

**Minutes of the meeting of the Wickhambrook Parish Council Estates Committee 16 June 2016
at 7.30pm in the MSC Pavilion**

Present

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

Lay members J. Girling and R. Merry

Footpaths Officer R. Medley

Clerk S. Thorburn

1. Appointment of Chairman and confirmation of Lay Members

The appointment of Cllr Sammons was proposed by Cllr Walker and seconded by Cllr Merritt

The lay members had all been approached and agreed to continue.

2. Apologies for absence

Apologies were received from Cllr J. Barton and Laymen A. Harris, I. Spencer

3. Declarations of interest in agenda items

None were recorded

4. Declarations of Disclosable Pecuniary Interests

No change to the disclosable pecuniary interests were to be recorded

5. Minutes of the meeting of 14 April 2016

These were accepted as correct and signed by the Chairman.

6. Matters arising

6.1.3 The play equipment had been cleaned satisfactorily

6.3 The transfer document for the Bury Road playground had been signed and returned

13 The Bowls Club agreement had been signed and returned

14 Litter Pick 10 July and confirmation of start time at 11.30 a.m.

7. Open Session 7.40 p.m. – open session closed**8. Confirmation of representatives roles**

These had been minuted as confirmed at the Annual Parish Council meeting and as such were accepted by all.

9. Youth Facilities

9.1 and 9.2 main playground and youth facilities

9.1.1 and 9.2.1 inspections were reported on by R. Merry.

New reporting systems were now in place and would be sent to the insurance company AON for confirmation that this was acceptable. The Clerk to action.

There had been further vandalism as the safety notice in the games area had been broken and a replacement was needed. All agreed to replace as soon as possible and order one to replace the existing skate park notice. Repairs had been made to the ground at the entrance by raising the ground level and placing matting ensuring there was no trip hazard. The topping boards that had been removed had been located during Cllr Merritt's Six Acre inspection and these could now be re-fixed, the seats in the same area needed attention and the Clerk would obtain a quotation for this work. The three quotations obtained for refurbishment of the equipment would be circulated before the next committee meeting for discussion as an agenda item. Funding was discussed with some allocation already earmarked for the project.

The Clerk was instructed to contact the Disclosure and Barring Service to see if the laymen inspecting the equipment should be the subject of checks.

9.3 Bury Road playground

The Clerk was instructed to contact the person who lived near the playground who had previously expressed a willingness to do the weekly risk assessment. The Clerk was instructed to check that the area was covered by the Parish Council policy.

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Chairman

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Date

10. Tree Warden’s Report

All trees had been inspected and a completed reporting document was presented by J. Girling. Branches overhanging the chapel roof may cause damage and all agreed to instruct the Clerk to add this trimming to the contractor’s schedule. It was considered that the Jubilee Oak had grown rather large to have the guard installed and Cllr Walker suggested that a plaque should be placed in the ground instead. The Clerk was instructed to contact Cllr Wilson for the wording of the plaque.

11. Cemetery.

11.1 Safety inspection. J Girling submitted a report and stated that it was all in order. The wooden gates were stiff to open and the Clerk was instructed contact a contractor to plane some from the edge.

11.2 Memorial Garden Funding. The Clerk had submitted a project report to the Tesco Groundworks application team requesting funding and the result would be known at the end of August.

11.3 Course attended by Cllr P Couzens. As Cllr Couzens was not present the Clerk was instructed to move this to the next committee meeting agenda.

12. Churchyard. The next recorded inspection is due in July but the Chairman had visited the churchyard and there was nothing to report.

13. Six Acres

13.1 Inspection. Cllr Merritt submitted a completed report. The Youth Football Club had sprayed the pitch with moss killer with only a one day notice period to the Parish Council. At the time of the inspection no signs were visible but the spray could still be detected by smell. The Clerk was instructed to contact the Club and agree a procedure for any future treatment applications. The broken goal posts were being used and the Clerk was instructed to contact both football clubs to ascertain if anyone accepted responsibility for these with notice that they would be removed if no positive response was received by 20 July 2016.

14. Village Greens

14.1 Inspections. A. Harris had submitted a completed report. Moor Green still had no protection.

14.2 Moor Green quote for installation of posts. All agreed to accept the contractor’s quote of £336 for the installation of 18 x 5” diameter posts, with the addition that they would be painted white. The Clerk was instructed to action this once it had been determined from the Highways Department if they could be a preferred 0.5 metres from the road edge or 0.8 metres as stated previously.

15. Report from Footpaths Officer

R. Medley reported some activity in clearing obstructions to two footpaths and had reported many damaged signs. The Rights of Way Improvement plan was discussed with answers needed to submit the survey form. The answers were agreed to meet the deadline of 30 June for submission. All agreed the purchase of a lawnmower for R. Medley the previous Clerk in recognition of his work on behalf of the Parish Council in this role. The Chairman would discuss the arrangements and it would be an agenda item at the next Parish Council meeting for agreement to donate the chosen gift.

16. Email from resident regarding Browns Close

The Clerk reported that a further email had also been received and the hedges from three adjoining properties had grown obstructing the footpath to Cemetery Road. Wheelchair and pushchair access was severely hampered and as this footpath was used to access the medical centre the Clerk was instructed to write to the three properties concerned and request that the residents cut the hedges.

The meeting closed at 9.05 p.m.

Next Meeting Thursday 18 August 2016 in the MSC Pavilion.

I confirm that the above is a correct record of the meeting held on Thursday 16 June 2016.

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Chairman

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Date