

Wickhambrook Parish Council – Estates Committee

Estates Committee Minutes

Of an ordinary meeting of the Estates Committee held on

Thursday 3rd February 2022

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

Attending: Clerk Hilary Workman

22.02.01 **Noted:**

Apologies for absence to be noted or approved: Mary Jolland, John Norton

22.02.02 **Noted:**

That when 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 were invited, there were none.

22.02.03 Resolved:

That the Minutes of the Estates Committee meeting held on 2nd December 2021, as tabled, be agreed as a true record.

22.02.04 **Noted: (Open Session) 19:07**

That, when public comment or question was invited on any Agenda item, there being no members of the public, the session closed.

22.02.05 **Noted:**

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

22.02.06 **Noted:** Decisions of the Parish Council at its January meeting:

January: Resolved

- | | |
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| 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:
(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
(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. |
| 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 st 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 **Noted:**

Signed: Paul Couzens

Dated: 28/04/22

Wickhambrook Parish Council – Estates Committee

The meeting received and discussed reports to this meeting from Portfolio Holders or other agencies summarised below:

- 7.1 Parish Assets (defibrillator) **Cllr Couzens**
An oral report that checks on defibrillators had revealed no issues, and that the Vehicle Activated Sign was now installed and collecting data.
- 7.2 Environment & Sustainability **Mrs M Jolland**
The clerk reported that a litter pick was planned for 21st February to run alongside the Street Art Workshop, and autumn flowering bulbs would be purchased for the Memorial Garden and Cemetery in April, for planting in August.
- 7.3 Footpaths officer report (*circulated*) **Mr R. Medley**
- 7.4 Tree Warden's report (*circulated*) **Mr R. Medley**
- 7.5 Youth Facilities (*circulated*) **Cllr Moy**
- 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**
- Mr Medley joined the meeting**
- 7.6 Six Acres **Cllr K Merritt**
Cllr Merritt reported that there was some uneven ground and that at the end of the new cutting season this may benefit from spreading soil (from the Cemetery soil heap) on this after the last cut.
The hedge near tennis courts adjacent to the school had not been cut at the end of the last season and the clerk noted that this could be scheduled first in the new cutting season.
Dog waste bins had not emptied by West Suffolk until well into January.
- 7.7 Cemetery and Churchyard Reports **Cllr J Norton**
It was reported that the grass was a bit long at cemetery.
- 7.8 Village Greens Report **Cllr J Norton**

22.02.08 Noted: Clerk's report

- 8.1 The meeting noted 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 agreed a proposed schedule of works for the Estates Committee (previously circulated as [WPC.EC.22.02.01](#)).
- 8.2 The meeting noted an update on current Estates Issues (previously circulated as [WPC.EC.22.02.02](#)).
- 8.3 That work to repair the surface to the rear of the old MUGA space, and install bow top fencing was scheduled for the week commencing 7th February 2022.
- 8.4 That equipment to support outdoor parish activities funded by the Community Re-Start Grant recently approved by West Suffolk Council was being purchased.
- 8.5 That the Street Art Workshop postponed to the February Half Term was confirmed for 21st February 2022.

22.02.09 Noted:

The meeting considered a proposal for authorising the costs of play equipment supplies (previously circulated as [WPC.EC.22.02.03](#)) and

9.1 Resolved

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 Resolved

Signed: Paul Couzens

Dated: 28/04/22

Wickhambrook Parish Council – Estates Committee

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 **Noted:**

The meeting considered renewal of the lease of Cemetery Road Play area from Wickhambrook Memorial Social Centre (previously circulated as [WPC.22.02.04](#)) and agreed that it wished to renew the lease on the same basis as the existing lease if at all possible

22.02.11 **Noted:**

The meeting considered a proposal to plant trees under the Queens Canopy Project in recognition of HRH The Queen's Platinum Jubilee (previously circulated as [WPC.EC.22.02.05](#)), and agreeing that further research was necessary prior to making a decision on how the parish council could participate in this project, asked the clerk to send a link on the project to Mr Medley.

22.02.12 **Noted:**

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

Mr Medley:

- A follow up on Quiet Lanes was requested
- A complaint (00345265 16/12/21) had been reported to SCC regarding non clearance of grips. A recent EADT article had been published regarding funding for drainage and footpaths (the clerk confirmed that the Parish Council had agreed to engage with the project "Reclaim the Rain" delivered by Norfolk and Suffolk County Councils)
- Laurels leading into the Memorial Garden at the Cemetery were becoming sparse. The meeting asked the clerk to look into possible preplacement plants/species.

22.02.13 **Noted:**

That the scheduled date for the next meeting was 7th April 2022 in the Pavilion, Wickhambrook Memorial Social Centre

22.02.14 **Noted:** Close of meeting 20:00

Signed: Paul Couzens

Dated: 28/04/22