

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 6th February 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

- 25.02.01 Apologies for absence to be noted or approved:
- Cllr Mike Lavelle – Personal Commitment
 - Mr Roger Medley – Personal circumstances
 - Mrs Mary Jolland – Personal commitment
- 25.02.02 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.
- 25.02.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 7th November 2024, as tabled, be agreed as a true record
- 25.02.04 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
- 25.02.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
1. PCC – report that the chimes on the Memorial Clock have stopped again and clock due for annual maintenance – Clerk has signposted Grants procedure
 2. Sovereign Play – prospective e-mail
 3. Wickhambrook Fete & Flower Show – request use of bottom of Six Acres for parking
 4. Trustees of Wickhambrook MSC:
 - i. Rusty Dog Waste bin at car park – signposted to WSC
 - ii. Circular bench around Oak Tree – advised put back to 26/27 in budget setting
- 25.02.06 To note decisions of the Parish Council at its November and January meetings (tabled and circulated as WPC.EC.25.02.01) and dates of Estates Committee meetings for 2025: Thursday 6th February, Thursday 3rd April, Thursday 3rd July, Thursday 4th September, Thursday 6th November

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

25.02.07 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 | Cllr 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 |

25.02.08 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.25.02.02**) and take action as appropriate.

Proposal: Cllr Couzens

- i. **The Estates Committee authorise the purchase of a Grade A teak Winchester Single Oval 1.5m bench (assembled) at a cost of £265.92 plus VAT.**
 - ii. **The Estates Committee authorise the purchase of signs for Cemetery and Greens at a cost of not more than £125 plus VAT.**
- 8.2 To note the actions agreed under the 3 year plan considered by the parish council in setting its budget for the next financial year (2025/26), the approved budget for the next financial year and proposed schedule of works for the Estates Committee (tabled and circulated as **WPC.EC.25.02.03**) and take action as appropriate.
- 8.3 PRoW are working to identify a solution to the flooding running down from Byeway 31 which is further degrading the surface of the highway (track) below it.
- 8.4 Installation of security barriers at Six Acres were scheduled for first week of January but had been delayed due to cold weather (concrete would not cure) – w/c 10th February
- 8.5 Repairs to Chapel of Rest roof, also scheduled for late December/early January, have also been delayed due to cold weather (mortar would not cure)
- 8.6 Work to parish trees was carried out in December. Rounds from the cypress trees felled in the cemetery were donated to the Wickhambrook Scout Group for their campfires, and the remainder available free of charge to local residents.

25.02.09 To consider a proposal for authorising the costs of play equipment supplies and remedial works arising from recent grant funding (Communities Capital Fund) (tabled and circulated as **WPC.EC.25.02.04**) and take action as appropriate.

Proposal: Cllr Couzens

- i. **The Committee authorise the cost of works at both Bury Road and Cemetery Road Play Areas as set out in Table 1 of report WPC.EC.25.02.04, at a cost of not more than £4725.34 plus VAT (having already received from West Suffolk Council £2250 in match funding, its net contribution being £2475.34 plus VAT.**
- ii. **The Estates Committee recommend to the parish council that the sum of £650.00 be drawn down from Earmarked Reserves [Playground and Teen Project Maintenance] towards this cost.**

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

25.02.10 To note a proposal for some additional works to parish trees (tabled and circulated as **WPC.EC.25.01.05**) and take action as appropriate.

Proposal: Cllr Couzens

The Estates Committee authorise works to parish trees as set out at 1 & 2 above, at a cost of not more than £520

25.02.11 To note a proposal to renew the suppliers of Cemetery software and take action as appropriate.

Proposal: Cllr Couzens

The Estates Committee authorise renewal of Scribe cemetery software fee at a cost of £456 plus VAT in the next financial year.

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

- Parish Lands
- Autumn flowering bulbs
- Buckingham Palace Garden Party Nominations

25.02.13 To note the scheduled date for the next meeting is 3rd April 2024 in the Pavilion, Wickhambrook Memorial Social Centre

25.02.14 Close of meeting.

Published & posted 31st January 2025



Hilary Workman

Clerk & RFO to the Council

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**