

# 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 28<sup>th</sup> April at 6:00pm 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.

**You can also join through TEAMS on your computer or mobile app**

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## **AGENDA**

- 22.04.01 Apologies for absence to be noted or approved:-
- 22.04.02 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.
- 22.04.03 Proposal:**  
**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 Public comment or question invited on any Agenda item (**Open Session**).  
**Open Session to close on or before 6:30pm.**
- 22.04.05 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.
- 22.04.06 To note decisions of the Parish Council at its February meeting:  
**February: Resolved**
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|-------------|---|
| 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 <a href="#">WPC.22.02.01</a> .  |
| 22.02.07    | i. 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<br>ii. Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request.                                   |
| 22.02.09.5  | i. 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<br>ii. That Wickhambrook Parish Council move its auto-enrolment pension arrangements from SMART Pension to NEST.   |
| 22.02.09.6  | i. 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<br>ii. 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). |

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

123 York Road, Bury St Edmunds, IP33 3EG;

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| 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.  |
| 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<br>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 To receive and discuss any report to this meeting from Portfolio Holders or other agencies and to take action as appropriate.
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|-------|--|-----------------------|
| 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 ( <i>circulated</i> )             | <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 ( <i>circulated</i> )         | <b>Mr K Grimes</b>    |
| 7.6   | Six Acres  | <b>Cllr K Merritt</b> |
| 7.7   | Cemetery and Churchyard Safety                     | <b>Cllr J Norton</b>  |
| 7.8   | Village Greens                                     | <b>Cllr J Norton</b>  |
- 22.04.08 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.22.04.01**) and take action as appropriate.
  - 8.2 To note that work to repair the surface to the rear of the old MUGA space, and install bow top fencing has been completed.
  - 8.3 To note that equipment to support outdoor parish activities funded by the Community Re-Start Grant approved by West Suffolk Council has been purchased.
  - 8.4 To note 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**)

**Proposal: Cllr Couzens**

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

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

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

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

**22.04.09** To consider a proposal to undertake remedial work to the Drive leading to Chapel of Rest identified in the workplan for 2022.23 (tabled and circulated as **WPC.EC.22.04.02**) and take action as appropriate.

**Proposal: Cllr Couzens**

**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** To Consider 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 (tabled and circulated as **WPC.EC.22.04.03**) and take action as appropriate.

**Proposal: Cllr Couzens**

**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.**

**22.04.11** To consider a proposal to purchase Reserved Grave Space Markings for Wickhambrook Cemetery identified in the workplan for 2022.23 (tabled and circulated as **WPC.EC.22.04.04**) and take action as appropriate.

**Proposal: Cllr Couzens**

**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** To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as **WPC.EC.22.04.05**) and take action as appropriate.

**Proposal: Cllr Couzens**

**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 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

22.04.14 To note the scheduled date for the next meeting is 7<sup>th</sup> July 2022 in the Pavilion, Wickhambrook Memorial Social Centre

22.04.15 Close of meeting.

Published & posted 22<sup>nd</sup> April 2022



**Paul Couzens**

**Chair of the Council and Estates Committee**

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

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