

## **Wickhambrook Parish Council** **Estates Committee Minutes**

Of an ordinary meeting of the Estates Committee held on

Thursday 4<sup>th</sup> June 2020

**Present:** Cllrs J Barton, P Couzens, K Merritt, J Norton; and  
Lay Members M Jolland, R Medley, R Merry

**Attending:** Clerk Hilary Workman

20.06.01 **Noted:**

There were no apologies for absence.

20.06.02 **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.

**20.06.03 Resolved:**

**That the Minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2020 were signed by the Chairman as a true record.**

20.06.04 **Noted: Open Session:** 7:32pm

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

20.06.05 **Noted:**

That there was no correspondence received at the meeting not dealt with as an agenda item or in the Clerk's report:

20.06.06 **Noted:** Decisions of the Parish Council at its October and November meetings:

6.1 **April**

6.1.1 Approved year end accounts for 2019-20

6.1.2 Resolved to transfer unspent balances from budget lines identified to earmarked funds (WPC.20.04.05).

6.1.3 Approved Financial Risk Assessments (WPC.20.04.06)

6.2 **May**

6.2.1 Awarded the Alf Hicks Biscuit Barrel to Roger Merry - Congratulations

6.2.2 Authorised a subscription to BHIB for a Cyber Security Package (WPC.20.06.01)

6.2.3 Agreed to complete move to Unity Trust Bank by transferring full balance of funds in existing bank by chq (WPC.20.06.02).

6.2.3 Approved final accounts for financial year 2019.20 to be submitted to the Internal Auditor.

6.2.4 Authorised the Clerk to adjust the insurance cover for assets, and appoint a chartered surveyor to provide a valuation of the replacement value of the Chapel of Rest (WPC.20.06.03).

6.2.5 Adopted the reviewed Council policies and procedures listed in WPC.20.06.04 for publication.

6.2.6 Considered options for supporting Wickhambrook Memorial Social Centre to install wi-fi and enhanced ICT for meetings.

**Signed:** *Paul Couzens*

**Date:** 06/08/2020

20.06.07 **Noted:**

Reports to this meeting from Portfolio Holders or other agencies as summarised below:

- 7.1 **Parish Assets (defibrillator)** – An oral report from Cllr Couzens advising that both Defibrillators had been checked, batteries ok and pads replaced.
- 7.2 **Environment & Sustainability** - An oral report from Mrs Jolland advising that the Beavers' leader had contacted her about planting spare seeds from Mother's Day gifts. She had planted had in her own garden, and that they might seek advice for verges or memorial garden next year. She further advised that she had done a little litter pick a few weeks before and hoped to do another in the near future, which might be easier now some verges had been cut. Lots of villagers continue to assist when out and about. The meeting asked the Clerk to thank residents who had been doing this through the website, and advise as soon as it was possible whether the litter pick on the 12<sup>th</sup> July could go ahead
- 7.3 **Footpaths** – a written report (*previously circulated*) from Mr R Medley, who further advised that work on ancient footpaths and liaising with the History Society would be easier once meetings could resume at the MSC, and that additional guidance would be welcomed from the Parish Council on how to develop the project.
- 7.4 **Parish Trees** – a written report (*previously circulated*) from Mr R Medley, who further advised that:
- Fees and Regulations in the noticeboard affixed to the Chapel of Rest required updated; and
  - The cherry and lime trees at Attleton Green still had grass cuttings at the base. The meeting asked the clerk to contact David King.
  - That there were 2 large dead elms on the land to the north of Bury Road play area at Clopton which required removal. The meeting asked the clerk to follow up with the tree surgeon to ensure that these were removed, and, and agreed that any extra costs incurred to undertake this work would be authorised if not already charged.
- 7.5 **Youth Facilities** – a written report (*previously circulated*) from Mr R Merry, who further advised that the gate post at the Cemetery Road play area had been repaired, but that he had noticed that the bins adjacent to the play areas were regularly overfilled. There are no other bins on Six Acres, and it was believed that this might be a contributory factor. The meeting asked the clerk to
- Check with the parish insurers re frequency of play area inspections whilst they were closed to the public;
  - check with MSC whether the wheelie bin to the rear of the building would be re-instated; and
  - further research automatic gate closers for the Bury Road play area.
- 7.6 **Six Acres** – A written report (previously circulated) from Cllr Merritt, who further reported that the Goal posts were incorrectly stored.

- 7.7 **Cemetery and Churchyard Safety Reports** – an oral report from Cllr Norton who advised:
- Grass cut nice and short
  - Some gravestones leaning over but firm
  - The wooden gate entrance was quite loose – the meeting asked the Clerk to contact M Wiseman for advice and quotes to replace the posts with box section metal posts for longevity.
  - Mrs Jolland advised that there were a few dead yews in the border of the path into the Memorial Garden

- 7.8 **Village Greens Report** – an oral report from Cllr Norton advising that;
- Genesis green was looking very untidy with the grass long and branches overhanging new bench. The meeting was advised that the green was currently looked after by Mr Swinburn whilst the roadside verges were the responsibility of Suffolk County Council. The meeting asked the clerk to check ownership and report back to the next meeting.
  - Meeting green – no issues
  - Attleton Green – there was a large branch in the gully which required removal.
  - Coltsfoot Green – Cllr Norton had spoken to Mr Di Giulio, who had identified a place where the family would like to site a memorial bench, between the two cherry trees facing the house. The clerk confirmed that she had written to the family reporting that the parish council had no objections in principle but was seeking to develop some guidelines for consistency across the parish.

20.06.08 **Noted:** The Clerk's report and actions agreed by the meeting:

- 8.1 That a review of cemetery regulations and memorial furniture would be submitted to the August meeting.
- 8.2 An update on the impact of COVID-19 on parish play areas and six acres would be reported at the next meeting.
- 8.3 That D R King had been instructed for the works identified at Wickhambrook Cemetery (**Min 20.04.09.2 refers**), but that some work would need to be delayed to the autumn due to the dry spring.
- 8.4 That the clerk had contacted D King requesting options for FP25 by Landmark, which would be reported to the next meeting, and that Suffolk County Council had advised that restriction of access to Byway 31 by motorised vehicles through a re-designation would be extremely unlikely.
- 8.5 That the clerk had registered with CAS to carry out any necessary checks through the Disclosure and Barring Service. The meeting agreed that the cost of checks on volunteers undertaking activities for the parish council where checks were advisable, and maintaining the registration, would be borne by the parish council (£12 per check).

**Signed:** Paul Couzens

**Date:** 06/08/2020

- 8.6 That options for a replacement self-closing gate at Bury Road play park had been investigated. The clerk offered to check whether Playforce might be able to offer a solution as part of the installation of new play equipment at Bury Road.
- 8.7 That an update on identifying unrecorded footpaths in the parish had been considered under **20.6.7.3**.
- 20.06.09 **Noted:**  
The meeting considered an update on the purchase of an additional piece of play equipment for children between 8 and 12 at the Bury Road Pocket Park (**WPC.EC.20.06.01**) and agreed to recommend to parish council the proposal and quote submitted by Playforce. The meeting asked the clerk to look for match funding.
- 20.06.10 **Noted:**  
That a book swap had been set up in the old BT Phone Box and asked the clerk to add the information to the website.
- 20.06.11 **Noted:**  
The meeting considered commemorative street furniture options to mark VE75 and the community's response to COVID-19 (**WPC.EC.20.06.02**) and asked the clerk to:
- to report back on costs for VE75 street furniture to be sited in the Parish Cemetery and contact the History Society regarding the development of a design unique to Wickhambrook; and
  - work with Cllr Lavelle to establish costs of fabricating a metal willow heart to be affixed to the village sign.
- 20.06.12 **Noted:**  
That when any other Committee business for information, to be noted or for inclusion on a future agenda was invited, there was none.
- 20.06.13 **Noted:**  
That the scheduled date for the next meeting was 6<sup>th</sup> August 2020 at 7:30pm by Zoom  
<https://us02web.zoom.us/j/87499162736?pwd=d2hyck9hbjNid056UHBwYmczaWJzUT09>  
Meeting ID: 874 9916 2736  
Password: 893137
- 20.06.14 **Close of meeting. 8:32pm.**

**Signed:** Paul Couzens

**Date:** 06/08/2020