

**Minutes of the meeting of the Wickhambrook Parish Council Estates Committee 10 August 2017
at 7.30pm in the MSC Pavilion**

Present

Cllrs J. Barton (Chairing the meeting), and K. Merritt

Lay members J. Girling and R. Merry

Footpaths Officer R. Medley

Clerk S. Thorburn

There was one member of the public present.

1. Apologies for absence

Apologies were received from Chairman Cllr K. Sammons, Vice Chairman J. Walker and Lay member A. Harris

It was noted that as the meeting was not quorate decisions could not be made but discussion would take place and conclusions taken to the Parish Council meeting on 31 August.

2. Declarations of interest in agenda items

None were recorded

3. Minutes of the meeting of 8 June 2017

These were accepted as correct and signed by the Chairman.

4. Matters arising

There were no matters arising

5. Open Session – opened and closed 7.35 p.m.**6. Lay member vacancy**

John Norton a previous Parish Councillor and member of the Estates Committee was proposed to fill the Lay Member vacancy. The Clerk was instructed to send the relevant forms to Mr Norton whose appointment would then be confirmed at the next Estates Committee meeting.

7. Footpaths Officer Report

The Footpaths Officer had contacted Suffolk County Council as the program of selected footpaths in the Parish did not seem to have all had a first cut. Mr Medley had requested that the department notify him when the second cut was to take place to allow an inspection to verify all the work had been completed.

The 'Discover Suffolk' leaflet, Wickhambrook edition, had been sent the three suggested walks together with some historical information. The draft leaflet would be presented to the Parish Council once received.

The footpath from Cloaks Lane was obstructed by willow foliage and it had not been possible to ascertain who was responsible for removing this.

The Clerk was instructed to add a paragraph in 'The Scene' article for September/October to request anyone with a garden or land adjacent to a footpath to clear encroaching foliage.

8. Youth Facilities**8.1 Main Playground**

8.1.1 Inspection - these were up to date with nothing adverse to report.

8.2 Teen Project and Games Area

8.2.1 Inspections – the transition heights were now greater than 5mm although this was a low risk in the annual inspection report it needed to be addressed. The surface required cleaning and a re-surfacing quote had been obtained which was £22000 to include replacing the skins on the equipment – further quotes would be sought. R. Merry had met with one of the teenagers who used the equipment and handed the notes on this meeting to the Clerk for future reference.

8.2.2 Wire replacement report – this had now been strengthened with wooden struts and welded mesh.

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Chairman

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Date

8.2.3 Update on progress with zipwire and resurfacing

The zipwire quotes were £8000-£9000 for equipment and installation. A site meeting would be arranged in September to determine the best location and length of wire.

8.3 Bury Road playground

8.3.1 Inspections

These were up to date. R. Merry would arrange a meeting with the resident who undertook the inspections to look at the gate hinge that did not always close and the proximity of the tree to the gate at the entrance.

9. Tree Warden’s Report

The report was submitted to the Clerk after having been read to the meeting. The Tree Warden would attend the East Anglian Tree Warden forum and would bear the cost himself – the Chairman thanked the Tree Warden.

10. Cemetery

10.1 Safety inspection – the gate was sticking again but would be monitored, everything else was in order.

10.2 Memorial Garden – planting schedule. The planting was scheduled by the contractor for early October.

11. Churchyard

There was no report for this meeting.

12. Six Acres

12.1 Inspection

The reports were submitted to the Clerk. A large tractor tyre had been left in the Bowls Club car park and the Clerk was instructed to contact the Youth Football Club to see if it was their property and if so request that it be kept in the container.

12.2 Update on container – hedge clearance

Cllr Merritt would confirm to the Clerk if this had been done and then the Youth Football Club would be informed so that the container painting could take place.

The Clerk would contact the Chairman to investigate the Adult Football Club administration to request that the documentation is completed and returned to enable the use of the Six Acres to continue by this club.

13. Village greens

13.1 Inspections – the Yew tree overhanging Moor Green needed to be trimmed and R. Merry would meet with J. Girling to see if this could be undertaken otherwise the Clerk would be instructed to request the householder clears the low branches.

13.2 Coltsfoot Green ditch – report from July Parish Council meeting. The complaints procedure was now being followed but the resident concerned had not responded to the invitation to attend the complaints meeting within the requested timeframe and so the matter may be considered as closed.

The meeting closed at 8.50 p.m.

Next Meeting Thursday 12 October 2017 in the MSC Pavilion.

I confirm that the above is a correct record of the meeting held on Thursday 10 August 2017.

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Chairman

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Date