

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 5th August 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.

AGENDA

- 21.08.01 Apologies for absence to be noted or approved: Roger Merry; Roger Medley
- 21.08.02 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.
- 21.08.03 **Proposal:**
That the Minutes of the Estates Committee meeting held on 4th March 2021, as tabled, be agreed as a true record.
- 21.08.04** Public comment or question invited on any Agenda item (**Open Session**).
Open Session to close on or before 8:30pm.
- 21.08.05 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 Local Resident(s):- query regarding bench sited at Coltsfoot Green
- 5.2 Local Resident – upkeep of land behind Croft Close
- 5.3 Local Resident – infestation of mole hills at Attleton Green
- 21.08.06 To note decisions of the Parish Council at its March and May meetings:

July - Resolved:

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| 11.3.1 | The parish council authorise a sustainable memorial bench and base at a cost of not more than £450.00 plus VAT. The clerk be delegated to undertake arrangements for purchase and to site the bench on Coltsfoot Green between the two Cherry Trees in place of the existing bench (to be returned to the bereaved family) and invite the bereaved family to arrange for a memorial plaque consistent with the current published memorial policy. (WPC.21.07.01) |
| 11.3.2 | To authorise the cost of work to the Coltsfoot Green culvert (Invoice 1137) at £105.00 plus VAT. (WPC.21.07.01) |
| 12.6 | To move the funds allocated to Recreation Ground, Six Acres, Greens & Cemetery & Churchyard, to a total of £11,922 to a single budget line for the purposes of the Grounds Contract (WPC.21.07.02) |
| 13.1 | To adopt the policy set out as Appendix 1 to report WPC.21.07.03 for dealing with requests for dispensation of S.106 agreement restricting housing allocations to individuals residing in the parish. |
| 18.1 | To authorise the cost of delivery of Housing Needs Surveys in the Parish of Wickhambrook at a cost of £75.00 plus VAT. (WPC.21.07.05) |
| 19.1.1 | Appoint two councillors to the Neighbourhood Plan steering group; Cllrs Thwaite & Turner (WPC.21.07.06) |

Hilary Workman, Clerk & RFO to the Council

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- 19.1.2 Authorise unspent £200 plus VAT allocated under Minute ref 21.03.6.1 for professional support to Neighbourhood Plan Steering Group from Plans4People until a Neighbourhood Planning Consultant is appointed by the parish council ([WPC.21.07.06](#));
- 19.1.3 Delegate authority to clerk to submit a grant application to Locality for Neighbourhood Planning financial and technical support ([WPC.21.07.06](#))
- 20.1.1 The parish council notify Quiet Lanes Suffolk of those routes identified by the meeting (from report WPC.21.07.07) for designation as Quiet Lanes; ([WPC.21.07.07](#))
- 20.1.2 The parish council authorise the cost of delivery of covering letters and maps to all residential and business properties on each route at £75 plus VAT. ([WPC.21.07.07](#))

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

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

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

8.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.21.08.01**) and take action as appropriate.

8.2.1 Proposal: Cllr Couzens

- a) **To authorise the cost of removing vegetation and cleaning the guttering of the Chapel of Rest, at a cost of not more than £170.00 plus VAT.**
 - b) **To authorise the cost taking out on entrance to cemetery (Chapel of Rest entrance), remove Yew trees first on left and first on right to open up for Landscape scenery at a cost of £200.00.**
 - c) **To authorise the cost of purchasing two waterbutts to replace those at the front of the Chapel of Rest, at a cost of not more than £120.00 plus VAT.**
 - d) **To authorise the cost of repointing and work to the War Memorial at a cost of not more than £670 plus VAT.**
- 8.2 The fabricated "Willow Heart" to commemorate the kindness of residents of the parish in the pandemic year has been erected on the village sign.
- 8.3 The work to the new railings at the Memorial entrance to the Cemetery has been instructed
- 8.4 The electricity contract falls due for renewal in September, and the supplier has asked that a new smart meter be installed in the Chapel of Rest. This will require some re-organisation of space.
- Proposal: Cllr Couzens**
The committee delegate to the clerk authority to either renew the existing contract or move to an alternative supplier upon expiry of the existing contract based on quotes available at the time renewal falls due.
- 8.5 To note that the clerk has visited Bury Archives to obtain information on purchased Grave Spaces and Interments from the parish registers held there.
- 8.6 CAS have advised of COVID Restart Grants for communities for up to £2000.

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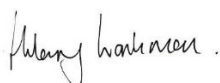
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- 21.08.09** To consider an update and feedback on the new grounds contract, (tabled and circulated as **WPC.EC.21.08.02**) and take action as appropriate.
9.1 Proposal: Cllr Couzens
1) To authorise the cost of:
a. **Strimming of the outer banks of the recreation ground & six acres a maximum of two times in this current financial year at a cost £220.00 per visit;**
b. **To cut the hedges around the bowling green, along the track next to the rec, the beech hedge near the car park and the hedge around the cemetery a maximum of two times in this current financial year at a cost of £395.00 + VAT per cut; and**
2) To refer an item to the next meeting of the parish council to authorise the anticipated increase on the contract to reflect the changes to cutting frequencies (£1535.00 plus VAT) and adjust the due payments schedule accordingly; and
3) To approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B, (subject to any changes agreed at the meeting) in advance of quotes being requested for the grounds contract for financial year 2022/23.
- 21.08.10** To consider a proposal for a Tri-annual inspection of the Parish Trees (including two interim inspections (tabled and circulated as **WPC.EC.21.08.03**) and take action as appropriate.
10.1 Proposal: Cllr Couzens
To authorise the commissioning of a Survey of Parish Trees in 2021 and undertake two walk-round tree inspections in years 2 and 3 (2022 & 2023) at a cost of £500 plus VAT to be carried out by Acacia Tree Surgery.
- 21.08.11** To consider a proposal for a workshop & engagement day at the Skatepark to address the issue of Graffiti and consult on options for additional/replacement equipment (tabled and circulated as **WPC.EC.21.08.04**) and take action as appropriate.
11.1 Proposal: Cllr Couzens
That the Estates Committee authorise the commissioning of a workshop organised through West Suffolk Families and Communities Team to address Graffiti in the Skatepark and consult with users on new equipment at a cost of £500 plus VAT.
- 21.08.12 To consider a proposal for works to the Multi-Use Games Area (MUGA) (tabled and circulated as **WPC.EC.21.08.05**) and take action as appropriate.
- 21.08.14 To consider an update on Volunteering in Wickhambrook and take action as appropriate.
- 21.08.15 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 21.08.16 To note the scheduled date for the next meeting is Thursday 5th August in the Dulcie Smith Room, Wickhambrook Memorial Social Centre
- 21.08.17 Close of meeting.

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