

# Wickhambrook Parish Council – Estates Committee

## Minutes

Of a meeting of the Estates Committee held on 12 September 2024

**Present:** Cllrs M Karunaratne, K Grimes (Substitute), L Smith (Substitute)  
Mr D Di Giulio

**Attending:** Clerk Hilary Workman

24.09.01 **Noted:** Apologies for absence approved:

- Cllr Paul Couzens – Personal Commitment
- Cllr Mike Lavelle – Personal Commitment
- Roger Medley – Personal Commitment
- Mary Jolland - Personal Commitment

24.09.02 **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.

**24.09.03 Resolved:**

**That the Minutes of the Estates Committee meeting held on 11<sup>th</sup> July 2024, as tabled, be agreed as a true record**

24.09.04 Public Forum – **(Open Session)**<sup>1</sup>.19:01

There being no members of the public present when comments or questions on any Agenda items or matters of concern were invited, the session was closed.

24.09.05 **Noted:**

No correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report was reported.

24.09.06 **Noted:** Decisions of the Parish Council at its July meeting:

**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 up to date as a result of new national planning policy expected to be published in the interim.

**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

<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.

**Signed:** M P Lavelle

**Dated:** 14/11/2024

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

- 7.1 **Parish Assets (defibrillator)** **Cllr Couzens**  
The clerk reported that further to the July meeting, a source of pads suitable for both adult & child had been identified, and as pads were scheduled for replacement, the dual purpose pads would be purchased.
- 7.2 **Environment & Sustainability** **Mrs M Jolland**  
Two litter picks took place in July (at both Bury Road and in the village centre) and a large quantity of litter was collected. The next scheduled litter pick is: Wednesday 30<sup>th</sup> October (Bury Road) and Sunday 3<sup>rd</sup> November (village centre)  
With thanks to all our volunteers, lay members, councillors and the MSC.
- 7.3 **Footpaths** (report previously circulated) **Mr R. Medley**
- 7.4 **Parish Trees** **Mr D Di Giulio**  
An oral report from David Di Giulio that at Attleton Green there were a number of trees overhanging the pond. The meeting asked the clerk to investigate whether the pond itself would need digging out.  
With thanks also to Cllr Lavelle and Roger Medley, lower branches overhanging the footpaths at the bottom of Six Acres had been trimmed back and chippings laid on the footpath. There was still quite a bit to do.  
Hedges bounding the Cemetery and FP24 were due to be trimmed and the meeting asked the clerk to check with the grounds contractor when this was scheduled.

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- 7.5 **Youth Facilities** **Cllr Karunaratne**
- 7.5.1 **Main Playground**  
An oral report from Cllr Karunaratne that he had been carrying out the visual inspections fortnightly - a few issues had been identified, most of which had now been resolved with the assistance of Cllr Grimes. At the most recent parish tidy morning on 4<sup>th</sup> September, with the assistance of volunteers vegetation had been cut back and play equipment sprayed with a topical treatment to dislodge algae and moss (this has worked well – it requires washing and wiping down after).  
It was reported that bins at both Cemetery and Bury Road had not been emptied for some weeks. This had been reported by the clerk who would follow up with the West Suffolk Team.
- 7.5.2 **Teen Project and Games Area** - replacement basketball hoop chains needed.
- 7.5.3 **Zip Wire** – Work to this had been completed on 31<sup>st</sup> August.
- 7.5.4 **Bury Road Playground** **Cllr K Grimes**  
All equipment had been treated and washed down. The Crab apple tree had taken an early autumn – the clerk would ask the contractor to look at this when carrying out works to parish trees.
- 7.6 **Six Acres** **Cllr M Lavelle**  
With thanks to Cllr K Grimes the Coronation Bench had now been secured.
- 7.7 **Cemetery and Churchyard** **Cllr A Grimes**  
An oral report from Cllr K Grimes that visual checks for both sites had been completed and a number of issues had been identified at All Saints Churchyard which the clerk would bring to the attention of the PCC. Additionally any safety issues would be identified with safety tape.
- 7.8 **Village Greens** **David di Giulio**  
An oral report from David Di Giulio that at least 3 posts at Coltsfoot Green would require replacement. It was suggested that the clerk look at replacing on a phased basis, completing a proportion each year in a rolling programme.

## 24.09.08 Noted: Clerk's report

- 8.1 The meeting considered an update on current Estates Issues (previously circulated as **WPC.EC.24.09.01**) and  
**Resolved**  
**Authorise the cost of purchasing grass seed and fleeces for team members at not more than £125 plus VAT.**
- 8.2 Work to onboard cemetery records to the new software supplier was 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. The clerk gave a quick walk through the software, demonstrating the mapping and calendar.
- 8.3 The sustainable bench installed at the far end of Six Acres had been damaged beyond repair and the cost of a replacement bench would be built into the budget for the next financial year (2025-26).

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- 8.4 Further to report **WPC.24.02.09** (Min 24.02.14 refers), this work having been undertaken in May, a number of additional issues had been 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 had now also been completed at a cost of £877.80 plus VAT.
- 8.5 The clerk and Mr Medley had 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 would look to incorporate costs for the Dogs Trust project "Walk this Way", which involved targeted messaging to dog walkers about cleaning up after their dogs.
- 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 was being researched and would be reported to full council (the anticipated 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 had now been purchased.
- 8.8 Further to report WPC.EC.24.07.02, the clerk was seeking quotes for replacement posts to Coltsfoot Green.
- 8.9 Clubs making use of Six Acres had been advised of increase in charges for 2025/26, and invoiced for the current financial year (to date no payments had been received).

### **24.09.09 Noted:** 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

### **Resolved:** To authorise the payment listed above

### **24.09.10 Noted:**

The meeting considered a proposal to undertake work to trees in the parish cemetery (previously circulated as **WPC.EC.24.09.02**) and appointing Suffolk Tree Surgery,

### **Resolved:**

- 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.**

### **24.09.11 Noted:**

The meeting considered a review of the Grounds Specification for the next financial year 2025/26 (previously circulated as **WPC.EC.24.09.03**) and noting:

- Respondents to the survey were supportive of Wildlife areas
- Concerns relating to reduction in cuts related only to footpaths, of which the parish council is only responsible for FP25 & 26;
- The PCC had asked that All Saints Church not be included as a wildlife area
- The parish council should explore the planting of wildflower seed to support the wildlife areas

asked the clerk to forward the proposed specification (excluding All Saints Church as a Wildlife Area) to the next parish council as set out at Appendix D of report WPC.EC.24.09.03.

### **24.09.12 Noted:**

**Signed:** M P Lavelle

**Dated:** 14/11/2024

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The meeting considered a proposal to undertake work to the Chapel of Rest roof (previously circulated as **WPC.EC.24.09.04**) and, asking the clerk to instruct Nick Jolland to undertake the work

**Resolved:**

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

24.09.13 **Noted:**

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

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

24.09.14 **Noted:**

The scheduled date for the next meeting is 14<sup>th</sup> November 2024 in the Pavilion, Wickhambrook Memorial Social Centre

24.09.15 **Noted:** Close of meeting. 19:47