

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on 6th February 2025

Present: Cllrs P Couzens, M Karunaratne, K Grimes (Substitute), Mr Di Giulio

Attending: Clerk Hilary Workman

25.02.01 **Noted** – Approved apologies for absence:

- Cllr Mike Lavelle – Holiday
- Mr Roger Medley – Personal circumstances
- Mrs Mary Jolland – Personal commitment

25.02.02 **Noted:**

That when invited, there were no Members' Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items and no additions nor deletions to the Council's Register of Interests.

25.02.03 Resolved:

That the Minutes of the Estates Committee meeting held on 7th November 2024, as tabled, be agreed as a true record

25.02.04 **Noted:** Public Forum – (**Open Session**)¹. 19:02

That when invited comments or questions on any Agenda item or matter of concern, there being no members of the public present, the session was closed.

25.02.05 **Noted:** 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
The meeting advised the clerk it had no objections to this and ask her to advise the organising committee accordingly
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 **Noted:**

Decisions of the Parish Council at its November and January meetings (previously circulated as **WPC.EC.25.02.01**) and dates of Estates Committee meetings for 2025: Thursday 6th February, Thursday 3rd April (Wickhambrook Primary Academy), Thursday 3rd July, Thursday 4th September, Thursday 6th November

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

7.1 **Parish Assets (defibrillator)**

Cllr Couzens

The defibrillator at the MSC had been checked and there was no recurrence of the condensation issue of last year. The clerk noted that both pads and batteries would be due for replacement this summer and the meeting agreed that, both defibrillators holding one spare set, only one additional spare set would need to be held.

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: Mike Lavelle

Dated: 03/04/2025

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- 7.2 **Environment & Sustainability** **Mrs M Jolland**
An oral update from the clerk on behalf of Mrs Jolland that the following dates had been agreed for litter picks (departing from the MSC):
Sunday 6th April
Sunday 6th July
Sunday 10th August
Sunday 2nd November
With litter picks departing from Clopton Green the Wednesday prior.
Autumn flowering bulbs had been considered but with many plants naturalising in the cemetery, and those planted previously not having established well, it was not considered value for money at this time.
- 7.3 **Footpaths officer report** **Mr R Medley**
Report previously circulated
- 7.4 **Tree Warden's report** **Mr D. Di Giulio**
An oral update that a split willow on the Duddery would be felled once the landowner had been able to arrange a road closure for the tree surgeon.
- 7.5 **Youth Facilities** **Cllr Karunaratne**
7.5.1 Main Playground
An oral update that other than a broken paling on the fencing at the children's play park, there were no changes from previous reports
7.5.2 Teen Project and Games Area
7.5.3 Zip Wire
7.5.4 Bury Road Playground **Cllr K Grimes**
An oral update that there were no new issues. The clerk reported that there may be an opportunity to apply for funding to repair the fence through locality funding from West Suffolk Council.
- 7.6 **Six Acres** **Cllr M Lavelle**
7.7 **Cemetery and Churchyard Safety Reports** **Cllr A Grimes**
Report previously circulated
- 7.8 **Village Greens Report** **Mr D. Di Giulio**
An oral update that he had noticed that there had been dumping of waste at Attleton Green in the area which had been designated as a wildlife area.
Coltsfoot Green – eight posts to replace

25.02.08 **Noted:** Clerk's Report

- 8.1 An update on current Estates Issues (previously circulated as **WPC.EC.25.02.02**)
Resolved
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 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 were 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.

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- 8.4 Installation of security barriers at Six Acres had been delayed due to cold weather (concrete would not cure) were now scheduled for week commencing 10th February. The clerk report that the contractors had advised that there may be additional costs arising from the volume of concrete necessary, which would be advised to the MSC Trustees.
- 8.5 Repairs to Chapel of Rest roof, also scheduled for late December/early January, had 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 Noted:

The meeting considered a proposal for authorising the costs of play equipment supplies and remedial works arising from recent grant funding (Communities Capital Fund) (previously circulated as **WPC.EC.25.02.04**) and

Resolved

- 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.**

25.02.10 Noted:

The meeting considered a proposal for some additional works to parish trees (previously circulated as **WPC.EC.25.01.05**) and take action as appropriate.

Resolved

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 Noted:

The meeting considered a proposal to renew the suppliers of Cemetery software and take action as appropriate.

Resolved

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 Noted:

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

- Parish Lands
- Buckingham Palace Garden Party Nominations Roger Medley
- More messaging at the surgery re parking

25.02.13 Noted: The scheduled date for the next meeting was 3rd April 2024 at Wickhambrook Primary Academy.

25.02.14 Noted: Close of meeting. 19:32