

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 7th April 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.

You can also join through TEAMS on your computer or mobile app

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AGENDA

- 22.04.01 Apologies for absence to be noted or approved:- Mr Roger Medley
- 22.04.02 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.
- 22.04.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 3rd February 2022, as tabled, be agreed as a true record
- 22.04.04 Public comment or question invited on any Agenda item (**Open Session**).
Open Session to close on or before 7:30pm.
- 22.04.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
- Local Resident – requesting update on installation of bench at Coltsfoot Green.
- 22.04.06 To note decisions of the Parish Council at its February meeting:
February: Resolved
- | | |
|-------------|---|
| EO.22.02.05 | That the Clerk draw up a contract for groundworks for the financial year 2022/23 as determined by the meeting following their consideration of quotes for the areas identified in WPC.22.02.01 . |
| 22.02.07 | i. The parish council delegate authority to submit a grant application to Locality for Neighbourhood Planning financial (and further identified technical support for the next financial year (2022/23) and
ii. Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request. |
| 22.02.09.5 | i. That Wickhambrook Parish Council move its payroll functions to SALC with effect from 1 st April 2022 at a cost of £8.50 plus VAT per month
ii. That Wickhambrook Parish Council move its auto-enrolment pension arrangements from SMART Pension to NEST. |
| 22.02.09.6 | i. The Parish Council move £245 (representing the underspend on insurance in the current financial year) to Earmarked Reserves, to be drawn down in the next financial year; and
ii. Authorise the clerk to move insurance providers to an underwriter agreed at the meeting at an annual premium of not more than £1445.00 (including insurance premium tax). |

Hilary Workman, Clerk & RFO to the Council

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

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- 22.02.10.1 To authorise the schedule of due payments arising on a regular basis, as identified in report WPC.21.03.05 for the financial year 2022.23.
- 22.02.12.2 To authorise donations under S.137 to a maximum of £250 to the charitable organisations identified by Councillors from report WPC.22.02.07, and approve a transfer of up to £200 from Earmarked Reserve (Charitable Donations) to General Reserves.
- 22.02.13 To authorise a grant contribution of an amount agreed towards maintenance of the Memorial Clock under S.2 of the Parish Councils Act 1957.
- 22.02.17 i.To draw down £745 from Earmarked Reserves (Civic Event) and authorise expenditure up to £995 plus VAT (in the next financial year) to co-produce one or more activities or events in recognition of the Queen’s Platinum Jubilee; and
ii.Wickhambrook Parish Council delegate the clerk to apply for any relevant grants to support and promote events or activities throughout the Queens Jubilee year.
- 22.04.07 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) | Cllr Couzens |
| 7.2 | Environment & Sustainability (<i>circulated</i>) | Mrs M Jolland |
| 7.3 | Footpaths officer (<i>circulated</i>) | Mr R. Medley |
| 7.4 | Tree Warden’s (<i>circulated</i>) | Mr R. Medley |
| 7.5 | Youth Facilities (<i>circulated</i>) | 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 (<i>circulated</i>) | Mr K Grimes |
| 7.6 | Six Acres | Cllr K Merritt |
| 7.7 | Cemetery and Churchyard Safety | Cllr J Norton |
| 7.8 | Village Greens | Cllr J Norton |
- 22.04.08 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.22.04.01**) and take action as appropriate.
- 8.2 To note that work to repair the surface to the rear of the old MUGA space, and install bow top fencing has been completed.
- 8.3 To note that equipment support outdoor parish activities funded by the Community Re-Start Grant recently approved by West Suffolk Council has been purchased.
- 8.4 To note that the Street Art Workshop postponed from the February Half Term is confirmed for 19th April 2022.
- 8.5 To note that a quote for work to items identified in monthly inspection reports has been received in respect of Cemetery Road play park (**Min. 22.02.09 refers**).
- 22.04.09** To consider a proposal to undertake remedial work to the Drive leading to Chapel of Rest identified in the workplan for 2022.23 (tabled and circulated as **WPC.EC.22.04.02**) and take action as appropriate.
- Proposal: Cllr Couzens**
To authorise the clerk to instruct remedial work to the Cemetery Drive at a cost of not more than £450.00 plus VAT.

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22.04.10 To Consider a proposal to undertake work to drain the pond and remedial work to the culvert bank(s) on Coltsfoot Green identified in the workplan for 2022.23 (tabled and circulated as **WPC.EC.22.04.03**) and take action as appropriate.

Proposal: Cllr Couzens

To instruct works to drain the pond and undertake remedial works to the culvert at Coltsfoot Green at a cost of not more than £2750 plus VAT.

22.04.11 To consider a proposal to purchase Reserved Grave Space Markings for Wickhambrook Cemetery identified in the workplan for 2022.23 (tabled and circulated as **WPC.EC.22.04.04**) and take action as appropriate.

Proposal: Cllr Couzens

To purchase grave space markers and waterproof labels for the purpose of marking reserved plots at a cost of not more than £375.00 plus VAT.

22.04.12 To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as **WPC.EC.22.04.05**) and take action as appropriate.

Proposal: Cllr Couzens

To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1521.75 plus VAT for the financial year 2022.23.

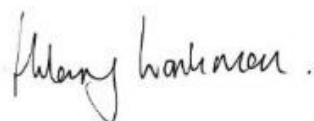
22.04.13 Any other Council business for information, to be noted or for inclusion on a future agenda:

- HRH The Queen's Platinum Jubilee – Queens Green Canopy

22.04.14 To note the scheduled date for the next meeting is 7th July 2022 in the Pavilion, Wickhambrook Memorial Social Centre

22.04.15 Close of meeting.

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Hilary Workman CiLCA
Clerk & RFO to the Council