

**Minutes of the meeting of the Wickhambrook Parish Council Estates Committee 14 April 2016  
at 7.30pm in the MSC Pavilion**

**Present**

Cllrs K. Sammons (Chairing the meeting), J. Barton and K. Merritt

Lay members J. Girling, A. Harris, R. Merry and I Spencer

Clerk S. Thorburn.

One MSC Trustee attended the open session.

One MSC Trustee attended the whole meeting.

Mark Christie from St Edmundsbury Borough Council attended the open session.

**1. Apologies for absence**

Cllr J Walker was absent. I Spencer apologised but would need to leave the meeting at 8.30 p.m.

The Chairman welcomed Mark Christie and the two MSC trustees.

**2. Declarations of interest in agenda items****3. Minutes of the meeting of 11 February 2016**

These were accepted as correct and signed by the Chairman.

**4. Matters arising**

There were no matters arising

**5. Open Session 7.40 p.m.**

Mark Christie and the MSC trustees had been invited to discuss the results of different approaches to dealing with the dog fouling on the recreation ground. Mark Christie informed the meeting of new initiatives in other counties with the intention of using this research to provide a toolkit to Suffolk Parish Councils on ways to deal with this offence. There were many positives reported with a reduction in dog fouling noticed on the recreation ground after the introduction of bag dispensers. The displaying of different posters was discussed with the emphasis on encouraging members of the public to report known offenders which could be done on the Suffolk County Council website. The possibility of involving more local people through a campaign encouraging vigilance in areas where the offence could take place was to be considered. Mark Christie requested that his department be able to use Wickhambrook as a case study to assist other local councils and all agreed..

**Close of Open Session 8.15 p.m.**

Chair proposed that Item 11 would be brought forward for discussion due to I Spencer's early departure. All agreed.

**11. Village greens**

11.1 Inspections – the Clerk reported a damaged protection post at Coltsfoot Green and had received a quote from the contractor of £8 + VAT all agreed to authorise the repair.

11.2 Moor Green damage done by contractors vehicles

The Clerk had received an email from Suffolk County Council Highways Department to say the green would be made good. Further discussion ensued on the necessity to install the protective posts on completion of the work. The clerk to contact RowBuild

11.3 Wild flower seed kits for Attleton Green

These had been received from an initiative funded by 'The Big Lottery'.

I Spencer requested that the working party for the green be able to control the nettles initially with a suitable spray and that during the next grass cut the contractor go up to the daffodil border around the pond. The Clerk would action this request to the contractor.

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Chairman

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Date

**6. Youth Facilities**

6.1. Main Playground

6.1.1 Safety Inspections. Reports were up to date. R. Merry had compiled new report forms with the completion of three forms plus appendices to these in place. No problems to report and A. Harris would complete the inspection 25-27 April in the absence of R Merry. Water was gathering at the entrance to the playground and games area. A Harris would assist R Merry to lay the protective matting in these areas.

6.1.2 Installation of Safety signs.

The new signs regarding the hazard of footballs had been installed. All agreed not to install signs to warn of the hazards caused by other safety signage. Cllr Merritt reported the absence of three topping boards from the area and R Merry would investigate.

6.1.3 Quotation to clean play equipment.

A quote of £150 plus VAT had been obtained and all agreed to accept this and for the Clerk to arrange for the contractor to contact R Merry and confirm a date. This would be an agenda item to inform the Parish Council that this would be undertaken as a safety precaution.

6.2 Teen Project

6.2.1 Safety inspections were up to date. All agreed to include this under the heading of playground for future meetings. .

6.3 Bury Road Playground

The Clerk was instructed to contact Havebury Housing and request a gift of the playground to The Parish Council and to enquire if monthly inspections were undertaken by St Edmundsbury at present. Once this had been received the Parish Council would instigate safety inspections and R Merry would modify the forms to suit the new playground.

**7. Tree Warden’s Report.**

7.1 The Tree Warden gave a thorough report. He noted that 132 trees were in the care of the Parish Council.

**8. Cemetery**

8.1 Safety Inspections.

Reports were up to date. J. Girling had noted a need for maintenance of the donated seat which he had sanded and oiled.

8.2 Memorial Garden clearance work quotations and funding.

Three quotations had been acquired for the clearance work and the Committee decided on one to recommend to the Parish Council at the next meeting. The Clerk was instructed to notify the contractors who had submitted quotes if they would be recommended or not.

The Chairman stated that some funding had already been earmarked for the project and further funds would be applied for once the project profile was in place.

8.3 Condition of Graves.

The Clerk reported a complaint from a concerned relative that the grave had not subsided sufficiently and the funeral director had been contacted and agreed to remove excess spoil to level the plot.

All agreed the line of the headstones needed to be kept in each row of graves.

**9. Churchyard**

9.1 Inspections were up to date.

**10. Six Acres**

10.1 Inspection

The Clerk had undertaken this and reported a reduction in dog fouling as discussed in the open session.

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**Chairman**

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**Date**

**12. Grass Cutting Contracts**

The annual village contract had been increased by 6% this year after the price being held for the previous 7 years. All agreed this was acceptable and a price quote comparison should be undertaken by the Clerk towards the end of the year. The recreation playing field contract was agreed and a quote comparison exercise should be undertaken by the Clerk towards the end of the year.

**13. Agreements with sports clubs – Bowls Club and Adult Football Insurance**

The clerk reported that the Bowls Club had felt unable to sign the Agreement with the Parish Council due to item 6 and the Chairman of the club had written on behalf of the members to request an amendment to the clause. All agreed that in the view of the Committee this was not possible and the clause should be able to be undertaken by any club using the facilities at the Six Acre recreational field by adequate insurance cover. This recommendation was to be taken to the next Parish Council meeting , for consideration, on 28 April. The Clerk would inform the Bowls Club as the Chairman had stated that the start of the season was 26 April which could not take place until an agreement was signed.

The Adult Football Club had not produced a copy of an insurance policy due to it being taken out online although the Chairman had stated there was one in place. Investigations would be made to source a copy and the Clerk would report on the progress.

**14. Litter Pick**

The Chairman reported a good attendance at the litter pick with a later start time of 11 a.m. proving successful. The Clerk was instructed to contact St Edmundsbury Borough Council to ask for assistance with a summer litter pick on either 11 June or 10 July.

**The meeting closed at 9.46 p.m.**

**Next Meeting** Thursday 16 June 2016 in the MSC Pavilion. Cllr J. Barton offered his apologies.

I confirm that the above is a correct record of the meeting held on Thursday 14 April 2016.

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**Chairman**

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**Date**