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**Wikhambrook Parish Council**  
**Estates Committee Minutes**

Of an ordinary meeting of the Estates Committee held on  
**Thursday 3<sup>rd</sup> December 2020**

**Present:** Cllrs J Barton and Cllr John Norton  
Lay Members, R Medley & R Merry

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**Attending:** Clerk Hilary Workman, 1 Member of the public

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20.12.01 **Noted:**

Apologies for absence to be noted or approved: Paul Couzens, Cllr Merritt, Mary Jolland

20.12.02 **Noted:**

That when 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 were invited, there were none.

**20.12.03 Resolved**

**That the Minutes of the Estates Committee meeting held on 1<sup>st</sup> October 2020, as tabled, be agreed as a true record.**

20.12.04 Public comment or question invited on any Agenda item (**Open Session**).

**Open Session to close on or before 8:30pm.**

A local resident raised the issue of flooding in Wickhambrook, particularly at Attleton, Coltsfoot and Meeting Green.

Recent development, for example at The Meadows, has resulted in increased run off onto the road system, and this is exacerbated by debris from hedging falling into roadside ditches, culverts and drains, causing blockages. A further issue identified was the pressure on the existing sewerage works. One option suggested was an increased use of grey water in new developments.

The meeting asked the Clerk to:

- Add the Highways Report a Problem Tool to the top bar of the Parish Website
- Raise the issue of flooding again with County Councillor Mary Evans and request a joint response from Highways, Anglian Water and the Environment Agency to address key flooding issues identified.

A further issue of concern raised was that overgrown hedges, particularly at Shop Hill and Bunters Road were encroaching onto the footpaths, making it dangerous for pedestrians. The meeting asked the Clerk to send formal letters to the two properties identified requesting that the hedges be cut back from the footpath.

Councillors recorded their concern that Suffolk County Council were encouraging parishes to pay for work on highways to be completed, when parishioners already contribute part of their council tax to Suffolk County Council.

**Session Closed: 8:00pm**

20.12.05 **Noted:**

That there was no correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.

Signed: *Paul Couzens*

Dated: 04/03/2021

20.12.06 **Noted:**

The following decisions of the Parish Council at its November meeting:

**Resolved:**

That the Clerk make known to West Suffolk Council the Council's responses to the issues and options consultation, as tabled at WPC20.11.01 subject to any modifications agreed by the Council at this meeting.

**Resolved:**

That Wickhambrook Parish Council ask Community Action Suffolk to undertake a Housing Needs Survey for the parish, based on West Suffolk funding CAS to undertake the work, and Wickhambrook Parish Council underwriting the cost of printing and stationery and data input where returned as a hard copy, at not more than £3.50 per property.

Mr Medley reported that a Housing Needs Survey had been undertaken 8 years ago – the outcome was that many people wanted small properties (1 & 2 bedrooms) and the parish council may well get the same answer again.

Cllr Barton advised that while it was accepted that the parish council may well get the same results, there had been a recent demand for assessing the housing need and hoped that the results would help the parish council with any future development of a Neighbourhood Plan.

**Resolved:**

The parish council authorise £2500 from existing earmarked funds to contribute to the cost of a Traffic Regulation Order to reduce the speed limit from 40mph to 30mph in Wickham Street, if supported by sufficient evidence from the Traffic Survey.

**Noted:**

Draft Budget for 2021/22 (circulated and tabled as **WPC20.11.04**).

**Resolved:**

To remove Charles Townsend as an authorized signatory on the parish council Unity Trust bank accounts.

**Resolved:**

To authorise expenditure on works to Parish Trees as identified in the report submitted by Acacia Tree Surgery, to a maximum of £3,000 plus VAT, the contractor and schedule to be determined by the Estates Committee.

The Clerk further advised that the parish council had asked the clerk to look into the feasibility of employing a gravedigger for the cemetery.

20.12.07 **Noted:**

The following reports to this meeting from Portfolio Holders or other agencies:

7.1 **Parish Assets** (defibrillator)

**Cllr Couzens**

7.2 **Environment & Sustainability** (*previously circulated*)

**Mrs M Jolland**

The meeting thanked Mary for organising a successful Litter Pick in November and for her offer of spreading wildflower seeds (free from her garden) on the soil heap in the cemetery.

7.3 **Footpaths officer report** (*previously circulated*)

**Mr R. Medley**

The meeting asked the Clerk to contact the PROW team to establish whether it would be possible to spread chippings on the footpaths and, if agreed, contact tree surgeons who would be willing to donate chippings.

7.4 **Tree Warden's report** (*previously circulated*)

**Mr R. Medley**

RM further queried the felling of a cherry tree in the garden of Alms House 2 and whether the trimming of the trees at the bottom of Six Acres was included in the Grounds contract, or would need to be dealt with separately. The Clerk undertook to chase the query with the contractor.

- 7.5 **Youth Facilities** (*previously circulated*) **Mr R Merry**
- 7.5.1 Main Playground
- 7.5.2 Teen Project and Games Area  
Continuing to monitor with Tim McGhee the fence on boundary of skate park and consider building up a budget to replace if necessary.
- 7.5.3 Zip Wire  
Seat on the zip wire is due to be replaced and a full service is scheduled. It was suggested that the old seat be kept as a spare in the Chapel of Rest.
- 7.5.4 Bury Road Playground (*previously circulated*) **Mr K Grimes**  
The clerk reported that there were still issues with the newly installed gate to the Bury Road play park. Playforce had been advised and would attend to show how to adjust the speed.
- 7.6 **Six Acres** **Cllr K Merritt –**  
Clerk reported that a quote has been requested for work to reset and repaint posts adjacent to tennis courts.
- 7.7 **Cemetery and Churchyard Safety Reports** **Cllr J Norton**  
JN reported that the soil heap looked much better. The wooden gate was getting to be a problem (see item 9.1 on agenda). Memorial garden seemed ok. In response to a question the clerk advised that there had been some interest in a volunteer group for the cemetery and work was progressing to set it up, hopefully in time for spring.
- 7.8 **Village Greens Report** **Cllr J Norton**  
An oral report noting that:
- Trees on Genesis Green had been trimmed
  - Grass at Coltsfoot Green was looking good and that local resident still wanted to site a memorial bench between the two cherry trees
  - Churchyard and Attleton Green were looking tidy.

**20.12.08 Noted:**

Report from the Parish Clerk noting:

8.1 That installation of the new play equipment at Bury Road has now been completed.

8.2 8.2.1 An update on annual tree inspection (previously circulated as **WPC.EC.20.12.01**) and.

**8.2.2 Resolved:**

**That authorisation for funds up to £3200 plus VAT for completion of the works identified in report WPC20.12.01 having been approved by the parish council on 26 November 2020 (Min. 20.14.3.2 refers), the Estates Committee agree a contractor and delegate the Clerk to instruct the works to be undertaken in accordance with the proposed schedule advised by Acacia Trees.**

R Merry advised that the dead elm behind the skate park in group was now down and should be removed from the instruction of work.

R Medley advised that chippings were needed at FP 25 by Landmark and Byway 31 at Australia Farm.

The meeting delegated the clerk to instruct a Tree Surgeon who was able to supply the chippings generated back to the parish council free of charge.

**8.3 8.3.1** An update on Estates Issues reported to Suffolk County Council (*previously circulated as WPC.EC.20.12.02*). The clerk further noted that since publishing the agenda and reports, a meeting had been arranged with the newly appointed Public Rights of Way officer for mid December, to look at options for addressing:

- The poor drainage on FP25 by landmark and whether it can be upgraded to a permissive cycle path; and
- Messaging to vehicles on Byway 31
- Landslip at Coltsfoot Green culvert (signposting where to seek advice)

### 8.3.2 Resolved:

**(i) To authorise the cost of bi-annual inspection of the zip wire and any replacement parts at not more than £1015 plus VAT**

8.4 That the work to level a number of sunken graves for levelling was requested this autumn (**Min. WPC.EC.20.03.9.2iii refers**).

### 20.12.09 Noted:

9.1 The meeting considered a proposal to replace the gateposts leading to the war memorial at the cemetery (*previously circulated as WPC.EC.20.12.03*)

### 9.2 Resolved -

**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.20.12.03 at a cost of not more than £2198.80 incl. VAT.**

The meeting considered that oak posts would be more in keeping with the cemetery entrance and that the gates would benefit from being re-furbished, and asked the clerk to instruct Countryside Fencing at a cost of £2198.80 incl. VAT.

### 20.12.10 Noted:

10.1 The meeting considered proposals for memorial furniture in the parish (*previously circulated as WPC.EC.20.12.04*) agreeing the following amendments to the proposal:

- Memorial seats may be donated to the parish for the following greens and open spaces:
  - Attleton, Coltsfoot & Genesis Green (up to 2 benches)
  - Moor Green (not more than 1 bench)
  - Six Acres (up to 3 benches).
- The following styles of seating:



### 10.2 Resolved:

**To adopt the specification of memorial furniture, as set out in WPC.EC.20.12.04, subject to any amendments agreed by the committee at this meeting.**

### 20.12.11 Noted:

An update on proposal for commemorative street furniture options to mark VE75 and the community's response to COVID-19 (*previously circulated as WPC.EC.20.12.05*) and noting that there were already benches in the Memorial Garden, and the nature of the new bench as a commemorating the 75<sup>th</sup> Anniversary of VE day, the meeting chose that the new bench should be sited on Position B.

### 20.12.12 Noted;

12.1 The meeting considered options to increase capacity of bins at Recreation Ground, Cemetery Road Play areas and Six Acres (*previously circulated as WPC.EC.20.12.06*), noting that there were two outlying dog bins at Coltsfoot and Attleton Green which were not included in the current proposal. Whilst the increased might not necessarily result in a reduction of littering, it would increase the capacity and look more professional.

### 12.2 Resolved:

**The committee authorise the cost of initial outlay for up to four lockdown bins and one combined bin at a cost of not more than**

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**£1610.95 and a weekly cost in the current financial year of £3.02 per collection.**

The meeting also asked the clerk to further investigate the options for additional glass recycling bins throughout the parish.

20.12.13 **Noted:**

The meeting agreed to defer proposals for projects in the next financial year to the March meeting.

20.12.14 **Noted:**

The dates for the Estates Committee meetings for the next year (2021), as set out below:

- Thursday 4<sup>th</sup> March
- Thursday 3<sup>rd</sup> June
- Thursday 5<sup>th</sup> August
- Thursday 7<sup>th</sup> October
- Thursday 2<sup>nd</sup> December

20.12.15 **Noted:**

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

- A possible joint project on recreation ground and six acres for funding to address work to Skate Park, Games Area and improvements to footpaths and access for the school as part of the Road Safety Working Group.

20.12.16 **Noted:**

The scheduled date for the next meeting is Thursday 4<sup>th</sup> March 2020 at 7:30pm either:

Join Zoom Meeting

<https://us02web.zoom.us/j/85873869805?pwd=dldMSWpvVklUeGZkU2VVM1ZzM3djZz09>

Meeting ID: 858 7386 9805

Passcode: 866674

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.

20.12.17 **Noted:**

Close of meeting. 21:33pm