

# Wickhambrook Parish Council – Estates Committee

## SUMMONS TO COUNCILLORS

You are hereby summoned to attend an ordinary meeting of the Wickhambrook parish Council Estates Committee on Thursday 2<sup>nd</sup> February 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.

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### **AGENDA**

- 23.02.01 Apologies for absence to be noted or approved:
- Mary Jolland – Personal Commitment
  - Roger Medley – Personal Commitment
- 23.02.02 To receive any Members’ Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items and to note any additions and/or deletions to the Council’s Register of Interests.
- 23.02.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 3<sup>rd</sup> November 2023, as tabled, be agreed as a true record**
- 23.02.04 Public Forum – (**Open Session**)<sup>1</sup>.  
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 23.02.05** To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk’s report.
- 23.02.06 To note decisions of the Parish Council at its November and January meetings:  
**January:**
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|-----------|---|
| 23.01.8.2 | <b>Resolved:</b><br>To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A & B respectively to report WPC.23.01.03.   |
| 23.01.8.5 | <b>Resolved:</b><br>That the parish council amend its scheme of delegation to make provision for the clerk to respond to specified minor planning and listed building applications as set out in Appendix B to WPC.23.01.04.  |
| 23.01.9   | <b>Resolved:</b><br>That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2022/2023; and<br>That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2023/24      |
| 23.01.11  | <b>Resolved:</b><br>That the Clerk draw up a contract for groundworks for the financial year 2023/24 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.23.01.07.<br><b>R H Landscapes &amp; Maintenance Ltd</b> |

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<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;

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## Wickhambrook Parish Council – Estates Committee

23.01.12	Resolved: That Wickhambrook Parish Council approve the proposed budget (Appendix A to report WPC 23.01.08), and That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £ 42,739, being the Parish Council's total precept requirement for the financial year commencing 1 <sup>st</sup> April 2023
November 22.11.07	<b>Resolved:</b> The parish council accept West Suffolk Council's preferred option for site 412a to be developed on a mixed use basis, restricted to Planning Use Class E – Commercial, Business and Service.
22.11.18	<b>Resolved:</b> The parish council adopt the proposed fees and charges, (taking into account any revisions agreed at the meeting) set out at Appendix B to WPC.22.11.09) with effect from 1st April 2023.
22.11.19	<b>Noted:</b> not a resolution. Noting Cllr Couzen's and Cllr Merritt's reservations for the reasons set out at Minute WPC.EC.22.11.11, the meeting agreed that in principle, the Memorial Clock could be transferred from the PCC to the Parish Council as an asset at some future point, and asked the clerk to try to obtain a fixed price for the legal costs involved to bring this about and clarify the impact on insurance costs if there were to be a reduced, or no, replacement value
22.11.20	<b>Resolved:</b> The parish council authorise the purchase of 7 flowering ornamental Cherry Trees (including Mulch, stakes and protectors) at a cost of not more than £500 plus VAT for planting in the Cemetery in a suitable position (but ideally in a horseshoe arrangement towards the rear).
22.11.21	<b>Agreed:</b> Councillors considered the Chair's report with respect to Clerk's salary and the approval of annual pay award for 2022/23 (previously circulated as WPC.22.11.12) and the meeting noted the changes to SCP and National Pay Award and confirmed outstanding annual increments backdated to 1 April '22.
22.11.22	<b>Resolved</b> The parish council authorise the cost of either upgrading the existing laptop, or replacing with a new laptop (including data transfer and configuration costs) at not more than £570 plus VAT.
23.02.07	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>
	<b>Proposal: Cllr Couzens</b>
	<b>The Estates Committee authorise the purchase of Wild Flower seed at a cost of not more than £100 plus VAT.</b>
7.3	Footpaths officer report ( <i>circulated</i> ) <b>Mr R. Medley</b>
7.4	Tree Warden's report ( <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 Reports <b>Cllr J Norton</b>
7.8	Village Greens Report <b>Cllr J Norton</b>

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

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# Wickhambrook Parish Council – Estates Committee

- 23.02.08** To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note the actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2023/24) and agree a proposed schedule of works for the Estates Committee (tabled and circulated as **WPC.EC.23.02.01**).
- Proposal: Cllr Couzens**  
**The Estates Committee authorise the purchase of a three or four seater bench to be located adjacent to the Cable way on Six Acres at a cost of not more than £550 plus VAT (to include the cost of laying slabs and installation).**
- 8.2 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.23.02.02**) and take action as appropriate.
- 8.3 To note that applications for wayleave have been made, and the first one off payment (Clopton Green) proposed.
- 8.4 To note that the parish council has approved the signage post scheme for Quiet Lanes proposed by Suffolk County Council Highways. These will be installed over the next two months, and the parish may then collect the signage (which is on order) for installation from April.
- 8.5 To note that seven flowering Cherry trees have been ordered for the Cemetery (Queen's Green Canopy) and a date set for planting (Saturday 25<sup>th</sup> February).
- 8.6 To note that both freeholder and leaseholder being in agreement, Burnett Barker have been advised that there is no requirement for negotiation of a new lease, both parties are content to continue under Landlord and Tenant Act.
- 23.02.09** To consider a proposal for authorising the costs of play equipment supplies (tabled and circulated as **WPC.EC.23.02.03**) and take action as appropriate.
- 9.1 Proposal: Cllr Couzens**  
**The Estates Committee authorise the clerk to purchase replacement equipment (including where necessary, the cost of fitting replacements) as identified under the monthly inspections undertaken in accordance with the service level agreement (low risk or greater) with West Suffolk Council during the financial year 2023/24 upto:**
- |                             |   |
|-----------------------------|---|
| i. Playground Cemetery Road | <b>£1000.00 plus VAT (play areas maintenance)</b> |
| ii. Playground Bury Road    | <b>£500.00 plus VAT (play areas maintenance)</b>  |
| iii. MUGA & Skate Park      | <b>£500.00 plus VAT (no zip wire inspection)</b>  |
- 23.02.10 To consider an update on bringing the old MUGA at Cemetery Road back into use (tabled and circulated as **WPC.23.02.04**) and take action as appropriate.
- 23.02.11 To note an update on the proposal considered by the parish council to accept the Memorial Clock as an asset of the parish council (tabled and circulated as **WPC.EC.23.02.05**)
- 23.02.12 To note an update on the Cemetery (tabled and circulated as **WPC.EC.23.02.06**) and take action as appropriate.
- 23.02.13 Any other Council business for information, to be noted or for inclusion on a future agenda:
- 23.02.14 To note the scheduled date for the next meeting is 6<sup>th</sup> April 2022 in the Pavilion, Wickhambrook Memorial Social Centre
- 23.02.15 Close of meeting.

Published & posted 27<sup>th</sup> January 2023



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