

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on

Thursday 6th April 2023

Present: Cllrs P Couzens, M Lavelle (Substitute), K Merritt

Attending: Clerk Hilary Workman

23.04.01 **Noted:** Apologies for absence approved by the meeting:

- Mrs Mary Jolland – personal commitment
- Mr Roger Medley – medical
- Mr John Norton – personal commitment (holiday)

23.04.02 **Noted:**

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

23.04.03 Resolved

That the Minutes of the Estates Committee meeting held on 2nd February 2023, as tabled, be agreed as a true record

23.04.04 **Noted:** Public Forum – (**Open Session**)¹. 19:20

That when comments or questions on any Agenda item or matter of concern were invited, there being no members of the public present, the session was closed.

23.04.05 **Noted:**

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
- Carnival committee – the meeting agreed that it had no objections to the Carnival Committee providing vehicle access onto Six Acres from the bottom of the field for the summer Fete and Flower Show.

23.04.06 To note decisions of the Parish Council at its November and January meetings:

February

23.02.07

Resolved

- 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
- Authorise the RFO to return any unspent grant monies from the current financial year to Locality on request, and
- 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:

- 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.

Signed:



Dated: 6/4/23

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 **Noted:** Reports to this meeting from Portfolio Holders or other agencies summarised below:
- 7.1 **Parish Assets** (defibrillator) **Cllr Couzens**
Had recently been checked and no issues identified.
- 7.2 **Environment & Sustainability** (*circulated*) **Mrs M Jolland**
- 7.3 **Footpaths officer report** (*circulated*) **Mr R. Medley**
- 7.4 **Tree Warden's report** (*circulated*) **Mr R. Medley**
The meeting asked the clerk to contact SCC Highways with respect to the hedge re-instated on Cemetery Road as many whips had died and it was not establishing well.
- 7.5 **Youth Facilities** (*circulated*) **Portfolio Vacant**
- 7.5.1 **Main Playground**
The clerk reported that she had chased On-line Playgrounds with respect to sourcing buffers for the mono rail which had been identified in monthly inspections as a low risk issue.
- 7.5.2 **Teen Project and Games Area**
- 7.5.3 **Zip Wire**
West Suffolk had not identified any issues with flex on the Zip-wire at its last monthly inspection.
- 7.5.4 **Bury Road Playground** (*circulated*) **Mr K Grimes**
The clerk had chased Idverde re issues on the Jungle Tops Multi-play which had been identified by West Suffolk as low risk, but should be addressed under warranty. Idverde had inspected in the presence of Cllr Couzens on 4th April and confirmed that they would replace the cargo net under warranty (with no charges for time or travel).
- 7.6 **Six Acres** (*circulated*) **Cllr K Merritt**
The meeting asked the clerk to arrange for clearance of branches dumped adjacent to the zip wire.
- 7.7 **Cemetery and Churchyard Safety Reports** **Mr J Norton**

Signed:



Dated: 6/7/23

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See item 9 on the Agenda.

7.8 Village Greens Report

Mr J Norton

23.04.08 Noted: Clerk's report that

- 8.1 A bench to commemorate the coronation of HRH King Charles III had been purchased and installed at Six Acres adjacent to the Skate Park. The meeting asked the clerk to request that the contractors return to fully secure the bench to the concrete pavements.
- 8.2 An update on current Estates Issues (*previously circulated as WPC.EC.23.04.01*).
- 8.3 Applications for wayleave had been made, and a further one-off payment (Coltsfoot Green) had been paid in the sum of £1941.90.
- 8.4 That the signage post scheme for Quiet Lanes proposed by Suffolk County Council Highways had now been installed. The signage for installation had been collected and a volunteer day for installation to be arranged in late April or early May. Cllr Lavelle kindly agreed to lead on signage installation.
- 8.5 Seven flowering Cherry trees were planted on Saturday 25th February as part of the Queens Green Canopy. The meeting asked the clerk to source a small plaque to install in the vicinity of the trees.
- 8.6 Following authorisation from the parish council at its February meeting, a wooden Senior Goal End with Basketball hoop had been ordered from Sovereign Play (**Min. 23.02.14 refers**) to bring the old MUGA space back into use and a provisional installation date (24th April) advised.
- 8.7 Following agreement by the parish council (**Min 23.02.13 refers**), a solicitor from Excello Law had 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 A third parish day had been completed by the grounds contractor, undertaking work to install the coronation bench, and miscellaneous works in the cemetery.
- 8.9 A vacancy for councillor (Vacated office - s.85, Local Government Act 1972) on the Estates Committee had arisen.

23.04.09 Noted:

The meeting considered an update on the Cemetery (*previously circulated as WPC.EC.23.04.02*) and having reviewed the two options, agreed to appoint Abbey Memorials, the contractor used by West Suffolk.

Resolved

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 Noted:

The meeting considered a proposal to renovate the old BT phone box used as a book exchange this spring (*previously circulated as WPC.EC.23.04.03*). The clerk updated the Committee with a proposal from the WI to undertake the renovation as part of the Big Help Out on 8th May (part of the coronation celebrations), which included a detailed risk assessment and costings. Taking into account the costings submitted by the WI in their proposal, the meeting

Withdrew Proposal:

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

And having agreed a substitute proposal,

Resolved

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 £200.00.

Cllr Lavelle kindly offered to co-ordinate with the WI on this project, and the meeting asked the clerk to thank the WI for their proposal on its behalf.

Signed:



Dated: 6/7/23

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23.04.11 Noted:

The meeting considered a proposal to install 6 replacement posts to the east of the Tennis Courts (*previously circulated as WPC.EC.23.04.04*). The meeting considered that the proposed solar posts may not be sufficiently robust, and could be at risk of theft, and

Withdrew Proposal

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

The meeting asked the clerk to investigate options for wooden posts with reflectors and bring a further paper back in July.

23.04.12 Noted:

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

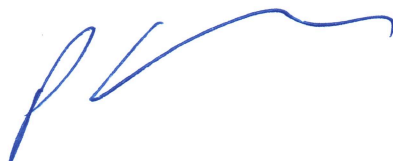
- Drainage of pond at Coltsfoot Green
- Fencing to hedge adjacent to Cemetery
- Carnival Committee – parking at bottom end of Six Acres for Fete & Flower Show
- Replacement posts at Six Acres

23.04.13 Noted:

That the scheduled date for the next meeting was 7th July 2023 in the Pavilion, Wickhambrook Memorial Social Centre

23.04.14 Noted: Close of meeting. – 19:48

Signed:



Dated: 6/7/23