
Wikhambrook Parish Council
Estates Committee Minutes

Of an ordinary meeting of the Estates Committee held on
Thursday 6 August 2020

Present: Cllrs J Barton, P Couzens, K Merritt,; and
Lay Members M Jolland

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Attending: Clerk Hilary Workman, Cllr Sandy Thwaite, Mr Jeremy Field

20.08.01 **Noted:**

Apologies for absence, Mr Roger Medley, Mr Roger Merry.
Cllr John Norton not present.

20.08.02 **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.

20.08.03 Resolved:

That the Minutes of the Parish Council meeting held on 4th June 2020 were signed by the Chairman as a true record.

20.08.04 **Noted: Open Session: 7:40pm**

That when public comment or question was invited on any Agenda item, the following:

Cllr Sandy Thwaite and Mr Jeremy Field outlined Wickhambrook Tennis and Table Tennis' Club proposal to re-paint the courts in the autumn of 2020. The courts were constructed in 1993 and since then have been re-painted and then re-surfaced 2011/12. The courts now needed a further re-spray, failure to do this would leave the surface brittle and early re-spray would give them a further 8 years of life.

There had been a good uplift of membership this year, with 28 new memberships, taking it to 40 players, which was the strongest for some years. Currently the club had £4 – 4.5k in the bank. They had obtained 3 quotes for re-spraying the courts, all between £5.3 and £6.5k, thus leaving them with a shortfall of £1500 - £2000 and requested funding for the club to complete the re-spray of the courts before winter, to prevent any further deterioration of the surface.

If the committee supported the proposal the club would like to make a formal proposal for financial support to the next meeting of the parish council.

Resolved:

That the press and public should be excluded from item 22, as it was considered that their presence would be prejudicial to the public interest, due to the confidential nature of the business.

Noted

That members of the public were excluded from the meeting at 7:50pm.

The committee noted that early financial support would be likely to increase the longevity of the existing surface and be more cost effective on the long term. An improved surface would also be likely to enable the club to build its membership and that there was strong governmental support for activities to promote a fitter population. The meeting agreed to support the proposal, which should be referred to the next meeting of the parish council for consideration.

Members of the public were invited back into the meeting and decision and its reasons explained.

Signed: *Paul Couzens*

Dated: 12/02/2021

Session closed 7:58pm

20.08.05 **Noted:**

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

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

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

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 **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 all checks up to date and no issues.

7.2 **Environment & Sustainability**

An oral report from Mrs Jolland noting that the July litter pick had had to be cancelled. West Suffolk were now facilitating litter picking in bubbles of six volunteers. The meeting agreed to try and set a date for a litter pick within the existing constraints, to take place during the window of the Great British clean and identified 20th September as a possible date. The meeting asked the clerk to arrange for delivery of the equipment, which would be kept in the parish for future use. The clerk to work with Mrs Jolland on risk assessments to facilitate loaning out equipment to residents for ad hoc litter picking, to report back to the next meeting.

7.3 **Footpaths officer report**

Signed: Paul Couzens

Dated: 12/02/2021

- 7.4 A written report (previously circulated) from Mr Medley.
Tree Warden's report
- 7.5 A written report (previously circulated) from Mr Medley.
Youth Facilities
- 7.5.1 Main Playground
- 7.5.2 Teen Project and Games Area
- 7.5.3 Zip Wire
- A written report from Mr Merry to the meeting was summarised by the clerk. The Play Areas had re-opened following relevant risk assessments and signage on 18th July with no reported problems. There had been an increase in rubbish. The clerk had investigated options for increasing the number of litter bins on Six Acres. The meeting asked the Clerk to investigate and report back to the next meeting.
- 7.5 **Bury Road Playground**
- A written report (*previously circulated*) from Mr K Grimes.
- 7.6 **Six Acres**
- An oral report advising no issues and that it looked very neat. The meeting asked the clerk to request the tree root at the entrance to the recreation ground be looked at by Acacia Trees and report back to the next meeting.
- 7.7 **Cemetery and Churchyard Safety**
- A written report (previously circulated) from Cllr Norton.
- 7.8 **Village Greens**
- A written report (previously circulated) from Cllr Norton. The meeting asked the clerk to request that Acacia check the trees overhanging benches on Genesis Green.
- 20.08.08 **Noted:** The Clerk's report and actions agreed by the meeting:
- 8.1 The meeting considered a review of electricity supply to the Chapel of Rest (**WPC.EC.20.08.01**, *previously circulated*) and agreed to continue with a one year contract from E.ON.
- 8.2 That the parish play areas had re-opened after completing the actions identified in risk assessments completed.
- 8.3 3.1 An update on parish trees (**WPC.EC.20.08.02**, *previously circulated*) and take action as appropriate.
- 3.2 **Resolved**
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 An oral update on options for FP25 by Landmark. The Clerk had met with Cllr Barton, David King, and Roger Merry to look at FP25 by Landmark, and considered a more in depth investigation into making a case for SCC Public Rights of Way to improve the drainage as the footpath leads across to Wickhambrook Primary Academy and could be incorporated into a more holistic approach to the Health & Safety of families accessing the school facilities and more foot and bicycle traffic around the village. Clerk to report back to the next meeting and feed into the Road Safety Working Group.
- 8.5 Update on ownership of parish lands and actions identified **WPC.EC.20.08.04** (*previously circulated*)
- 8.6 That Saxon Monumental Masons had been instructed to undertake a cleaning of the War Memorial in advance of Armistice Day (**Min. 19.12.8.2**)
- 20.08.09 **Noted:**
- 9.1 An update on proposal for commemorative street furniture options to mark VE75 and the community's response to COVID-19 (**WPC.EC.20.08.05**, *previously circulated*). Additional information from another supplier was presented at the meeting.
- 9.2 **Proposal withdrawn**

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 9.3 The meeting asked the clerk to consult on all the bench options identified with the History Society and report back to the next meeting with their preferred option and final costings.
- 10.1 The meeting considered proposals for memorial furniture in the parish and a review of the cemetery regulations (**WPC.EC.20.08.06**, *previously circulated*) and
- 10.2 Proposal Withdrawn**
To recommend the proposed changes to Cemetery Regulations, and fees and charges for memorial furniture (WPC.EC.20.08.06) to the Parish Council for adoption.
- 10.3 The meeting agreed the following points in respect of proposed changes to the regulations and fees for the cemetery:
1. The following types of any additional stone memorials it considers appropriate to consent to in future;
 - a. a new Flat Tablet that fits within an existing kerb set
 - b. a permanent cross on any grave space (within specified proportions)
 - c. a flat tablet memorial on a full grave space within specified proportions
 2. The time period for any memorial consent – 75 years
 3. No leasing of memorial seats/benches, trees or rose bushes within the cemetery.
 4. The establishment of a memorial plaque wall should be investigated to set into the Chapel of Rest, for any metal memorial plaques removed from memorial where the consent has lapsed and not been renewed.
 5. That the parish council accept gifts of memorial seats/benches on village greens/open spaces for which the parish is the registered title holder, provided that
 - a. The choice of benches be from a limited range of options identified by the parish; and
 - b. The donor be responsible for the cost of setting in the memorial furniture.
 6. The draft regulations be further reviewed to incorporate the points above, including
 - a. The marking of memorial stones with row and grave space number
- The meeting asked the clerk to incorporate the above points and report back to its next meeting, and investigate the costs of a metal plan of the cemetery.

20.08.11 11.1 The meeting considered an oral report from the clerk and Cllr Barton, who reported that to date only one response to enquiries regarding works to improve or replace the gateposts leading to the war memorial at the cemetery (**WPC.EC.20.08.07**, *previously circulated*) had been received.

11.2 Proposal Withdrawn:

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.

11.3 Mick Wiseman had inspected the gate and considered that although box section metal posts would last longer, they would be difficult to hang from the gate. He suggested a better and more cost effective alternative would be to inset box metal section and then rebate in the wooden posts. Would be more cost effective long term. The meeting asked that the Clerk obtain a quote from Mick Wiseman on this basis.

20.08.12 **Noted:**

That when any other Committee business for information, to be noted or for inclusion on a future agenda was invited, the following:

Cllr Merritt raised the remaining space in the cemetery, and asked the clerk to investigate the options for future acquisition of land behind the cemetery.

20.08.13 **Noted:**

That the scheduled date for the next meeting was 1st October 2020 at 7:30pm by Zoom

<https://us02web.zoom.us/j/86782945005?pwd=aVlZZnBhbjEweU1GY3phdHJvaEpXUT09>

Meeting ID: 867 8294 5005

Passcode: 455196

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Or at Wickhambrook Memorial Social Centre (room to be advised) if COVID-19 regulations permit.

20.08.14 Close of meeting. 21:18pm.

Signed: Paul Couzens

Dated: 12/02/2021