

# 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 1st February at 6:00pm in the 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**

- 24.02.01 Apologies for absence to be noted or approved:
- 24.02.02 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.
- 24.02.03 Proposal:  
That the Minutes of the Estates Committee meeting held on 2nd November 2023, as tabled, be agreed as a true record**
- 24.02.04 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
- 24.02.05 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 – Thanks for organising the new surface to Footpath 25  
5.2 Local Resident - Overgrown footpath at Wickham Street from Plumbers Arms to All Saints Church  
5.3 Various De-fib Suppliers – DHSC Community Defibrillator Scheme and desirability of no-one being more than three minutes from a defibrillator.  
5.4 West Suffolk Council – Capital Sports Fund (£200 - £1000 to support capital costs of grass roots community sports clubs to increase participation and enhance offer to wider community)
- 24.02.06 To note decisions of the Parish Council at its November and January meetings:  
**November:**

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| 23.11.7.4 | The meeting considered an update on Road Safety issues (previously circulated as WPC.23.11.03) and agreed (if sufficient volunteers could be recruited) to establish:<br>A volunteer team focussed on flooding issues reporting to a Cllr to:<br>1. Identify areas prone to flooding by collating existing reports on SCC reporting tool and liaising with an officer with responsibility for flood avoidance at Suffolk County Council/Environment Agency<br>2. Walking the length of water courses where flooding has occurred in the vicinity and (with an officer from SCC/EA) identifying any flow restrictions, so that SCC/EA can contact the landowner to instruct them to remove restrictions.<br>3. Identify any grips at roadside that require clearing as part of a rolling programme and log on SCC Report a Problem. Liaise with clerk to escalate where no action is taken.<br>4. (possibly) commission use of a drone to identify flooding issues.<br>The group would ideally open up to individual greens, recruiting residents from each.<br>A Community Speed Watch Group (at least six volunteers).<br>The meeting also asked the clerk to look further into setting aside funds in future budgets for a number of "parish days" which could include low level work on highways could be |
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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.

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

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	<p>completed by an appointed contractor (in a similar manner to our grounds maintenance days) e.g.</p> <ul style="list-style-type: none"><li>a) cutting back vegetation around road signs</li><li>b) cleaning road signs and identifying faded or damaged signs for replacement</li><li>c. clearing out grips identified by volunteer team.</li></ul> <p>The meeting asked the clerk to consider a coffee hub as a recruitment opportunity.</p>
23.11.9.1	<p><b>Resolved</b> Wickhambrook Parish Council resolves to:</p> <ul style="list-style-type: none"><li>1. Support the Climate and Ecology Bill;</li><li>2. Inform local residents and inform local press/media of this decision;</li><li>3. Write to RH Matthew Hancock MP to inform them that this motion has been passed, and urge them to support the CE Bill</li></ul>
23.11.10.7	<p><b>Resolved</b> To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Mel Karunaratne to be added as an authorised signatory (view only).</p>
23.11.11	<p><b>Resolved</b> <b>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.23.11.06 and note net changes to earmarked reserves.</b></p>
23.11.14	<p>14.1 DC/23/1722/HH - Householder planning application detached swimming pool building (following demolition of existing outbuildings) Park Gate House Ousden Road Wickhambrook Suffolk CB8 8UT <b>No objections</b></p> <p>14.2 DC/23/1736/VAR - Planning application Variation of condition 3 of SE/13/0948/FUL to enable the omission of the first floor for the one dwelling (following demolition of fire damage dwelling) Samples Farmhouse Ashfield Green Wickhambrook CB8 8UZ <b>No objections</b></p> <p>14.3 <b>Resolved:</b> That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth &amp; Sustainable Planning at West Suffolk Council.</p>
23.11.16	<p><b>Resolved</b> That the Clerk draw up a contract for groundworks for the financial year 2024/25 as determined by the meeting following their consideration of quotes for the specification and areas identified in Appendices to report WPC.23.11.06.</p>
23.11.17	<p><b>Resolved</b> The parish council adopt the proposed fees and charges, (taking into account any revisions agreed at the meeting) set out at Table 2 to WPC.23.11.07) with effect from 1st April 2024.</p>
23.11.18	<p><b>Resolved</b> The parish council authorise a contribution to the maintenance and repair of the Memorial Clock of not more than £1300 plus VAT.</p>
23.11.19	<p><b>Resolved</b> The parish council authorise the cost of conveyancing work to register land at Figures 1 &amp; 2 of report WPC.23.11.09, at a cost of not more than £2050.00 plus VAT.</p>
23.11.20	<p>The Chair's report with respect to Clerk's salary and the approval of national annual pay award for 2023/24 (previously circulated as Chair's Report) and the revisions to contract arising from this.</p>
<b>January</b>	
24.01.7.4	<p><b>Resolved</b> The parish council adopt the revised Terms of Reference for the Estates Committee (Appendix C) and Road Safety Working Group (Appendix D).</p>
24.01.8.1	<p>The meeting asked the clerk to make the necessary arrangements for Cllr Karunaratne's internet banking authority be updated from View account to VA (view the account and authorise payments) and</p> <p><b>Resolved:</b></p>
24.01.8.3	<p>Remove the Sandy Thwaite as signatory to the Council's accounts with Unity Trust Bank</p> <p><b>Resolved</b> To adopt the reviewed Risk Management Policy and supporting Risk Assessment attached as Appendices A &amp; B respectively to report WPC.24.01.03.</p>

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24.01.9	<b>Resolved</b> 9.1 That Council appoints Suffolk Association of Local Councils (SALC) as Internal Auditors for the financial year 2023/2024; and 9.2 That Wickhambrook Parish Council confirms Hilary Workman to continue to act as the Responsible Financial Officer for the financial year 2024/25
24.01.12	12.2 <b>Resolved</b> That Wickhambrook Parish Council approve the proposed budget (Appendix A to report WPC 24.01.07), and 12.3 <b>Resolved</b> That Wickhambrook Parish Council directs West Suffolk District Council to pay the sum of £46,341, being the Parish Council's total precept requirement for the financial year commencing 1st April 2024
24.01.14	14.1 DC/23/2038/HH Householder Planning Application a. single storey side extension to south elevation (following removal of existing conservatory); b. two storey extension to north elevation; c. conversion of existing barn to include garage and gym with first floor extension to create habitable space Australia Farm Meeting Green Wickhambrook Suffolk CB8 8UR See summary report WPC.24.01.08 Councillors considered that the proposals would be likely to improve the property significantly and <b>supported application</b> 14.2 <b>Resolved:</b> That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

24.02.07 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 Couzens</b>
7.2	Environment & Sustainability	<b>Mrs M Jolland</b>
7.3	Footpaths officer report	<b>Mr R. Medley</b>
7.4	Tree Warden's report	<b>Mr R. Medley</b>
7.5	Youth Facilities	<b>Cllr 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	<b>Mr K Grimes</b>
7.6	Six Acres	<b>Cllr M Lavelle</b>
7.7	Cemetery and Churchyard Safety Reports	<b>Cllr P Couzens</b>
7.8	Village Greens Report	<b>Mr R Medley</b>

**24.02.08** 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.24.02.01**) and take action as appropriate.

**Proposal: Cllr Couzens**

**The Estates Committee authorise**

- i. **the purchase of a sustainable bench (upto three seater) at a cost of not more than £232.52 plus VAT; and**
- ii. **the purchase of two replacement signs for Six Acres and the Children's play area at a cost of not more than £50.00 plus VAT.**
- iii. **The purchase of a small tool kit and garden kneeler at a cost of not more than £40.00 plus VAT.**

8.2 To note the actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2024/25), the approved budget for the next financial year and proposed schedule of works for the Estates Committee (tabled and circulated as **WPC.EC.24.02.02**) and take action as appropriate.

8.3 To note that following the parish council's approval of a grant towards the cost of bringing the Memorial Clock back into commission at its November meeting (**Min. 23.11.18 refers**) Hawards Horological were instructed by the PCC but the work has not yet been completed.

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- 8.4 To note that the clerk has raised a number of issues with the Play Area Inspector at West Suffolk where work completed has not been noted on subsequent inspection reports.
- 24.02.09 To consider a proposal for authorising the costs of play equipment supplies and remedial works arising from play inspections (tabled and circulated as **WPC.EC.24.02.03**) and take action as appropriate.
- 24.02.10** To note a proposal remedial work to the remaining memorials identified as unsafe where it has not been possible to contact the deed holders (tabled and circulated as **WPC.EC.24.02.04**), and testing of memorials at All Saints Churchyard and take action as appropriate.  
**Proposal: Cllr Couzens**  
**To appoint a contractor to undertake memorial testing in All Saints Churchyard at a cost of not more than £500.00 plus VAT for the financial year 2024.25**
- 24.02.11** To note a proposal to change the suppliers of Cemetery software (tabled and circulated as **WPC.EC.24.02.05**) and take action as appropriate.  
**Proposal: Cllr Couzens**  
**The Estates Committee authorise a move to Scribe cemetery software at a cost of £645 plus VAT in the first financial year.**
- 24.02.12** Consider proposals for refurbishment of the cemetery in advance of D-Day 80 (tabled and circulated as **WPC.EC.24.02.06**) and take action as appropriate.  
**Proposal: Cllr Couzens**  
**The Estates Committee authorise:**  
**i. the purchase of a WW2 Memorial Bench Seat as specified above at a cost of not more than £1741 plus VAT; and**  
**ii. the cost of cleaning the War Memorial in advance of DDay80 at not more than £2000 plus VAT.**
- 24.02.13 Any other Council business for information, to be noted or for inclusion on a future agenda:
  - Tri-annual inspection of trees on parish lands and other proposed tree works
  - Meeting dates
- 24.02.14 To note the scheduled date for the next meeting is 4<sup>th</sup> April 2024 in the Pavilion, Wickhambrook Memorial Social Centre
- 24.02.15 Close of meeting.

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