

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 July at 7:00pm at Wickhambrook Primary Academy.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

AGENDA

- 23.07.01 Apologies for absence to be noted or approved:
- 23.07.02 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.
- 23.07.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 6th April 2023, as tabled, be agreed as a true record
- 23.07.04 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
- 23.07.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- 23.07.06 To note decisions of the Parish Council at its April and May (Annual) meetings:
April
- | | |
|-----|---|
| 7.2 | Resolved:
To authorise subscription to the Community Land Trust Network at a cost of £85.00 |
| 9.6 | Resolved:
i) To authorise expenditure for print toner in the current financial year at a cost of not more than £600 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 £150 plus VAT for the current financial year. |
| 12 | Resolved
That this Council receives and approves the Financial Risk Assessment (circulated & tabled as WPC.23.04.05) as being a proper assessment of the financial risks facing the Council and that it demonstrates 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. |
| 13 | Resolved
To approve transfer of funds equivalent to the underspends from revenue budget (highlighted in yellow on Appendix A) into the relevant Earmarked Reserves indicated in Appendix B of report WPC.23.04.06 and note net changes to earmarked reserves. |
| 14 | Resolved
To approve transfer of funds from Earmarked Reserves to revenue budget lines as indicated in Table 1 of report WPC.23.04.07 and note net changes to earmarked reserves. |
| 18 | Resolved |

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.

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- 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)).
- 19 **Resolved**
To authorise the purchase of items to support local organisations engaging with local residents at a cost of not more than £350 plus VAT.
- 20 Approval of the annual pay award and noted change of the minimum leave entitlement in accordance with the terms of contract
- May – AMPC**
- 8.2 **Resolved**
That this Council adopts the reviewed Council documents listed above for publication.
- 8.4 That this Council adopts the draft policies set out at Appendix W –Z of WPC.23.05.02.
- 15 The meeting confirmed approved dates for meetings to the next Annual Meeting in 2024, to be held in The Pavilion, Memorial Social Centre, Wickhambrook unless otherwise advised
- 20.3 **Resolved**
The parish council confirms Option 2 as the proposal AECOM continues to work on for inclusion into the Neighbourhood Plan
- 20.4 **Resolved**
The parish council authorise a contribution of up to £500 (plus VAT if applicable) towards the upgrade of Footpath 25 and approve a drawdown of £500 from Earmarked Reserves (Highways) to the Highways revenue line for this purpose.
- 23 **Resolved**
The Clerk transfer back £9900.70 from Current Account to Instant Savings account, so that Instant Savings account represents Earmarked Reserves and more interest is earned.
- 24 **.1 Resolved**
That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.23, as commissioned from Suffolk Association of Local Councils (SALC), (Min. 23.01.11.1 refers) and circulated and tabled as Appendix A of WPC.23.05.07, 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:
Council should look toward adopting further documentation to support its GDPR responsibilities. These could include General Privacy Notice, Subject Access Request Policy (SAR), Handling Data etc.
- .2 Resolved**
That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix C of WPC.23.05.07) 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.
- .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 31.03.23, (circulated and tabled as Appendix D of WPC.23.05.07) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- .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.23.05.07) 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 31.03.23 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- .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.23.05.07) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.23 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval
- 28 **Resolved**
To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1500 plus VAT for the financial year 2023.24.

Hilary Workman, Clerk & RFO to the Council

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

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23.07.07 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	Portfolio Vacant
7.7	Cemetery and Churchyard Safety Reports	Portfolio Vacant
7.8	Village Greens Report	Portfolio Vacant

23.07.08 To receive any report from the Parish Clerk and to take action as appropriate.

8.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.23.07.01**) and take action as appropriate.

8.1.i Proposal: Cllr Couzens

The estates committee authorise the purchase of a replacement grit bin (following any necessary approval from Suffolk County Council) at a cost of not more than £150 plus VAT.

8.1.ii Proposal: Cllr Couzens

The committee authorise purchase of chestnut paling fence and posts for protection of the natural hedge to be re-established between the cemetery and cemetery road at a cost of not more than £365 plus VAT.

8.1.iii Proposal: Cllr Couzens

The committee authorise purchase of gate, fixings and paling fence and posts for the fence line between the cemetery and Footpath 24 at a cost of not more than £150 plus VAT.

8.1.iv Proposal: Cllr Couzens

The Estates Committee authorise the cost of purchasing a memorial plaque and stake dedicating the Cherry Trees planted at the cemetery to the memory of the late HM Queen Elizabeth II at a cost of not more than £50.00 plus VAT.

8.2 To note that applications for wayleave have been made, and a further payment (Attleton & Coltsfoot Green) has been paid by Eastern Power Networks in the sum of £521.73.

8.3 To note that Abbey Memorials have been instructed to undertake memorial testing in the cemetery (commencing 5th July).

8.4 To note that the signage for Quiet Lanes proposed by Suffolk County Council Highways has now been installed and the project completed, with thanks to Cllr Lavelle and volunteers.

8.5 To note that a wooden Senior Goal End with Basketball hoop has been installed to bring the old MUGA space back into use.

8.6 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.

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- 8.7 To note that there are four vacancies for councillors following the parish elections in May, and a further vacancy for a lay member of the Estates Committee following the resignation of John Norton from the Estates Committee.
- 8.8 To note that the annual interim Tree inspection has been booked with Acacia Trees, to take place on Tuesday 27th June.

23.07.09 To note a proposal to drain and clear the pond at Coltsfoot Green (tabled and circulated as **WPC.EC.23.07.02**) and take action as appropriate.

Proposal: Cllr Couzens

To authorise the cost of clearing and draining the pond at Coltsfoot Green at not more than £1400 plus VAT.

23.07.10 To note a proposal to replace the parish notice board at Shop Hill (tabled and circulated as **WPC.EC.23.07.03**) and take action as appropriate.

Proposal: Cllr Couzens

To authorise the cost of purchasing a new parish notice board for Shop Hill at a cost of not more than £1300 plus VAT.

23.07.11 To note a proposal to install 6 replacement posts to the east of the Tennis Courts (tabled and circulated as **WPC.EC.23.07.04**) and take action as appropriate.

Proposal: Cllr Couzens

To authorise the cost of purchasing wooden posts (with attachable solar lights) for Six Acres at a cost of not more than £375.00 plus VAT.

23.07.12 To consider a review of the grounds specification for the next financial year 2024/25 (tabled and circulated as **WPC.EC.22.09.05**) and take action as appropriate.

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

- Disposal of cast iron memorials stored in Chapel of Rest
- Repairs to path to Chapel of Rest

23.07.14 To note the scheduled date for the next meeting is 28th September 2023 at 6:00pm in the Pavilion, Wickhambrook Memorial Social Centre

23.07.15 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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