

# 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 3<sup>rd</sup> February at 7:00pm in the Pavilion, 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.

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## AGENDA

- 22.02.01 Apologies for absence to be noted or approved:
- 22.02.02 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.
- 22.02.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 2<sup>nd</sup> December 2021, as tabled, be agreed as a true record**
- 22.02.04 Public comment or question invited on any Agenda item (**Open Session**).  
**Open Session to close on or before 7:30pm.**
- 22.02.05** To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 22.02.06 To note decisions of the Parish Council at its September meeting:  
**January: Resolved**
- |            |  |
|------------|--|
| 22.01.8.2  | Wickhambrook parish council authorise the cost of commissioning a Housing Needs Survey and subsequent basic report from Cambs ACRE at a cost of £1006.25 plus VAT.   |
| 22.01.8.3  | Wickhambrook Parish Council to authorise the cost of stationery, publicity materials, delivery costs, and return postage at not more than £2020.00 plus VAT (as set out in Appendix C) to report WPC.22.01.03.   |
| 22.01.8.4  | That Wickhambrook Parish Council:<br>(a) Commission a weeklong speed survey and report from Suffolk County Council Highways in the vicinity of the School on Shop Hill (B1063 – exact site to be determined in consultation with SCC Highways) at a cost of £365.00; and<br>(b) Support the establishment of a wider network of parishes across West Suffolk to raise the profile of road safety and other highways issues with Suffolk County Council to achieve results with the help of District Councillors in West Suffolk. |
| 22.01.10.2 | To adopt the draft Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.22.01.05.   |

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

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## Wickhambrook Parish Council – Estates Committee

- 22.01.10.3 To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.23 and adopt the revised Cemetery Regulations attached as Appendix A to report WPC.22.01.05
- 22.01.11 11.1 That Council appoint Suffolk Association of Local Councils (SALC) as Internal Auditor for the financial year 2022/2023; and  
11.2 That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2022/23.
- 22.01.14 14.2 That Wickhambrook Parish Council approve the proposed budget (WPC.22.01.09), and  
14.3 That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £38,413.00, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2022
- 22.01.18 To adopt the draft Grant Awarding Policy attached as Appendix A to report WPC.22.10.11.
- 22.02.07 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)                      | <b>Cllr Couzens</b>   |
| 7.2 | Environment & Sustainability ( <i>circulated</i> ) | <b>Mrs M Jolland</b>  |
| 7.3 | Footpaths officer report ( <i>circulated</i> )     | <b>Mr R. Medley</b>   |
| 7.4 | Tree Warden's report ( <i>circulated</i> )         | <b>Mr R. Medley</b>   |
| 7.5 | Youth Facilities ( <i>circulated</i> )             | <b>Cllr Moy</b>       |
|     | 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> )   | <b>Mr K Grimes</b>    |
| 7.6 | Six Acres  | <b>Cllr K Merritt</b> |
| 7.7 | Cemetery and Churchyard Safety Reports             | <b>Cllr J Norton</b>  |
| 7.8 | Village Greens Report                              | <b>Cllr J Norton</b>  |
- 22.02.08** To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note the actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2022/23) and agree a proposed schedule of works for the Estates Committee (tabled and circulated as **WPC.EC.22.02.01**).
- 8.2 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.22.02.02**) and take action as appropriate.
- 8.3 To note that work to repair the surface to the rear of the old MUGA space, and install bow top fencing is scheduled for week commencing 7<sup>th</sup> February 2022.
- 8.4 To note that equipment support outdoor parish activities funded by the Community Re-Start Grant recently approved by West Suffolk Council is being purchased.
- 8.5 To note that the Street Art Workshop postponed to the February Half Term is confirmed for 21<sup>st</sup> February 2022.

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**22.02.09** To consider a proposal for authorising the costs of play equipment supplies (tabled and circulated as **WPC.EC.22.02.03**) and take action as appropriate.

**9.1 Proposal: Cllr Couzens**

**The Estates Committee authorise the purchase of replacement equipment (2, 4, 5 & 6) and fitting for Cemetery Road Play Park, as identified in report WPC.EC.22.02.03, to a maximum of £663.68 plus VAT; and**

**9.2 Proposal: Cllr Couzens**

**The Estates Committee authorise the clerk to purchase replacement equipment (including where necessary, the cost of fitting replacements) as identified under the monthly inspections undertaken in accordance with the service level agreement (low risk or greater) with West Suffolk Council during the financial year 2022/23 upto:**

- i. Playground Cemetery Road    £750.00 plus VAT (play areas maintenance)**
- ii. Playground Bury Road        £250.00 plus VAT (play areas maintenance)**
- iii. MUGA & Skate Park           £1000.00 plus VAT (includes £750 bi-annual zip wire inspection)**

22.02.10 To consider renewal of the lease of Cemetery Road Play area from Wickhambrook Memorial Social Centre (tabled and circulated as **WPC.22.02.04**) and take action as appropriate.

22.02.11 To consider a proposal to plant trees under the Queens Canopy Project in recognition of HRH The Queen's Platinum Jubilee (tabled and circulated as **WPC.EC.22.02.05**)

22.02.12 Any other Council business for information, to be noted or for inclusion on a future agenda:

22.02.13 To note the scheduled date for the next meeting is 7<sup>th</sup> April 2022 in the Pavilion, Wickhambrook Memorial Social Centre

22.02.14 Close of meeting.

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**Hilary Workman**

**Clerk & RFO to the Council**

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