

Wickhambrook Parish Council – Estates Committee

Estates Committee Minutes

Of an ordinary meeting of the Estates Committee held on

Thursday 2nd December 2021

Present: Cllrs P Couzens, K Merritt, and S Moy (part)
Lay Members, R Medley

Attending: Clerk Hilary Workman

21.12.01 **Noted:**

The following apologies for absence were approved:

John Norton – Medical

Mary Jolland - Unwell

21.12.02 **Noted:**

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 Resolved

That the Minutes of the Estates Committee meeting held on 7th October 2021, as tabled, be agreed as a true record

21.12.04 **Noted:** Open Session.19:33pm

That, when public comments or questions were invited on any Agenda items, and there being no members of the public, the session was closed.

21.12.05 **Noted:**

The following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:

- Thanks from Roger Merry, former lay member of the Estates Committee.

21.12.06 **Noted:**

Confirmation of the following officers of the committee:

6.1 MUGA, Play areas, Skate Park and Zip Wire

Cllr Moy

21.12.07 **Noted:**

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

Signed: Paul Couzens

Date: 03/02/22

Wickhambrook Parish Council – Estates Committee

21.12.08 **Noted:**

Reports to this meeting from Portfolio Holders or other agencies and actions summarised below:

- 8.1 **Parish Assets** (defibrillator) **Cllr Couzens**
New batteries and pads have been purchased. Defibrillator checked, all fine.
- 8.2 **Environment & Sustainability** **Mrs M Jolland**
- 8.3 **Footpaths officer** (*previously circulated*) **Mr R. Medley**
The meeting asked the clerk to add a plea for landowners to clean out ditches to the website.
It was reported that the planings added to the first 50m of FP25 at the Coltsfoot Green end had been a success, but that the footpath would benefit from an extension of this surface up to the base of the steps onto Six Acres. The meeting asked the clerk to look into how this could be achieved and likely costs.
FP26, which had previously been cut as part of the grounds contract, would be added into the PROW cutting schedule. Because there were a limited number of paths that could be included in the schedule, it was recognised that this may mean another FP being excluded from the schedule. It was suggested the schedule be reviewed to prioritise FP's which enabled most pedestrian traffic in and around the village centre.
- 8.4 **Tree Warden's report** (*previously circulated*) **Mr R. Medley**
The clerk had confirmed that other than the two trees at Bury Road Play Area, the trees on Clopton Green were not the responsibility of the parish.
The clerk was still seeking confirmation of responsibility for trees at Nunnery Green which have been double tagged.
Mr Medley confirmed that in respect of hedgerows, the land up to 1m from the edge of the highway was the responsibility of SCC. The meeting asked the clerk to write to SCC with respect to the hedge on the northside of the highway from Meeting Green to Coltsfoot Green – which remains uncut and overgrown.
- 8.5 **Youth Facilities**
- 7.5.1 Main Playground
- 7.5.2 Teen Project and Games Area
- 7.5.3 Zip Wire
- 7.5.4 Bury Road Playground **Mr K Grimes**
The clerk reported that monthly reports from West Suffolk had been received.
- 8.6 **Six Acres** (*previously circulated*) **Cllr K Merritt**
The meeting asked the clerk to contact the Football Club to request that the goal posts be stored on the hard standing when not in use.
- 8.7 Cemetery and Churchyard Safety Reports **Cllr J Norton**
- 8.8 Village Greens Report **Cllr J Norton**

Signed: Paul Couzens

Date: 03/02/22

Wickhambrook Parish Council – Estates Committee

21.12.09 **Noted:** Clerk's report

9.1 An update on current Estates Issues (previously circulated as [WPC.EC.21.12.01](#)) and

8.1.1 Resolved

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.**

9.2 That the work to parish Trees, as identified in the annual report, was expected to be completed by 1st week December.

9.3 That the clerk had been working with the cemetery volunteer and records from Bury Archives were being transcribed. Two new volunteers had been recruited and the cemetery software provider had indicated that an import from excel would be feasible.

9.4 That the Street Art Workshop had been postponed to the February Half Term due to insufficient numbers.

21.12.10 **Noted:**

The meeting considered a draft 3 year plan for the Estates Committee (previously circulated as [WPC.EC.21.12.02](#)) and agreed the priorities subject to the changes identified below:

1. Drive leading to Chapel of Rest Year 1 (based on simple clean up with no remedial work)
2. Draining of Pond and work to Culvert Year 1 (noting riparian responsibility)

21.12.11 **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.21.12.03](#), and, noting that there was a concern that fitness groups might crowd out other users (which may need to be addressed through active messaging), identified the proposal from Proludic as its preferred option to take forwards. The meeting asked the clerk to continue to engage with residents throughout the parish to build evidence for a future grant application.

21.12.12 **Noted:**

The meeting considered an update on the cemetery (previously circulated as [WPC.EC.21.12.04](#)) and agreed that a sole contractor, Mr Gary Smith, be appointed to dig graves in the cemetery. This recommendation, and the necessary changes to Cemetery Regulations, to be referred to the January meeting of the Parish Council for approval and adoption.

21.12.13 **Noted:**

The meeting considered a proposal to purchase equipment (previously 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) and

Resolved:

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.

Signed: *Paul Couzens*

Date: *03/02/22*

Wickhambrook Parish Council – Estates Committee

21.12.14 **Noted:**

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

21.12.15 **Noted:**

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

1. Cleaning of War Memorial – Cllr Moy noted that Algae had already established on the war memorial since it was last cleaned in Autumn 2020. A solution of soapy water and bleach was recommended for cleaning memorial stone, which could be undertaken in September each year.
2. The meeting asked the clerk to move meetings for the Estates Committee back to the Pavilion where possible.

21.12.16 **Noted:**

The scheduled date for the next meeting would be 3rd February 2022 at the Wickhambrook Memorial Social Centre

21.12.17 **Noted:** Close of meeting 20:24pm