

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 7th October 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

- 21.10.01 To appoint a vice-chair to the Committee
- 21.10.02 Apologies for absence to be noted or approved: Roger Merry;
- 21.10.03 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.
- 21.10.04 **Proposal:**
That the Minutes of the Estates Committee meeting held on 5th August 2021, as tabled, be agreed as a true record.
- 21.10.05** Public comment or question invited on any Agenda item (**Open Session**).
Open Session to close on or before 8:30pm.
- 21.10.06 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
- 21.10.07 To note decisions of the Parish Council at its September meeting:

September: Resolved

EO21.09.06	The parish council agreed not to proceed with the Housing Needs Survey (WPC.21.09.01)
21.09.09	9.3.1 The parish council direct the clerk to apply to West Suffolk Council for the parish of Wickhambrook to be designated a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan, and submit the application form and plan attached as Appendix A to report WPC.21.09.01 .
	9.3.2 Authorise unspent £75 plus VAT allocated under Minute ref 21.07.17 for future delivery of a parish wide Household Survey;
21.09.11.3	To remove John Barton as an authorized signatory on the parish council Unity Trust bank accounts.
11.4	That, having noted the External Auditors advice, the parish council adopt the proposed policy on valuing assets (Appendix B to report WPC.21.09.02).
11.5	That the parish council adopt the proposed Safeguarding policy (Appendix A to WPC.21.09.03)
11.8	The parish council authorise subscription to McAfee Antivirus to cover 10 devices at a cost of £44.99 plus VAT for one year.

Hilary Workman, Clerk & RFO to the Council

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- 21.09.12.5 That an annual direct debit (£35.00) be authorised for future annual registration with the ICO, representing a saving of £5 per annum.
- 12.6 To update the Parish Council’s authorised signatories to its Unity Trust accounts, making provision for Simon Moy to be added as an authorised signatory (view and authorise payments).
- 12.8 Authorise adjustments to Earmarked reserves as below:
- Six Acres Development – reverse the virement from general to earmarked reserves in May (£1990), leaving Earmarked reserves of £2500
 - Tree Surgery – via back to general reserves £1060 which represents the delayed payment from the previous year, leaving earmarked reserves of £1640.
 - Cemetery & Churchyard – via all earmarked reserves back into general reserves (£1248.00) leaving a nil balance.
- ([WPC.21.09.04](#))
- 21.09.16 16.1 Proposal: Cllr Couzens
- i.a further £2,180 plus VAT to cover the cost of the adjustment necessary to the grounds contract arising from the necessary additional cuts added to the schedule in the early spring months of the year;
- ii.increase the total amount approved under the List of Due Payments (Min. 21.03.11.7 refers) in respect of R H Landscapes and Maintenance to £9580 plus VAT;
- iii.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 (Min. EC.21.08.91.1.2 refers);
- ([WPC.21.09.08](#))
- 21.09.18 18.1.1 The parish council authorise the cost of works to the old MUGA space on Six Acres to include:
- i. Removal and disposal of a basket ball hoop at Ground level - £112.50
 - ii. Undertake repairs to damaged tarmac area £654.37
 - iii. Supply and install Green Bow Top fencing height of 1.2m - £4269.80
 - iv. Delivery - £212.55
- At a total cost of £5249.22 plus VAT, undertaken by Playforce, and approve the transfer of £5,250 from earmarked reserves (Teen Project Replacement) to General Reserves. ([WPC.21.09.10](#))
- 18.1.2 The parish council delegate the clerk to submit any appropriate grant applications to attract funding for the development of the re-development of the old MUGA space for outdoor gym equipment.
- 21.09.19 That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 21.10.07 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 |

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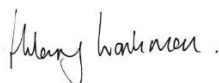
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- 21.10.08** To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.21.10.01**) and take action as appropriate.
- 8.2.1 Proposal: Cllr Couzens**
The Estates Committee authorise the cost of two batteries and two replacement packs for the defibrillators at a cost of not more than £494.00 plus VAT.
- 8.2 To note that the electricity contract has been renewed as a two year contract with E.ON.
- 8.3 To note that the clerk has been working with the cemetery volunteer and records from Bury Archives are being transcribed.
- 8.4 A COVID Restart Grant for communities for up to £2000 has been submitted to Community Action Suffolk (CAS), for the purchase of equipment for outdoor events.
- 8.5 To note invoices and agreements for Six Acres and the Chapel of Rest have been issued, and that Wickhambrook Youth Football Club remains in arrears.
- 21.10.09** To consider quotes for works to parish trees identified during the Tri-annual inspection of the Parish Trees (tabled and circulated as **WPC.EC.21.10.02**) and take action as appropriate.
- 9.1 Proposal: Cllr Couzens**
To authorise the works to parish trees as identified at WPC.EC.21.10.02 at a cost of not more than £670.00 plus VAT.
- 21.10.10** To consider an update and feedback on the proposal for works to the Multi-Use Games Area (MUGA), (tabled and circulated as **WPC.EC.21.10.03**) and take action as appropriate.
- 10.1 Proposal: Cllr Couzens**
The Estates Committee authorise the cost of three additional DBS checks for the clerk plus two (councillors or committee members) at a cost of not more than £76.00.
- 21.10.11 To consider an oral update by the clerk on the renewal of the lease for the Children’s Play Park at the Recreation Ground and take action as appropriate.
- 21.10.12 To consider an update on the cemetery and recently closed United Reform Church at Meeting Green (tabled and circulated as **WPC.EC.21.10.04**) and take action as appropriate.
- 21.10.13 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 21.10.14 To note the scheduled date for the next meeting is Thursday 2nd December in the Dulcie Smith Room, Wickhambrook Memorial Social Centre
- 21.10.15 Close of meeting.

Published & posted 1 October 2021



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