

# 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 2<sup>nd</sup> November at 7:00pm at Pavilion, Wickhambrook Memorial Social Centre.

### **MEMBERS OF THE PUBLIC**

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

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### **AGENDA**

- 23.11.01 Apologies for absence to be noted or approved: Mrs M Jolland – personal committment
- 23.11.02 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.
- 23.11.03 Proposal:**  
**That the Minutes of the Estates Committee meeting held on 28<sup>th</sup> September 2023, as tabled, be agreed as a true record.**
- 23.11.04 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
- 23.11.05 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 FP26 had been obstructed – now resolved
- 5.2 Local Resident – height of hedge between Thorns Close and MSC close to power lines – reported to UK Power Networks – Report a Problem page updated
- 23.11.06 To note decisions of the Parish Council at its September meeting:  
**September**

4.1	<b>Resolved</b> That Mr Milinda Karunaratne be co-opted on to Wickhambrook Parish Council to serve forthwith.
7	<b>Resolved</b> i. The parish council approve the draft Neighbourhood Plan supplied by Places4People for publication for statutory consultation in late autumn '23 (subject to any minor amendments and non-substantive changes agreed by Places4People and the Chair of the NP Working Group). ii. In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied.

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<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.

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- iii. Expenditure under the various categories of the budget attached as Appendix E to report WPC.23.09.03 be authorised for payment on submission of relevant invoices to the clerk to a sum of not more than £5500.00 plus VAT in accordance with the categories.
- 8.3 **Resolved**  
That Wickhambrook Parish Council
- supports the 20's Plenty for Suffolk Campaign aims for 20mph and a change to Suffolk's speed limit policy
  - calls on Suffolk County Council to implement 20mph in Wickhambrook
  - will write to Suffolk County Council to request 20mph on streets throughout Suffolk where vehicles and people mix, with 30mph as the exception on those roads only when the needs of vulnerable road users allow a higher limit.
- 9.1 **Resolved**
- That the parish council remain within the default arrangements for appointment of an External Auditor and
  - That the period of time for which the Notice of Conclusion of Audit must be published be agreed as fourteen days (in accordance with statute and regulations prior to amendment in 2014 and 2015).
- 9.4 **Resolved**  
The parish council ask the clerk to source the best value virus guard subscription for a period of up to two years to cover 10 devices at an authorised cost of not more than £100 plus VAT.
- 10.6 **Noted:**  
The Chair's review of the internal control report (previously circulated as WPC.23.09.06) and that there were no proposed actions from the internal control report
- 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.23.09.07 and note net changes to earmarked reserves.
- 13 **Resolved:**  
**DC/23/1116/HH** – Householder Planning Application – Reconsult **DC/23/1170/FUL** – Planning application  
**DC/23/1273/HH** – Householder Planning Application  
**DC/23/1274/LB** – Application for Listed Building Consent  
**DC/23/1546/TCA** – Trees in a Conservation Area Notification  
No objections to any of the applications
- 15 **Decided:**
- that reputational risks to the council of not funding repairs, and the governance risks which the parish may face in going against the existing NALC advice and relying on a contested power to fund the repairs, were outweighed by the benefits to the parish residents of the clock being brought back into use, and
  - for this reason, the parish council determined to continue to fund the Memorial Clock on an ad-hoc basis when grant applications are received from the parochial church council, with financial support being made direct to the supplier (and thus not the ecclesiastical charity), until such time as any amendment to the LGA1894 becomes law under the Levelling Up and Regeneration Bill and
- Resolved**  
The parish council withdraw the draft agreement prepared by Excello Law proposing that Wickhambrook Parish Council accept the Memorial Clock as a parish asset and notify the Parochial Church Council that it no longer seeks to have the Memorial Clock assigned to it as an asset.
- 19 **Resolved**  
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath

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

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- 23.11.07** 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 (*circulated WPC.EC.23.11.01*) **Cllr Paul Couzens**  
**Proposal:**  
**The Estates Committee authorise the cost of a replacement Externally Heated Cabinet (and defibrillator) at not more than £750.**
- 7.2 Environment & Sustainability (*circulated*) **Mrs M Jolland**  
7.3 Footpaths officer report **Mr R. Medley**  
7.4 Tree Warden's report **Mr R. Medley**  
7.5 Youth Facilities (*circulated WPC.23.11.02*) **Cllr Mike Lavelle**  
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**  
7.6 Six Acres **Cllr Mike Lavelle**  
7.7 Cemetery and Churchyard Safety Reports **Cllr Paul Couzens**  
7.8 Village Greens Report **Mr Roger Medley**
- 23.11.08 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.23.11.03**) and take action as appropriate.
- 8.2 To note that following the memorial testing completed in the cemetery, the clerk has been able to contact all but two deed holders requesting that the memorials be made good.
- 8.3 To note that that the new parish notice board will be installed on the next parish day with other parish works (fencing and installation of picket gate to cemetery by memorial garden).
- 8.5 To note that the skatepark has been weeded on the most recent volunteer day.
- 8.6 To note that at its September meeting the parish council resolved to withdraw the proposed agreement to accept the Memorial Clock as a parish asset, and decided to revert to asking the PCC to submit a grant application for funding of repairs and maintenance of the clock (Min. 23.09.15 refers)
- 8.7 To note that in accordance with Minute Reference 23.09.8.9, the clerk has agreed a new contract for supply of water to the Bowling Green for a period of two years through Everflow. The retail service charge is now fixed for the term of the contract.
- 8.8 To note that the clerk met with the Head Teacher of Wickhambrook Primary Academy who has expressed interest in developing a project to re-purpose the cast iron memorials currently stored in the MSC.
- 23.11.09 To consider a review of fees and charges for the Cemetery (tabled and circulated as **WPC.EC.23.11.04**) and take action as appropriate.
- 23.11.10 To consider an update on parish lands and the proposal that the Havebury Housing Association transfer its remaining interest in Bury Road Pocket Park to the parish council (tabled and circulated as **WPC.EC.23.11.05**) and take action as appropriate.
- 23.11.11 To consider a review of Estates budgets and a draft 3 year plan for the Estates Committee (tabled and circulated as **WPC.EC.23.11.06**) and take action as appropriate.

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23.11.12 To authorise the payments listed below for payment:

Voucher	Date	Description	Supplier / customer	Supplier ref.	Account	Total
709	28/09/2023	Dog Waste Bags	JRB Enterprise Ltd	#25556	Bin and Dog Waste Collecti	£ 99.54
711	05/10/2023	Dog Waste Bags	JRB Enterprise Ltd	#26030	Bin and Dog Waste Collecti	£ 99.54

**Proposal:**

**To authorise the payments listed above for payment.**

- 23.11.13 Any other Council business for information, to be noted or for inclusion on a future agenda:
- 23.11.14 To note the scheduled date for the next meeting is Thursday 1<sup>st</sup> February 2023 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre
- 23.11.15 Close of meeting.

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