

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on 14 November 2024

Present: Cllrs M Karunaratne, M Lavelle, K Grimes (Substitute), Mr R Medley

Attending: Clerk Hilary Workman Cllr A Grimes, Cllr L Smith

24.11.01 **Noted:** The following apologies for absence and reasons were approved:

- Cllr Paul Couzens – personal commitment
- David Di Giulio – personal commitment
- Mary Jolland – personal commitment

Cllr Couzens being absent, Cllr Lavelle chaired the meeting.

24.11.02 **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.

24.11.03 Resolved:

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** 19:01

That when comments or questions on any Agenda item or matters of concern were invited, none were raised. **(Session Closed)** 19:02

24.11.05 **Noted:** 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 **Noted:** Decisions of the Parish Council at its September meeting:

September Ordinary

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. 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

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.

Signed: Paul Couzens

Dated: 06/02/2025

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- 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.
- 24.09.15 Cllr Couzens re-joined the meeting
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 **Noted:** Reports to this meeting from Portfolio Holders or other agencies summarised below:
- 7.1 **Parish Assets** (defibrillator) **Cllr Couzens**
The clerk reported that she had been advised both checked and ok. The clerk now has a record of expiry dates for all pads and batteries, and some expense will fall in the next financial year.
- 7.2 **Environment & Sustainability** **Mrs M Jolland**
The clerk reported that litter picks had taken place in the run up to the Remembrance Service in both Wickhambrook and at Bury Road, with thanks to Mary Jolland, Cllrs Andrea and Kevin Grimes, Barbara Merrit at the MSC who provided refreshments and all the volunteers. The last parish tidy day of this year took place on 6th November and these will resume in March 2025.
- 7.3 **Footpaths officer** (previously circulated) **Mr R. Medley**
Mr Medley reported that on the section of FP24 running from the road to the first field the detritus in the ditch was restricting the flow of water, which was backing up and flooding properties upstream (Pump Cottage). The meeting asked the clerk to contact the PRow Officer to try to establish who had riparian responsibility for the ditch. Mr Medley further reported that many years ago SCC flood prevention had encouraged land owners to clear the ditch and improve the flow
- 7.4 **Tree Warden's report** **Mr D Di Giulio**
The clerk reported that work to Parish Trees was scheduled to start in the week commencing 18 November. The meeting asked the clerk to publish this information (referencing felling of trees in the cemetery) to the website.

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- 7.5 **Youth Facilities** **Cllr Karunaratne**
7.5.1 Main Playground
7.5.2 Teen Project and Games Area
7.5.3 Zip Wire
Cllr Karunaratne reported that he had inspected the play areas at Cemetery Road on Wednesday and noted that:
- Re-seeding around the Children’s play fort would best be carried out in spring
 - Following the recent treatment of play equipment the algae had died off and needed to be brushed off.
- The meeting raised the issue of the risk of footballs being kicked into the children’s play area during matches and asked the clerk to approach the MSC asking them to consider contributing to a higher fence around children’s play area or re-orienting the goal posts.
- 7.5.4 **Bury Road Playground** **Mr K Grimes**
Following an inspection he had identified that the lower right leg of swing would soon require replacement.
- 7.6 **Six Acres** **Cllr M Lavelle**
Nothing to report
- 7.7 **Cemetery and Churchyard** **Cllr A Grimes**
Cllr A Grimes reported that:
- some of the Memorials at All Saints Churchyard had now been staked and marked off–
 - There was uneven ground in the Cemetery. The meeting asked the clerk to arrange for signs on gates (3) noting that this matter could be dealt with under delegated powers in consultation with the Chair, Cllr Lavelle.
- 7.8 **Village Greens Report** **Mr D Di Giulio**
Cllrs Lavelle and Karunaratne reported that the WI had now planted all the spring bulbs funded by a grant from the parish council.

24.11.08 **Noted:** Clerk’s report

- 8.1 An update on current Estates Issues (previously circulated as **WPC.EC.24.11.01**)
Resolved
Authorise the cost of purchasing hazard tape and fence post spikes at not more than £50 plus VAT.
- 8.2 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 that works to Chapel Roof had been instructed (no start date advised).
- 8.4 that 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 Byeway 31, FP29, 30, 23 & 24).
- 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 had been issued (delivery date to be notified).
- 8.6 Requests for quotes for the Grounds Contract for 2025.26 had been sent out, but no quotes had been received by publication of the agenda.
- 8.7 Works to parish trees had been instructed (due to commence w/c 18th November). Trimming of boughs overhanging play equipment may be included.
- 8.8 That clubs making use of Six Acres had been advised of increase in charges for 2025/26
- 8.9 That although the current contract for electricity at Chapel of Rest runs until September 2025, it was now within the window for renewal. The clerk would research pricing and report to the next parish council meeting.

Signed: *Paul Couzens*

Dated: *06/02/2025*

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8.10 The clerk has sourced free nursery trees (hawthorn & possibly rowan) for establishment along the drive leading to the Chapel of Rest.

24.11.09 Noted:

The meeting considered proposed responses to a NALC Grave Re-use Survey, (previously circulated as **WPC.EC.24.11.02**) and agreed the inclusion of the following comments:

- If graves had to be re-used, they should be for cremated remains only, using single depths graves first.
- If stones were legible, to sink in an dedicated area of the cemetery.

24.11.10 Noted:

The meeting considered a review of fees and charges for the Cemetery (previously circulated as **WPC.EC.24.11.03**) and, not identifying any amendments, asked the clerk to present the proposed revised fees and charges to the parish council's ordinary meeting on 28th November.

24.11.11 Noted:

The meeting considered a review of the Estates Committee 3 year plan and a draft budget for the next financial year (previously circulated as **WPC.EC.24.11.04**) and, noting that it may be possible to raise the cemetery gates using washers, asked the clerk to present the proposals to the parish council's next meeting on 28th November.

24.11.12 Noted:

The meeting considered an update on play inspection reports and proposals to address works required through budgeting and future grant application(s) (previously circulated as **WPC.EC.24.11.05**) and the clerk's oral report that she was preparing a grant application.

24.11.13 Noted:

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

- Commemorative trees and plants in cemetery (or on any parish land)
- Memorial benches

24.11.14 Noted:

That the scheduled date for the next meeting was 6th February 2025 in the Pavilion, Wickhambrook Memorial Social Centre

24.11.15 Noted: Close of meeting. 19:47