

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 14th November 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

- 24.11.01 Apologies for absence to be noted or approved:
- Mary Jolland - Personal Commitment
 - Cllr Paul Couzens - Personal Commitment
- 24.11.02 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.
- 24.11.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 12th September 2024, as tabled, be agreed as a true record
- 24.11.04 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
- 24.11.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- 5.1 STWN Tree Nursery Giveaway
 - 5.2 All Saints PCC – work to trees and items following Churchyard inspections
 - 5.3 Wickhambrook Bowls Club
 - 5.4 West Suffolk – Closed Churchyard obligations falling on parish councils
- 24.11.06 To note decisions of the Parish Council at its April and May meetings:

September Ordinary

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| 24.09.06 | The meeting considered correspondence not dealt with as an Agenda item or in the Clerk's report (previously circulated as report WPC.24.09.01) and in response to an enquiry from a local resident about the impact of traffic to and from Wickhambrook Surgery, which was impeding access and egress for residents, asked the clerk to write to the Doctors' Surgery requesting that they ask patients to be considerate of local residents when parking their vehicles. |
| 24.09.7.3 | The meeting considered an update on preparation of the Neighbourhood Plan (previously circulated as WPC.24.09.02) and, noting that: <ul style="list-style-type: none">• West Suffolk had recently published additional evidence to support their Local Plan• Events such as the recent withdrawal of a daily bus service from the centre of the village demonstrated a clear need for infrastructure to be protected and established/improved where development was proposed. |

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;

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- Agreed to delegate updates to its earlier representation to West Suffolk (to be made available to the Planning Inspector in advance of hearings) on advice of its planning consultant (Places4People) and attend the hearing if possible.
- 24.09.7.4 The meeting (having welcomed a local resident volunteering to the scheme) considered an update on the establishment of a Community Speedwatch (previously circulated as WPC.24.09.03). The clerk confirmed that there are no cost implications for the parish council, and the Community Speedwatch volunteers are supported by Suffolk Constabulary, who also covers their insurance.
- 24.09.10.2 Resolved** - That the payments to be made, listed at 11.2 be authorised.
- 24.09.11 Resolved**
To approve transfer between revenue budget lines and transfer of funds from Earmarked Reserves to Revenue budget lines as indicated in Table 1 respectively of report WPC.24.09.05 and note net changes to earmarked reserves.
- 24.09.13.1 Cllr Couzens left the room
- 13.1 DC/24/1045/FUL - Planning application
Detached garage and store
The Greyhound Inn Meeting Green Wickhambrook CB8 8XS
The meeting considered report WPC.Planning_24.09_DC.24.1045.FUL (previously circulated) and noting that there had been one representation from a local resident (relating to parking issues), agreed that it had no objection to the proposal.
Cllr Couzens re-joined the meeting
- 24.09.15 The meeting considered a review of the grounds specification for the next financial year 2025/26 (previously circulated as WPC.24.09.07) agreed by the Estates Committee at its meeting on 12th September and, noting the revisions to the proposed wildlife areas set out at Appendix C, asked the clerk to:
1. invite quotes based on the specification and plans set out at Appendices D and E; and
 2. Include wildflower seed and signage in the 2025 – 2026 draft budget
- 24.09.16 Resolved**
To authorise the purchase of barriers to Access points B & C and installation of barriers to secure access to Six Acres and the Recreation Ground at points A, B & C (as identified in report WPC.24.09.08), at a cost of not more than £1100 plus VAT.
- 24.09.18** The meeting agreed to Mr Alan Cordy (or Cllr Mike Lavelle if Mr Cordy was unavailable) to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 10th November, and
Resolved
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 24.11.07 To receive and discuss any report to this meeting from Portfolio Holders or other agencies and to take action as appropriate.
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| 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 D Di Giulio |

Hilary Workman, Clerk & RFO to the Council

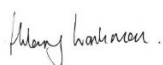
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- 24.11.08** To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.24.11.01**) and take action as appropriate.
Proposal:
Authorise the cost of purchasing hazard tape and fence post spikes at not more than £50 plus VAT.
- 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 To note that works to Chapel Roof have been instructed (no start date advised).
- 8.4 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) is ongoing.
- 8.5 Temporary measures to restrict access to the Recreation Ground and Six Acres were installed (with thanks to Cllr Lavelle) in late July. The parish council having approved the purchase and installation of barriers at its September meeting, a purchase order has been issued (delivery date will be notified).
- 8.6 Requests for quotes for the Grounds Contract for 2025/26 have been sent out. To date no quotes have been received.
- 8.7 Works to parish trees has been instructed and is due to commence w/c 18th November. Trimming of boughs overhanging play equipment may be included.
- 8.8 To note that clubs making use of Six Acres have been advised of increase in charges for 2025/26 (one payment outstanding).
- 8.9 To note that although the current contract for electricity at Chapel of Rest runs until September 2025, it is now within the window for renewal. The clerk will research pricing and report to the next parish council meeting.
- 8.10 To note the clerk has sourced free nursery trees (hawthorn & possibly rowan) for establishment along the drive leading to the Chapel of Rest.
- 24.11.09** To consider proposed responses to a NALC Grave Re-use Survey, (tabled and circulated as **WPC.EC.24.11.02**) and take action as appropriate.
- 24.11.10** To consider a review of fees and charges for the Cemetery (tabled and circulated as **WPC.EC.24.11.03**) and take action as appropriate.
- 24.11.11 To consider a review of Estates Committee 3 year plan and a draft budget for the next financial year (tabled and circulated as **WPC.EC.24.11.04**) and take action as appropriate.
- 24.11.12 To consider an update on play inspection reports and proposals to address works required through budgeting and future grant application(s) (tabled and circulated as **WPC.EC.24.11.05**) and take action as appropriate.
- 24.11.13 Any other Council business for information, to be noted or for inclusion on a future agenda
- 24.11.14 To note the scheduled date for the next meeting is 7th February 2025 in the Pavilion, Wickhambrook Memorial Social Centre
- 24.11.15 Close of meeting.

Published & posted 8 November 2024



Hilary Workman
Clerk & RFO to the Council

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