

# 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 1<sup>st</sup> October 2020 at 7:30pm remotely through a scheduled Zoom meeting

Join Zoom Meeting

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

Meeting ID: 867 8294 5005

Passcode: 455196

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+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.

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## **AGENDA**

- 20.10.01 Apologies for absence to be noted or approved
- 20.10.02 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.
- 20.10.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 6<sup>th</sup> August 2020, as tabled, be agreed as a true record.**
- 20.10.04 Public comment or question invited on any Agenda item (**Open Session**).  
**Open Session to close on or before 8:30pm.**
- 20.10.05 To note there is no correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 20.10.06 To note decisions of the Parish Council at its August Extraordinary, and September meeting:  
**August:**  
**Resolved:** To authorise a grant contribution of £500.00 towards installation of ICT at Memorial Social Centre (Local Government Act 1972 s.133)  
**Resolved:** That the parish council authorise a grant contribution to the cost of re-painting the Wickhambrook Tennis and Table Tennis courts at Six Acres of not more than £2500 (Local Government (Miscellaneous Provisions) Act 1976 s.19). (Actual spend £2250.00).
- September:**  
**Resolved:** The Standing Orders as amended at Appendix A report WPC.20.09.02 be adopted  
**Resolved:** To authorise the Clerk to adjust the BHIB insurance cover for assets as identified in WPC.20.09.04 and the cost of the additional premium in the sum of not more than £75.96 including insurance premium tax.  
**Resolved:** To authorise additional time for Mdsign to complete an audit of the website and make any necessary proportionate changes to improve accessibility in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 at a cost of £735 plus VAT.

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

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

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**Resolved:** To authorise the clerk to undertake a free 3 month trial of the software and if satisfied subscribe to the software at a cost of £60 per annum.

**Resolved:** That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath and that Cllr John Norton to lay the wreath.

20.10.07 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>

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

- 8.1 To note that installation of the new play equipment at Bury Road is in progress with completion anticipated w/c 28<sup>th</sup> September 2020.
- 8.2 To note that quotes have been requested for grounds maintenance in 2021-22 as part of the budget preparation process.
- 8.3 To note an update on parish trees (tabled and circulated as **WPC.EC.20.10.01**) and quotes for work have been requested.
- 8.4 8.4.1 Update on Estates Issues reported to Suffolk County Council (tabled and circulated as **WPC.EC.20.10.02**) and take action as appropriate.
- 8.4.2 **Proposal: Cllr Couzens**  
**To authorise works to install handrails over a culvert at Coltsfoot Green and at the footbridge by the Sewerage Works at a cost of £490 plus VAT, and to lift the crowns of trees at Genesis Green adjacent to the memorial bench, at a cost of £460 plus VAT.**
- 8.5 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**) and confirmation of a start date is awaited.
- 8.6 To note that progress continues with transfer of records to the Cemetery Software and an initial conversation with the Chair of Wickhambrook History Society about setting up a group of volunteers to assist with capturing images for the records has been received with interest.
- 8.7 To note that the work to level the soil heap in the cemetery and re-plant has been completed (**Min. WPC.EC.20.03.9.2ii refers**), and the clerk, with D. R. King, has identified a number of sunken graves for levelling, work to take place this autumn (**Min. WPC.EC.20.03.9.2iii refers**).

**20.10.09** 9.1 Update on proposal for commemorative street furniture options to mark VE75 and the community's response to COVID-19 (**WPC.EC.20.10.03**) and take action as appropriate.

**9.2 Proposal: Cllr Couzens**

**The committee authorise the purchase of a WW2 Memorial Bench Seat as specified in report WPC.E.20.10.03 at a cost of £1058 plus VAT, plus installation at a cost of £320 plus VAT to commemorate VE75.**

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

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- 20.10.10** 10.1 To consider a proposal to replace the gateposts leading to the war memorial at the cemetery (tabled and circulated as **WPC.EC.20.10.04**) and
- 10.2 Proposal:**  
**To authorise the replacement of the existing gateposts at the entrance of the cemetery leading up to the War Memorial as set out in report WPC.EC.20.10.04 at a cost of not more than £600 plus VAT.**
- 20.10.11** 11.1 To consider proposals for memorial furniture in the parish and a review of the cemetery regulations (tabled and circulated as **WPC.EC.20.10.05**) and take action as appropriate.
- 11.2 Proposal: Cllr Couzens**  
**To recommend the proposed changes to Cemetery Regulations, and fees and charges for memorial furniture (as set out in WPC.EC.20.10.05) to the Parish Council for adoption.**
- 20.10.12 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 20.10.13 To note the scheduled date for the next meeting is Thursday 3<sup>rd</sup> December 2020 at 7:30pm either:  
by Zoom

<https://us02web.zoom.us/j/82495563585?pwd=czh4NnVENW5JOW5uNFdWSEZoZDdRQT09>

Meeting ID: 824 9556 3585

Passcode: 774275

Dial In

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

- 20.10.14 Close of meeting.

Published & posted 25<sup>th</sup> September 2020



**Hilary Workman**

**Clerk & RFO to the Council**

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