

Wickhambrook Parish Council – Estates Committee

Estates Committee Minutes

Of an ordinary meeting of the Estates Committee held on

Thursday 7th October 2021

Present: Cllrs P Couzens, and K Merritt,
Lay Members, M Jolland, R Medley and J Norton

Attending: Clerk Hilary Workman, Cllr Moy

21.10.01 **Noted:**
Cllr Kerry Merritt was appointed as vice-chair to the Committee

21.10.02 **Noted:**
There were no apologies for absence to be approved. The Committee noted the resignation of Roger Merry, and extended its warm thanks to him for all his work, particularly with respect to his care of the children's play areas and the Teen Project.

21.10.03 **Noted:**
That there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items nor any additions and/or deletions to the Council's Register of Interests.

21.10.04 Resolved:
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**). 7:32 pm
There being no members of the public with comments or questions, the session closed.

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

21.10.07 **Noted:** 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.
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.

Signed: Paul Couzens

Dated: 3/12/21

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- 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 **Noted:**
- Reports to this meeting from Portfolio Holders or other agencies as summarised below:
- 7.1 **Parish Assets** (defibrillator) **Cllr Couzens**
All ok at present
- 7.2 **Environment & Sustainability** **Mrs M Jolland**
An oral report advising that Mrs Jolland and the Clerk planned to attend a meeting of the History and Horticultural Societies on 22nd October meeting to recruit volunteers for the cemetery project, and that autumn flowering bulbs (**Min. 21.03.7.2**) would likely become available for purchase in December/January.

Signed: Paul Couzens

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- 7.3 **Footpaths officer report** (*previously circulated*) **Mr R. Medley**
Mr Medley further asked the clerk whether any solutions had been identified with respect to the sound qualify in the Dulcie Smith room. The meeting asked the clerk to raise this with the Memorial Social Centre and report back to a subsequent meeting.
- 7.4 **Tree Warden's report** (*previously circulated*) **Mr R Medley**
Mr Medley further asked the clerk how pressure on SCC Highways could be increased to bring about a resolution to the uncut hedge between Coltsfoot Green and Meeting Green to ensure that it is cut within this current cutting season. The meeting asked the clerk to write to the Director of Highways at Suffolk County Council about this matter.
- 7.5 **Youth Facilities** **Vacant**
7.5.1 Main Playground
7.5.2 Teen Project and Games Area
7.5.3 Zip Wire
7.5.4 Bury Road (*previously circulated*) **Mr K Grimes**
The clerk advised that she was working with the estates volunteer to ensure that the inspections would continue to be completed, and that additional pavours had been purchased on which to set and bolt down the small bench at the Bury Road Playground.
- 7.6 **Six Acres** **Cllr K Merritt**
An oral report advising that:
 - tree cuttings are immediately moved back onto six acres on the inner banks;
 - a small camp area appeared to have been established behind the zip wire;
 - the car park by bowls green required scrub clearance;
 - Some bottles were still being left by the large Beach treeThe meeting asked the clerk to ask the tree surgeon to clear tree cuttings on Six Acres and request that the Grounds contractor clear under beach tree where possible prior to each cut.
- 7.7 **Cemetery and Churchyard Safety Reports** **Cllr J Norton**
An oral report advising that:
 - Cutting of the Cemetery and Churchyard was satisfactory;
 - The bench moved to the Chapel of Rest porch had now been reinstated; and
 - The chips and pointing to the War Memorial had been repaired.
- 7.8 **Village Greens Report** **Cllr J Norton**
An oral report advising that:
 - Grass at Genesis Green was cut good and short
 - The pond at Attleton Green was looking untidy and a branch on the green required removalThe meeting asked the clerk to contact the Tree Surgeon to arrange for the branch to be removed.
- 21.10.08 Noted:** Clerk's report
- 8.1 An update on current Estates Issues (previously circulated as **WPC.EC.21.10.01**) and **8.2.1 Resolved**
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 That the electricity contract has been renewed as a two year contract with E.ON.
- 8.3 That the clerk had been working with the cemetery volunteer and records from Bury Archives were being transcribed.
- 8.4 That a COVID Restart Grant for communities for up to £2000 had been submitted to Community Action Suffolk (CAS), for the purchase of equipment for outdoor events.
- 8.5 That invoices and agreements for Six Acres and the Chapel of Rest had been issued, and that arrears for Wickhambrook Youth Football Club had since been paid.

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21.10.09 **Noted:**

The meeting considered quotes for works to parish trees identified during the Tri-annual inspection of the Parish Trees (previously circulated as **WPC.EC.21.10.02**) and

9.1 **Resolved**

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 **Noted:**

The meeting considered an update and feedback on the proposal for works to the Multi-Use Games Area (MUGA), (previously circulated as **WPC.EC.21.10.03**) and take action as appropriate.

10.1 **Resolved**

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 **Noted:**

The meeting considered an oral update by the clerk on the renewal of the lease for the Children's Play Park at the Recreation Ground, which summarised the following points:

- The Trustees of the Memorial Social Centre hold freehold title on the area known as the Recreation Ground (see plan below), and the parish council has a ten-year lease on the site of the Children's play area, which is due to expire in February 2023;
- Currently, the parish council has been maintaining not only the Children's play area, but also the Recreation Ground, undertaking both cutting of grass, trimming of hedges and works to trees
- The parish council has power to carry out this work under:
 - Open Spaces Act 1906, ss.9 and 10; and
 - Public Health Act 1875, s.164Though it is not obliged to undertake the grounds maintenance on behalf of the MSC, it can do so.
- The parish could try to negotiate to extend the lease to cover the Recreation Ground, or it could solicit and accept a contribution towards the cost of the grounds maintenance and works to trees from the MSC.

And agreed a preference to continue with the current arrangement if possible when re-negotiating the lease.

21.10.12 **Noted:**

The meeting noted an update on the cemetery and recently closed United Reform Church at Meeting Green (previously circulated as **WPC.EC.21.10.04**) and asked the clerk to report back to the next meeting.

21.10.13 **Noted:**

When any other Council business for information, to be noted or for inclusion on a future agenda were invited, the following:

1. Mr Medley noted that the clerk was recruiting volunteers to undertake some maintenance activities in the parish and asked whether the parish council had re-visited its earlier decision not to use volunteers to undertake work for which Suffolk County Council had responsibility. The clerk confirmed that there had been no change, the parish council did not intend to organise volunteer work parties to carry out activities on highways (for example, cleaning signs or cutting back vegetation – Min. refers) but was recruiting volunteers to help with small maintenance issues, inspecting play areas etc, on its land, and confirmed that risk assessments were undertaken for this work.
2. That there was a rotting tree at genesis green between the grass verge and the ditch. It was understood that everything between road and ditch was the responsibility of Suffolk County Council and the meeting asked the clerk to follow up with SCC to establish when they would be likely to remove the tree.

21.10.14 **Noted:**

Signed: *Paul Couzens*

Dated: 3/12/21

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That the scheduled date for the next meeting is Thursday 2nd December in the Dulcie Smith Room, Wickhambrook Memorial Social Centre

21.10.15 **Noted:** Close of meeting. 20:30pm.

Signed: *Paul Couzens*

Dated: 3/12/21