

# Wickhambrook Parish Council – Estates Committee

## Minutes

Of a meeting of the Estates Committee held on 4<sup>th</sup> April 2024

**Present:** Cllrs P Couzens, M Lavelle, Mr R Medley, Mr D Di Giulio

**Attending:** Clerk Hilary Workman

Cllr Linda Smith, Cllr Andrea Grimes, Mr Kevin Grimes

24.04.01 **Noted:** Apologies for absence to be noted or approved:

- Approved: Mary Jolland – Personal Commitment.

24.04.02 **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.

**24.04.03 Resolved:**

**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 **Noted:** Public Forum – (**Open Session**)<sup>1</sup>. 19:02

That when comments or questions on any Agenda item or matter of concern from those members of the public present were invited, there being none, the session was closed.

24.04.05 **Noted:** The following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report, and any actions agreed:

- 5.1 MSC – fly tipping onto Recreation Ground hedge line
- 5.2 Dogs Trust – Walk This Way More – Dog fouling interventions - the Committee considered that it would be worth trying the initiative and asked the clerk to work with Roger Medley to implement the initiative on two popular dog walking routes, (if possible incorporating the Recreation Ground and Six Acres).
- 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 – the Committee had no objections to the request and asked the clerk to respond accordingly.

24.04.06 **Noted:** Decisions of the Parish Council at its February meetings:

**February  
Extra -  
Ordinary**

EO.24.02.05

**Noted:**

Cllrs 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

<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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	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
24.02.15	<b>Resolved</b>

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- 24.02.17 To authorise donations under S.137 to a maximum of £200 to the charitable organisations identified by Councillors from report WPC.24.02.07.  
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 **Noted:** Reports to this meeting from Portfolio Holders or other agencies
- 7.1 **Parish Assets (defibrillator)** **Cllr Couzens**  
An oral update that the Defib at MSC had been checked and no issues identified. Cllr Couzens further advised that the clerk was working with Mr Peter Vince to resolve a request for a replacement battery under warranty. The meeting asked the clerk to add an authorisation for cost of replacement to April agenda.
- 7.2 **Environment & Sustainability** **Mrs M Jolland**  
The clerk reported that the Litter pick on 29<sup>th</sup> March had been very successful, with 16 adults and nine children collecting over ten bags of rubbish. Following a suggestion from Cllr Grimes, the meeting asked the clerk to consider how the litter picks could be extended to other greens in the parish.
- 7.3 **Footpaths officer report** (previously circulated) **Mr R. Medley**  
Mr Medley further advised that:
  - the Viburnum at Genesis Green had blossomed well this spring and would be worth saving if possible. The meeting agreed with Mr Medley's suggestion that the brambles should be removed to improve its chances.
  - Unfortunately the trimming of low hanging branches at the east end of Six Acres had been impeded by the wet weather
  - He had asked the PROW team to speak to the land owner adjacent to FP36 to clear further overgrowth of trees which was impeding access
  - He had come across previous correspondence clarifying the FP26 spur past Landmark (see minute EC.24.02.Agreeing with Mr Medley's suggestion, the meeting asked the clerk to add a news item thanking farmers and landowners who have cleared their ditches and grips this winter.
- 7.4 **Tree Warden's report** (previously circulated) **Mr R. Medley**
- 7.5 **Youth Facilities** **Cllr Lavelle**
  - 7.5.1 Main Playground
  - 7.5.2 Teen Project and Games Area
  - 7.5.3 Zip WireAn oral update from Cllr Lavelle that an order had been submitted for replacement parts at both Cemetery and Bury Road play areas and, with support from the WI who had agreed access to both water and power, a work party was planned to clean the equipment (suggested date Wednesday 1<sup>st</sup> May).
- 7.5.4 **Bury Road Playground** **Mr K Grimes**  
An oral update from Mr Grimes that:
  - he had adjusted the closing speed of the gate
  - sections of the chain link fence had been mended and he would continue to monitor it
  - would be happy to participate in the play equipment cleaning day at Bury Road – the meeting thanked Cllr Couzens who kindly offered use of a generator to power a pressure washer for the purpose.
- 7.6 **Six Acres** **Cllr M Lavelle**  
An oral report that:

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- there was some rabbit damage in the vicinity of the concrete pad adjacent to the Bowls Club
- When possible, low hanging branches would be trimmed back; and
- A football club that had rented a pitch on the recreation ground had cut the grass on the pitch beautifully.

### 7.7 **Cemetery and Churchyard**

**Cllr P Couzens**

No issues to report.

### 7.8 **Village Greens Report** (previously circulated)

**Mr R Medley**

### **24.04.08 Noted:** Clerk's report

8.1 An update on current Estates Issues (tabled and circulated as **WPC.EC.24.04.01**)

8.2 The work to onboard cemetery records to the new software supplier was in progress.

8.3 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 had now been completed by Hawards Horological and the clock was back in commission.

8.4 Further to report **WPC.24.02.09**, (Min 24.02.14 refers) the clerk had raised a purchase order for replacement parts and works to address a number of issues identified in the play inspection reports. Additionally, the clerk had 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 had been purchased.

8.7 The WI have kindly agreed that the parish may have access to a supply of water and electricity for cleaning play equipment in the pocket park at Cemetery Road and a date for a working party agreed (1<sup>st</sup> May, weather permitting).

8.8 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 was noted

8.9 Two large pallet boxes have been acquired (free of charge) for storage of items in the Chapel of Rest.

8.10 The first cut with the new contractor, TOPS Garden Services, had taken place on 27<sup>th</sup> March. The committee noted that there had been some teething issues and looked forward to an improvement over the April cuts.

### **24.04.09 Noted:**

The meeting considered a proposal for a Tri-annual inspection of the Parish Trees (including two interim inspections), previously circulated as **WPC.EC.24.04.02** and

### **Resolved**

**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.**

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## **24.04.10 Noted:**

The meeting considered a proposal for remedial work to the remaining memorials identified as unsafe where it has not been possible to contact the deed holders (previously circulated as **WPC.EC.24.04.03**), and having agreed to appoint Hermitage Memorials to undertake the work (including the cleaning of the War Memorial free of charge)

### **Resolved**

**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 Noted:**

The meeting considered 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, agreeing to appoint R H Landscapes and Maintenance Services Ltd

### **Resolved**

**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 Noted:**

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

- The Big Help Out – WI autumn bulb planting
- George Woods – memorial plaque for six acres bench
- Tree work in cemetery
- Circular bench for tree on Six Acres

## **24.04.14 Noted:**

That the scheduled date for the next meeting is 11<sup>th</sup> July 2024 in the Pavilion, Wickhambrook Memorial Social Centre

## **24.04.15 Noted:** Close of meeting. 7:35pm.