

# 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 4<sup>th</sup> April at 7:00pm 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

- 24.04.01 Apologies for absence to be noted or approved: Mary Jolland – Personal Commitment.
- 24.04.02 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.
- 24.04.03 Proposal:  
That the Minutes of the Estates Committee meeting held on 1<sup>st</sup> February 2024, as tabled, be agreed as a true record**
- 24.04.04 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
- 24.04.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk’s report:
- 5.1 MSC – flytipping onto Recreation Ground hedgeline
  - 5.2 Dogs Trust – Walk this way More – Dog fouling interventions
  - 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)
  - 5.5 Sports and Play Consulting
  - 5.6 JACS Village Gateways
  - 5.7 Request from Carnival Committee for the PC to allow parking on Six Acres for the Fete & Flower Show in July.
- 24.04.06 To note decisions of the Parish Council at its February meetings:

**February  
Extra -  
Ordinary**

EO.24.02.05

**Noted:**

Clrs considered an update on the preparation of the Draft Neighbourhood Plan with respect to Policy WHB 11 – Buildings and Structures of Local Significance (Non-Designated Heritage Assets) (previously circulated as WPC.EO.24.02.01) and agreed that:  
That the parish council ask its planning consultant (Places4People Ltd) to:  
i. remove the draft list of proposed properties in WHB 11; and

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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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	ii. draft appropriate statements to be added to the neighbourhood plan, (yet to be determined), that reinforce what the plan already says about proposals for new development respecting the character and distinctiveness of the immediate area including the significance of the historic environment and heritage assets for approval at a future meeting of the parish council.
EO.24.02.06.1	DC/24/0066/HH Householder Planning Application a. one and a half storey side extension b. one and a half storey rear extension c. cladding to replace existing rendered areas and cladding to proposed elevations d. replace existing roof tiles St Helier Attleton Green Wickhambrook Suffolk CB8 8YB Cllrs noted that the proposal was in keeping with current housing and had no objections.
EO.24.02.06.2	DC/24/0082/TPO TPO 038 (1978) tree preservation order removal of up to six metres of the protected trees/hedgerow line as per arboricultural tree survey – no response required
<b>February Ordinary</b>	
24.02.03	<b>Resolved</b> That the Minutes of the Parish Council ordinary meeting held on 11th January 2024, and Extra-ordinary meeting held on 1st February 2024, as tabled, be agreed as a true record.
24.02.04.1	<b>Resolved</b> That Andrea Grimes and Linda Smith be co-opted on to Wickhambrook Parish Council to serve as councillors forthwith.
24.02.04.2	<b>Resolved</b> That Mr David Di Giulio be co-opted to the Estates Committee as a non- councillor.
24.02.08.3	<b>Resolved</b> To authorise the RFO to return any unspent grant monies from the current financial year to Locality on request.
24.02.10.3	<b>Resolved</b> i. To appoint Mr Gary Smith as the sole operator at Wickhambrook Cemetery for the purposes of grave digging until 31.03.27. ii. To adopt the revised Cemetery Regulations set out in Appendix A of report WPC.24.02.04 iii. To agree an exception to allow wedged memorials (no higher than 3", all other dimensions remaining the same) in the Cremated Remains area (Rows Na, Nb & Pa only ).
24.02.10.7	<b>Resolved</b> The parish council authorise the clerk to renew its insurance in accordance with the LTA and Asset Register at a cost of not more than £1615.00
24.02.11	<b>Resolved</b> The parish council authorise Places4People to advise on and if necessary draft a response on any matter of concern identified in the open Local Plan consultation documents at a cost of not more than £130 plus VAT.
24.02.12.7	<b>Resolved:</b> To update the Parish Council's authorised signatories to its Unity Trust accounts, making provision for Andrea Grimes and Linda Smith to be added as authorised signatories (view only).
24.02.13.1	<b>Resolved</b> That Wickhambrook Parish Council authorise for the financial year 2024.25 the due payments identified in Table I Appendix A of report WPC.24.02.08
24.02.13.2	The meeting approved a summary of direct debits on the Unity Trust Current Account or Corporate Multi-pay Card for the 2024.25 financial year, set out at Table ii, Appendix A to report WPC.24.02.08.
24.02.14	<b>Resolved</b> i. authorise the cost of inspection and/or maintenance training for up to two councillors at a cost of not more than £500. Mel & Kevin ii. The Estates Committee authorise the clerk to purchase replacement equipment (including where necessary, the cost of fitting replacements) as identified under the monthly inspections undertaken in accordance with the service level agreement (low risk or greater) with West Suffolk Council during the financial year 2024/25 up to: a. Playground Cemetery Road (including Zip wire) £1500.00 plus VAT b. Playground Bury Road £1000.00 plus VAT c. MUGA & Skate Park £ 500.00 plus VAT iii. Authorise the clerk to prepare purchase order(s) for purchase of replacement materials and works to play equipment at Cemetery Road, Bury Road and the Zip Wire for the items identified at Appendix D for the current and next financial years year, at a cost of not more than £3000.00 plus VAT, supplier(s) to be determined by clerk based on value for money at time of order

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24.02.15 **Resolved**  
To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC.24.02.07.

24.02.17 DC/24/0169/HH - Householder Planning Application  
a. single storey side extension  
b. front porch  
Sunset Bungalow Meeting Green Wickhambrook CB8 8XS  
No objections

24.04.07 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>

**24.04.08** 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.24.04.01**) and take action as appropriate.
- 8.2 To note that the work to onboard cemetery records to the new software supplier is in progress.
- 8.3 To note that following the parish council's approval of a grant towards the cost repairing the Memorial Clock at its November meeting (**Min. 23.11.18 refers**) the work has now been completed by Hawards Horological and the clock is back in commission.
- 8.4 To note that further to report **WPC.24.02.09**, (Min 24.02.14 refers) the clerk has raised a purchase order for replacement parts and works to address a number of issues identified in the play inspection reports. Additionally, the clerk has reserved two places for a Play Area Inspection Training Course in July through SALC.
- 8.5 The replacement hedging at Cemetery Road was planted on 7<sup>th</sup> February and rabbit guards fitted on the 6<sup>th</sup> March.
- 8.6 The "Royal Navy Past and Present" bench for the cemetery, and a further sustainable bench for the far end of Six Acres have been purchased.
- 8.7 The WI have kindly agreed that the parish may have access to a supply of water for cleaning play equipment in the pocket park at Cemetery Road and a date is sought for a working party.
- 8.8 To note the kind donations of pallet materials and Cllr Lavelle's time preparing bird box kits for 1<sup>st</sup> Wickhambrook Beavers, who recently installed them in and around Wickhambrook Cemetery.
- 8.9 To note that two large pallet boxes have been acquired (free of charge) for storage of items in the Chapel of Rest.
- 8.10 To note that the first cut with the new contractor, TOPS Garden Services, has taken place.

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- 24.04.09** To consider a proposal for a Tri-annual inspection of the Parish Trees (including two interim inspections (tabled and circulated as **WPC.EC.24.04.02**) and take action as appropriate.  
**Proposal: Cllr Couzens**  
**To authorise the commissioning of a Survey of Parish Trees in 2024 and undertake two walk-round tree inspections in years 2 and 3 (2025 & 2026) at a cost of £550 plus VAT in 2024 to be carried out by Acacia Tree Surgery.**
- 24.04.10** 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.24.04.03**), and take action as appropriate.  
**Proposal: Cllr Couzens**  
**To appoint a contractor to undertake remedial works to remaining memorials identified as unsafe (WPC.EC.24.04.03) at a cost of not more than £2025 plus VAT.**
- 24.04.11** To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as **WPC.EC.22.04.04**) and take action as appropriate.  
**Proposal: Cllr Couzens**  
**To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1,000 plus VAT for the financial year 2024.25.**
- 24.04.13 Any other Council business for information, to be noted or for inclusion on a future agenda:
- The Big Help Out – WI autumn bulb planting
- 24.04.14 To note the scheduled date for the next meeting is 11<sup>th</sup> July 2024 in the Pavilion, Wickhambrook Memorial Social Centre
- 24.04.15 Close of meeting.

Published & posted 27<sup>th</sup> March 2024



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