

Wikhambrook Parish Council

Estates Committee Minutes

Of an ordinary meeting of the Estates Committee held on
Thursday 15th August 2019

Page |
277

Present: Cllrs J Barton, P Couzens, K Merritt, J Norton

Attending: Lay Members: Footpaths Officer R. Medley

19.08.01 **Noted:**

Apologies were received from Mr R Merry.

19.08.02 **Noted:**

There were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and no additions and/or deletions to the Council's Register of Interests.

19.08.03 **Resolved:**

That the Minutes of the Parish Council meeting held on 6th June were signed by the Chairman as a true record.

19.08.04 Noted:

That there was no correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.

19.08.05 **Open Session:** 7:38pm

Noted:

That when public comment or question was invited on any Agenda item, there was none.

Session closed

19.08.06 **Noted:**

The following reports to this meeting from Portfolio Holders or other agencies.

6.1 Six Acres

Cllr K Merritt

Cllr Merritt reported that

1. there was sinkage in the corner of the Recreation Ground beyond the zip wire.
2. There has been an increase in owners failing to clear up their dog's waste
3. It appeared that the Football Club had sprayed on Six Acres and undertaken line marking. The meeting asked the Clerk to write to the Football Club advising that any groundworks undertaken on Six Acres must be approved in advance by the Parish Council. This was particularly important as the Parish Council needed to be aware of the Chemical content of any substances being used/sprayed on the grounds.

Signed: *John Barton*

Date: *3/10/2019*

- 6.2 Cemetery and Churchyard Safety Reports **Cllr J Norton**
Cllr Norton reported that
1. the sign at the entrance to the footpath between the cemetery and the WI hall had not yet been re-set. The meeting asked the Clerk to contact SCC regarding this matter again.
 2. A bench in the cemetery required cleaning
 3. There was sinkage on the grave of Bob Cook's grave adjacent to the bench. The meeting asked the Clerk to contact the undertakers and ask that this be rectified.

- 6.3 Village Greens Report **Cllr J Norton**
Cllr Norton reported that
1. 18 wooden posts edging Moore Green required some touching up
 2. The grass at Genesis Green required cutting and low-lying branches over the bench required some trimming back. Cllr Barton undertook to trim the branches.

- 6.4 Footpaths Officer report **Mr R. Medley**
Mr Medley reported that an invoice in respect of the Wickhambrook Walks was to be expected shortly (in the region of £350). The meeting asked the Clerk to contact D R King with respect to
- the cutting of a number of paths around the recreation ground, which had not yet been completed, and
 - trimming the hedge adjacent to the path running down from Shop Hill below the school

Mr Medley further reported that the willows adjacent to the footpath on the boundary of a property on Cloak Lane had been cleared and no longer caused an obstruction to the footpath.

The meeting asked the Clerk to copy the Footpaths Officer in on any reports to SCC and their responses.

- 6.5 Youth Facilities (*circulated*) **Mr R Merry**
- 6.5.1 Main Playground
 - 6.5.2 Teen Project and Games Area
 - 6.5.3 Zip Wire
- The Clerk further reported that an estimate for works to cut back hedges was included on the Agenda at 7.5. Play force had provided some initial advice with respect to the costs of re-surfacing works for the Skate Park (£12,000) which would be reported back to Mr Merry. Higham Forge had withdrawn their proposal in respect of the Fort.
- 6.5.4 Bury Road Playground (*circulated*) **Mr K Grimes**

19.08.07 Noted:

- 7.1 that the new Cemetery Software had been installed and work on inputting records was progressing.
- 7.2 that following the Clerk's correspondence with Memorial Social Centre with respect to the tree root, the work remained outstanding. The meeting asked the Clerk to contact the new Chair of the MSC Committee, Mr S Twaite.
- 7.3 the following matters had been reported to Suffolk County and West Suffolk Councils:
 - 7.3.1 Cutting of Footpaths in vicinity of Attleton Green
 - 7.3.2 Road markings (not re-instated following works) at Meeting Green

Signed: John Barton

Date: 3/10/2019

7.3.3 Fly-tipping on Footpath @ Petticoat Track, Genesis Green

The meeting further asked the Clerk to report again to SCC (with a copy to Cllr Evans) the need for the hedge between Coltsfoot and Meeting Green to be trimmed back as currently no escape route for pedestrians up the verge in the face of oncoming traffic.

7.4 That the Clerk had subscribed to Parish On-line

7.5 The proposed groundworks identified at Coltsfoot Green and at the Recreation Ground (*circulated* as report **WPC.EC19.08.01**) and

7.6 Resolved:

To authorise the cost of works to be undertaken by D R King to Coltsfoot Green (£475 plus VAT) and the Recreation Ground (£385 plus VAT) as specified in report WPC.EC19.08.01.

19.08.08 **Noted:**

Report **WPC.EC.19.08.02** (*circulated*) outlining options with respect to a proposal to replace the old village notice board at Shop Hill. The meeting asked the Clerk to further investigate the options for replacement of the Village Notice Board, based on the preferred options identified below:

- Oak board with header engraved with parish name
- Keys for each bay of the board, with a spare set of keys
- No power
- Guarantee

The meeting further agreed a preference for a 3 bay notice board, subject to:

- No objection being raised by the landowner
- It being confirmed that there would be no requirement for planning consent

And asked the Clerk to write to the relevant parties to establish these points.

19.08.09 **Noted:**

Report **WPC.EC.19.08.03** (*circulated*) which updated the committee on works required to Fort area and outlined the options identified. The meeting noted the Clerk's further update advising that Higham Forge had decided to withdraw its proposal, and that a detailed proposal and quote had been received from Playforce for the following:

1. To dig out and remove 5m of existing (rotten) sleepers; and
2. Supply and install Play Safe Sleepers vertically to reproduce the removed layout (alternative sleepers at a height of either 600mm or 900mm above ground level

At a cost of £3716.22 plus VAT (quote valid for 3 months from 14th August 2019).

The meeting asked the Clerk to thank Higham Forge for their interest and agreed that the proposal by Playforce should be referred to the next ordinary meeting of the Parish Council.

Signed: John Barton

Date: 3/10/2019

19.08.10 **Noted:**

- 10.1 The Parish Council's decision (**Minute 19.07.7.4 referred**) to create a portfolio & role description for a new lay member on the Estates Committee to promote sustainability and the environment in the Parish's work and engagement with members of the public through volunteering in activities such as litter picking, bulb planting, caring for greens and verges etc.
- 10.2 The meeting gratefully accepted Mr Medley's kind offer to undertake the role of Tree Warden for the time being (Mr Medley was familiar with the Parish Trees having worked with Acacia to identify them for the most recent survey). The meeting asked the Clerk to forward the Tree Warden information together with a copy of the tree survey to Mr Medley.
- 10.3 The meeting asked the Clerk to advertise the new lay member role (10.1 referred) as widely as possible.

19.08.11 **Noted:**

- 11.1 The following when any other Council business for information, to be noted or for inclusion on a future agenda was invited:

The Clerk reported that an enquiry had been received from a parishioner who was interested in helping to develop the wildlife area adjacent to the Cemetery Road development.

The developers had confirmed that the wildlife area would in future be transferred to SCC parks service upon completion of the development, but that until the transfer had been completed, the developer was responsible for the upkeep of the wildlife area.

The meeting asked the Clerk to write thanking the parishioner for their interest, explaining that the developer was currently responsible for the area.
- 11.2 The meeting asked the Clerk to prepare a paper for the next meeting of the Estates Committee outlining Suffolk County Council's pilot volunteering schemes for Parish environmental and highways works.

19.08.18 **Noted:**

That the scheduled date for the next meeting was Thursday 3rd October 2019, beginning at 7:30pm in the Memorial Social Centre Pavilion.

18.07.19 **Noted:**

That the meeting closed at 8:27pm.

Signed: *John Barton*

Date: *3/10/2019*