

Estates Committee Minutes

Of a meeting of the Estates Committee held on

Thursday 7th July 2022

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

Attending: Clerk Hilary Workman

22.07.01 **Noted:**

Cllr Paul Couzens having been appointed Chair of the Committee by the Parish Council, the meeting appointed Cllr Kerry Merritt as Vice-chair to the committee.

22.07.02 **Noted:**

The following apologies for absence were noted:- Mrs M Jolland

22.07.03 **Noted:**

That when invited, there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and no additions or deletions to the Council's Register of Interests.

22.07.04 Resolved

That the Minutes of the Estates Committee meeting held on 28th April 2022, as tabled, be agreed as a true record

22.07.05 **Noted: (Open Session)¹. 19:31**

That when invited, there were no members of the public to raise comment or questions on any Agenda item.

22.07.06 **Noted:**

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.

The meeting agreed that this was a priority issue which it was hoped could be addressed following the outcome of item 10 on the Agenda.

22.07.07 **Noted:** 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.

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:



Dated: 11/9/22

- 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.
- 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 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:
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.
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.
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

Signed:



Dated: 19/5/22

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.

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 **Noted:** Reports to this meeting from Portfolio Holders summarised below:

8.1 **Parish Assets** (defibrillator)

Cllr Couzens

An oral report that no current issues, batteries having recently been changed

8.2 **Environment & Sustainability**

Mrs M Jolland

An oral report from the clerk on Mrs Jolland's behalf that they were looking at dates for bulb planting and a tidy up in the cemetery.

8.3 **Footpaths officer** (previously *circulated*)

Mr R. Medley

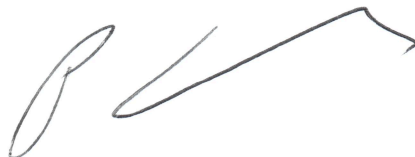
Mr Medley further reported that Public Rights of Way (PROW) schedule cutting of footpath twice a year. The first cut took place a week or so ago, but some scheduled paths had still not been cut, and difficult cuts had been left by the contractor. This has been raised with the PROW Officer..

8.4 **Tree Warden** (previously *circulated*)

Mr R. Medley

Mr Medley further advised that a site meeting had been arranged with the Chief Officer of the Tree Warden Network on 11th July to consider options for planting under Queen's Green Canopy. The outer banks of Six Acres were to be looked at, but may not be feasible, there being some constraints (clay soil, steep banks, ensuring sufficient water in the first summer). If agreed, any planting would require volunteers (this could include children from the school).

Signed:



Dated: 1/9/22

The clerk reported that she had approached Cllr Claydon with respect to access to a water bowser for a water supply in the first summer season. The meeting also suggested approaching Mr Paul Jolland. A further suggestion was to use a hose connected to the water supply at the bowls club, or installing water butts in the vicinity, enabling watering to be a school activity if the Wickhambrook Academy were interested.

It was hoped that initially 70 trees be planted. Additional sites for consideration are infill and replacement of failing trees on greens and hedgerows, and within the cemetery.

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

An oral report from Cllr Moy that he had received a number of complaints from Parents and guardians that the drop down bin just outside the Children's Pocket Park was unpleasant due to its use for dog waste. The meeting suggested that the bin in the old MUGA old muga space be moved to the tree stump as for dedicated use as a dog waste bin, reserving the drop down bin outside the Pocket Park for general waste. Clerk to investigate options and report back.

8.6 Six Acres

Cllr K Merritt

An oral report that the cutting on Six Acres was looking good. There were no real issues identified other than the incursion of a few rabbits.

8.7 Cemetery and Churchyard Safety

Cllr J Norton

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

8.8 Village Greens

Cllr J Norton

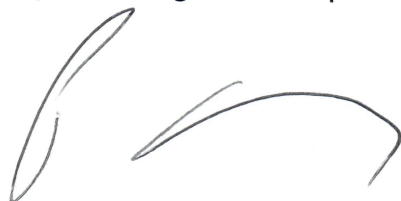
An oral report that:

- o Both Nunnery and Genesis Greens were ok.
- o Attleton green – There was a large branch come over the pond which required attention/removal. The meeting asked the clerk to arrange this. Additionally, a footpath sign at Attleton Green had recently been re-erected
- o Coltsfoot Green – the meeting noted that the seat would be replaced shortly.
- o Meeting Green - nothing to report.

22.07.09 Noted: Report from the Parish Clerk:

- 9.1 The meeting considered an update on current Estates Issues (previously circulated as [WPC.EC.22.07.01](#)).
- 9.2 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 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**) had been instructed and the contractor had been chased for a date on which the work was scheduled to start.
- 9.4 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**) had been instructed. The work was scheduled to commence in August.
- 9.5 That Reserved Grave Space Markings for Wickhambrook Cemetery approved at the April meeting had been purchased.

Signed:



Dated: 1/9/22

- 9.6 That a date had been scheduled for an interim inspection of the parish trees (8th July), and the clerk and tree warden would be meeting on 11th July with the Tree Warden's Network Chief Officer to consider planting for the Queens Green Canopy.
- 9.7 That following of removal of items stored in Chapel of Rest by Wickhambrook Players, the clerk had requested that Eon.Next schedule installation of a free Smart Meter for the electricity supply.

22.07.10 Noted:

The meeting considered an update to the proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (previously circulated as [WPC.EC.22.07.02](#)) and, the meeting having requested that the clerk monitor to ensure that the quality of the main cutting contract would not be affected,

Resolved

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 Noted:

The meeting considered 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 (previously circulated as [WPC.EC.22.07.03](#)) and

Resolved

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 Noted:

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

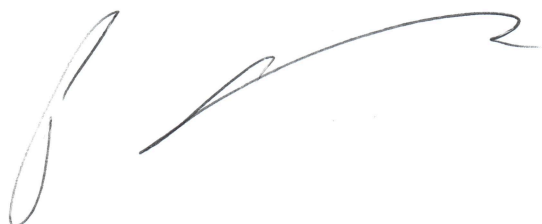
- Items for inclusion in the work programme for 2023-24 (replacement busy bee, new benches at Six Acres, clearing Coltfoot Green pond, tidy up Chapel of Rest.
- Inclusion of outer cemetery hedge bounding footpath 24 in the grounds contract specification

22.07.13 Noted:

That the scheduled date for the next meeting as Thursday 1st September 2022 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

22.07.14 Noted: Close of meeting. 8:02pm.

Signed:



Dated: 1/9/22