster than their recorded speed).
  - The council has been advocating on behalf of its residents for over five years for the reduction in speed limit on the A143 at Wickham Street from 40 to 30mph, with the support of both the County Councillor and West Suffolk MP, Nick Timothy. Two Tube Surveys were carried out in the spring of 2025, and a full report requesting a formal review of the speed limit was submitted by the parish council to Suffolk County Council Highways in December 2025.
  - Suffolk County Council Highways has recently changed its policy on traffic calming, which is now more in line with neighbouring counties (Cambridgeshire and Norfolk).

<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.

However, the cost for both engineered (physical changes to road layout) and legal (changes to speed limits) is prohibitive to most rural parishes. For example:

- The cost of introducing a buffer either side of 30mph is £8k each end.
- Speed bump £20K – trying to achieve a more strategic approach
- The parish council has joined a local group of parishes working to put traffic calming measures into villages in order to share costs.

Session closed: 18:17pm.

26.04.06 **Noted:**

The meeting considered correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (previously circulated as report [WPC.26.04.01](#)) and identified no further actions.

26.04.07

**Noted:** Reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.

7.1 **Highways/VAS reporting** **Cllr Kevin Grimes**

Cllr K Grimes advised that the most recent data collected from Thorns corner (near the school) had recorded a maximum speed of 65mph @ 22:50pm. Further data collected from Cemetery Road had recorded a top speed of 60mph @ 9:50am. In response to a question from a member of the public it was confirmed that there are currently four locations from which the police speed enforcement team may operate within the parish. The meeting asked the clerk to approach Suffolk County Council to ascertain whether there were options to establish any further sites from which VAS data could be collected within the parish.

7.2 **Emergency Planning** **Cllr Mike Lavelle**

Cllr Lavelle advised that there was nothing to report

7.3 **Neighbourhood Plan Working Group** **Cllr Tracey Turner**

Cllr Turner advised that now that the Neighbourhood Plan had been adopted, there was no further work for the Neighbourhood Plan Working Group and the meeting agreed that it should therefore be formally disbanded with thanks to all members who had worked so hard and contributed so much to bring about the adoption of a Neighbourhood Plan for Wickhambrook. It was further agreed that work to promote the Community Actions identified in the plan would continue to be reported.

7.4 **Road Safety Working Group** **Cllr Mel Karunaratne**

The meeting considered an update on Community Speedwatch and Road Safety (previously circulated as [WPC.26.04.02](#)), agreeing that any future replacement of the VAS laptop would best be considered once the parish council was able to determine a timescale for replacement of the existing VAS. This would be dependent on the outcome of the formal request for review of reduction in the speed limit at A143 Wickham Street. Cllr Karunaratne further advised that:

- It had been agreed that Lidgate PC would effect the de-commissioning of the shared VAS, which was beyond repair; and
- Further Community Speedwatch sessions were planned through May.

7.5 **Cemetery Records Project** **Cllr Andrea Grimes**

An oral update from Cllr A Grimes that she had completed plotting of all the graves, with only two remaining queries to resolve, and the metal crosses in the Chapel of Rest to note.

7.6 **SALC & Social Media** **Vacant**

The meeting noted that the parish council currently had three vacancies.

26.04.08 **Noted:** Resolutions of Estates Committee meeting on 9<sup>th</sup> April 2026

WPC.EC.26.04.10	The Estates Committee authorises the purchase of replacement pads and batteries at a cost of not more than £500.00 plus VAT.
WPC.EC.26.04.09	Resolved: To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1200 plus VAT for the financial year 2026.27.
WPC.EC.26.04.08	Resolved: i)The parish council authorise the cost of a further 10 Grave Space Markers at a cost of not more than £100 plus VAT. ii)The parish council authorise the cost of an interim inspection to be undertaken by Acacia Tree Services at a cost of not more than £175 plus VAT.
WPC.EC.26.04.03	Resolved: That the Minutes of the Estates Committee meeting held on 5th February 2026, as tabled, be agreed as a true record

**26.04.09 Noted:** Clerk's report

- 9.1 VAT reclaimed for the months of February and March was £266.19.
- 9.2 Parish council insurance under a Long Term Agreement (**Min 26.02.9.2**) had been renewed with Gallagher's.
- 9.3 The funds disbursed to charities and local organisations in the 2025.26 financial year (previously circulated as [WPC.26.04.03](#)). Cllr Lavelle further advised that he had been approached by a resident of the parish who had expressed a desire to re-establish the Outdoor Bowls Club, the equipment having been donated by the former club to the parish council as a gift (nominal payment £1 – Min. WPC.26.01.09 refers) – one item was currently being repaired by Cllr Lavelle.
- 9.4 The account for supply of water to the Bowls Green was £43.60 in credit, service charges averaging £6.50 per month.
- 9.5 The long awaited work to the regrading and resurfacing of Byeway 31 (part) had been completed by Suffolk PRow contractors.
- 9.6 Following Barrow cum Denham residents voting in favour of the referendum question on 29 January 2026, at the full Council meeting on 24 March 2026, West Suffolk Council confirmed that the Barrow cum Denham Neighbourhood Plan be "made" (adopted).
- 9.7 West Suffolk Council had advised that it had received no request from 10 local government electors for the holding of an election to fill the vacancy on Wickhambrook Parish Council. As a result, the council was now eligible to fill the vacancy by co-option.
- 9.8 Terms and conditions for the Lloyds Multipay Card were changing from 1 June 2026, mainly relating to notice periods, suspensions, closing dormant accounts and settlement terms.
- 9.9 the meeting considered an update to ICT and Social Media (previously circulated as [WPC.25.04.04](#)) and

**Resolved**

- 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.**
- 9.10** A BBC Casting Call for The Repair Shop was inviting requests – the meeting asked the clerk to submit a proposal for the Memorial Clock, or Village Sign to be considered.

**26.04.10** 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.**

**26.04.11** To 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

**11.1 Resolved**

**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.**

**11.2 Resolved**

**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.**

**11.3 Resolved**

**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.**

**11.4 Resolved**

**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**

11.5 Noted 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.

**26.04.12 Noted:**

12.1 The following income received (and an oral update that the precept of £65,910 had been received)

Voucher	Date	Ref.	Description	Type	Supplier / customer	Supplier ref.	Account name	Total
1580	19/02/2026	Bereaved Family	Interment WC/NEW/I238	Receipt	Bereaved Family		Interments	£ 220.00
1581	19/02/2026	Bereaved Family	Memorial Additional Inscription	Receipt	Bereaved Family		Memorials	£ 135.00
1591	31/03/2026		Q4 Credit Interest	Receipt	Unity Trust Bank		Bank Interest	£ 42.38
1594	25/02/2026	Bereaved Family	Overpayment of additional inscri	Receipt	Bereaved Family	WC/NEW/I238	Memorials	£ 55.00
1612	09/04/2026		VAT refund from HMRC	Receipt			VAT Repayments	£ 266.19
								<b>£ 718.57</b>

12.2 The payments to be made as listed below:

Voucher	Date	Ref.	Description	Type	Supplier / customer	Supplier ref.	Account name	Total
1616	04/05/2026	26.04.12.	Bury Road - sundries -	Payment	Plumbase	SI17407851	Play Area Maintenance	£ 11.46
1626	05/05/2026	26.04.12	Clerk Homeworking Q4	Payment	Hilary Workman	Homeworking	Clerk/RFO Mileage and Subsistence	£ 78.00
1627	05/05/2026	26.04.12	Clerk Mileage Q4 2025.26	Payment	Hilary Workman	Q4 Mileage	Clerk/RFO Mileage and Subsistence	£ 25.63

**12.3 Resolved**

**That the payments to be made, listed above at 11.2 be authorised.**

## 12.4 The following payments previously authorised .

Voucher	Date	Ref.	Description	Supplier / customer	Supplier ref.	Account name	Total
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
1564	09/04/2026	25.02.10 LODP	Tax/NI Period 12 2025.26 Contrib	HMRC	Tax/NI Period 12 2025.26	HMRC/NI Contributions	£ 286.01
1572	02/03/2026	WPC.EC.25.04.09	2nd Parish Day per purchase orde	R.H. Landscapes & Maintenance Services L	#004099	Grounds Maintenance (General)	£ 686.40
1573	18/03/2026	Clerk Delegation	Return of Shared VAS Unit	Westcotec Limited	#17563	Services and Supplies	£ 33.00
1574	23/02/2026	WPC.26.02.10.4	Parish Insurance 2026-27	Gallagher Insurance	#553096610	Insurance	£1,398.31
1575	23/02/2026	WPC.26.02.16	Charitable Donation 2026.27	East Anglian Air Ambulance		Charitable Donations	£ 100.00
1576	23/02/2026	WPC.26.02.16	Charitable Donation 2026.27	St Edmundsbury Newstalk		Charitable Donations	£ 75.00
1577	23/02/2026	WPC.26.02.16	Charitable Donation 2026.27	East Anglian Children&#039;s Hospice		Charitable Donations	£ 75.00
1578	24/02/2026	WPC.26.02.10.13i	Upgrade to full accounting packa	Starboard Systems Limited t/a Scribe Accounts	#INV-16220	Cemetery Software	£ 358.80
1579	01/04/2026	WPC.26.02.10.13i	Upgrade to full accounting packa	Starboard Systems Limited t/a Scribe Accounts	#INV-15380	Other Software Subscriptions	£ 230.40
1583	26/02/2026	WPC.25.04.7.3i	Printing 10 copies of made plan	Places4People	#557	Neighbourhood Plan	£ 57.60
1584	30/03/2026	25.02.10 LODP	February Meetings	Wickhambrook Memorial Social Centre	#1801	Meeting Room Hire	£ 40.00
1585	30/03/2026	25.02.10 LODP	krb-dg15 Economy Dispenser Dog	JRB Enterprise Ltd	#29198	Bin and Dog Waste Collection	£ 90.54
1586	30/04/2026	26.02.2026	Administration of payroll servic	Suffolk Assn. of Local Councils	#30989	Administration of Payroll and Pension	£ 57.60
1588	16/03/2026	25.02.11.2 DD	Adobe Pro 22.02.2026 - 21.03.202	Adobe Systems Software Ireland Ltd	#IEN2026010575633	Other Software Subscriptions	£ 19.97
1589	16/03/2026	25.02.11.2 DD	March &#039;26 Corporate Mul	Lloyds Bank PLC	02032026	Corporate Multipay Service Charge	£ 3.00
1590	31/03/2026	25.02.11.2 DD	Bank Service Charge Feb &#03	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 7.00
1611	29/05/2026	26.02.12.1	SALC Membership	Suffolk Assn. of Local Councils	#31354	Subscriptions and Memberships	£ 526.05
1613	24/04/2026	26.02.12.1	krb-dg15 Economy Dispenser Dog	JRB Enterprise Ltd	#29603	Bin and Dog Waste Collection	£ 90.54
1614	27/04/2026	26.02.12.1	March Cuts	R.H. Landscapes & Maintenance Services L	#004197	Grounds Contract	£1,805.22
1615	27/04/2026	WPC.EC.26.02.09	Topsoil	R.H. Landscapes & Maintenance Services L	#004197	Cemetery and Churchyard	£ 96.00
1617	02/04/2026	26.04.12	April &#039;26 Corporate Mul	Lloyds Bank PLC	Corporate Multipay 1	Corporate Multipay Service Charge	£ 3.00
1618	30/04/2026	26.02.12.2	Bank Service Charge March &#	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 7.00
1619	15/04/2026	26.02.12.2	Clerk Mobile to 15/03/2026	3 Business Services, Hutchison 3G UK Ltd	985101303059	Phone and Internet Services	£ 22.00
1620	16/04/2026	26.02.12.2	Microsoft Business Standard	Microsoft Ireland Operations Ltd	GB-T12601340722	Microsoft Office Subscriptions	£ 136.24
1621	16/04/2026	25.02.11.2 DD	Adobe Pro 22.03.2026 - 21.04.202	Adobe Systems Software Ireland Ltd	IEA0026792745	Other Software Subscriptions	£ 19.97
1622	30/04/2026	26.02.12.1	Emptying of Dog Bins	Adobe Systems Software Ireland Ltd	#1343573	Bin and Dog Waste Collection	£ 627.12
1623	16/04/2026	26.02.12.2	Clerk Mobile to 15/04/2026	3 Business Services, Hutchison 3G UK Ltd	#985101303060	Phone and Internet Services	£ 22.00
1624	11/05/2026	26.02.12.2	Tax/NI Period 1 2026.27 Contribu	HMRC	Tax/NI Period 1 2026/27	HMRC/NI Contributions	£ 286.01
1625	27/04/2026	26.02.12.2	Pension Contributions Period 1	NEST Pensions	Pension Contributions Pe	Pension Contributions	£ 64.72
1628	30/04/2026	26.02.12.1	Clerk Salary period 1	Hilary Workman	Clerk Salary Period 1	Clerk/RFO Salary	£1,275.47

Nb. Updated to exclude Vouchers 1545, 1553, 1560 – 1563, 1565, 1567, 1569, 1571 and 1587 previously recorded at Minute 26.02.11

## 12.5 The following action under Clerk's Delegation:

c) To spend up to £1000 in situations where (s)he considers such expenditure to be justified after consultation with the Chairman of the Council or Chairman of the appropriate committee.

Voucher	Date	Ref.	Description	Type	Supplier / customer	Supplier ref.	Account name	Total
1582	25/02/2026	Clerk Delegation	Refund on overpayment of additio	Payment	Mrs Linda Halls	WC/NEW/I238	Miscellaneous Payments	£ 55.00
1593	16/03/2026	Clerk Delegation	Chestnut paling fencing and stak	Payment	Clarkes of Walsham Ltd	#SO0351545/1	Cemetery and Churchyard	£ 152.33

12.6 The current account balances and [reconciliation to 31 March 2026](#) and the Chairman's confirmation that they are supported by relevant bank balances.

12.7 The Chair's review of the internal control statement and report for Quarter 4 of the previous financial year (previously circulated as [WPC.26.04.07](#)) and that there were no proposed actions arising from this.

### 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.**

### 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.**

### 26.04.15 Noted:

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.**

- 26.04.16 **Noted:** Planning results as notified by West Suffolk summarised below
- 16.1 [DC/25/1363/FUL](#) - Planning application  
a. one self build dwelling and cart lodge  
b. associated access  
**Tile Hall Farley Green Wickhambrook Suffolk CB8 8PX**  
WSC: Application Granted **WPC:** No comment (Min. 25.09.13.4)
- 16.2 [DC/25/1477/FUL](#) - Planning application  
one dwelling  
**Homeleigh House Thorns Corner Wickhambrook Newmarket CB8 8XW**  
WSC: Application Granted **WPC:** No Objections  
(Min.EO.25.11.5.1)
- 16.3 [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 CB8 8XJ**  
WSC: Application Granted **WPC:** No Objections (Min.26.02.14.1)
- 16.4 [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 CB8 8UZ**  
WSC: Application Granted **WPC:** No Objections (Min. 26.02.14.2)
- 16.5 [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 CB8 8UZ**  
WSC: Application Granted **WPC:** No Objections (Min. 26.02.14.3)
- 16.6 [DC/26/0463/LB](#) - Application for listed buildings consent  
summer house in rear garden  
**Fort George Bury Road Wickham Street Wickhambrook CB8 8XJ**  
**WSC:** Application Withdrawn **WPC –** No Objections (Min.  
EO.26.04.05.3)
- 26.04.17 **Noted:** That no planning applications notified by West Suffolk Council for comment had been received since the extraordinary meeting held on 9<sup>th</sup> April 2026.
- 26.04.18 **Noted:** That when any other Planning matters for information, to be noted or for inclusion on a future agenda were invited, there were none.
- 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 1<sup>st</sup> April 2026; and
  - that the unused annual leave and TOIL be carried forward into the current financial year.
- 26.04.20 **Noted:** That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- Update on recent shared working arrangements proposed by a local group of parishes
  - In response to a question, that unless the MUGA is monitored, a net cannot be fitted to the basket ball hoop
  - Skate park surface – opportunities for funding
- 26.04.21 **Noted:**  
Confirmation that the scheduled date for the next meeting (Annual Meeting of the Parish Council) is Thursday 28<sup>th</sup> May beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 26.04.22 **Noted:** Close of meeting. 18:57pm