

Wickhambrook Parish Council – Estates Committee

Estates Committee Minutes

Of a meeting of the Estates Committee held on

Thursday 1st September 2022

Present: Cllrs P Couzens, K Merritt, Mr R Medley, Mr J Norton,

Attending: Clerk Hilary Workman

22.09.01 **Noted:** That the following apologies for absence were approved:-

- Cllr S Moy – Work Commitments
- Mrs Mary Jolland – Family Commitments

22.09.02 **Noted:**

That when Members' Declarations of Pecuniary Interest or Other Registerable Interests in subsequent Agenda items were invited, there were none. There were no additions and/or deletions to the Council's Register of Interests.

22.09.03 Noted: a correction at Min Ref 27.07.12 bullet 2 from FP24 to FP26, and

Resolved:

That the Minutes of the Estates Committee meeting held on 7th July 2022, as tabled, be agreed as a true record

22.09.04 **Noted: (Open Session)¹ 19:32**

That when Public comments or questions were invited on any Agenda item, there were none, and the session closed.

22.09.05 **Noted:**

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

22.09.06 **Noted:** Decisions of the Parish Council at its July meetings:

July: Resolved

EO22.07.06	To approve the draft response to West Suffolk Council's consultation on Preferred Options in developing their Local Plan (Appendices A and B to WPC.EO.22.07.02), subject to any amendments agreed at this meeting and consider a response to Part 3 (Site Allocations) at the parish council's scheduled meeting on 28 th July.
22.07.07	Resolved to <ol style="list-style-type: none">1. Continue with the Master Design Plan for the site allocation proposed by West Suffolk (WS Reference 4.12a), noting that there is very clear opposition to the site being mixed use, the design should consider housing only and under West Suffolk guidelines include mixture of housing types, affordable housing and self-build plots.2. Prepare a plan for the two community consultations to take place in Autumn/Winter 2022 for:<ol style="list-style-type: none">a) Draft Master Plan for the West Suffolk proposed allocated siteb) Draft Neighbourhood PlanTo be delivered jointly by the NPWG and Parish Council
22.07.08	To approve the draft response to West Suffolk Council's consultation on Preferred Options (Site Allocations) in developing their Local Plan (Appendix B to WPC.22.07.03).
22.07.10.4	10.4 To approve the draft responses to the consultations listed below: <ol style="list-style-type: none">i. West Suffolk Consultation on draft Statement of Licensing Policy (Appendix A to WPC.22.07.04) – No comments to make

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.

Signed: Paul Couzens

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- ii. West Suffolk Consultation on Community Governance Review – revised recommendations (Appendix B to WPC.22.07.05) Support Proposal
 - iii. NALC consultation on DCMS consultation into short term holiday lets (Appendix A to WPC.22.07.06) – support NALC’S argument to DCMS.
- 22.0.15 Planning Response:
 DC/22/1197/HH – [Householder Planning Application](#)
- a) installation of ground mounted solar panels
 - b) detached shed
 Old Bank House, Malting End, Wickhambrook CB8 8XG
 The parish council is concerned that the solar panels should be adequately screened from public right of way, in order to be compliant with the following core strategies:
 Policy CS2 Sustainable Development – A high quality, sustainable environment will be achieved by designing and incorporating measures appropriate to the nature and scale of development, including:
 D) conserving and, wherever possible, enhancing the character and quality of local landscapes and the wider countryside and public access to them, in a way that recognises and protects the fragility of these resources;
 Policy CS3 Design and Local Distinctiveness - Proposals for new development must create and contribute to a high quality, safe and sustainable environment. Proposals will be expected to address, as appropriate, the following components:
 - consideration of protection of the landscape and historic views;

22.09.07 **Noted:** Reports to this meeting from Portfolio Holders or other agencies that

7.1 **Parish Assets (defibrillator)**

Cllr Couzens

An oral report that the clerk was currently awaiting delivery of new pads which had previously been ordered. The clerk had been advised that there was a global manufacturing shortage.

7.2 **Environment & Sustainability (circulated) Mrs M Jolland**

The meeting agreed the trial proposal for the clerk and Mrs Jolland to schedule regular work parties in the cemetery as a trial to recruit more volunteers.

7.3 **Footpaths officer (circulated)**

Mr R. Medley

Mr Medley further advised that:

1. he had reviewed the SCC PROW cutting schedule to footpaths and recommended that FP26 be removed from the schedule (to be cut by the parish grounds contractor) and substitute with FP42 with additions to FPs 30 and 37.



2. Footbridge on FP23 has been replaced and widened.
3. There was now good cooperation with PROW – they would like the parishes to survey footpaths using a phone app and have encouraged recruitment of a few volunteers. PROW would provide standard assessments which users read and agree to. Additionally, the PROW officer has applied for some funding to support the volunteers.
4. PROW would like to start replacing stiles with kissing gates.

7.4 **Tree Wardens (circulated)**

Mr R. Medley

Mr Medley further advised that he had met (with the Clerk) the Tree Officer from The Tree Council Tree Warden Scheme with respect to the Queens Green

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Canopy in July. The proposal to look at the planting of (up to 70) trees on the outer banks around Six Acres would require significant resources to achieve. Each sapling would require a one metre square step, with several inches of mulch once planted. Regular watering at least weekly for first 2 – 3 seasons would be required (with a guaranteed source of water). Thus, the proposal would require detailed costing and a heavy reliance on volunteers to ensure that the saplings would establish over time.

An alternative option to be considered, would be to plant seven blossom trees to infill a few gaps and add interest in the Cemetery.

The meeting asked the clerk to prepare costings for both options and present to the next parish council meeting.

7.5 **Youth Facilities** **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

The meeting noted the Clerks suggestion that the recent Street Art in the Skate Park should be coated with yacht varnish for protection before the winter weather sets in.

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

An oral report from Cllr Merritt that:

- bits of wood were on the ground around the inner banks which required clearing
- the tree nearest the zip wire appeared to be being used as part of camp by young people and was suffering damage.
- One bolt missing at zip wire
- White posts near the Tennis Courts were rotting due to strimmer damage and would require replacement over time.

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

An oral report that the Cemetery and Church yard were looking neat and tidy.

7.8 **Village Greens** **Cllr J Norton**

An oral report that the Greens were looking neat and tidy and that:

- A fallen branch by the pond required removal at Attleton Green (the clerk confirmed this was scheduled for 14th September)
- The drainage works to the culvert at Coltsfoot Green did not appear to have been completed or left in good order and that he had received negative comments from a number of local residents.

22.09.08 Noted: Clerks report:

- 8.1 The meeting noted an update on current Estates Issues (*previously circulated as WPC.EC.22.09.01*).
- 8.2 the draft contract for Miscellaneous and Urgent Works (**Min. EC.22.07.10**) had been signed, and the first schedule of work instructed was due to be undertaken on 14th September.
- 8.3 that EON. Next were scheduled to install a free Smart Meter for the electricity supply on 14th September.
- 8.4 that secure disposal of old papers in accordance with the Parish Council's Document Retention Policy had been arranged for 14th September (**Min. 22.07.11 refers**).
- 8.5 that quotes had been requested for the bi-annual inspection of the Zip Wire, due to be carried out late autumn.
- 8.6 that due to the prolonged dry spell, the number of cuts has been reduced.
- 8.7 that designation orders for the Quiet Lanes put forward following consultation in 2021 are due to be published by Suffolk County Council by the end of August.

Signed: Paul Couzens

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22.09.09 **Noted:**

The meeting considered quotes for works to parish trees identified during the Tri-annual inspection of the Parish Trees (*previously circulated as WPC.EC.22.09.02*) and, noting the wide range of quotes,

9.1 Resolved

To authorise the works to parish trees as identified at WPC.EC.22.09.02 at a cost of not more than £670.00 plus VAT.

22.09.10 **Noted:**

The meeting considered a review of fees for clubs using Six Acres (*previously circulated as WPC.EC.22.09.03*) and acknowledging the parish councils desire to support local clubs, agreed that there would be no change to the fees, but that the support through grounds cutting and tree work etc would be recorded against relevant clubs as grants in kind.

22.09.11 **Noted:**

The meeting considered a review of the grounds specification for the next financial year (*previously circulated as WPC.EC.22.09.04*) and agreed following advice from the Footpaths officer, to reduce the cuts for footpaths by two to six cuts a year, and include:

- Footpath 26 running from Cemetery Road across to FP25;
- Include the footpath side of the Cemetery hedge (adjacent FP26) and;
- Include cuts of the hedge alongside school.

22.09.12 **Noted:**

The meeting considered an update and feedback on the proposal for works to the Multi-Use Games Area (MUGA), (*previously circulated as WPC.EC.22.09.05*) and asked the clerk to report back once the most recent online survey had closed.

22.09.13 **Noted:**

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

- Review of Cemetery Fees & Charges
- Review of 3 year plan for Estates Committee
- Re-instatement of hedge adjacent to Cemetery

22.09.14 **Noted:**

The scheduled date for the next meeting is Thursday 3rd November 2022 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

22.09.15 **Noted:** Close of meeting. 20:22