

# Wickhambrook Parish Council – Estates Committee

## Estates Committee Minutes

Of an extra-ordinary meeting of the Estates Committee held on

**Thursday 28<sup>th</sup> April 2022**

**Present:** Cllrs P Couzens, K Merritt, S Moy, Mr R Medley, Mr J Norton.

**Attending:** Clerk Hilary Workman

22.04.01 **Noted:** Apologies for absence:- Mrs Mary Jolland

22.04.02 **Noted:**

That when invited, there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and no additions or deletions to the Council's Register of Interests.

**22.04.03 Resolved:**

**That the Minutes of the Estates Committee meeting held on 3<sup>rd</sup> February 2022, as tabled, be agreed as a true record**

22.04.04 **Noted:** Public comment or question invited on any Agenda item (**Open Session**).  
**18:01pm**

There being no members of the public, the session was closed.

22.04.05 **Noted:**

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.

The clerk referred to item 12 on the agenda, which, if approved, would provide an alternative approach to installing the new bench onto Coltsfoot Green.

22.04.06 **Noted:** 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
- 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
  - Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request.

- 22.02.09.5
- That Wickhambrook Parish Council move its payroll functions to SALC with effect from 1<sup>st</sup> April 2022 at a cost of £8.50 plus VAT per month
  - That Wickhambrook Parish Council move its auto-enrolment pension arrangements from SMART Pension to NEST.

- 22.02.09.6
- 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
  - 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).

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.

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- 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.
- EO.22.04.05 To authorise the purchase of four mini-videos to share to Facebook for the promotion of Wickhambrook HRH The Queen's Platinum Jubilee events at a cost of £30.00 plus VAT.
- EO.22.04.08 That this Council receives and approves the Risk Assessments (circulated & tabled as WPC) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.
- EO.22.04.11 The parish council approve the overtime worked to 31st March 2022 (£658.35 subject to tax, NI and pension contributions @ 55 hours x £11.97) and note the changes to SCP (increase from SCP 13 to 14) of and National Pay Award (backdated to April '21).

### 22.04.07 **Noted:**

The meeting considered the following reports to from Portfolio Holders

- 7.1 **Parish Assets (defibrillator)** **Cllr Couzens**  
An oral report advising that batteries would be replaced at the end of April
- 7.2 **Environment & Sustainability (*circulated*)** **Mrs M Jolland**  
The clerk further reported that a successful litter pick had been run on 19<sup>th</sup> April and Mrs Jolland and the clerk were identifying dates for future litter picks, and a bulb planting and cemetery clean up day in the summer.
- 7.3 **Footpaths officer (*circulated*)** **Mr R. Medley**  
Mr Medley further advised that despite reporting to PROW the issue of a Horse owner making use of FP24, "No Horse" signs had been sent to the Footpaths Officer and had now been attached to the fingerposts.  
Mr Medley had received further requests from local residents for an extension of the planings surface up to the steps on FP25. The clerk advised she had approached the County Councillor for funding but that this was not available and further funding sources would be investigated.  
Mr Medley further reported that:  
  - PROW had commenced replacing faulty finger posts, but no Discover Suffolk notices had been added to them.
  - The blackthorn thicket and old barn had been cleared from the FP1 behind Grove Farm – the meeting extended its thanks to Julian Wilson for this work
  - Goldilocks buttercups had been noticed by a local resident on FP26 and the committee had been asked to relay a request to exercise caution on cutting.
  - No further information on progress with Quiet Lanes had been received. The clerk reported that formal orders are in the process or being prepared.
- 7.4 **Tree Warden's (*circulated*)** **Mr R. Medley**  
Mr Medley further reported that with respect to the Queens Green canopy, it was hoped that a meeting with Woodland Trust (David Halliwell) could be arranged. A wide selection of trees is available, and Six Acres and its banks are publicly accessible.
- 7.5 **Youth Facilities** **Cllr Moy**  
7.5.1 Main Playground – Lady Bug out of action  
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 some maintenance issues with the Cargo net and self-closing gate had been reported which she had taken up with the installers. Mr

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Grimes had also reported that the bin was not being emptied regularly by West Suffolk and this matter had been taken up by the clerk.

7.6 **Six Acres** **Cllr K Merritt**

No matters reported.

7.7 **Cemetery and Churchyard Safety** **Mr J Norton**

Mr Norton reported that quite a lot of small to medium loose branches were on the ground in the old cemetery. One gravestone behind the Chapel of Rest was reported to be leaning but firm.

7.8 **Village Greens** **Mr J Norton**

An oral report from Mr Norton advising that:

- There were small branches on the ground at Genesis and Coltsfoot Greens
- There were still some molehills on Coltsfoot Green; and
- A footpath sign on Attleton Green is broken, which Mr Medley further advised had been reported.

22.04.08 **Noted:** Clerks report

8.1 The meeting noted an update on current Estates Issues (previously circulated as [WPC.EC.22.04.01](#)). Mr Medley advised that the replacement trees in the cemetery hedge were mostly modest but that field maples could become quite big. He further reported that one third of hedge on the north side of the road from Meeting to Coltsfoot Green needed to be cut back.

8.2 The work to repair the surface to the rear of the old MUGA space and install bow top fencing had been completed.

8.3 That equipment to support outdoor parish activities funded by the Community Re-Start Grant approved by West Suffolk Council had been purchased and was in store.

8.4 That the Street Art Workshop postponed from the February Half Term took place on Tuesday 19<sup>th</sup> April. The event, to address Graffiti in the Skatepark, was organised in conjunction with West Suffolk Families and Communities Team and part funded from a Locality Grant from West Suffolk Cllr Pugh (£500), the balance funded by Wickhambrook Parish Council (**Minute EC.21.08.11 refers**)

**Resolved**

**To authorise the payments to be made as listed below:**

|       | SUMMARY OF PAYMENT TO BE AUTHORISED                | AMOUNT  |
|-------|--|---------|
| 8.4.1 | Reprezent Project – Street Art Workshop #          | £880.00 |
| 8.4.2 | H Workman – Refund of Expenses supporting workshop | £49.12  |

8.5 That a quote for work to items identified in monthly inspection reports had been received in respect of Cemetery Road play park (**Min. 22.02.09 refers**), and the clerk was in the process of drawing up a purchase order for Online Playgrounds, which included the removal of the spinning pole which was reported beyond repair.

**22.04.09 Noted:**

The meeting considered a proposal to undertake remedial work to the Drive leading to Chapel of Rest identified in the workplan for 2022.23 (previously circulated as [WPC.EC.22.04.02](#)) and having asked the clerk to appoint D R King and Son for this work

**Resolved**

**To authorise the clerk to instruct remedial work to the Cemetery Drive at a cost of not more than £450.00 plus VAT.**

**22.04.10 Noted:**

The meeting considered 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 (previously circulated as [WPC.EC.22.04.03](#)) and, having agreed that the priority was

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to undertake the remedial work to the culvert banks for which the parish council has riparian responsibility, and noting that there was insufficient budgetary allocation in the current financial year to undertake both works, the Chair withdrew the proposal below:

**Proposal: Cllr Couzens - Withdrawn**

**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.**

and the meeting agreed the substitute proposal below, delaying drainage of the pond to the next financial year and asking the clerk to instruct Robert Foulger for works to install rock rolls to both sides of the culvert and

**Resolved:**

**To instruct works to undertake remedial works to the culvert (installing rock rolls to both sides) at Coltsfoot Green at a cost of not more than £2400 plus VAT.**

**22.04.11 Noted:**

The meeting considered a proposal to purchase Reserved Grave Space Markings for Wickhambrook Cemetery identified in the workplan for 2022.23 (previously circulated as [WPC.EC.22.04.04](#)) and

**Resolved**

**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 Noted:**

The meeting considered a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (previously circulated as [WPC.EC.22.04.05](#)) and having asked the clerk to appoint D R King and Son for this work,

**Resolved**

**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 Noted:**

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
- Quiet Lanes
- Topple testing of memorials and monuments in the cemetery and churchyard
- Cleaning equipment in Cemetery Road pocket park – working group

**22.04.14 Noted:**

That the scheduled date for the next meeting was 7<sup>th</sup> July 2022 in the Pavilion, Wickhambrook Memorial Social Centre

**22.04.15 Noted:** Close of meeting. 18:47