

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on

Thursday 2nd February 2023

Present: Cllrs P Couzens, K Merritt, T Turner

Attending: Clerk Hilary Workman

23.02.01 **Noted:**

The following Apologies for absence were approved:

- Mary Jolland – Personal Commitment
- Roger Medley – Personal Commitment
- John Norton – Unwell

Cllr Moy did not attend.

23.02.02 **Noted:**

That when Members' Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items were invited, there were none.

There were no additions and/or deletions to the Council's Register of Interests.

23.02.03 Resolved:

That the Minutes of the Estates Committee meeting held on 3rd November 2022, as tabled, be agreed as a true record

23.02.04 **Noted:** Public Forum – (**Open Session**)¹. 19.06

That when comment or question on any Agenda item or matter of concern from those members of the public present, there being none, the session was closed.

23.02.05 Noted:

To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.

- 5.1 Local Resident re litter picking – the clerk advised that Andrew Harvey at Waste Management, West Suffolk Council had advised that they were currently reviewing their collection routes, being at capacity for existing rounds and were as a result not currently installing any new bins. Installation of temporary signage suggested.
- 5.2 Local Grounds Contractor – the clerk advised she had responded to the enquiry with a timeline of consideration of the grounds contract for 2024-2025.

23.02.06 **Noted:** Decisions of the Parish Council at its November and January meetings:
January:

23.01.8.2

Resolved:

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

Resolved:

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

Resolved:

That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2022/2023; and
That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2023/24

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: 06/04/2023

Wickhambrook Parish Council – Estates Committee

23.01.11	Resolved: 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. R H Landscapes & Maintenance Ltd
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 st April 2023
November	
22.11.07	Resolved: 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	Resolved: 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	Noted: 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	Resolved: 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	Agreed: 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	Resolved 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	Noted: Committee Members received and discussed reports to this meeting from Portfolio Holders or other agencies and to take action as appropriate.
7.1	Parish Assets (defibrillator) Cllr Couzens An oral report that the Defibrillator had been checked and was in order (two further spare sets of pads now held), and that the VAS had been re-installed at a new location.
7.2	Environment & Sustainability (<i>circulated</i>) Mrs M Jolland Resolved The Estates Committee authorise the purchase of Wild Flower seed at a cost of not more than £100 plus VAT. The meeting asked the clerk to: <ul style="list-style-type: none"> • seek further advice on the condition of the tree located in the Memorial Garden where it has been identified that rabbits are burrowing in the vicinity • Establish whether the Gravedigger could prepare the ground for planting of the cherry trees (QGC) in the cemetery within the allocated budget; and • Forward on to SCC footpaths officer an offer for tree mulch for paths in Wickhambrook. Cllr Couzens kindly offered The Greyhound as a meeting point in which volunteers could warm up and enjoy a coffee on the Wednesdays they are tidying in the cemetery.
7.3	Footpaths (<i>circulated</i>) Mr R. Medley
7.4	Parish Trees (<i>circulated</i>) Mr R. Medley

Signed: Paul Couzens

Dated: 06/04/2023

Wickhambrook Parish Council – Estates Committee

- 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 **Mr K Grimes**
- The clerk provided the following update on maintenance issues:
- The West Suffolk Inspector:
 - is of the view that buffers should be re-installed at either end of the monorail in the Main Playground and the clerk has followed up with On-line playgrounds
 - will re-check the flex identified on the Cableway in the week commencing 6th February and report back
- The clerk has escalated the work requested to the cargo net at Bury Road Playground through the supply company, Idverde.
- 7.6 **Six Acres** (*circulated*) **Cllr K Merritt**
- Cllr Merritt further requested that the committee consider how the existing goal posts be moved onto the hard standing adjacent to the Bowls Club, freeing up parking space for both the Bowls and Tennis Clubs. The Committee asked Cllr Couzens to contact Nick Jolland to liaise to this effect.
- 7.7 **Cemetery and Churchyard Safety Reports** **Cllr J Norton**
- The Committee asked the clerk to focus on this area on the first volunteer day in March.
- 7.8 **Village Greens Report** **Cllr J Norton**

23.02.08 Noted: The Committee considered the Clerk's report and noted:

- 8.1 The actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2023/24), agreed the proposed schedule of works for the Estates Committee (*previously circulated as WPC.EC.23.02.01*) and **Resolved**
- 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 An update on current Estates Issues (*previously circulated as WPC.EC.23.02.02*). The clerk was asked to include two Grips at Attleton Green in the schedule for SCC Highways to clear, and to report that the Ditches at Boyden need re-establishing to improve drainage.
- 8.3 That applications for wayleave had been made, and the first one off payment (Clopton Green, £25.86) proposed.
- 8.4 That the parish council had approved the signage post scheme for Quiet Lanes proposed by Suffolk County Council Highways. These would 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 That seven flowering Cherry trees had been ordered for the Cemetery (Queen's Green Canopy) and a date set for planting (Saturday 25th February).
- 8.6 That both freeholder and leaseholder being in agreement, Burnett Barker had been advised that there was no requirement for negotiation of a new lease, both parties being content to continue under Landlord and Tenant Act. The total cost had been £50.00 plus clerk's time.

Wickhambrook Parish Council – Estates Committee

23.02.09 **Noted:**

The Committee considered a proposal for authorising the costs of play equipment supplies (*previously circulated as WPC.EC.23.02.03*) and

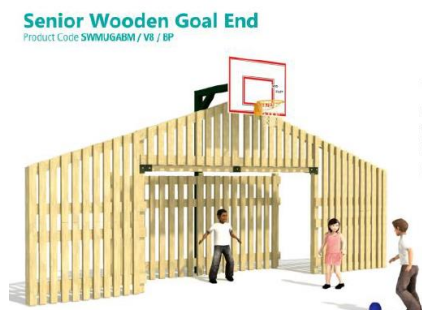
9.1 **Resolved**

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 | £1000.00 plus VAT (play areas maintenance) |
| ii. Playground Bury Road | £500.00 plus VAT (play areas maintenance) |
| iii. MUGA & Skate Park | £500.00 plus VAT (no zip wire inspection) |

23.02.10 **Noted:**

The Committee considered an update on bringing the old MUGA at Cemetery Road back into use (*previously circulated as WPC.23.02.04*) and, agreeing that the most favourable and value for money option was a design similar to the Wooden Senior Goal End



(proposed by Sovereign Play, £6694), asked the clerk to obtain further quotes and report back to the parish council in February.

23.02.11 **Noted:**

The Committee considered an update on the proposal considered by the parish council to accept the Memorial Clock as an asset of the parish council (*previously circulated as WPC.EC.23.02.05*) and agreeing that there was now substantially greater clarity on the costs and financial risk involved, asked the clerk to report back to parish council with a recommendation to accept the Memorial Clock as a parish asset.

23.02.12 **Noted:**

The Committee considered an update on the Cemetery (*previously circulated as WPC.EC.23.02.06*).

23.02.13 **Noted:**

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

- **First aid training** – Mr Medley had asked the clerk to report that Stradishall Parish Council were offering First Aid Training to their residents and ask whether this might be considered for Wickhambrook. The Committee supported the suggestion and asked the clerk to look into commissioning training for parish residents which could include:
 - Use of Defibrillator
 - CPR
 - Dealing with stab injuries

And which would be free of charge to residents.

23.02.14 **Noted:**

That the scheduled date for the next meeting is 6th April 2022 in the Pavilion, Wickhambrook Memorial Social Centre

23.02.15 **Noted:** Close of meeting - 19:59pm

Signed: Paul Couzens

Dated: 06/04/2023