

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

You are hereby summoned to attend the Annual Meeting of the Parish Council on

**Thursday 28<sup>th</sup> May 2026 @ 7:00pm**

In: Pavilion, 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**

- 26.05.01 To elect the Chairman of the Council for the coming year.
- 26.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 26.05.03 To elect the Vice Chairman of the Council for the coming year.
- 26.05.04 Apologies for absence to be noted or approved:
- 26.05.05
  - 5.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
  - 5.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 5.3 To receive requests for dispensations
  - 5.4 To note any additions and/or deletions to the Council's Register of Interests. Deletion in entirety – Cllr Paul Couzens following his resignation from the council.
- 26.05.06**
  - 6.1 Proposal:**  
**That the Minutes of the Parish Council meeting held on 30<sup>th</sup> April 2026, as tabled, be agreed as a true record.**
  - 6.2 That the minutes of the Estates Committee held on 9rd April 2026 be noted.
- 26.05.07** To receive reviewed Council Documents (tabled and circulated as [WPC.26.05.01](#)) and listed below, noting any proposed changes and take action as appropriate
  - 7.1.1 Accessibility Statement (website)
  - 7.1.2 Asset Valuation Policy
  - 7.1.3 Biodiversity Policy
  - 7.1.4 Complaints Procedure
  - 7.1.5 Co-option of Councillors & Application form
  - 7.1.6 Data Information and Protection Protection Policy
  - 7.1.7 Dispensation of s.106 Agreement
  - 7.1.8 Document Retention & Disposal Policy
  - 7.1.9 Equality and Diversity Policy
  - 7.1.10 Estates Committee Terms of Reference
  - 7.1.11 Financial Regulations
  - 7.1.12 Financial Risk Assessment
  - 7.1.13 General Risk Assessment
  - 7.1.14 Grant Awarding Policy & Application Form
  - 7.1.15 Health and Safety Policy
  - 7.1.16 Internal Control Report & Statement
  - 7.1.17 IT Policy
  - 7.1.18 LGA Model Councillor Code of Conduct
  - 7.1.19 Media Policy
  - 7.1.20 Parish Action Plan
  - 7.1.21 Privacy Statement

- 7.1.22 Publication Scheme
- 7.1.23 Requests for Information Policy (FOI)
- 7.1.24 Reserves Policy
- 7.1.25 Risk Management Policy
- 7.1.26 Road Safety Working Group Terms of Reference
- 7.1.27 Safeguarding Policy
- 7.1.28 Specifications for Memorial Seating
- 7.1.29 Standing Orders
- 7.1.30 Subject Access Request
- 7.1.31 Suffolk Code of Conduct
- 7.1.32 Training & Development Policy
- 7.1.33 Wickhambrook Emergency Plan

**Proposal: Cllr Lavelle**

**That this Council adopts the reviewed Council documents listed above for publication.**

- 26.05.08** To review the delegation arrangements to committees and staff (tabled and circulated as [WPC.26.05.02](#)), noting any changes and take action as appropriate.

**Proposal: Cllr Lavelle**

**That this council approves the delegation arrangements to committees and staff tabled as Appendix A to WPC 26.05.02.**

- 26.05.09 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.

9.1 Cllr Bobby Bennett, Suffolk County Council (*previously circulated*)

9.2 Cllr Sarah Pugh, West Suffolk Council

- 26.05.10 To appoint or to confirm the following officers of the Council (tabled and circulated as [WPC.26.05.03](#)) or to take other action as appropriate (current post holder in brackets);

10.1.1 Cemetery & Churchyard Officer (Cllr Andrea Grimes)

10.1.2 Emergency Planning (Cllr Mike Lavelle)

10.1.3 Environment & Sustainability Officer (Mrs Mary Jolland)

10.1.4 Footpath Officer (Mr Roger Medley)

10.1.5 Highways & VAS Officer (Cllr K Grimes & A Grimes)

10.1.6 Internal Monitoring Officer (Cllr Mike Lavelle)

10.1.7 Planning, and Community Actions (Cllr Tracey Cann)

10.1.8 Play area inspections – Bury Road (Mr Kevin Grimes)

10.1.09 Play area inspections – Cemetery Road (Cllr Mel Karunaratne)

10.1.10 Public Access Devices Officer (Cllr A Grimes)

10.1.11 Road Safety Working Group (Cllr Mel Karunaratne)

10.1.12 SALC Area Meetings (Vacant)

10.1.13 Six Acres Officer (Cllr Mike Lavelle)

10.1.14 Tree Officer (Mrs Deb Moir)

10.1.15 Village Greens Officer (Mrs Deb Moir)

10.1.16 Village Recorder (Dorothy Anderson)

10.1.17 Village Website, Social Media & News Officer (Vacant)

10.1.18 Youth Facilities Officer (Cllr Mel Karunaratne)

10.2 To 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)

10.3 To appoint members to the following Committees (current post holders in brackets)

Estates Committee (Cllrs K Grimes, M Karunaratne, M Lavelle)

10.4 In accordance with Standing Order 4 d)vi, to appoint the Chairman of the Estates Committee (Cllr M Karunaratne)

10.5 In 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)

- 26.05.11 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:  
 11.1 Community Action Suffolk FOC  
 11.2 ICO Data Protection (£47.00)  
 11.3 Suffolk Association of Local Councils (£526.05)  
 11.4 Society of Local Council Clerks (Clerk) (£190.00)  
 and note that membership of Community Land Trust Network will not be renewed this year.
- 26.05.12 To review inventory of land and other assets tabled as the Asset Register and confirm arrangements for insurance cover through Zurich Municipal in respect of all insurable risks (tabled and circulated as [WPC.26.05.04](#)) and take action as appropriate.
- 26.05.13 Confirmation of approved dates for meetings to the next Annual Meeting in 2027, to be held in The Pavilion, Memorial Social Centre, Wickhambrook unless otherwise advised.  
**2026/2027 Parish Council Meetings:**  
 Thursday 30<sup>th</sup> July, 24<sup>th</sup> September, 26<sup>th</sup> November '25, 14<sup>th</sup> January, 25<sup>th</sup> February, 29<sup>th</sup> April & 27<sup>th</sup> May '27 (AMPC)  
**2026/2027 Estates Committee Meetings:**  
 Thursday 2<sup>nd</sup> July, 3<sup>rd</sup> September, 5<sup>th</sup> November '26 & 4<sup>th</sup> February, 1<sup>st</sup> April '27  
**Annual Parish Meeting** – 29<sup>th</sup> April 2027
- 26.05.14 To note that the parish council will continue to bank with Unity Trust Bank and confirm the Signatories to the Council's accounts with the Unity Trust Bank, and authority levels, as below:  
**View & Authorise** Cllrs M Karunaratne; T Cann  
**View Only** Cllrs M Lavelle, A Grimes, K Grimes
- 26.05.15 To note that SALC will continue to provide the payroll service for the Council for the next financial year, at a cost of £99.00.
- 26.05.16 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.26.05.05](#)) and take action as appropriate.
- 26.05.17 **Noted:** 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
- 26.05.18 Portfolios and take action as appropriate.  
 18.1 **Highways/VAS reporting** Cllr Kevin Grimes  
 18.2 **Emergency Planning** Cllr Mike Lavelle  
 18.3 **Planning and Community Actions** Cllr Tracey Cann  
 18.4 **Road Safety Working Group** Cllr Mel Karunaratne  
 18.5 **Cemetery Records Project** Cllr Andrea Grimes  
 18.6 **SALC & Social Media** Vacant  
 18.7 Suffolk Recorder [report previously circulated](#)
- 26.05.19 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.  
 19.1 VAT Claim for the month of April has been submitted in the sum of £\*\*\* and payment received.  
 19.2 Documents required for the 2025-2026 audit were submitted to SALC in early April and their Internal Audit Report received. AGAR Sections 1 and 2 were completed and approved at the April meeting (Min 26.04.11). Notice of Public Rights to be published Wednesday 3<sup>rd</sup> June 2026.  
 19.3 To note that the parish council does not have sufficient councillors who were elected (equal to or exceeding two thirds of its total number of councillors) and therefore the parish council does not at this time meet the second criteria to qualify for a General Power of Competence.  
 19.4 To note that following the announcement by the Government in March of three Unitary Authorities for Suffolk, a new website, [Future Suffolk](#), has been published as a hub for Suffolk Local Government reorganisation. Proposed boundaries have also been published (tabled and circulated as [WPC.26.05.06](#)) and comments are invited.

<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.

## 26.05.20

20.1 To note the following income received

4	30.04.2026	West Suffolk Council	2026-27 Precept	£65,910.00
3	08.05.2026	L Fulcher Funeral Directors	Interment	£220.00
2	08.05.2026	L Fulcher Funeral Directors	Interment	£220.00
1	29.04.2026	Martins of Clare	Interment	£230.00
				<b>£66,580.00</b>

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

23	31.05.2026	SALC Membership Subscription	Suffolk Assn. of Local Councils	Unity Trust Bank - Current	£526.05
24	27.06.2026	SALC Internal Audit Service	Suffolk Assn. of Local Councils	Unity Trust Bank - Current	£410.40
	31.05.2026	Suffolk Recorder Expenses	Suffolk Recorder	Unity Trust Bank - Current	£30.80

### 20.3 Proposal:

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

20.4 To note the following payments previously authorised.

1	01.04.2026	Scribe Cemetery and Accounts Subscription	Starboard Systems Ltd t/a Scribe	Unity Trust Bank - Current	£633.60
3	01.04.2026	Scribe Cemetery and Accounts Subscription	Starboard Systems Ltd t/a Scribe	Unity Trust Bank - Current	£230.40
9	01.04.2026	Microsoft Standard Subscription	Microsoft Ltd	Lloyds Commercial Multipay Card	£138.24
22	02.04.2026	Unity Trust Bank Monthly Charges	Unity Trust Bank	Unity Trust Bank - Current	£7.00
6	07.04.2026	JRB-DGP15 Economy Dispenser Dog Glove	JRB Enterprise Ltd	Unity Trust Bank - Current	£90.54
5	13.04.2026	IPAD SP1 Adult/Child Electrode Pads	Defib Warehouse - First Rescue Training and Supplies Ltd	Unity Trust Bank - Current	£77.94
30	15.04.2026	Clerk Mobile charges	Hutchison 3G UK Ltd	Unity Trust Bank - Current	£22.00
13	21.04.2026	Wickhambrook Parish Council Pensions	NEST Pensions	Unity Trust Bank - Current	£64.72
4	30.04.2026	SALC Payroll Provision	Suffolk Assn. of Local Councils	Unity Trust Bank - Current	£57.60
7	30.04.2026	Grounds Contract	R H Landscapes & Maintenance Ltd	Unity Trust Bank - Current	£1,901.22
10	30.04.2026	Emptying of Dog Bins & Combined Dog/Litter Bins	West Suffolk Council	Unity Trust Bank - Current	£627.12
16	30.04.2026	Clerk Salary	Hilary Workman	Unity Trust Bank - Current	£1,275.47
8	01.05.2026	Polypipe 40MM Screwed Access Plug Black - Bury Rd Playpark Maintenance	Plumbase	Unity Trust Bank - Current	£11.46
14	01.05.2026	Clerk Homeworking Allowance	Hilary Workman	Unity Trust Bank - Current	£78.00
15	01.05.2026	Clerk Mileage and Subsistence	Hilary Workman	Unity Trust Bank - Current	£25.63
21	05.05.2026	Lloyds Multipay Monthly Fee	Lloyds Bank Commercial Card Services	Lloyds Commercial Multipay Card	£3.00
2	11.05.2026	P30 Tax & NI Contributions	HMRC	Unity Trust Bank - Current	£286.01
19	15.05.2026	Grant - cost of First Aid Cover at Wickhambrook Fete and Flower Show	Wickhambrook Carnival Committee	Unity Trust Bank - Current	£243.60
11	18.05.2026	Clerk Mobile charges	Hutchison 3G UK Ltd	Unity Trust Bank - Current	£22.00
12	18.05.2026	P30 Tax & NI Contributions	HMRC	Unity Trust Bank - Current	£286.01
26	28.05.2026	Clerk Salary	Hilary Workman	Unity Trust Bank - Current	£1,308.69
27	28.05.2026	Wickhambrook Parish Council Pensions	NEST Pensions	Unity Trust Bank - Current	£68.13
25	31.05.2026	Hire of Pavilion/DS Room @ Wickhambrook MSC	Wickhambrook Memorial Social Centre	Unity Trust Bank - Current	£40.00
29	31.05.2026	Unity Trust Bank Monthly Charges	Unity Trust Bank	Unity Trust Bank - Current	£7.00
28	08.06.2026	P30 Tax & NI Contributions	HMRC	Unity Trust Bank - Current	£306.80

20.5 The following expenditure under delegated authority:

17	27.04.2026	Print Toner	Printerland	Lloyds Commercial Multipay Card	£71.52
20	06.05.2026	Office Stationery	Ryman Stationery	Lloyds Commercial Multipay Card	£32.45
18	08.05.2026	Exclusive Right of Burial ***		Unity Trust Bank - Current	£125.00

20.6 To note the current account balances and reconciliation to 30<sup>th</sup> April 2026, and the Chairman's confirmation that they are supported by relevant bank balances.

**26.05.21** To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.26.05.07**) and take action as appropriate.

26.05.22 To note Planning results as notified by West Suffolk summarised below

22.1 **DC/26/0423/HH** - Householder planning application  
single storey rear extension

**2 Browns Close Wickhambrook Suffolk CB8 8YF**

**WSC:** Approve Application **WPC:** No Objections (Min. WPC.EO.26.04.05.2 refers)

22.2 **DC/26/0318/FUL** - Planning application

change of use of land to domestic equestrian use

**Brookfield Coltsfoot Green Wickhambrook Suffolk CB8 8UW**

**WSC:** Approve Application **WPC:** No objections (Min. WPC.EO.26.04.05.1 refers)

Subject to the footpath across the land being maintained in accordance with any advice from Suffolk CC PRow team

- 26.05.23** To note the following Planning applications notified by West Suffolk Council for comment:
- 23.1** [DC/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
- 23.2 Proposal: Cllr Cann**  
**That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 26.05.24 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 24.1 **DCON(A)/25/0086** - Application to discharge conditions 8 (CEMP), 9 (LEMP), 11 (lighting scheme), 12 (arboricultural method statement) and 13 (tree protection plan) of application DC/25/0086/FUL  
**Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk CB8 8PQ**
- 24.2 **DC/25/0087/LB** - Application to discharge conditions 4 (materials), 8 (windows) and 9 (joinery) of application  
**Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk CB8 8PQ**
- 24.3 **DCON(B)/25/1399** - Application to discharge condition 4 (biodiversity compliance) of application DC/25/1399/HH  
**Boyden Paddock Bunters Road Wickhambrook Suffolk CB8 8XX**
- 24.4 **DCON(A)/25/1844** - Application to discharge condition 4 (later approval of details) of application DC/25/1844/LB  
**Brooklyn Cottage Bury Road Wickham Street Wickhambrook Newmarket Suffolk CB8 8XJ**
- Parish councils are not consulted on applications for Discharge of Conditions.
- 26.05.25 To consider a proposal for the purchase of a fire proof filing cabinet (tabled and circulated as [WPC.26.05.08](#)) and take action as appropriate.  
**Proposal:**  
**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).**
- 26.05.26 Any other matters for information, to be noted or for inclusion on a future agenda:
- Award for contributions by young people in Wickhambrook Parish
  - Review of Charges for Clubs
- 26.05.27 To confirm that the scheduled date for the next meeting is Thursday 30<sup>th</sup> July beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 26.05.28 Close of meeting.

**Published & posted 2nd May 2026**



**Hilary Workman**  
**Clerk & RFO to the Council**