

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 3rd April at 7:00pm at

Wickhambrook Academy Primary School, Shop Hill, Wickhambrook

(please note change of venue)

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will
be invited.

AGENDA

- 25.04.01 Apologies for absence to be noted or approved:
- Cllr Paul Couzens – Personal Commitment
 - Mr Roger Medley – Personal circumstances
 - Mrs Mary Jolland – Personal commitment
- 25.04.02 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.
- 25.04.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 6th February 2025, as tabled, be agreed as a true record
- 25.04.04 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
- 25.04.05 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 clock, following service, was not striking on the hour and an update that the matter has subsequently been resolved following a further visit by the horologist
 2. Sovereign Play – prospective e-mail
 3. Trustees of Wickhambrook MSC - update on chain at top track (returned to the parish council)
 4. IMI – prospective e-mail re cleaning of War Memorial
 5. Local Resident – comment on new signs in cemetery (take care uneven ground)
- 25.04.06 To note decisions of the Parish Council at its February meeting (tabled and circulated as **WPC.EC.25.04.01**).

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**

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25.04.07 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 | 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 |

25.04.08 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.25.04.02**) and take action as appropriate.

Proposal:

The Estates Committee authorise the cost of additional materials for installation of the height restriction barrier and remaining bollards at a cost of not more than £228 plus VAT.

- 8.2 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. The clerk has chased progress with the PRow officer.
- 8.3 Repairs to Chapel of Rest roof, also scheduled for late December/early January, were further delayed due to cold weather (mortar would not cure)
- 8.4 A Locality Grant through our West Suffolk Councillor, Sarah Pugh, has been approved for equipment to further support volunteer groups and activities in the parish, in the sum of £500.
- 8.5 Purchase orders for works to play equipment at both Cemetery and Bury Road have been submitted following approval at the February meeting and the clerk has requested from the two contractors an update and proposed start dates for the works.
- 8.6 Work to parish trees approved at the February meeting (Min 25.02.10 refers) has been instructed.

25.04.09 To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as **WPC.EC.25.04.03**) and take action as appropriate.

Proposal:

To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1,100 plus VAT for the financial year 2025.26.

25.04.10 To consider an update on the Chapel of Rest (tabled and circulated as **WPC.EC.25.04.04**) and take action as appropriate.

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25.04.11 To consider a proposal for replacement of posts at Coltsfoot Green (tabled and circulated as **WPC.EC.25.04.05**) and take action as appropriate.

Proposal:

To authorise the cost of replacement posts at Coltsfoot Green at a cost of not more than £1100 plus VAT.

25.04.12 To consider a proposal for replacement batteries and pads for the two defibrillators (tabled and circulated as **WPC.EC.25.04.06**) and take action as appropriate.

Proposal:

The Estates Committee authorises the purchase of four sets of replacement pads at a cost of not more than £290 plus VAT.

25.04.13 To consider an update on the expenditure against the Estates revenue lines of the 2024.25 budget (tabled and circulated as **WPC.EC.25.04.07**) and take action as appropriate.

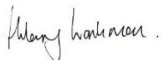
25.04.14 Any other Council business for information, to be noted or for inclusion on a future agenda:

- Parish Lands
- Community Orchard
- Specification for 2026.27 Grounds Contract
- Parish Trees
- Memorial Furniture across the parish estate

25.04.15 To note the scheduled date for the next meeting is 3rd July 2025 in the Pavilion, Wickhambrook Memorial Social Centre

25.04.16 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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