

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 6th April 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

- 23.04.01 Apologies for absence to be noted or approved:
- Mrs Mary Jolland – personal commitment
- 23.04.02 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.
- 23.04.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 2nd February 2023, as tabled, be agreed as a true record
- 23.04.04 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 23.04.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- Local resident – vehicles parking at Nunnery Green and damage to verge
 - Local resident – thanks re installation of new bench at Six Acres
 - Trustees of Wickhambrook MSC – over flowing textile recycling bin
 - WS Cllr Pugh – Dog Waste bins in centre of Wickhambrook
- 23.04.06 To note decisions of the Parish Council at its November and January meetings:
February

23.02.07	Resolved i. The parish council delegate authority to the clerk to submit a grant application to Locality for Neighbourhood Planning financial for the next financial year (2023/24) and ii. Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request, and iii. Approve the final invoice (of £3521.25) from the consultant, Lucy Batchelor-Wynn in respect of the Site Assessments
23.02.09.3	Resolved To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.24.
23.02.09.6	Resolved: The parish council: i. authorise the £245 held in Earmarked Reserves [Insurance] to be drawn down to the operating reserve; and

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.

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

- ii. authorise the clerk to renew its insurance in accordance with the LTA and Asset Register at a cost of not more than £1450.00.
- 23.02.10.1 **Resolved**
That Wickhambrook Parish Council authorise for the financial year 2023.24 the due payments identified in Table 1 WPC.23.02.05
- 23.02.10.2 The meeting noted and approved a summary of direct debits on the Unity Trust Current Account for the 2023.24 financial year
- 23.02.12 **Resolved**
To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC.23.02.07.
- 23.02.13 **Resolved**
The parish council accept the Memorial Clock as a Parish Asset, based on anticipated associated costs which will fall upon it arising from this in the next and future years (as set out in report WPC.23.02.08) and ask the clerk to instruct Jacqueline Law, consultant solicitor from Excello Law to draw up an agreement between the parish council and the parochial church council to effect a transfer of the Memorial Clock as an asset to the parish council at a cost of £500 plus VAT
- 23.02.14 **Resolved**
The parish council authorise the cost of installation of a combined goal end/basket ball hoop with kickboards in the old MUGA space a cost of not more than £7000 plus VAT and ask the clerk to apply for relevant grant funding where identified to seek to reduce the overall cost to the council.
- 23.02.18 **Resolved**
To authorise a further £250 plus VAT to upgrade the purchase of a garden bench to be sited on Six Acres (Min EC.23.02.08 refers) to commemorate the coronation of King Charles III on 6th May 2023.
- 23.04.07 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) | Cllr Couzens |
| 7.2 | Environment & Sustainability (<i>circulated</i>) | Mrs M Jolland |
| 7.3 | Footpaths officer report (<i>circulated</i>) | Mr R. Medley |
| 7.4 | Tree Warden's report (<i>circulated</i>) | Mr R. Medley |
| 7.5 | Youth Facilities (<i>circulated</i>) | Portfolio Vacant |
| | 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>) | Mr K Grimes |
| 7.6 | Six Acres | Cllr K Merritt |
| 7.7 | Cemetery and Churchyard Safety Reports | Cllr J Norton |
| 7.8 | Village Greens Report | Cllr J Norton |
- 23.04.08** To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note that a bench to commemorate the coronation of HRH King Charles III has been purchased and installed at Six Acres adjacent to the Skate Park
- 8.2 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.23.04.01**) and take action as appropriate.
- 8.3 To note that applications for wayleave have been made, and a further one-off payment (Coltsfoot Green) has been paid in the sum of £1941.90.
- 8.4 To note that the signage post scheme for Quiet Lanes proposed by Suffolk County Council Highways has now been installed. The signage for installation has been collected and a volunteer day for installation is to be arranged in April.
- 8.5 To note that seven flowering Cherry trees were planted on Saturday 25th February.

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

- 8.6 To note that a wooden Senior Goal End with Basketball hoop has been ordered to bring the old MUGA space back into use and a welcome letter received.
- 8.7 To note that a solicitor from Excelaw has been instructed to draw up an agreement between the parish council and Parochial Church Council to transfer the Memorial Clock as an asset to the parish council.
- 8.8 To note that a third parish day has been completed by the grounds contractor, undertaking work to install the coronation bench, and miscellaneous works in the cemetery.
- 8.9 To note that there is a vacancy of a councillor (Vacated office - s.85, Local Government Act 1972) on the Estates Committee.

23.04.09 To note an update on the Cemetery (tabled and circulated as **WPC.EC.23.04.02**) and take action as appropriate.

Proposal: Cllr Couzens

To appoint a contractor to undertake memorial testing in Wickhambrook Cemetery and All Saints Churchyard at a cost of not more than £600.00 plus VAT for the financial year 2023.24.

23.04.10 To note a proposal to renovate the old BT phone box used as a book exchange this spring (tabled and circulated as **WPC.EC.23.04.03**) and take action as appropriate.

Proposal: Cllr Couzens

To authorise the cost of materials and kit to support refurbishment of the BT Call Box at Shop Hill at a cost of not more than £125.00

23.04.11 To note a proposal to install 6 replacement posts to the east of the Tennis Courts (tabled and circulated as **WPC.EC.23.04.04**) and take action as appropriate.

Proposal: Cllr Couzens

To authorise the cost of purchasing solar post lights for Six Acres at a cost of not more than £100.00 plus VAT.

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

- Drainage of pond at Coltsfoot Green
- Fencing to hedge adjacent to Cemetery

23.04.13 To note the scheduled date for the next meeting is 7th July 2023 in the Pavilion, Wickhambrook Memorial Social Centre

23.04.14 Close of meeting.

Published & posted 31st March 2023



Hilary Workman
Clerk & RFO to the Council