

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 2nd December 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

- 21.12.01 Apologies for absence to be noted or approved:
- 21.12.02 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.
- 21.12.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 7th October 2021, as tabled, be agreed as a true record
- 21.12.04 Public comment or question invited on any Agenda item (**Open Session**).
Open Session to close on or before 8:30pm.
- 21.12.05** To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 21.12.06 To appoint or to confirm the following officers of the committee or to take other action as appropriate (current post holder in brackets);
6.1 MUGA, Play areas, Skate Park and Zip Wire (pending)
- 21.12.07 To note decisions of the Parish Council at its September meeting:
November: Resolved
- | | |
|----------|--|
| 21.11.09 | In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied. |
| 21.09.17 | To authorise a grant contribution of £340 towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957 |

Hilary Workman, Clerk & RFO to the Council

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

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21.12.07 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)	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>)	
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

21.12.08 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.21.12.01**) and take action as appropriate.

8.2.1 Proposal: Cllr Couzens

That permission be given for RBL to insert a tube into the ground with a cap fitted to the top at ground level, thus ensuring that there would be no interference with the maintenance of the cemetery and no trip hazard, subject to:

- i. The site being agreed in advance with the clerk;**
- ii. A risk assessment and public liability insurance be provided in advance of the work to install the tube; and**
- iii. Royal British Legion agree in writing to maintain the tube, or remove, at their cost, if requested to do so by the Parish Council.**

8.2 To note that the work to parish Trees, as identified in the annual report, is expected to be completed by 1st week December.

8.3 To note that the clerk has been working with the cemetery volunteer and records from Bury Archives are being transcribed. Two new volunteers are being recruited and the cemetery software provider has indicated that an import from excel will be feasible.

8.4 To note that the Street Art Workshop was postponed to the February Half Term.

21.12.09 To consider a draft 3 year plan for the Estates Committee (tabled and circulated as **WPC.EC.21.12.02**) and take action as appropriate.

21.12.10 To consider an update and feedback on the proposal for works to the Multi-Use Games Area (MUGA), (tabled and circulated as **WPC.EC.21.12.03**) and take action as appropriate.

21.12.11 To consider an update on the cemetery and tabled and circulated as **WPC.EC.21.12.04**) and take action as appropriate.

21.12.12 To consider a proposal to purchase equipment (tabled and circulated as **WPC.EC.21.12.05**) to support outdoor parish activities from the Community Re-Start Grant recently approved by West Suffolk Council (£1700 plus VAT).

Proposal: Cllr Couzens

The Estates Committee authorise the purchase of outdoor equipment as specified above (or the nearest alternative) at a total cost of not more than £1700 plus VAT,

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- 21.12.13 To note dates for the Estates Committee meetings for the next year (2022), as set out below:
Estates Committee Meetings (at 7:00pm):
Thursday 3th February,
Thursday 7th April,
Thursday 7th July,
Thursday 1st September and
Thursday 3rd November
- 21.12.13 Any other Council business for information, to be noted or for inclusion on a future agenda:
- Cleaning of War Memorial
- 21.12.14 To note the scheduled date for the next meeting is 3rd February 2022 in the Dulcie Smith Room, Wickhambrook Memorial Social Centre
- 21.12.15 Close of meeting.

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