

# 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 3<sup>rd</sup> June 2021 at 7:30pm in the Dulcie Smith Room, Wickhambrook Memorial Social Centre

### **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

- 21.06.01 To elect a Chair and appoint a Vice-Chair to the Committee.
- 21.06.02 Apologies for absence to be noted or approved
- 21.06.03 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.
- 21.06.04 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 4<sup>th</sup> March 2021, as tabled, be agreed as a true record.**
- 21.06.04 Public comment or question invited on any Agenda item (**Open Session**).  
**Open Session to close on or before 8:30pm.**
- 21.06.05 To note the following no correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 5.1 Valuation Office Agency – Wickhambrook Cemetery
- 5.2 Local Resident(s):- query regarding bench sited at Coltsfoot Green
- 21.06.06 To note decisions of the Parish Council at its March and May meetings:  
**March - Resolved:**
- 1. That Wickhambrook Parish Council confirm its aspiration to work with CAS and West Suffolk Strategic Housing and Planning Services to identify and bring forward a Rural Exception site if evidence of a housing need for such a site is identified from the Housing Needs Survey which it has commissioned; and**
  - 2. That the parish clerk, in consultation with the Housing Needs Survey Working Group, be delegated authority to sign the agreement with Community Action Suffolk.**
  - 3. Arrange a public meeting (when COVID regulations permit this) to present information to residents of the parish about Neighbourhood Planning, and authorise the cost of such a meeting, including hire of meeting room, refreshments, publicity and the time of a Neighbourhood Plan planning consultant, at a cost of not more than £500 from the Neighbourhood Plan Earmarked Reserves; and**
  - 4. In the event that residents of the parish agree at that meeting that they wish to establish a Neighbourhood Plan Steering Group to develop a Neighbourhood Plan for the parish, appoint two councillors to the steering group**
  - 5. To move the mobile phone plan to Three, to include Samsung Galaxy A12, unlimited calls & texts & 5GB data £15.83 plus VAT per month (plus any out of plan costs), plus a SIM only plan for unlimited calls & texts & 2gb data for existing handset at £2.50 plus VAT per month (plus any out of plan costs).**

**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

6. To adopt the draft reserves & internal control policies attached at Appendices A & B to [WPC.21.03.05](#) and make provision for any necessary actions arising from adoption of those policies.
7. To authorise the schedule of due payments arising on a regular basis, as identified in report [WPC.21.03.06](#) for the financial year 2021.22.
8. That this Council receives and approves the Risk Assessments (circulated & tabled as [WPC21.03.07](#)) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.
9. To authorise donations under S.137 to a maximum of £100 to the charitable organisations identified by Councillors from report [WPC21.03.09](#).

### May:

1. To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £125 plus VAT for the current financial year.
2. To authorise virement of funds in General Reserve to Earmarked Reserves equivalent to unspent funds in the 2020.21 financial year, as identified in Appendix A to report WPC.21.05.05 in accordance with the Reserves policy.
3. The parish council authorise the cost of printing leaflets to promote the drop-in public meeting planned for July, at a cost of not more than £150.00.
4. Wickhambrook Parish Council authorise the following costs associated with Quiet Lanes:
5. Not more than £150.00 for the production of leaflets advising the proposed Quiet Lanes and date of public meeting
6. £50.00 per route to be designated as a quiet lane (maximum eight routes)

21.06.07 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 ( <i>circulated</i> )	<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>

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

- 8.1 That following stormy weather, some of the boarding surrounding the Games Area has had to be taken down. Quotes have been requested for repair/refurbishment replacement options but have not yet been received.
- 8.2 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.21.06.01**) and take action as appropriate.
  - 8.2.1 **Proposal:**  
**To authorise the cost of digging back soil and supplying 900 x 600mm slab laid on edge with cement backing to help support the bank on Culvert at Coltsfoot Green at not more than £105 plus VAT.**

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

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

Telephone: **07508 039810** Email: [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

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## 8.2.1 Proposal:

**To authorise the cost of lifting tree crowns 43, 44, 45 & 46 to 20ft (approx.) and reduction of height bey 15 % (approx.), and reduction of Tree 42 by 15% at a cost of not more than £250.00.**

**21.06.09** To consider quotes submitted in respect of new railings at the Memorial entrance to the cemetery tabled and circulated as **WPC.EC.21.06.02** circulated and take action as appropriate.

### 9.1 Proposal:

**That the Estates Committee authorise the commissioning of new railings to the Memorial entrance to the Cemetery as submitted in WPC.EC.21.06.02, at a cost of £1003.76.**

**21.06.10** To consider a proposal for the fabrication of a metal "willow heart" (tabled and circulated as **WPC.EC.21.06.03**) and take action as appropriate.

### 10.1 Proposal:

**That the Estates Committee authorise the commissioning of a metal "Willow Heart" as submitted in WPC.EC.21.06.03, at a cost of not more than £350.00.**

21.06.11 To consider an update and feedback on the new grounds contract, (tabled and circulated as **WPC.EC.21.06.04**) and take action as appropriate.

21.06.12 Any other Council business for information, to be noted or for inclusion on a future agenda.

21.06.13 To note the scheduled date for the next meeting is Thursday 5th August in the Dulcie Smith Room, Wickhambrook Memorial Social Centre

21.06.14 Close of meeting.

Published & posted 27<sup>th</sup> May 2021



**Hilary Workman**

**Clerk & RFO to the Council**

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

Telephone: **07508 039810**

Email: [parishclerk@wickhambrook.org](mailto:parishclerk@wickhambrook.org)

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