

# 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 28 September at 6:00pm 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**

- 23.09.01 Apologies for absence to be noted or approved: Mrs M Jolland – personal commitment
- 23.09.02 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.
- 23.09.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 6<sup>th</sup> July 2023, as tabled, be agreed as a true record.**
- 23.09.04 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
- 23.09.05 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 – advice that a post and fingerboard down at Coltsfoot Close and request for extension of hard surface on FP25 to steps below Six Acres.
  - 5.2 Confirmation of work to vegetation on footpath between Cemetery Rd and Browns Close completed.
  - 5.3 Local Resident – Footpath 22
  - 5.4 Wcikhambrook Primary Academy – Student Council – request for bin to be located in the vicinity of the school.
- 23.09.06 To note decisions of the Parish Council at its July meeting:  
July
- 
- |     |   |
|-----|---|
| 6.3 | <b>Resolved:</b><br>The parish council confirms the community actions (Appendix B to report WPC.23.07.02) for inclusion into the Neighbourhood Plan.  |
| 6.4 | <b>Resolved:</b><br>The parish council authorise the clerk to apply for a parish licence to undertake minor works on the Highways as set out in report WPC.27.07.03, at a cost of £150.   |
| 9.3 | <b>Resolved</b><br>The parish council approve the draft agreement supplied by Excello Law for assignment of the Memorial Clock to the parish council at a cost of £1 including VAT and delegate authority to the clerk to sign the agreement (subject to Excello Law advising that there have been no substantive changes following review and questions from the Parochial Church Council) on behalf of the parish council at a future date agreeable to both parties. |
| 9.9 | <b>Agreed</b><br>The meeting asked the clerk to confirm to SCC Highways that they wished it to proceed on the basis of the proposals outlined in the above report (installation of bus shelter).  |

---

<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;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

# Wickhambrook Parish Council – Estates Committee

- 10.5 **Resolved**  
The reviewed Internal Control Policy and template Control Statement be adopted by the parish council.
- 11 **Resolved**  
To approve transfer between revenue budget lines and transfer of funds from Earmarked Reserves to Revenue budget lines as indicated in Tables 1 and 2 respectively of report WPC.23.07.06 and note net changes to earmarked reserves.
- 13 **Resolved - DC/23/1116/HH - No Objections**
- 14 The meeting agreed that it would decide in respect of each and any application(s) it objected to (at the time of considering that application) whether to ask the clerk to attend any committee hearing West Suffolk (or subsequent planning inspectorate appeal hearing) in respect of that application to present its objection(s) and the reasons for such objection on behalf of the parish.
- 15 The meeting agreed that there would be no change to ground rents for the next financial year (£10 per club per annum).
- 16 The meeting considered a review of the grounds specification for the next financial year 2024/25 (previously circulated as WPC.23.07.09) agreed by the Estates Committee at its meeting on 6th July and, having agreed no changes to the specification as set out in the report, determined that it would continue on the basis of annual contracts, noting that it would provide for flexibility and allow for ongoing review of the specification.
- 17 The meeting asked the Clerk to proceed with a request to Havebury Housing Partnership to transfer land at Bury Road Play Park to the parish council as below:
1. The necessary transfer (blue); and
  2. Optional transfer 1 (brown); and
  3. Optional transfer 2 (green)

23.09.07 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 Paul Couzens</b>
7.2	Environment & Sustainability ( <i>circulated</i> )	<b>Mrs M Jolland</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 Mike Lavelle</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 Mike Lavelle</b>
7.7	Cemetery and Churchyard Safety Reports	<b>Cllr Paul Couzens</b>
7.8	Village Greens Report	<b>Mr Roger Medley</b>

23.09.08 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.23.09.01**) and take action as appropriate.
- 8.2 To note that Abbey Memorials completed memorial testing in the cemetery, with only 13 Memorials staked and banded. The clerk is writing to deed holders requesting that the memorials be made good.
- 8.3 To note that work to clear the pond at Coltsfoot Green has been completed.
- 8.4 To note that that the new parish notice board is on order and will be installed following delivery early autumn with other parish works (fencing and installation of picket gate to cemetery by memorial garden).
- 8.5 To note work by Online playgrounds to fit buffers to the monorail at Cemetery Road pocket park and undertake work to the cable runway has been completed.
- 8.6 To note that following the drafting (by a solicitor from Excello Law) of an agreement for transfer of the Memorial Clock from the PCC to the parish council, Solicitors acting for the diocese have indicated that they think it unlikely that they would approve a faculty for transfer (see report **WPC.23.09.09** to full council)

**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

- 8.7 To note that the proposal for an extension of the upgrade works to Footpath 25 (Coltsfoot Green to Six Acres) has been requested of Public Rights of Way, Cllr Bennett having approved funding from her locality budget. The contractors have been chased by the PROW Officer, but to date, no indication of when the work will commence has been given.
- 8.8 To note that in accordance with Minute Reference 23.07.9.5, the clerk has agreed a new contract for supply of electricity to Chapel of Rest for a period of two years with British Gas Lite (Standing Charge .42p per day and .2628 per unit) at a cost of £13 per month to be paid by direct debit.
- 8.9 To note that in the process of seeking a new contractor for supply of electricity, advice has been received that it may be possible to switch suppliers for water for the bowling green, which would be likely to reduce standing charges and the metered water rate. A quote has been requested.

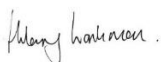
**23.09.09** To consider quotes for works to parish trees identified during the Tri-annual inspection of the Parish Trees (tabled and circulated as **WPC.EC.22.09.02**) and take action as appropriate.

### **9.1 Proposal: Cllr Couzens**

**That the Estates Committee authorise works to Trees at a cost of not more than £100 plus VAT, Clerk to instruct the works to be undertaken by Suffolk Tree Surgery & Landscape.**

- 23.09.10 To consider a draft proposal for future works to Six Acres, Cemetery Road play area, the Multi-Use Games Area, Skate-park and cable way, and Bury Road pocket park (tabled and circulated as **WPC.EC.22.09.03**), which could form the basis of grant applications for funding as they are published and take action as appropriate.
- 23.09.11 To note an update on a proposal for re-purposing the cast iron memorials currently stored in Chapel of Rest (tabled and circulated as **WPC.EC.22.09.04**) as a memorial feature within the cemetery
- 23.09.12 Any other Council business for information, to be noted or for inclusion on a future agenda:
- Review of Cemetery Fees & Charges
  - Review of 3 year plan for Estates Committee
    - Work to trees in cemetery to increase light
- 23.09.13 To note the scheduled date for the next meeting is Thursday 2<sup>nd</sup> November 2023 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre
- 23.09.14 Close of meeting.

Published & posted 22<sup>nd</sup> September 2023



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