

**Minutes of the meeting of the Wickhambrook Parish Council Estates Committee 13 October 2016
at 7.30pm in the MSC Pavilion**

Present

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

Cllr P. Couzens attended the meeting

Lay member J. Girling

Footpaths Officer R. Medley

Clerk S. Thorburn

Two members of the public were present between 8.00 p.m. and 8.25 p.m.

1. Apologies for absence

Apologies were received from Cllr J. Walker and Lay members A. Harris, R. Merry and I. Spencer

2. Declarations of interest in agenda items

None were recorded

3. Minutes of the meeting of 18 August 2016

These were accepted as correct and signed by the Chairman.

4. Matters arising

6.1.2 The playground signs ordered (main plus Bury Road)

The Bury Road sign would not be put in place until the new fencing was completed. A warning sign should be displayed while this work was undertaken.

The contractor had been requested to cut back the brambles overhanging the playground – this was reported as completed.

8.5 The grave had been attended to by the funeral director – the Clerk had received a telephone call from the family concerned who were happy with the result.

Ownership of grave with large conifer – Cllr Couzens had made verbal enquiries and the Clerk had investigated but no relatives had been traced. All agreed that the Clerk should instruct the contractor to remove the conifer and sapling as they contravened Cemetery regulations.

A further grave had a large conifer and Cllr Couzens would visit and enquiries would be made to find any relatives responsible for the upkeep of the grave.

5. Open Session 7.40 p.m.

The Footpaths Officer, Roger Medley, requested that items under 12 on the agenda plus the report be presented and discussed in the open session. The Chairman agreed to this request and instructed the Clerk to move the Footpaths Officer report to item 6 on future agendas.

12. Footpaths Officer

All the priority footpaths had now been trimmed once but it was unclear if in future this should be twice a season.

All the public footpath finger posts had been replaced.

The footpath towards Farley Green referred to at the September Parish Council meeting was impassable on the side of the hedge it was indicated on the definitive map and the Footpaths Officer would contact the landowner to reinstate this.

Byway 31 from Coltsfoot Green to Australia Farm had not been attended to at the low lying area and a reminder had been sent regarding this.

7.50p.m. Open session closed

The Chairman requested to continue with items under 12.

12.1 Condition of Byway from Coltsfoot Green and possibility of dog waste bin

The Clerk presented the costs of the dog waste bin as £211.60 plus VAT with emptying at £36.40 each three month period. The committee discussed the siting of the bin and Cllr Merritt would visit the path and mark the preferred spot on a map which would then be sent to the Highways Department for approval.

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Chairman

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12.2 Signs to be displayed when clearance work undertaken

The Clerk had contacted the insurance company who would view signs as a positive towards defending a negligence claim. The Clerk was instructed to investigate the cost of two portable signs. The Footpaths Officer would inform the Clerk when and where work on a footpath would take place. A high visibility vest would be worn during clearance work.

6. Youth Facilities

6.1 and 6.2 main playground and youth facilities

6.1.1 and 6.2.1 inspection reports had been submitted by R. Merry.

All reports were up to date and the Clerk had read them and there was no urgent matters.

6.2.2 Improvements – sub-committee report and possible funding sources

The Chairman reported that only a percentage of the Cemetery Road grant would be requested to fund the skate park additions, possibly a zip wire. An artificial cricket pitch had also been put forward, Lay member A. Harris had investigated costs and installation charges, which had received favourable feedback to date as currently residents had to go to neighbouring villages to play cricket. The Chairman stated it would be an opportunity to develop a village team and have visiting teams. The Chairman also stated that the construction of a seating area outside the pavilion at the MSC Hall could be considered for the community grant.

Open Session re-opened 8.00 p.m.

The Chairman of the Wickhambrook Youth Football Club put forward a proposal of a full sized astro-turf football pitch with artificial turf to cover one of the football pitches on the village recreation area as a possible recipient for the Cemetery Road community funding. A project plan would be produced for application and the Chairman requested that this be submitted via the Clerk.

The Clerk would investigate the possibility of the Youth Football Club liaising directly with the grass cutting contractor to ensure the grass cut was synchronised with matches as currently it could be too long. If agreed, any additional cuts would be funded by the football club.

8.25 p.m. Open Session closed

6.3 Bury Road playground.

6.3.1 Inspections – these had been submitted and were up to date. The trees on the playground site would be added to the Parish list and included on bi-annual inspections by the contractor. The Tree Warden would visit the playground and include the trees on the Parish Council inspection list.

6.3.2 Fencing update – the Clerk was instructed to contact the Contractor to ensure that warning tape would be displayed while the new fence was installed.

6.3.3 Request for litter bin on site – the Clerk was instructed to investigate the cost of a litter bin.

7. Tree Warden’s Report

The Tree Warden went through the re-inspection report submitted by Acacia Trees from the visit in September. All agreed that no action was necessary at present but the Tree Warden would inspect the Cherry Tree at Attleton Green regularly to make sure it was stable. The Clerk was instructed to send a copy of the report to the MSC Trustees who had responsibility for some of the trees on the list.

8. Cemetery.

8.1 Safety inspection. J Girling submitted a report and stated that it was all in order. The seat had been successfully re-oiled.

8.2 Memorial Garden. The amount of the grant from Tesco Groundworks would be known at the end of November for discussion at the next meeting.

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8.3 Review of cemetery fees for January 2017 implementation – Cllr Couzens presented charges from other local authority cemeteries which showed considerably higher fees. The lack of attendance to some of the graves by family members was discussed as this increased the maintenance charge to the Parish Council. An increase across the charges of 50% was agreed rounding up to the nearest £5. Proposed by Cllr Merritt, seconded by Cllr Barton.

9. Churchyard. The Chairman had visited the churchyard and the Clerk was instructed to remind the contractor to remove the ash saplings growing amongst the memorial stones.

10. Six Acres

10.1 Inspection. The Clerk submitted a completed report.

10.2 Future spraying of football pitch – this had not been raised by the Chairman of the Wickhambrook Youth Football Team who had requested it as an agenda item.

10.3 Jubilee Oak plaque – this would be left with Cllr Wilson to arrange.

11. Village Greens

11.1 Inspections. A. Harris had submitted a completed report with no urgent matters.

11.2 Moor Green installation of posts update – these had been installed and painted white.

11.3 Coltsfoot Green ditch clearance further request – a local resident had stated by email that ditch clearance was stated in the original quote from the contractor. The Clerk was instructed to contact the contractor to confirm the work discussed at that time.

11.4 Removal of poles from Attleton Green update – these had been removed.

11.5 Request for a sign at Meeting Green – a suitable location for a sign was discussed and the Clerk was instructed to submit a request to the District Council for a vertical sign on the signpost at the triangular green.

12. Report from Footpaths Officer

This was discussed in the open session.

13. Litter Pick reminder Sunday 6 November

The start time was to be 11.30 a.m.

The meeting closed at 9.25 p.m.

Next Meeting Monday 5 December 2016 in the MSC Pavilion.

I confirm that the above is a correct record of the meeting held on Thursday 13 October 2016.

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Chairman

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Date