

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on

Thursday 28th September 2023

Present: Cllrs P Couzens, M Lavelle, Mr R Medley, Mrs M Jolland

Attending: Clerk Hilary Workman

23.09.01 **Noted:**

That when apologies for absence to be noted or approved were invited, there were none.

23.09.02 **Noted:**

That when invited, there were:

- No Members' Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items; and
- No additions and/or deletions to the Council's Register of Interests.

23.09.03 Resolved:

That the Minutes of the Estates Committee meeting held on 6th July 2023, as tabled, be agreed as a true record.

23.09.04 **Noted:** Public Forum – (**Open Session**)¹.18:02

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

23.09.05 **Noted:** 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 (Report 00414718) and request for extension of hard surface on FP25 to steps below Six Acres.
- 5.2 Confirmation that work to vegetation on footpath between Cemetery Rd and Browns Close had been completed.
- 5.3 Local Resident – Footpath 22 (see agenda item 7.3)
- 5.4 Wickhambrook Primary Academy – Student Council – request for bin to be located in the vicinity of the school. The clerk reported that that there is already a bin in this location.

23.09.06 **Noted:** Decisions of the Parish Council at its July meeting:
July

6.3 **Resolved:**

The parish council confirms the community actions (Appendix B to report WPC.23.07.02) for inclusion into the Neighbourhood Plan.

6.4 **Resolved:**

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 **Resolved**

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 **Agreed**

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).

10.5 **Resolved**

The reviewed Internal Control Policy and template Control Statement be adopted by the parish

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: 2/11/2023

Wickhambrook Parish Council – Estates Committee

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 **Noted:** Reports to this meeting from Portfolio Holders or other agencies summarised below:

7.1 **Parish Assets** (defibrillator)

Cllr Paul Couzens

An oral report that this had been checked and no issues identified.

7.2 **Environment & Sustainability** (*circulated*)

Mrs M Jolland

Mrs Jolland further reported that she had noted dog waste in the cemetery and on occasion owners were letting their dogs off lead. The meeting asked the clerk to provide notices and a website item.

7.3 **Footpaths officer report** (*circulated*)

Mr R. Medley

7.4 **Tree Warden's report** (*circulated*)

Mr R. Medley

A joint report from Mr Medley. The meeting agreed that Cllr Lavelle would lead a small team to cut back low hanging branches on the Inner Banks of Six Acres (clerk to ensure risk assessments prepared) on a date to be advised and any work that could not be undertaken safely by volunteers would then be included in a future programme of work to be carried out by either the grounds contractor or tree surgeon.

7.5 **Youth Facilities**

Cllr Mike Lavelle

An oral report from Cllr Lavelle noting that a number of fence palings had been damaged and that with the new West Suffolk inspector, a number of general maintenance items (cleaning down, removal of algae etc.) had been identified. The meeting asked the clerk to establish whether the WI would facilitate access to a water supply in order to wash the equipment down.

7.5.1 Main Playground

7.5.2 Teen Project and Games Area

7.5.3 Zip Wire – repaired. – bolt all the way through

7.5.4 Bury Road Playground (*circulated*)

Mr K Grimes

7.6 **Six Acres**

Cllr Mike Lavelle

An oral report advising that no issues of significance had been identified and noting that the committee should consider approaches to restricting vehicular access onto Six Acres (whilst maintaining access for emergency vehicles). The meeting asked the clerk to contact the WMSC with respect to a swing gate on the side access to the Recreation Ground and Six Acres.

Wickhambrook Parish Council – Estates Committee

- 7.7 **Cemetery and Churchyard Safety Reports** Cllr Paul Couzens
An oral report that significant issues had been identified. The meeting asked the clerk to make available the safety report as an on-line form.
- 7.8 **Village Greens Report** (*circulated*) Mr Roger Medley
Per 7.3 & 7.4

23.09.08 Noted: Parish Clerk's report:

- 8.1 An update on current Estates Issues (previously circulated as **WPC.EC.23.09.01**).
- 8.2 That Abbey Memorials completed memorial testing in the cemetery, with only 13 Memorials staked and banded. The clerk had written to deed holders requesting that the memorials be made good. Of the thirteen memorials, deed records had been found for nine, leaving four memorials where the pc may need to fund work to make good at an estimated cost of £900 plus VAT).
- 8.3 That work to clear the pond at Coltsfoot Green had been completed. There had been an additional charge for the skip to clear waste materials at a cost of £348 plus VAT. The meeting noted that the grass had recently been trimmed back on the culvert banks by the grounds maintenance team.
- 8.4 That a new parish notice board had been ordered (**Min. EC.23.07.10**) order and would be installed following delivery early autumn with other parish works (fencing and installation of picket gate to cemetery by memorial garden).
- 8.5 Work by Online playgrounds to fit buffers to the monorail at Cemetery Road pocket park and undertake work to the cable runway had been completed.
- 8.6 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 had indicated that they thought it unlikely that they would approve a faculty for transfer (see report **WPC.23.09.09** to full council).
- 8.7 That the proposal for an extension of the upgrade works to Footpath 25 (Coltsfoot Green to Six Acres) had been requested of Public Rights of Way, Cllr Bennett having approved funding from her locality budget. The contractors had been chased by the PROW Officer, but to date, no indication of when the work would commence had been given.
- 8.8 That in accordance with Minute Reference 23.07.9.5, the clerk had 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 That in the process of seeking a new contractor for supply of electricity, advice had 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. The meeting asked the clerk to switch suppliers.

23.09.09 Noted:

The meeting considered quotes for works to parish trees identified during the Tri-annual inspection of the Parish Trees (previously circulated as **WPC.EC.22.09.02**) and

9.1 Resolved

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 **Noted:**

The meeting considered 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 (previously circulated as **WPC.EC.22.09.03**), which could form the basis of grant applications for funding as they are published and asked the clerk to develop a template grant application on the basis of the works identified in the report.

23.09.11 **Noted:**

Signed: Paul Couzens

Dated: 2/11/2023

Wickhambrook Parish Council – Estates Committee

The meeting considered an update on a proposal for re-purposing the cast iron memorials currently stored in Chapel of Rest (previously circulated as **WPC.EC.22.09.04**) as a memorial feature within the cemetery.

23.09.12 **Noted:**

That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, the following:

- Review of Cemetery Fees & Charges
- Review of 3 year plan for Estates Committee
 - Work to trees in cemetery to increase light
 - Havebury grass cutting

23.09.13 **Noted:**

That the scheduled date for the next meeting was Thursday 2nd November 2023 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

23.09.14 **Noted:** Close of meeting. 18:40