

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 30th April 2026 @ 6:00pm

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

MEMBERS OF THE PUBLIC

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

AGENDA

- 26.04.01 Apologies for absence to be noted or approved:
- 26.04.02 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.
- 26.04.03 Proposal:**
**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.**
- 26.04.04 To receive any reports from Representatives of the Council on External bodies, Ward Members and
other external bodies as appropriate.
- 26.04.05 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of
the public present
- 26.04.06 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.26.04.01](#)) and take action as appropriate.
- 26.04.07 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios
and take action as appropriate.
- 7.1 **Highways/VAS reporting** Cllr Kevin Grimes
7.2 **Emergency Planning** Cllr Mike Lavelle
7.3 **Neighbourhood Plan Working Group** Cllr Tracey Turner
7.4 **Road Safety Working Group** Cllr Mel Karunaratne
To consider an update on the establishment of a Community Speedwatch (tabled and
circulated as [WPC.26.04.02](#)) and take action as appropriate
7.5 **Cemetery Records Project** Cllr Andrea Grimes
7.6 **SALC & Social Media** Vacant
- 26.04.08 To note resolutions of Estates Committee meeting on 9th 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

¹ 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.

- 26.04.09** To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.
- 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**) has been renewed with Gallagher's.
- 9.3 To note the funds disbursed to charities and local organisations in the 2025.26 financial year (tabled and circulated as **WPC.26.04.03**) and take action as appropriate.
- 9.4 To note that the account for supply of water to the Bowls Green is currently £43.60 in credit, service charges averaging £6.50 per month.
- 9.5 To note that the long awaited work to the regrading and resurfacing of Byeway 31 (part) has now been carried out.
- 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 may be "made" (adopted).
- 9.7 West Suffolk Council have advised that it has 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 is eligible to fill the vacancy by co-option.
- 9.8 Terms and conditions for the Lloyds Multipay Card are changing from 1 June 2026, mainly relating to notice periods, suspensions, closing dormant accounts and settlement terms.
- 9.9 To note an update to ICT and Social Media (tabled and circulated as **WPC.25.04.04**) and take action as appropriate.

Proposal: Cllr Lavelle

- 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** To note BBC Casting Call for The Repair Shop is inviting requests.

- 26.04.10** To consider the Financial Risk Assessment (tabled and circulated as **WPC.26.04.05**) and take action as appropriate.

Proposal: Cllr Lavelle

- 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 (tabled and circulated as **WPC.26.04.06**) which have been forwarded with supporting documents to SALC, the appointed internal auditors, and take action as appropriate.

11.1 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 Proposal: Cllr Lavelle

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 To note that the period for public inspection of the Annual Accounts will be between **Wednesday 3rd June – Tuesday 14th July 2026** and a notice will be published and posted to that effect.

26.04.12 12.1 To note the following income 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
								£ 718.57

12.2 To authorise 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	S117407851	Play Area Maintenance	£ 11.46
1626	05/05/2026	26.04.12	Clerk Homeworking Q4	Payment	Hilary Workman	Homeworking	Clerk/RFO Mileage and Subsistance	£ 78.00
1627	05/05/2026	26.04.12	Clerk Mileage Q4 2025.26	Payment	Hilary Workman	Q4 Mileage	Clerk/RFO Mileage and Subsistance	£ 25.63

12.3 Proposal:

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

12.4 To note the following payments previously authorised (1229).

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
1553	01/04/2026	WPC.26.02.10.2	Cemetery Software	Starboard Systems Limited t/a Scribe Accounts	#INV-15380	Cemetery Software	£ 633.60
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	TaxNI 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
1564	09/04/2026	25.02.10 LODP	TaxNI Period 12 2025.26 Contrib	HMRC	Tax/NI Period 12 2025.26	HMRC/NI Contributions	£ 286.01
1565	26/02/2026	WPC.26.02.10.2	Repair of VAS	Westcotec Limited	#17476	Highways - Road Safety	£ 76.20
1567	28/02/2026	25.02.11.2 DD	Bank Service Charge Jan 	Unity Trust Bank	Bank Service Charge Stat	Bank Service Charge - Unity Trust	£ 6.00
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
1571	11/03/2026	Clerk Delegation	Envelopes, plastic wallets, stam	Ryman Limited		Office Supplies	£ 33.33
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'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-dq[15 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
1587	10/04/2026	WPC.EO.26.04.8.2	Replacement Defib Pads (refund t	Defib Warehouse	#dw-181416	Safety and Security	£ 77.94
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 '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 	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-dq[15 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 '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	£ 138.24
1621	16/04/2026	25.02.11.2 DD	Adobe Pro 22.03.2026 - 21.04.202	Adobe Systems Software Ireland Ltd	IEN2026792745	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	TaxNI 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

12.5 To note 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 To note 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 To note the Chair's review of the internal control statement and report for Quarter 4 of the previous financial year (tabled and circulated as [WPC.26.04.07](#)) and any proposed actions arising from this.

26.04.13 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as [WPC.26.04.08](#)) and take action as appropriate.

Proposal: Cllr Lavelle

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 To note the approved budget for the current financial year (tabled and circulated as [WPC.26.04.09](#)) and take action as appropriate.

Proposal: Cllr Lavelle

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 To consider proposals for play area maintenance (tabled and circulated as [WPC.26.04.10](#)) and take action as appropriate.

Proposal: Cllr Karunaratne

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 To note 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 Suffolk 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 Suffolk 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 Suffolk 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 Suffolk 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 Suffolk CB8 8XJ

WSC: Application Withdrawn

WPC – No Objections (Min. EO.26.04.05.3)

26.04.17 To note that there have been no Planning applications notified by West Suffolk Council for comment since the extraordinary meeting held on 9th April 2026.

- 26.04.18 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 26.04.19 To note [Chair's report](#) with respect to Clerk's salary and annual leave and take action as appropriate.
- 26.04.20 Any other matters for information, to be noted or for inclusion on a future agenda:
- 26.04.21 To confirm that the scheduled date for the next meeting (Annual Meeting of the Parish Council) is Thursday 28th May beginning at 6:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 26.04.22 Close of meeting.

Published & posted 24th April 2026



Hilary Workman
Clerk & RFO to the Council