

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 12th September 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.

AGENDA

- 24.09.01 Apologies for absence to be noted or approved:
- Cllr Paul Couzens – Personal Commitment
 - Cllr Mike Lavelle – Personal Commitment
 - Roger Medley – Personal Commitment
 - Mary Jolland - Personal Commitment
- 24.09.02 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.
- 24.09.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 11th July 2024, as tabled, be agreed as a true record
- 24.09.04 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 24.09.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk’s report:
- 24.09.06 To note decisions of the Parish Council at its April and May meetings:

July Ordinary

24.07.03

Resolved:

That the Minutes of the Annual Meeting of the Parish Council held on 30th May 2024, as tabled, be agreed as a true record.

24.07.07.3

Resolved:

The Parish Council approve the proposed changes to the draft Neighbourhood Plan brought forwards following consultation, acknowledging that the changes will require revisiting to incorporate and changes required arising from the independent Strategic Environment Assessment and Habitats Assessment. That revisit will also assess whether additional changes are required to bring the Plan uptodate as a result of new national planning policy expected to be published in the interim.

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.

Hilary Workman, Clerk & RFO to the Council

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

Wickhambrook Parish Council – Estates Committee

- 24.07.10.3 Resolved:**
That the payments to be made, listed above at 101.2 be authorised.
- 24.07.15 **Noted:**
The meeting considered a review of the grounds specification for the next financial year 2024/25 (previously circulated as WPC.24.07.05) agreed by the Estates Committee at its meeting on 6th July and asked the clerk to undertake an online consultation of the options identified (noting that the area identified on Six Acres between the Tennis Courts and Bowling Green was often used as a short cut across to the School, and that therefore a path may need to be cut through if it were to be set aside for wildlife)
- 24.07.16 **Noted:**
The meeting considered an update on the proposal for the transfer of a small parcel of land within the Bury Road Play Park from Havebury Housing Association to Wickhambrook Parish Council (previously circulated as WPC.24.07.06) and, having carefully considered the advice of Excello Law set out in the report, determined that:
1. the parish council should not proceed with a transfer of land indicated in Figure 1 (below) ; on the basis of the advice of Excello Law attached as Appendix B to report WPC.24.07.06) and the likely risk arising from obligations to Havebury Housing Partnership in the future; and that
2. it did not wish to continue to seek to register land identified in the plan at Figure 2
- 24.07.17 Resolved**
i. approve a grant of not more than £500 towards the cost of installing a display cabinet for archival materials relating to Wickhambrook Parish at Wickhambrook Memorial Social Centre; and
ii. the parish council draw down £320 from Earmarked Reserves (Local Support and Village Organisations) to Revenue Budget Line (Grants – Local Support and Village Organisations).
- 24.07.18 **Noted:**
The meeting considered a review of the charges for Clubs' use of Six Acres (previously circulated as WPC.24.07.08), and, noting that the changes would not be implemented until the next financial year, but that cost of administering the ground rent needed to be met, determined that a Ground Rent of £35 be set for the financial year 2025/26 and the relevant clubs be advised.
- 24.09.07 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) **Cllr Couzens**
7.2 Environment & Sustainability **Mrs M Jolland**
7.3 Footpaths officer report **Mr R. Medley**
7.4 Tree Warden's report **Mr D Di Giulio**
7.5 Youth Facilities **Cllr Karunaratne**
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 M Lavelle**
7.7 Cemetery and Churchyard Safety Reports **Cllr A Grimes**
7.8 Village Greens Report **Mr R Medley**
- 24.09.08** 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.24.09.01**) and take action as appropriate.
Proposal:
Authorise the cost of purchasing grass seed and fleeces for team members at not more than £125 plus VAT.

Hilary Workman, Clerk & RFO to the Council

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

Wickhambrook Parish Council – Estates Committee

- 8.2 To note that the work to onboard cemetery records to the new software supplier is progressing well, both Burial Registers records having been uploaded, and the transcription and checking of the Purchased Graves Registers nearing completion. Thanks go to Cllr Andrea Grimes who is checking the Grave Space records against the memorials in the cemetery to identify any discrepancies.
- 8.3 The sustainable bench installed at the far end of Six Acres was damaged beyond repair and the cost of a replacement bench will be built into the budget for the next financial year (2025-26).
- 8.4 To note that further to report **WPC.24.02.09**, (Min 24.02.14 refers) this work having been undertaken in May, a number of additional issues were identified in the play inspection reports and (the clerk having submitted a further purchase order to On-line Playgrounds, **Min. EC.24.02.14iii refers**), this work has now been completed at a cost of £877.80 plus VAT.
- 8.5 To note that the clerk and Mr Medley have been working with PROW on the development of a grant application for works to a circular route of footpaths (incorporating FP26, Byeway 31, FP16 etc) and will look to incorporate costs for the Dogs Trust project "Walk this Way", which involves targeted messaging to dog walkers about cleaning up after their dogs into this.
- 8.6 Temporary measures to restrict access to the Recreation Ground and Six Acres were installed (with thanks to Cllr Lavelle) in late July prompted by concerns with respect to trespass onto parish lands which other local parishes had experienced. A more permanent solution is being researched and will be reported to full council (the likely costs exceeding the delegation to Estates Committee).
- 8.7 With thanks to Cllrs Karunaratne and Lavelle, the four pew benches were delivered to the WI hall and Chapel of Rest cleared of many items of old and damaged street furniture beyond repair (Minute 24.05.26 refers) and the space re-organised. New storage shelving has now been installed.
- 8.8 Further to report WPC.EC.24.07.02, the clerk is seeking quotes for replacement posts to Coltsfoot Green.
- 8.9 To note that clubs making use of Six Acres have been advised of increase in charges for 2025/26, and invoiced for the current financial year.

24.09.09 Payments to Authorise:

Voucher	Date	Description	Supplier / customer	Account name	Total
1099	27/09/2024	Playground Maintenance	C Fenland Leisure Produ	Playground - Bury Road (Maintenance)	£ 1,053.36

Proposal: To authorise the payment listed above

- 24.09.10** To consider a proposal to undertake work to trees in the parish cemetery (tabled and circulated as **WPC.EC.24.09.02**) and take action as appropriate.

Proposal:

- i. The Estates Committee authorise work to Parish Trees at a cost of not more than £800 plus VAT; and**
- ii. The Estates Committee authorise work to Cemetery Trees at a cost of £1120 plus VAT and ask the parish council to authorise a drawdown from Earmarked Reserves of £1300 from Cemetery & Churchyard.**

Hilary Workman, Clerk & RFO to the Council

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

Telephone: **07508 039810** Email: **parishclerk@wickhambrook.org.uk**

Wickhambrook Parish Council – Estates Committee

24.09.11 To consider a review of the Grounds Specification for the next financial year 2025/26 (tabled and circulated as **WPC.EC.24.09.03**) and take action as appropriate.

24.09.12 To consider a proposal to undertake work to the Chapel of Rest roof (tabled and circulated as **WPC.EC.24.09.04**) and take action as appropriate.

Proposal:

Authorise cost of repairs to Chapel Roof at not more than £500.00 plus VAT.

24.09.13 Any other Council business for information, to be noted or for inclusion on a future agenda:

- Review of Estates budgets and draft 3 year plan
- Review of cemetery regulations, fees & charges

24.09.14 To note the scheduled date for the next meeting is 14th November 2024 in the Pavilion, Wickhambrook Memorial Social Centre

24.09.15 Close of meeting.

Published & posted 6th September 2024



Hilary Workman
Clerk & RFO to the Council