

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on

Thursday 2nd November 2023

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

Attending: Clerk Hilary Workman, Cllr T Turner

23.11.01 **Noted:**

Apologies for absence approved: Mrs M Jolland – personal commitment

23.11.02 **Noted:**

That when 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 were invited, there were none.

23.11.03 Resolved:

That the Minutes of the Estates Committee meeting held on 28th September 2023, as tabled, be agreed as a true record.

23.11.04 **Noted:** Public Forum – (**Open Session**)¹.19:01

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.

23.11.05 **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 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. The meeting asked the clerk to note that the top of this hedge should be trimmed under the grounds contract.

23.11.06 **Noted:** Decisions of the Parish Council at its September meeting:
September

| | |
|-----|---|
| 4.1 | Resolved That Mr Milinda Karunaratne be co-opted on to Wickhambrook Parish Council to serve forthwith. |
| 7 | Resolved 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. 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 |

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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- 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
- a) supports the 20's Plenty for Suffolk Campaign aims for 20mph and a change to Suffolk's speed limit policy
 - b) calls on Suffolk County Council to implement 20mph in Wickhambrook
 - c) 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**
- i. That the parish council remain within the default arrangements for appointment of an External Auditor and
 - ii. 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:**
- a. 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
 - b. 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

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

- 7.1 **Parish Assets** (*circulated WPC.EC.23.11.01*) **Cllr Paul Couzens**
Cllr Couzens further advised that following the work carried out to replace seals and seal around fixings, the cabinet was now dry and the defibrillator back in commission. For this reason, the proposal below:

The Estates Committee authorise the cost of a replacement Externally Heated Cabinet (and defibrillator) at not more than £750.

was withdrawn.

- 7.2 **Environment & Sustainability** **Mrs M Jolland**

The clerk presented Mrs Jolland's report that

- Litter pick completed Sunday 29th October, 10 adults and 2 children attended. Rubbish had not been picked up by the council, so was placed in MSC bin by Mrs Merritt, who also kindly provided refreshments.
- 1st Wednesday in the month, Volunteer day, was cancelled this month due to the weather.

- 7.3 **Footpaths officer** report **Mr R. Medley**

An oral report from Mr Medley that:

- He had reinstated the fallen finger post at Coltsfoot Close
- A fallen tree blocking the footpath at Malting End had now been cleared following a report to PROW who had written to the land owner.
- FP26 – the landowner had contracted a power harrow who had unfortunately cultivated the footpath as well – the Landowner had rolled the land and reinstated a navigable path.
- Works to extend an improved surface to FP25 was scheduled to start on Monday 6th November.
- FP16 – the middle section is currently narrow and difficult to access. The new landowner had promised they would remove the post and rail fence, thus widening the footpath. A similar approach has been requested for FP2 (behind Grove Farm up to Farley green)
- The meeting asked the clerk to add a note to the website advising that FP26 from its junction with FP25 to Coltsfoot Close is on the other side of the ditch as overgrown and heavily banked. The meeting asked the clerk to write to the landowner asking that the undergrowth be cleared and the path be made accessible and navigable.

- 7.4 **Tree Warden's report** **Mr R. Medley**

An oral report from Mr Medley that:

- he had completed a walk round inspection of trees on parish greens and in the cemetery and no issues had been identified.
- The Queens Green Canopy trees may need protection from deer or rabbits. The meeting asked the clerk to add this as an item to the November meeting of the parish council.
- The hedge between Meeting Green and Coltsfoot Green remained uncut and the hedge at the junction with Cemetery Road was overgrown and limiting visibility. The meeting asked the clerk to check ownership of the hedge and write to the land owner.

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23.11.11 **Noted:**

The meeting considered a review of Estates budgets and a draft 3 year plan for the Estates Committee (previously circulated as **WPC.EC.23.11.06**) and, noting that it might be possible that the war memorial be cleaned as a volunteer event, recommended no further changes.

23.11.12 **Noted:**

That the payments listed below be authorised 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 Collectio | £ 99.54 |
| 711 | 05/10/2023 | Dog Waste Bags | JRB Enterprise Ltd | #26030 | Bin and Dog Waste Collectio | £ 99.54 |

Resolved

To authorise the payments listed above for payment.

23.11.13 **Noted:**

That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, there was none.

23.11.14 **Noted:**

That the scheduled date for the next meeting was Thursday 1st February 2024 at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

23.11.15 **Noted:** Close of meeting. 19:46