

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on

Thursday 3rd November 2022

Present: Cllrs P Couzens, K Merritt, Mrs M Jolland, Mr R Medley

Attending: Clerk Hilary Workman

22.11.01 **Noted:** Apologies for absence

- Mr John Norton – Unwell – apologies approved
- Cllr S Moy - Absent

22.11.02 **Noted:** That there were

- 2.1 No Committee Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
- 2.3 No requests for dispensations
- 2.4 No additions and/or deletions to the Council's Register of Interests.

22.11.03 Resolved:

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

22.11.04 **Noted:** ((**Open Session**¹ - 19:02pm)

That when public comment or question invited on any Agenda item, there being no members of public present, the session was closed.

22.11.05 **Noted:**

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 – The committee noted that the current installed defibrillators are not more than 5 years old and arrangements have just been made for the relevant software upgrades. No other venues having been identified which might be suitable, the meeting asked the clerk to forward any future approaches to the Wickhambrook Primary Academy.
2. Sports and Play Consulting – advice, procurement & project management
3. Local Resident – Blocked footpath – Farley green with electric fence across footpath. Mr Medley advised that the footpath was now open again.
4. Local Resident – Request for new bench adjacent to Cableway on Six Acres – The meeting asked the clerk to investigate relocating an existing (non-memorial) bench from the cemetery.

22.11.06 **Noted:** Decisions of the Parish Council at its September meetings:

September: Resolved

- | | |
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| 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. |
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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

Dated: 02/02/2023

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

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

7.1 **Parish Assets** (defibrillator) **Cllr Couzens**

An oral report that the clerk would be ordering a further set of spare pads to ensure that the parish holds one set spare each, and that arrangements were in place for software upgrades to the defibrillators.

7.2 **Environment & Sustainability**

Mrs M Jolland

Signed: Paul Couzens

Dated: 02/02/2023

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An oral report from Mrs Jolland that she, with Mr Medley and a further volunteer had planted over 450 autumn flowering bulbs in September. They had now come into bloom but sadly some had been cut by the grounds contractor. It was agreed that the clerk would ask the contractor not to cut the Memorial Garden in October and November next year to ensure this didn't happen again.

- A tidying day in the Cemetery was scheduled for 16th November
- 7.3 Footpaths officer (*previously circulated*) **Mr R. Medley**
Who further reported that Footpath 19 (although rarely used) currently had a group of 12 or so beef cattle, which had been very curious and friendly when he had walked through. The meeting asked the clerk to post a notice on the Website to alert dog walkers and others who may be nervous of cattle.
- 7.4 Tree Warden's (*previously circulated*) **Mr R. Medley**
- 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

An oral report from the clerk confirming that IDVERDE had attended to inspect the cargo net on the Multi-play at Bury Road, and that they had confirmed that it would need to be replaced. The clerk had not yet received a report or timeline from Idverde. Additionally, the Clerk had requested quotes the following items:

- to repair/replace the chain link fence at Bury Road
- surfacing to protect swing set posts at Bury Road
- Basketball hoop and rebound wall at old MUGA site, Cemetery Road

The bi-annual service to the Cableway had been completed.

- 7.6 Six Acres (*previously circulated*) **Cllr K Merritt**
- 7.7 Cemetery and Churchyard Safety **Cllr J Norton**
- 7.8 Village Greens **Cllr J Norton**

22.11.08 Noted: Clerk's report:

- 8.1 An update on current Estates Issues (*previously circulated as WPC.EC.22.11.01*). The meeting noted the updated advice from SCC Highways and asked the clerk to:
- circulate the map of grit locations in order that they could be checked and new grit bins ordered where none had been sited; and
 - look into the option of applying for a licence for some works to highways and report to the parish council
- Committee members further noted Mr Medley's advice that the new hedge planted adjacent to the cemetery was in better condition than originally thought, though reducing pedestrian traffic across it through the installation of a fence or railings may benefit it further. The meeting asked the clerk to investigate costs.
- 8.2 The first schedule of miscellaneous parish work instructed was undertaken on 14th September and work identified for a further day.
- 8.3 EON. Next have now installed a free Smart Meter for the electricity supply at Chapel of Rest.
- 8.4 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 The bi-annual inspection of the Zip Wire and some minor maintenance works to equipment in Cemetery Road Play Area had been completed.
- 8.6 Designation orders for the Quiet Lanes put forward following consultation in 2021 were published by Suffolk County Council on 24th August and a schedule of posts for installation of the plate signs have now been published.

Signed: Paul Couzens

Dated: 02/02/2023

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8.7 Works to parish trees scheduled for week commencing 31/10/2022 had been completed.

8.8 Costings for the proposal for works to the Multi-Use Games Area (MUGA) had been sought by the clerk but are outstanding.

22.11.09 **Noted:**

The Committee considered a review of fees and charges for the Cemetery (previously circulated as **WPC.EC.22.11.02**) and there being no objections to the proposed revisions, asked the clerk to put the proposed fees and charges to the next meeting of the parish council for its consideration.

22.11.10 **Noted:**

The Committee considered an update on Queens Green Canopy (previously circulated as **WPC.22.09.03**) and noting the parish councils decision that a proposal to plant up to 70 saplings on the outer banks would not be feasible:

- agreed a preferred option for the planting of seven flowering ornamental deciduous trees in the grounds of the Cemetery;
- asked the clerk to consult with the parish tree surgeon on suitable planting sites (a crescent at the end of the hedge down from the war memorial) and sizes (4'); and
- report back to the parish council with any necessary request for the authorisation of funds to support this proposal.

22.11.11 **Noted:**

The Committee considered a proposal to accept the Memorial Clock at All Saints Church as a parish asset (previously circulated as **WPC.EC.22.11.04**) and noting:

- the existing risks and restrictions on the funding of the clock under the current circumstances, as advised by NALC; and
- that the parish council could accept the clock as a parish asset, and the likely financial obligations arising from this

asked the Clerk to refer the matter (setting out all options and cost implications) to the parish council for a decision on whether to accept the Memorial Clock as a parish asset.

22.11.12 **Noted:**

The Committee considered a review of Estates budgets and a draft 3 year plan for the Estates Committee (previously circulated as **WPC.EC.22.11.05**) and asked the clerk to prepare a draft budget for consideration by the parish council at its November meeting based on the proposals set out in the report.

22.11.13 **Noted:**

That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, the following:

- Progress report on quiet lanes.

22.11.14 **Noted:**

That the scheduled date for the next meeting is Thursday 3rd February 2023 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

22.11.15 **Noted:** Close of meeting. 20:27pm