

# 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 4<sup>th</sup> March 2021 at 7:30pm remotely through a scheduled Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85873869805?pwd=dldMSWpvVklUeGZkU2VVM1ZzM3djZz09>

Meeting ID: 858 7386 9805

Passcode: 866674

One tap mobile

+44 203 481 5240 United Kingdom, +44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom, +44 203 481 5237 United Kingdom

## **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

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## **AGENDA**

- 21.03.01 Apologies for absence to be noted or approved
- 21.03.02 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.
- 21.03.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 3<sup>rd</sup> December 2020, as tabled, be agreed as a true record.**
- 21.03.04 Public comment or question invited on any Agenda item (**Open Session**).  
**Open Session to close on or before 8:30pm.**
- 21.03.05 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:- request for update on dog exercise/training area
- 5.2 Local Resident:- Leylandii trees at Farley Green
- 5.3 Local Resident:- Verges on cemetery road adjacent to The Meadows & response from Logan Homes
- 21.03.06 To note decisions of the Parish Council at its January meetings:  
**Resolved:**
- That Council appoints Messrs Heelis and Lodge as Internal Auditors for the financial year 2021/2022;
  - The Parish Council authorise the cost for a specialist consultant to attend the next meeting of the parish council to provide further initial advice on the process and commitment the parish council would be undertaking at £80.00 plus VAT.
  - That Wickhambrook Parish Council approve the proposed budget (Option A, WPC EO.20.01.03);
  - That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £35,610.00, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2021;

**Hilary Workman, Clerk & RFO to the Council**

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

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

# Wickhambrook Parish Council – Estates Committee

## Agreed:

- The meeting appointed the following three Cllrs to the Housing Needs Working Group: Cllrs Barton, Merritt & Thwaite;
- that it wished to pursue the purchase of the land to the rear of the cemetery (plot),
- that its preferred use for the land purchase was for the extension of the cemetery, possible allotment lands and/or community orchard and possible pet cemetery, but not for housing development;
- that a likely timescale on which it wishes to proceed to preparing an application for borrowing approval and the necessary consultation with residents of the parish would be aiming for approval by DCLG in early autumn, and the first principal and interest payment to fall in the 2022/23 financial year;
- Additional resource and cost implications for completing this work which could be funded from existing general reserves would be reflected in the budget proposal under agenda item EO.21.01.09;
- That the parish council did not wish to purchase a new domain name.

21.03.07 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 (*circulated*) **Mrs M Jolland**

**Proposal: Cllr Couzens**

**To authorise the purchase of autumn flowering bulbs for planting in the memorial garden and cemetery at a cost of £100 plus VAT.**

7.3 Footpaths officer report **Mr R. Medley**

7.4 Tree Warden's report **Mr R. Medley**

7.5 Youth Facilities (*circulated*) **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 (*circulated*) **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**

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

8.1 To note the following actions from the previous meeting (**Min. Ref 20.12.04**):

- the SCC Reporting Tools for Highways and Public Rights of Way have been added to the Parish Website.
- the issue of flooding has been raised again with County Councillor Mary Evans and a joint response requested from Highways, Anglian Water and the Environment Agency to address key flooding issues identified
- formal letters sent to the two properties identified requesting that the hedges be cut back from the footpath

8.2 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.21.03.01**) and take action as appropriate.

8.2.1 **Proposal: Cllr Couzens**

**To authorise the cost of backfilling the steps from Six Acres down onto FP25 and installing a hand rail, at not more than £804 plus VAT.**

8.2.2 **Proposal: Cllr Couzens**

**To approve a further £580 plus VAT to complete works to levelling graves in the cemetery in the next financial year.**

8.3 To note that the clerk is working to develop a volunteering scheme and handbook for approval by the parish council for the establishment of an Estates Volunteering Group, to be reported back to the next meeting.

**Hilary Workman, Clerk & RFO to the Council**

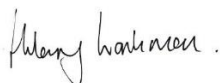
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## Wickhambrook Parish Council – Estates Committee

- 21.03.09** 9.1 To consider quotes submitted in respect of grounds contracts for the next financial year (2020/2021) **WPC.EC.21.03.02** circulated and take action as appropriate.
- 9.2 **Proposal: Cllr Couzens**  
**That the Clerk draw up contracts for groundworks for the financial year 2021/22 as determined by the meeting following their consideration of quotes for the areas identified in WPC.EC.21.03.02.**
- 21.03.10 To consider proposals for projects in the next financial year (tabled and circulated as report **21.03.04**) and take action as appropriate.
- 21.03.11 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 21.03.12 To note the scheduled date for the next meeting is Thursday 3<sup>rd</sup> June 2021 at 7:30pm either:
- Join Zoom Meeting
- <https://us02web.zoom.us/j/84843536276?pwd=NE5tNWlVdVVRVXNmTElUW1JcnZlZz09>
- Meeting ID: 848 4353 6276
- Passcode: 483632
- One tap mobile
- Dial In
- +44 203 481 5240 United Kingdom, +44 131 460 1196 United Kingdom  
+44 203 051 2874 United Kingdom, +44 203 481 5237 United Kingdom
- Or at Wickhambrook Memorial Social Centre (room to be advised) if COVID-19 regulations permit.
- 21.03.13 Close of meeting.

Published & posted 26<sup>th</sup> February 2021



**Hilary Workman**

**Clerk & RFO to the Council**

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