

WICKHAMBROOK PARISH COUNCIL

Estates Committee **SUMMONS TO COUNCILLORS**

You are hereby summoned to attend an ordinary meeting of the Wickhambrook Parish Council Estates Committee on Thursday 5th March 2020 at 7:30pm in the Memorial Social Centre Pavilion, Cemetery Road Wickhambrook 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

- 20.03.01 Apologies for absence to be noted or approved – Cllr Paul Couzens, Mr Roger Medley
- 20.03.02 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 20.03.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 5th December 2019, as tabled, be agreed as a true record.
- 20.03.04 Public comment or question invited on any Agenda item (**Open Session**).
Open Session to close on or before 8:30pm.
- 20.03.05 To note there is no correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 20.03.06 To note decisions of the Parish Council at its January and February meetings:
- 6.1 **January**
 - 6.1.1 **Resolved** to approve the proposed budget (WPC 20.01.01)
 - 6.1.2 **Resolved** to direct West Suffolk District Council to pay the sum of £35610.00, being the Parish Council's total precept requirement for the financial year commencing 1st April 2020
 - 6.1.3 **Resolved** to appoint Messrs Heelis and Lodge as Internal Auditors for the financial year 2020/2021
 - 6.1.4 **Noted** that supporting papers for agendas will be published on the website from January 2020.
 - 6.1.5 **Considered** a recent request to establish an enclosed dog exercise area on Six Acres and, having considered the cost implications of establishing, maintaining and cutting such an area, and the reduction in available space for the rest of the community, determined that it was not a viable option.

6.2

February

- 6.2.1 **Thanked** SC Councillor Mary Evans for her report and help in working to resolve highways and footpaths issues.
- 6.2.2 **Resolved** to authorise up to £100 to obtain Official Copies of Title Documents and Plans where available for the Cadastral parcels of land identified in report WPC.20.02.01.
- 6.2.3 **Resolved** to appoint Hilary Workman as the Responsible Financial Officer (RFO) for the financial year 2020-2021.
- 6.2.4 Noted that Cllr Lavelle would purchase materials to make a new parish noticeboard to replace the one on Shop Hill which had suffered significant storm damage.
- 6.2.5 **Resolved to** authorise a grant contribution of £250.00 towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957
- 6.2.6 **Resolved** that Submission Form and Account Transfer Requests for Unity Trust Bank (WPC.20.0203) be signed and submitted as part of the requirements for transferring banking arrangements from National Westminster Bank to Unity Trust.
- 6.2.7 **Resolved** to approve the proposal agreed by the Estates Committee on 5th December 2019 (tabled and circulated as WPC20.02.04) to increase the cemetery fees and charges with effect from 1 April 2020.

20.03.07 To receive and discuss any report to this meeting from Portfolio Holders or other agencies and to take action as appropriate.

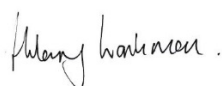
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| 7.1 | Parish Assets (defibrillator) | Clerk for Cllr Couzens |
| 7.2 | Environment & Sustainability | Mrs M Jolland |
| 7.3 | Footpaths officer report | Mr R. Medley |
| 7.4 | Tree Warden's report | Mr R. Medley |
| 7.5 | Youth Facilities (<i>circulated</i>) | Mr R Merry |
| | 7.5.1 Main Playground | |
| | 7.5.2 Teen Project and Games Area | |
| | 7.5.3 Zip Wire | |
| | 7.5.4 Bury Road Playground (<i>circulated</i>) | Mr K Grimes |
| 7.6 | Six Acres | Cllr K Merritt |
| 7.7 | Cemetery and Churchyard Safety Reports | Cllr J Norton |
| 7.8 | Village Greens Report | Cllr J Norton |

20.03.08 To receive any report from the Parish Clerk and to take action as appropriate.

- 8.1 To consider Briefing Note WPC.EC.20.03.01 in respect of ancient footpaths and take action as appropriate.
- 8.2 To consider a request by a local family for a Memorial Bench to be sited on Coltsfoot Green WPC.EC.20.03.02
- 8.3 To note that the work identified at the interim inspection of Parish Trees has now been completed.
- 8.4 To note that a local resident has reported that despite the recent SCC restriction of vehicles on byway 31, vehicles are still accessing the byway and causing damage.
- 8.6 To note that a Walnut Tree will be planted on Coltsfoot Green following the recent works to take out the old willow.
- 8.7 To note the Clerk is researching cemetery regulations and will report to a future meeting.

- 20.03.09 9.1 To consider quotes for grounds works identified in Wickhambrook Cemetery WPC.EC.20.03.03 and take action as appropriate.
- 9.2 Proposal: Cllr Barton**
To authorise works identified in Wickhambrook Cemetery (WPC.EC.20.03.03) as below:
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| i. Tidy old cemetery | £600 plus VAT |
| ii. Level spoil heap & replant | £280 plus VAT |
| iii. Level sunken graves in New Cemetery (upto) | £300 plus VAT |
- 20.03.10 10.1 To consider quotes submitted in respect of grounds contracts for the next financial year (2020/2021) WPC.EC.20.03.04 circulated and take action as appropriate.
- 10.2 **Proposal: Cllr Barton**
That the Clerk draw up contracts for groundworks for the financial year 2020/21 as determined by the meeting following their consideration of quotes for the areas identified in WPC.EC.20.03.03.
- 20.03.11 Update on the replacement of the old village notice board at Shop Hill and take action as appropriate.
- 20.03.12 Update on the purchase of an additional piece of play equipment for children between 8 and 12 at the Bury Road Pocket Park and take action as appropriate.
- 20.03.13 Update on the proposal to establish a book swap in the old BT Phone Box and take action as appropriate.
- 20.03.14 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 20.03.15 To note the scheduled date for the next meeting is 4th June 2020 at 7:30pm.
- 20.03.16 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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