

Wickhambrook Parish Council – Estates Committee

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an extra-ordinary meeting of the Wickhambrook parish Council Estates Committee on Thursday 7th July at 7:30pm 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

- 22.07.01 Cllr Paul Couzens having been appointed Chair of the Committee by the Parish Council, to appoint a Vice-chair to the committee.
- 22.07.02 Apologies for absence to be noted or approved:-
- 22.07.03 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.
- 22.07.04 Proposal:**
That the Minutes of the Estates Committee meeting held on 28th April 2022, as tabled, be agreed as a true record
- 22.07.05 Public comment or question invited on any Agenda item (**Open Session**)¹.
Open Session to close on or before 6:30pm.
- 22.07.06 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.
- 22.07.07 To note decisions of the Parish Council at its April and May meetings:

April: Resolved

EO22.04.05	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.
EO22.04.08	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.22.04.10	To authorise the Clerk to instruct solicitors to renew the lease with Trustees of Wickhambrook Memorial Social Centre at a cost of not more than £1500 plus VAT.

¹ The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

Hilary Workman, Clerk & RFO to the Council

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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).
22.04.09	i) To authorise expenditure for print toner in the current financial year at a cost of not more than £500 plus VAT. ii) To authorise the cost of a call out charge plus up to 2 hours work at a time when needed to resolve IT issues on the parish laptops, to a maximum of £125 plus VAT for the current financial year.
22.04.12	To authorise virement of funds in General Reserve to Earmarked Reserves equivalent to unspent funds in the 2021.22 financial year, as identified in Appendix A to report WPC.22.04.05 in accordance with the Reserves policy.
May	
22.05.09	9.1 That this Council adopts the reviewed Council documents listed (at WPC.22.05.03) for publication 9.2 That this Council adopts the revised Suffolk Code of Conduct set out at Appendix B of WPC.22.05.04.
22.05.21	To adopt the draft Emergency Plan attached as Appendix A to WPC.22.05.07 and authorise the clerk to update contact details identified within the plan as changes are identified.
22.05.23.6	To update the Parish Council's authorised signatories to its Unity Trust accounts, amending Cllr Kerry Merritt from View and Authorise, to View only.
22.05.24	1. To authorise a virement of £663.68 from Earmarked Reserves (Playground & Teen Project Maintenance) to Revenue budget (Playground, Cemetery Road) leaving a balance of £1275.00 in Earmarked Reserves. 2. To authorise a virement of £680.00 from Earmarked Reserves to the Grants (Local Support & Village Organisations) budget line. 3. The Clerk transfer back £7035.00 from Current Account to Instant Savings account.
22.05.25	<p>That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.21, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 22.01.11.1 refers) and circulated and tabled as Appendix A of WPC.22.05.10, noting that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:</p> <p><i>i. Council is advised to ensure that the annual review of the effectiveness of the system of internal takes place and is evidenced within the Council's documentation and minutes.</i></p> <p><i>ii. Council should consider adopting specific policies that will provide details under the GDPR as to the information held by the council, who it is shared with and how it is used. Council's Data Protection Policy should be updated to provide information covered by the GDPR which would give the public information as to what can be expected in the handling of requests from individuals who have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party. Council is also recommended to have written procedures in place for dealing with data breaches and subject access requests. The current Data Protection Policy refers only to information held under the Data Protection Act 1998.</i></p> <p>That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix C of WPC.22.05.10) 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</p>

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should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.

25.3 Resolved

That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.22, (circulated and tabled as Appendix D of WPC.22.05.10) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

25.4 Resolved

That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix E of WPC.22.05.10) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.22 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

25.5 Resolved

That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix F of WPC.22.05.10) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.22 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval

22.05.29 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.

22.05.30 To authorise a grant contribution of an amount agreed towards the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete Local Government Act 1972, s.145(2)

22.07.08 To receive and discuss any report to this meeting from Portfolio Holders or other agencies and to take action as appropriate.

8.1	Parish Assets (defibrillator)	Cllr Couzens
8.2	Environment & Sustainability (<i>circulated</i>)	Mrs M Jolland
8.3	Footpaths officer (<i>circulated</i>)	Mr R. Medley
8.4	Tree Warden's (<i>circulated</i>)	Mr R. Medley
8.5	Youth Facilities	Cllr Moy
	8.5.1 Main Playground	
	8.5.2 Teen Project and Games Area	
	8.5.3 Zip Wire	
	8.5.4 Bury Road Playground	
8.6	Six Acres	Cllr K Merritt
8.7	Cemetery and Churchyard Safety	Cllr J Norton
8.8	Village Greens	Cllr J Norton

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

- 9.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.22.07.01**) and take action as appropriate.
- 9.2 To note that work to items identified in monthly inspection reports in respect of Cemetery Road Play Park has been completed (**Min. 22.02.09 refers**).
- 9.3 To note that work to undertake remedial work to the Drive leading to Chapel of Rest identified in the workplan for 2022.23, approved at the April meeting (Min. 22.04.09) has been instructed and the contractor has been chased for a date on which the work is scheduled to start.

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- 9.4 To note that remedial work to the culvert banks on Coltsfoot Green, identified in the workplan for 2022-23 and approved at the April meeting (**Min. 22.04.10 refers**) has been instructed. The work is scheduled to commence in August.
- 9.5 To note that Reserved Grave Space Markings for Wickhambrook Cemetery approved at the April meeting have been purchased.
- 9.6 To note that a date has been requested for an interim inspection of the parish trees, and the clerk and tree warden will be meeting on 11th July with the West Suffolk Trees Officer to consider planting for the Queens Green Canopy.
- 9.7 To note that following of removal of items stored in Chapel of Rest by Wickhambrook Players, the clerk has requested that Eon.Next schedule installation of a free Smart Meter for the electricity supply.

22.07.10 To consider an update to the proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as **WPC.EC.22.07.02**) and take action as appropriate.

Proposal: Cllr Couzens

To confirm the contractor appointed by the parish council (Min. 22.05.29 refers) 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, and note their revised daily rate.

22.07.11 To consider a proposal for provision of additional lockable storage in Chapel of Rest and disposal of old papers in accordance with the parish council's document retention policy (tabled and circulated as WPC.EC.22.07.03) and take action as appropriate.

Proposal: Cllr Couzens

To authorise the purchase of additional lockable storage for the Chapel of Rest and secure disposal of old papers in accordance with the parish council's Document Retention Policy at a cost of not more than £350 plus VAT.

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

22.07.13 To note the scheduled date for the next meeting is Thursday 1st September 2022 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

22.07.14 Close of meeting.

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Hilary Workman
Clerk & RFO