

## Wickhambrook Parish Council (WPC)

### Minutes

Of the Annual Meeting of the Parish Council held on Thursday 28<sup>th</sup> May 2026

**Present:** A Grimes, K Grimes, M Karunaratne, M Lavelle (Chair), T Cann  
Hilary Workman, Clerk; S C Cllr Bennett, Mr Neil Budding

- 26.05.01 **Noted:**  
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.
- 26.05.02 **Noted:**  
The Parish Council noted that it would receive the Chairman's Declaration of Acceptance of Office at its next meeting on 30<sup>th</sup> July 2026.
- 26.05.03 **Noted:**  
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
- 26.05.04 **Noted:** That when invited, the following apologies for absence were noted:
- WS Cllr Sarah Pugh
- 26.05.05 **Noted:** That when invited, the following
- 5.1 No Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
  - 5.2 No declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 5.3 No receive requests for dispensations
  - 5.4 Additions and/or deletions to the Council's Register of Interests.
    - Cllrs A & K Grimes – change to other Registerable Interest – History Society
    - Cllr M Lavelle – inclusion of new Other Registerable Interest – Forest City
- 26.05.06 **6.1 Resolved:**  
**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 9<sup>rd</sup> April 2026 be noted.
- 26.05.07 **Noted:**  
**The meeting** reviewed Council Documents (previously circulated as [WPC.26.05.01](#)) and listed below, noting proposed changes
- 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

No amendments to the proposed documents having been moved, the meeting

**Resolved**

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

**26.05.08 Noted:**

**The meeting** reviewed the delegation arrangements to committees and staff (previously circulated as [WPC.26.05.02](#)), noting the proposed changes and

**Resolved**

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

**26.05.09 Noted:** That when reports from Representatives of the Council on External bodies, Ward Members and other external bodies were invited, the following:

9.1 Cllr Bobby Bennett, Suffolk County Council (*previously circulated*). An oral update that:

- She had been returned at the County Council elections which took place on 7<sup>th</sup> May. The boundary of the Division had changed, and now included new parishes, stretching from Wixoe in the South to Bradfield St George in the north, which was geographically challenging
- It may be possible to fund improvements to the footpath south from Wickhambrook Academy adjacent to the B1063 through her locality budget
- The Forest City Proposals, which have drawn widespread concern and some division of opinions seemed to be gaining traction. There was a possibility that the issue may be dealt with by means of a Growth Partnership, which would take it out of planning authority control, in a similar way to Nationally Significant Infrastructure Projects (NSIPs). To date there has still been very little detail – there is a call for a full consultation, but the whole issue may still be a long way off.
- Following the County Council elections control of Suffolk CC passed to a Reform majority, with many new Councillors.
- Local Government Reorganisation – Elections for the three shadow authorities are expected in May 2027, with elections for the Norfolk and Suffolk Devolved Mayoralty planned for the following year – 2028. There is a possibility that there may be a Judicial Review on that decision, and it was not known who was funding it.

9.2 Cllr Sarah Pugh, West Suffolk Council – (previously circulated)

26.05.10 **Noted:**

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):

10.1.1	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	<b>(Cllr K Grimes &amp; A Grimes)</b>
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)
10.1.9	Play area inspections – Cemetery Road	(Cllr Mel Karunaratne)
10.1.10	Public Access Devices Officer	(Cllr Andrea Grimes)
10.1.11	Road 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

10.1.12	SALC Area Meetings	(Cllr Andrea Grimes)
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	(Cllr Tracey Cann)
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 **Noted:** The meeting confirmed 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 noted that membership of Community Land Trust Network would not be renewed in the current financial year.

26.05.12 **Noted:**

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.

- 26.05.13 **Noted:**  
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:**  
Wednesday 29<sup>th</sup> July (note this is a change from the usual last Thursday, to ensure that the meeting will be quorate)  
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 2nd July, 3rd September, 5th November '26 & 4<sup>th</sup> February, 1st April '27  
**Annual Parish Meeting** – 29<sup>th</sup> April 2027
- 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:
- | <b>View &amp; Authorise</b> | <b>Cllrs M Karunaratne; T Cann</b>  |
|-----------------------------|-------------------------------------|
| <b>View Only</b>            | Cllrs M Lavelle, A Grimes, K Grimes |
- 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.
- 26.05.16 **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.26.05.05](#)) and identified no further actions
- 26.05.17 **Noted:** Public Forum – (**Open Session**)<sup>1</sup> 19:19  
That when comment or questions on any Agenda items or matters of concern from those members of the public present were invited:
- Cllr Lavelle welcomed a new resident to the meeting and in response to a question advised that the Better Recycling arrangements were due to commence in early June. Residents should address any issues with missing bins to West Suffolk Council.
- Session Closed** at 19:24
- 26.05.18 **Noted:** Reports and requests to this meeting relating to Councillors' Portfolios
- 18.1 **Highways/VAS reporting** Cllr Kevin Grimes  
An oral update from Cllr Kevin Grimes that:
- An analysis of recent VAS data from Ashfield Green was showing that the incidence of speeding had worsened over recent months.
  - The meeting noted the clerk's advise that having approached SCC Highways for additional poles on which to site the VAS for Data collection (Wash Lane, the bottom of Cemetery Road and Boyden End), they had indicated that they would be reluctant to install any new posts. The meeting asked the clerk to request again (and ask for support from Cllr Bobby Bennett) as there was an established speeding issue in the parish, and noted that there is already a site for CSW at Thatched cottage.
- 18.2 **Emergency Planning** Cllr Mike Lavelle  
Cllr Lavelle advised nothing further to report
- 18.3 **Planning and Community Actions** Cllr Tracey Cann  
Cllr Cann advised nothing further to report

<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.

**18.4 Road Safety Working Group**

Cllr Mel Karunaratne

An oral update from Cllr Karunaratne Rota advising that:

- A new rota for the Community Speedwatch Team was being prepared, but that it was necessary to reduce the number of sessions for June and July to ensure that they had sufficient members for each session.
- He had received two expressions of interest in CSW since recent recruitment drive

In response to a question from Cllr A Grimes, the meeting asked the clerk to contact the landowner of the hedges which were obscuring 30mph Signs at Malting End

**18.5 Cemetery Records Project**

Cllr Andrea Grimes

An oral update from Cllr Andrea Grimes advising that she had now completed plotting the grave spaces in the Cemetery. The meeting thanked her for her work on this project). -

**18.6 SALC & Social Media**

(Cllr Andrea Grimes new in post)

**18.7 Suffolk Recorder**[report previously circulated](#)**26.05.19 Noted:** Clerk's Report that

- 19.1 VAT Claim for the month of March had been submitted in the sum of £266.19 and payment received. A claim for April in the sum of £616.57.
- 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** refers). Notice of Public Rights to be published Wednesday 3<sup>rd</sup> June 2026. SALC had subsequently advised that box 11 of AGAR Section 2 (Accounting Statement) should be amended to "YES" to make clear that the statement did not include any trust transactions (the parish council is not a sole trustee).
- 19.3 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 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 (previously circulated as **WPC.26.05.06**). The meeting identified no comments to submit in respect of the changed Ward boundary.

**26.05.20 Noted:**

20.1 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 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 Resolved:**

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

## 20.4 The following payments previously authorised.

Previously countersigned at April Meeting - Minute 26.04.12.4					
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
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
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

To Countersign					
22	02.04.2026	Unity Trust Bank Monthly Charges	Unity Trust Bank	Unity Trust Bank - Current	£7.00
8	01.05.2026	Polypipe 40MM Screwed Access Plug Black - Bury Rd Playpark Maintenance	Plumbase	Unity Trust Bank - Current	£11.46
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 Noted:**

The meeting considered the review of income and expenditure against budget and any proposed adjustments to the approved budget previously circulated as **WPC.26.05.07** and noted no further actions.

26.05.22 **Noted:** 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 Noted:** 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  
No Objections

**23.2 Resolved**

**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 **Noted:** 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 **Noted:**  
The meeting considered a proposal for the purchase of a fire proof filing cabinet (previously circulated as [WPC.26.05.08](#)) and  
**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).**
- 26.05.26 **Noted:**  
That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:
- Award for contributions by young people in Wickhambrook Parish – the meeting asked the clerk to approach Mrs Everitt
  - Review of Charges for Clubs
- 26.05.27 **Noted:**  
That the scheduled date for the next meeting is Wednesday 29th July (Note change of date) beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 26.05.28 **Noted:** Close of meeting. 19:41