

# 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 3<sup>rd</sup> November 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.

---

## **AGENDA**

- 22.11.01 Apologies for absence to be noted or approved:-
- 22.11.02 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items  
2.3 To receive requests for dispensations  
2.4 To note any additions and/or deletions to the Council's Register of Interests.

### **22.11.03 Proposal:**

**That the Minutes of the Estates Committee meeting held on 1<sup>st</sup> September 2022, as tabled, be agreed as a true record**

22.11.04 Public comment or question invited on any Agenda item (**Open Session**)<sup>1</sup>.

22.11.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.

1. London Hearts – Defibrillator Grants
2. Sports and Play Consulting –advice, procurement & project management
3. Local Resident – Blocked footpath
4. Local Resident – Request for new bench adjacent to Cableway on Six Acres

22.11.06 To note decisions of the Parish Council at its September meetings:

### **September: Resolved**

- |          |   |
|----------|---|
| 22.09.07 | i. In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied. |
|          | ii. Expenditure under the various categories of the Locality Grant application be authorised for payment on submission of relevant invoices to the clerk to a sum of not more than £9997.00 in accordance with the categories summarised in Appendix B to this report.  |
| 22.11.6  | i. The parish council apply for a Unity Corporate Multi-pay Card from Unity Trust Bank (restricted to use by the clerk) and set a single transaction maximum value of £500 (unless authorized by the council in writing before  |

---

<sup>1</sup> 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**

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

# Wickhambrook Parish Council – Estates Committee

- any order is placed);
- ii. The parish council adopt the revised Financial Regulations attached as Appendix B to this report;
  - iii. The parish council authorise:
    1. The initial set up fee of £50.00; and
    2. a variable direct debit payment from its Unity Trust bank to service the full transaction balance each month, including any fees and charges (monthly £3 per card charge) accruing to the Corporate Multi-pay Card;
  - iv. Regular software subscriptions, listed below, be authorized to be charged against the corporate Multi-pay card:
    1. Microsoft basic – monthly, currently £4.50 plus VAT (upto 10 users);
    2. Microsoft Online Services – annual, currently £112.80 plus VAT (two users)
    3. Adobe Pro DC – monthly, currently £12.64 plus VAT (one user)

22.09.13 The parish council authorise a reversal of the underspend previously transferred to Earmarked reserves (£1695.00 to Staff contingency, Min 22.04.12 refers) back into operating reserves and an adjustment of the budget lines allocated as below:

	Approved Budget	Adjustment	Revised Budget
<b>From Earmarked Reserves (Staff Contingency)</b>		-£1695.00	
<b>Clerk/RFO Salary</b>	£12741.00	+£675.00	£13,416.00
<b>HMRC/NI Contributions</b>	£98.00	+£490.00	£588.00
<b>Pension Contributions</b>	£250.00	+£530.00	£780.00
<b>Total</b>	<b>£13,089.00</b>	<b>+£1695.00</b>	<b>£14,784.00</b>

22.09.17 To approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B to report WPC.22.09.08, in advance of quotes being requested for the grounds contract for financial year 2023/24.

22.09.19 i. The parish council authorise the cost of items 3 a-c summarised in report WPC.22.09.11 at not more than £75.00 plus VAT; and  
ii. The parish council authorise a further £50.00 contribution to designated routes.

22.09.21 That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath

22.09.22 Noted:

The meeting considered an update on Queens Green Canopy (*previously circulated as WPC.22.09.11*) and, having reached the view that a large scale project to plant up to seventy saplings on the Outer Banks of Six Acres would be unlikely to represent value for money for the parish, with a substantial risk of a high proportion of the trees failing before fully establishing, asked the clerk to take forward a proposal to the Estates Committee for the planting of specimen trees in nature reserve behind The Meadows (if Suffolk County Council are agreeable), in the Cemetery, and as infill on some of the Greens in the parish.

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

- |       |  |                       |
|-------|--|-----------------------|
| 7.1   | Parish Assets (defibrillator)                      | <b>Cllr Couzens</b>   |
| 7.2   | Environment & Sustainability ( <i>circulated</i> ) | <b>Mrs M Jolland</b>  |
| 7.3   | Footpaths officer ( <i>circulated</i> )            | <b>Mr R. Medley</b>   |
| 7.4   | Tree Warden's ( <i>circulated</i> )                | <b>Mr R. Medley</b>   |
| 7.5   | Youth Facilities                                   | <b>Cllr Moy</b>       |
| 7.5.1 | Main Playground                                    |                       |
| 7.5.2 | Teen Project and Games Area                        |                       |
| 7.5.3 | Zip Wire   |                       |
| 7.5.4 | Bury Road Playground                               |                       |
| 7.6   | Six Acres  | <b>Cllr K Merritt</b> |

**Hilary Workman, Clerk & RFO to the Council**

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

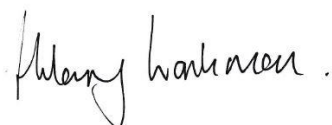
Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

## Wickhambrook Parish Council – Estates Committee

7.7	Cemetery and Churchyard Safety	<b>Cllr J Norton</b>
7.8	Village Greens	<b>Cllr J Norton</b>

- 22.11.08** 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.22.11.01**) and take action as appropriate.  
**Proposal: Cllr Couzens**
- 8.2 To note that the first schedule of miscellaneous parish work instructed was undertaken on 14<sup>th</sup> September and work identified for a further day.
- 8.3 To note that EON. Next have now installed a free Smart Meter for the electricity supply at Chapel of Rest.
- 8.4 To note that secure disposal of old papers in accordance with the Parish Council's Document Retention Policy has been completed. (**Min. 22.07.11 refers**).
- 8.5 To note that the bi-annual inspection of the Zip Wire and some minor maintenance works to equipment in Cemetery Road Play Area was scheduled for week commencing 24/10/2022.
- 8.6 To note that designation orders for the Quiet Lanes put forward following consultation in 2021 were published by Suffolk County Council on 24<sup>th</sup> August and a schedule of posts for installation of the plate signs has now been published.
- 8.7 To note that the works to parish trees scheduled for week commencing 31/10/2022.
- 8.8 To note that costings for the proposal for works to the Multi-Use Games Area (MUGA) have been sought by the clerk but are outstanding.
- 22.11.09 To consider a review of fees and charges for the Cemetery (tabled and circulated as **WPC.EC.22.11.02**) and take action as appropriate.
- 22.11.10 To consider an update on Queens Green Canopy (tabled and circulated as **WPC.22.09.03**) and take action as appropriate.
- 22.11.11 To consider a proposal to accept the Memorial Clock at All Saints Church as a parish asset (tabled and circulated as **WPC.EC.22.11.04**) and take action as appropriate.
- 22.11.12 To consider a review of Estates budgets and a draft 3 year plan for the Estates Committee (tabled and circulated as **WPC.EC.22.11.05**) and take action as appropriate.
- 22.11.13 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 22.11.14 To note the scheduled date for the next meeting is Thursday 3<sup>rd</sup> February 2023 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre
- 22.11.15 Close of meeting.

Published & posted 28<sup>th</sup> October 2022



**Hilary Workman**  
**Clerk & RFO**