

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

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

Thursday 24th September 2026 @ 7:00pm

In: Pavilion, 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

- 26.09.01 Apologies for absence to be noted or approved:
- 26.09.02 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.
- 26.09.03 Proposal:**
That the Minutes of the Parish Council meeting held on 29th July, as tabled, be agreed as a true record.
- 26.09.04 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
4.3 Mr Julian Wilson - Wickhambrook United Charities
- 26.09.05 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
• Good Neighbour Scheme
- 26.09.06 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.26.09.01](#)) and take action as appropriate.
- 26.09.07** To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
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| 7.1 | Highways/VAS reporting | Cllr Kevin Grimes |
| 7.2 | Emergency Planning | Cllr Mike Lavelle |
| 7.3 | Planning & Community Actions | Cllr Tracey Cann |
| 7.4 | Road Safety Working Group | Cllr Mel Karunaratne |
- To consider an update on Road Safety (tabled and circulated as [WPC.26.09.02](#)) and take action as appropriate
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| 7.5 | Cemetery Records Project & SALC | Cllr Andrea Grimes |
| 7.6 | Social Media | Cllr Tracey Cann |
- To note an update to ICT and Social Media (tabled and circulated as [WPC.26.09.03](#)) and take action as appropriate. (print newsletter for late autumn)
- Proposal:**
The parish council authorise the cost of print and delivery of a newsletter 2 sides A3 folded (600 units) at not more than £345.00 plus VAT (as applicable).

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.

26.09.08 To note resolutions of Estates Committee meeting on 3rd September 2026

26.09.13	The meeting considered a briefing note in respect of a proposal by a local landowner for improvements to access on FP30 (previously circulated as WPC.EC.26.09.07) and, having noted that the proposal would be likely to contribute to the following Community Actions set out in the council's mad Neighbourhood Plan: •Community Action 2 – Wildlife and Conservation •Community Action 3 – Historic Assets •Community Action 7 – Footpaths and Bridleways agreed that it would be reasonable to contribute some funding towards the proposed improvements to the bridge. The meeting, having noted that the landowner would be seeking advice and grant funding from a range of organisations, agreed that the landowner should be encouraged to come back to the parish council with a firmer proposal as and when he is ready to do so.
26.09.12	Noted: The meeting considered a request from a local business to use Six Acres as a departure and test point for Hot Air Ballooning (previously circulated as WPC.EC.26.09.06) and, noting the response from parish council's insurers, below: I have discussed this with our insurers, who have advised that they are comfortable with the proposed ballooning activities provided that: •The ballooning company has carried out a written risk assessment and inspection of the location and is satisfied that the site is safe and suitable. •The Council has also carried out its own written risk assessment and inspection of the location and is satisfied that the site is safe and suitable. •The Council obtains a copy of the ballooning company's public liability insurance and confirms the limit of indemnity held. Please note that your policy would not provide any cover for the ballooning company's activities. Any liability arising from their operations would need to fall under their own insurance arrangements. The Council's policy would only respond where an incident arises as a result of the land itself causing the injury or damage agreed that a trial arrangement (under a Six Acres agreement) until the end of the Financial Year be entered into (limited to not more t, noting that the operator be responsible for: •Noise mitigation •Limitation/restriction of access onto Six Acres during flight departures •Making good any damage caused by departures to Six Acres •Fire prevention •Any necessary notifications and permissions •Risk assessments and insurance •Advance (seven days) notice of planned activities and asked the clerk to prepare a draft agreement (to be checked by Suffolk Association of Local Councils – SALC).
26.09.11	Noted: The meeting considered an update on parish lands (previously circulated as WPC.EC.26.09.05) agreed to appoint R H Landscapes, who had quoted £750 plus VAT. The meeting asked the clerk to specify the work required in the purchase order as set out below: •Cut back over shrubs/ fallen trees etc that are over hanging ditch to a height of 2m •Rake out & clear debris from ditch •All created waste to be removed from site to the contractor's depot for their onward disposal Resolved: Authorise the cost of work to clear the ditch to the back of the Bowling Green at a cost of not more than £2100 plus VAT.
26.09.10	Noted: The meeting considered an update on play area inspections (previously circulated as WPC.EC.26.09.04) and asked the clerk to write formally to West Suffolk Parks should the monthly reporting on play area inspection fail to record work completed by the parish council.
26.09.09	Noted: The meeting considered an update on the designated Wildlife Area between the Tennis Courts and Bowling Green at Six Acres (previously circulated as WPC.EC.26.09.03) and agreed the proposed location for any future water harvesting (within the fenced off area of the Bowling Green). The meeting however decided that that no further action be taken at present, to allow time for the WI to determine whether and where they may plant any future fruit trees (which had formed part of their original scheme). The meeting also noted that no other local Bowls Clubs had indicated a desire to operate from the Bowling Green.
26.09.03	Resolved: That the Minutes of the Estates Committee meeting held on 2nd July 2026, as tabled, be agreed as a true record

- 26.09.09** 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 July and August was £567.68 and £382.75 (both received) respectively.
- 9.2 To note that the account for supply of water to the Bowls Green is currently £23.17 in credit, service charges averaging £6.50 per month. This arrangement has worked well over the past three years and has delivered to the parish council a much more consistent and predicable approach to billing and costs of water consumption. If renewed, the monthly charge (exclusive of metered water costs) will increase by £0.94 to £7.44.
- Proposal:**
The parish council renew its water supply contract through Everflow at a monthly cost of £7.44 plus metered water usage payable by direct debit.
- 9.3 To note that the current smart meter for supply of electricity will be replaced free of charge late this autumn. The parish council now has an opportunity to enter into a 3 year contract with Smartest Energy £0.0 Standing Charge and £0.4111 pence/kWh.
- Proposal:**
The parish council update its electricity supply contract for three years through Smartest Energy at a cost of £0.0 daily standing charge and £0.4111 pence/kWh (VAT @ 5%).

- 9.4 To note two new Parish Noticeboards (Min. WPC.EC.26.02.10 refers) and replacement bin for the Children's play area are scheduled for installation by early October. A press release has been drafted by West Suffolk on our behalf and as soon as the notice boards have been installed, arrangements will be made for pictures to be taken with Cllr Sarah Pugh, who kindly funded these (£1000) through her locality budget.
- 9.5 To note that the work to parish trees (Min WPC.EC.26.09.13) has been completed.
- 9.6 Parish Council elections take place every 4 years, the last election having taken place on 4th May 2023. The next election will be in held on 6th May 2027 and the Annual Meeting of the Parish Council must be held on the day the new councillors take office or within 14 days following that day. This gives a window of Monday, 10 May 2027, to Monday, 24 May 2027 (inclusive). The parish council's scheduled Annual Meeting of the Parish Council (27th May, 2027) will need to be brought forward to **Thursday 20th May 2027** to meet these requirements.
- 9.7 The parish council ICO registration has been renewed and the certificate will be posted to the website.
- 9.8 Planning Application Review provides a portal with no subscription or ongoing commitment. Credits can be purchased for future reports (£200/5, or £300/10). Planning applications often span multiple drawings, statements and technical reports. Each report brings that material together, establish what is being proposed and identifies the planning matters that may be relevant to the decision. This may be particularly useful to the council with more complex applications.
- 9.9 On 7 September 2026, the Government withdrew its Local Government Reorganisation decision for Suffolk, pausing plans to replace the county's six existing councils with three new unitary authorities. Future updates can be tracked through the [Future Suffolk Hub](#). The Secretary of State for Housing, Communities and Local Government withdrew the previous decision following updated legal advice and a wider national review affecting regions like Norfolk, Essex, and Hampshire. District and borough council elections in Suffolk will proceed as normal in May 2027 using existing boundaries. Separate wider plans for devolution—including a potential joint mayor for Suffolk and Norfolk—are still moving forward.

26.09.10 To note the Conclusion of Audit from PKF Littlejohn LLP has been received, and an update to the actions identified in response to the Internal Auditor's report (tabled and circulated as [WPC.26.09.04](#)) and take action as appropriate.

Proposal:

The parish council authorise the cost of an annual subscription to Breakthrough Communications (Pro) at £695 plus VAT.

26.09.11 To note the Chair's review of the internal control statement and report for Quarter 2 of the current financial year (tabled and circulated as [WPC.26.09.05](#)) and any proposed actions arising from this.

26.09.12 12.1 To note the following income received

Vouche	Code	Date	Bank	Receipt No	Net
13	VAT Reclaim	17/08/2026	Unity Trust Bank	VAT Reclaim HMRC	567.68
14	Memorial	27/08/2026	Unity Trust Bank	Additional insc Martins of Clare	140.00
15	VAT Reclaim	14/09/2026	Unity Trust Bank	VAT Reclaim HMRC	382.75
16	Memorial	18/09/2026	Unity Trust Bank	Transfer of De NEW/J267	70.00
Total					1,160.43

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

Voucher	Date	Minute	Description	Supplier	Total
93	27/08/2026	WPC.26.09.12.2	External Audit Fees	PKF Littlejohn LLP	£ 378.00
100	28/09/2026	WPC.26.09.12.2	Volunteer Refreshments	Wickhambrook Stores Ltd	£ 6.48
105	18/09/2026	WPC.26.09.12.2	Clerk Professional Membership	SLCC	£ 200.00
107	30/09/2026	WPC.26.09.12.3	Clerk Homeworking Allowance	Hilary Workman	£ 78.00
108	30/09/2026	WPC.26.09.12.4	Clerk Mileage and Subsistence	Hilary Workman	£ 62.66
Total					£ 725.14

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 (>75).

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

Voucher	Date	Minute	Description	Supplier	Total
	30/07/2026 - 10/09/2026		Confidential		£ 3,309.82
74	31/07/2026	WPC.25.11.15	Grounds Contract	R H Landscapes & Maintenance Ltd	£ 1,740.33
75	17/09/2026	WPC.26.02.12.2	Clerk Mobile charges	Hutchison 3G UK Ltd	£ 22.00
83	11/08/2026	WPC.26.02.12.1	Hire of Pavilion/DS Room @ Wickhambrook MSC	Wickhambrook Memorial Social Centre	£ 50.00
84	14/09/2026	WPC.26.02.12.2	ICO Data Protection Fee	Information Commissioner's Office	£ 47.00
85	31/08/2026	WPC.26.02.12.2	Unity Trust Bank Monthly Charges	Unity Trust Bank	£ 7.00
86	03/08/2026	WPC.26.02.12.2	Lloyds Multipay Monthly Fee	Lloyds Bank Commercial Card Services	£ 3.00
87	22/07/2026	25.02.10.1	Adobe Pro Software Subscription	Adobe Systems Software Ireland Ltd	£ 19.97
92	29/08/2026	WPC.26.02.12.1	Grounds Contract	R H Landscapes & Maintenance Ltd	£ 1,805.22
96	22/08/2026	25.02.10.1	Adobe Pro Software Subscription	Adobe Systems Software Ireland Ltd	£ 19.97
98	30/09/2026	WPC.26.02.12.2	Unity Trust Bank Monthly Charges	Unity Trust Bank	£ 7.00
99	02/09/2026	WPC.26.02.12.2	Lloyds Multipay Monthly Fee	Lloyds Bank Commercial Card Services	£ 3.00
101	09/09/2026	WPC.EC.26.07.13	Works to Parish Trees	Suffolk Tree Surgery and Landscapes Ltd	£ 870.00
106	30/09/2026	WPC.26.09.12.2	JRB-DGP15 Economy Dispenser Dog Glove	JRB Enterprise Ltd	£ 99.24
					Total £ 8,003.55

12.5 To note the following action under Clerk's Delegation:

Voucher	Date	Minute	Description	Supplier	Total
73	04/06/2026	Clerk Delegation 1di (items below £500)	HM Land Registry Checks	H M Land Registry	£ 14.00
79	30/07/2026	Clerk Delegation 1di (items below £500)	Ground Rent	Wickhambrook Memorial Social Centre	£ 10.00
88	02/07/2026	Clerk Delegation 1di (items below £500)	Bottled Water - Litter pick refreshment	Farmfoods 694 Grocery Stores	£ 4.99
94	27/08/2026	Clerk Delegation 1di (items below £500)	Local Land Charges Search	.gov.uk	£ 15.00
95	26/08/2026	Clerk Delegation 1di (items below £500)	HM Land Registry Checks	H M Land Registry	£ 7.00
97	30/09/2026	Clerk Delegation 1di (items below £500)	Parish Online Mapping Software	Parish Online	£ 66.00
102	13/08/2026	Clerk Delegation 1di (items below £500)	Stakes - Cemetery Supplies	Suregreen	£ 32.50
103	14/08/2026	Clerk Delegation 1di (items below £500)	Teak Oil for Benches	NGL Nordic A/S	£ 33.80
104	14/08/2026	Clerk Delegation 1di (items below £500)	Lint Free Cloths	Spot On-line Limited	£ 4.99
					Total £ 188.28

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

- 26.09.13 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as [WPC.26.09.06](#)) and take action as appropriate.
- 26.09.14 To consider any revisions to the 3 year plan and any known project and/or revenue costs in preparation of draft budget for financial year 2025.26 (tabled and circulated as [WPC.25.09.07](#)) and take action as appropriate.
- 26.09.15 To note Chair's report with respect to Clerk's salary and the approval of annual pay award for 2026/27 (tabled and circulated as [Chair's Report](#)) and take action as appropriate.
- 26.09.16 To note Planning results as notified by West Suffolk summarised below
- 16.1 **DCON(BGP)/25/0086** - Application to discharge statutory biodiversity gain plan condition in relation to DC/25/0086/FUL
Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk
WSC: Application Granted **WPC:** Not Consulted
- 16.2 **DC/26/1029/TCA** - Trees in a conservation area notification
one Red Maple (Marked on plan) fell
Crabbe House Bury Road Wickham Street Wickhambrook Suffolk CB8 8XJ
WSC: No Objection **WPC:** No Objection (Min 26.07.16.1 refers)
- 16.3 **DC/26/1024/HH** - Householder planning application
a. front porch extension
b. changes in fenestration to side and rear elevations
c. single storey rear extension
6 Clopton Park Wickhambrook Newmarket Suffolk CB8 8ND
WSC: Application Granted **WPC:** No Objection (Min. 26.07.16.2 refers)
- 16.4 **DCON(A)/25/0087** - Application to discharge conditions 4 (materials), 8 (windows) and 9 (joinery) of application DC/25/0087/LB
Giffords Hall Cottages Giffords Lane Wickhambrook Suffolk CB8 8PQ
WSC: Application Granted **WPC:** Not Consulted
- 16.5 **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
WSC: Application Granted **WPC:** Not Consulted

- 26.09.17** To note Planning applications notified by West Suffolk Council for comment summarised below:
- 17.1 **DC/25/1736/HYB** - Hybrid Planning application
- Planning application – 43 dwellings with access, roads, parking, garages, public open space and associated infrastructure
 - Outline planning application (all matters reserved) for commercial use and associated parking (class E)
- Location Land Off Bunters Road Wickhambrook Suffolk**
See planning report WPC/26.09/DC/25/1736/HYB
- 17.2 **DC/26/1171/FUL** - Planning application
Two storey outbuilding
Easterwood House Baxters Green Wickhambrook Suffolk CB8 8UY
- 17.3 **DC/26/1172/HH** - Householder planning application
detached cart lodge (following demolition of existing garage)
Brook Cottage Cloak Lane Wickhambrook Suffolk CB8 8UJ
- 17.4 That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.**
- 26.09.18 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 26.09.19 To consider a proposal to set up an annual award for contributions by young people in the parish in (tabled and circulated as **WPC.26.09.09**) and take action as appropriate.
- 26.09.20 To nominate a councillor, lay member or resident of the parish to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 8th November, and
Proposal: Cllr Lavelle
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 26.09.21 Any other matters for information, to be noted or for inclusion on a future agenda:
- Parish Lands
 - Staffing Committee and succession planning
 - What does Wickhambrook PC Success look like in 2030
- 26.09.22 To confirm that the scheduled date for the next meeting is Thursday 29th November beginning at 7:00pm at the Pavilion, Wickhambrook Memorial Social Centre.
- 26.09.23 Close of meeting.

Published & posted 18th September 2026



Hilary Workman
Clerk & RFO to the Council