

# 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 6<sup>th</sup> August 2020 at 7:30pm remotely through a scheduled Zoom meeting

<https://us02web.zoom.us/j/87499162736?pwd=d2hyck9hbjNid056UHBwYmczaWJzUT09>

Meeting ID: 874 9916 2736

Passcode: 893137

Dial In

+44 203 481 5240 United Kingdom, +44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom, +44 203 481 5237 United Kingdom

## **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

---

## **AGENDA**

- 20.08.01 Apologies for absence to be noted or approved
- 20.08.02 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.
- 20.08.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 4<sup>th</sup> June 2020, as tabled, be agreed as a true record.**
- 20.08.04 Public comment or question invited on any Agenda item (**Open Session**).  
**Open Session to close on or before 8:30pm.**
- 20.08.05 To note there is no correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 20.08.06 To note decisions of the Parish Council at its July meeting:
- Resolved:** That an application be made to Unity Trust Bank for a charge card with a weekly limit of £500.00 to enable the Clerk and RFO to make purchases in accordance with authorisations and the Council's Financial Regulations.
- Resolved:** The Standing Orders and Financial Regulations as amended at Appendices A and B of report WPC.20.07.03 be adopted.
- Resolved**  
That the payments to be made, listed at 10.2 be authorised.
- Resolved:**
- Acknowledge receipt of internal auditor report and comments/recommendations which require action
  - Receive and approve financial risk assessments
  - Approve the accounts for the financial year ending 31 March 2020
  - Approve the Annual Governance Statement (Section 1)
  - Approve the Accounting Statement

**Hilary Workman, Clerk & RFO to the Council**

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

# Wickhambrook Parish Council – Estates Committee

## Resolved:

1. The Parish Council authorise the cost of the play equipment identified at Appendix 2 to the report based on the quote provided by Playforce, at a cost of £6,298.40 plus VAT, to be funded from £5,500 in earmarked reserves, the balance of to be funded from general reserves (£2058.08) and the Clerk be delegated to instruct Playforce for the work.
2. The Parish Council authorise the cost of a replacement sprung self-closing gate at a cost of £783.60 plus VAT, and further authorise the cost for Playforce to dig out and remove the existing gate at £175 plus VAT. The Parish Council delegate the Clerk to instruct Playforce for the work.

**Resolved:** To authorised the cost of verifying the identity of a corporate body (the parish council) in order to update the existing Title Deeds for land registered to Wickhambrook Parish Council with the correct postal and e-mail address at a cost of £50 plus VAT.

Considered a request for dispensation on S.106 restriction relating to Suffolk Housing. The meeting agreed that the matter would be reconsidered if the incoming party were to provide to the housing association their housing history, but that without that information the matter could not be determined.

**Resolved:** That the revised table of fees and charges attached as Appendix C to WPC.20.07.09 be adopted.

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

- |     |  |                       |
|-----|--|-----------------------|
| 7.1 | Parish Assets (defibrillator)                    | <b>Cllr Couzens</b>   |
| 7.2 | Environment & Sustainability                     | <b>Mrs M Jolland</b>  |
| 7.3 | Footpaths officer report                         | <b>Mr R. Medley</b>   |
| 7.4 | Tree Warden's report                             | <b>Mr R. Medley</b>   |
| 7.5 | Youth Facilities ( <i>circulated</i> )           | <b>Mr R Merry</b>     |
|     | 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> ) | <b>Mr K Grimes</b>    |
| 7.6 | Six Acres  | <b>Cllr K Merritt</b> |
| 7.7 | Cemetery and Churchyard Safety Reports           | <b>Cllr J Norton</b>  |
| 7.8 | Village Greens Report                            | <b>Cllr J Norton</b>  |

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

- 8.1 To consider a review of electricity supply to the Chapel of Rest (tabled and circulated as **WPC.EC.20.08.01**) and take action as appropriate.
- 8.2 To note that the parish play areas have now re-opened after completing the actions identified in risk assessments completed.
- 8.3 3.1 To note an update on parish trees (tabled and circulated as **WPC.EC.20.08.02**) and take action as appropriate.
- 3.2 **Proposal: Cllr Couzens**  
**That the cost of tagging the parish trees (£300 plus VAT) be authorised and the parish clerk instruct Acacia Tree Services to undertake the tagging at its interim inspection in August 2020.**
- 8.4 Update on options for FP25 by Landmark (tabled and circulated as **WPC.EC.20.08.03**) and take action as appropriate.
- 8.5 Update on ownership of parish lands and actions identified (tabled and circulated as **WPC.EC.20.08.04**)
- 8.6 To note that Saxon Monumental Masons have been instructed to undertake a cleaning of the War Memorial in advance of Armistice Day (Min. 19.12.8.2)

**Hilary Workman, Clerk & RFO to the Council**

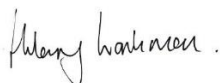
123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

# Wickhambrook Parish Council – Estates Committee

- 20.08.09 9.1 Update on proposal for commemorative street furniture options to mark VE75 and the community's response to COVID-19 (**WPC.EC.20.08.05**) and take action as appropriate.
- 9.2 Proposal: Cllr Couzens**  
**The committee authorise the purchase of a Memorial Bench to commemorate VE75, to a design to be agreed between the Estates Committee and the Wickhambrook History Society, at a cost of £980 plus VAT (including delivery).**
- 20.08.10 10.1 To consider proposals for memorial furniture in the parish and a review of the cemetery regulations (tabled and circulated as **WPC.EC.20.08.06**) and take action as appropriate.
- 10.2 Proposal: Cllr Couzens**  
**To recommend the proposed changes to Cemetery Regulations, and fees and charges for memorial furniture (as set out in WPC.EC.20.08.06) to the Parish Council for adoption.**
- 20.08.11 11.1 To consider a proposal to replace the gateposts leading to the war memorial at the cemetery (tabled and circulated as **WPC.EC.20.08.07**) and take action as appropriate.
- 11.2 Proposal:**  
**To authorise the cost of replacing the existing gateposts at the entrance of the cemetery leading up to the War Memorial as set out in report WPC.EC.20.08.07.**
- 20.08.12 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 20.08.12 To note the scheduled date for the next meeting is Thursday 1<sup>st</sup> October 2020 at 7:30pm either:  
by Zoom  
<https://us02web.zoom.us/j/86782945005?pwd=aVlZZnBhbjEweU1GY3phdHJvaEpXUT09>  
Meeting ID: 867 8294 5005  
Passcode: 455196  
Dial In  
+44 203 481 5240 United Kingdom  
+44 131 460 1196 United Kingdom  
+44 203 051 2874 United Kingdom  
+44 203 481 5237 United Kingdom  
Or at Wickhambrook Memorial Social Centre (room to be advised) if COVID-19 regulations permit.
- 20.08.13 Close of meeting.

Published & posted 31 July 2020



**Hilary Workman**

**Clerk & RFO to the Council**

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039810**

Email: parishclerk@wickhambrook.org

**Hilary Workman, Clerk & RFO to the Council**

123 York Road, Bury St Edmunds, IP33 3EG;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**