

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 October 2019

at 7:30pm in the Memorial Social Centre Pavilion, Cemetery Road
Wickhambrook for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

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

AGENDA

- 19.10.01 Apologies for absence to be noted or approved
- 19.10.02 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 19.10.03 Proposal: Cllr Couzens;**
That the Minutes of the Extra Ordinary Estates Committee meeting held on 15th August 2019, as tabled, be agreed as a true record.
- 19.10.04 Public comment or question invited on any Agenda item (**Open Session**).
Open Session to close on or before 8:30pm.
- 19.10.05 To note the appointment of Mrs Mary Jolland and welcome her as a lay member on the Estates Committee with responsibility for Environment and Sustainability.
- 19.10.06 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report.
 - 6.1 Request from a parishioner that the Parish Council consider setting aside a specific area on the recreation ground for people to play, exercise and train their dogs (circulated).
- 19.10.07 To note decisions of the Parish Council at its August and September meetings:
 - 7.1 **August**
 - 7.1.1 To note that the Parish Council resolved to establish a working group to research and consider viable options for resolving access and congestion issues in the vicinity of Wickhambrook Primary Academy (**Min. 19.08.7.2** refers).
 - 7.1.2 To note that the Parish Council resolved to adopt NALC Model Financial Regulations (July 2019) (**Min. 19.08.9.2** refers).
 - 7.2 **September**
 - 7.2.1 To note that Mrs Sandy Thwaite has been co-opted onto Wickhambrook Parish Council (**Min 19.09.05** refers)
 - 7.2.2 To note that the Parish Council resolved to move its bank accounts from Nat West to Unity Trust (**Min. 19.09.11** refers).
 - 7.2.3 To note that the proposed refurbishment of the Fort Area was approved, authorising Playforce to complete the work as specified in report **WPC.19.09.03** at a cost of £3716.22 plus VAT (**Min. 19.09.15** refers)
 - 7.2.4 To note the approved dates for Estates Committee meetings in 2020 as: 6th Feb; 2nd April; 4th June; 6th Aug; 1st Oct; and 3rd Dec 2020 (**Min. 19.09.17** refers).
 - 7.2.5 To note that a proposal to invite former Councillor Kate Sammons to lay a wreath at the Commemoration of Armistice Day on Sunday 10th November and to then formally open the Wickhambrook Memorial Garden (marked by the planting of spring and autumn bulbs) was approved (**Min.19.09.19** refers).

19.10.08 To receive and discuss any report to this meeting from Portfolio Holders or other agencies and to take action as appropriate.

8.1	Parish Assets (defibrillator)	Mr P Couzens
8.2	Environment & Sustainability	Mrs M Jolland
8.3	Footpaths officer report	Mr R. Medley
8.4	Tree Warden's report	Mr R. Medley
8.5	Youth Facilities (<i>circulated</i>)	Mr R Merry
	8.5.1 Main Playground	
	8.5.2 Teen Project and Games Area	
	8.5.3 Zip Wire	
	8.5.4 Bury Road Playground (<i>circulated</i>)	Mr K Grimes
8.6	Six Acres	Cllr K Merritt
8.7	Cemetery and Churchyard Safety Reports	Cllr J Norton
8.8	Village Greens Report	Cllr J Norton

19.10.09 To receive any report from the Parish Clerk and to take action as appropriate.

- 9.1 To note that inputting records using the Cemetery Software is ongoing and an inspection report for recent graves has been produced.
- 9.2 To note that following the Clerks correspondence with Memorial Social Centre with respect to the tree root, the work remains outstanding.
- 9.3 To note that following a subscription to Parish On-line the Clerk has used this to map VAS sites, respond to queries from the valuation office, record areas covered under existing ground works contracts and has set up a new layer for recording parish trees.
- 9.4 To note the following updates from SCC regarding reported issues:
Report Number: 244364
Report Location: Wickhambrook BOAT 31
"The Public Rights of Way team have advised that now that bird nesting season is almost over they have contacted the farmers adjacent to the section of the byway north of Australia Farm and asked them to cut back their hedges to ensure the byway is accessible to all users. They have been given a deadline of 24 September to arrange this."
- 9.5 To note that the works to Coltsfoot Green and the Recreation Ground as specified in report WPC.EC19.08.01 have been completed (**Min.19.08.7.6 refers**).
- 9.6 To note that an interim inspection of the Parish Trees by Acacia Trees has been arranged for 17th October. Mr Medley and Cllr Merritt will join the inspection.
- 9.7 Updated agreements for use of Six Acres, the tennis courts, outdoor bowling green and Chapel of Rest (including privacy notices) have been sent out. The key contacts for the football pitches were asked to submit a risk assessment to the Parish Council prior to making use of any chemical substances on the pitches.

19.10.10 Update on Suffolk County Council arrangements for supporting parish volunteers in some environmental activities (tabled and circulated as Report **WPCE.19.10.01**)

19.10.11 To consider the replacement of the old village notice board at Shop Hill (tabled and circulated as report **WPC.EC.19.10.02**) outlining options and take action as appropriate.

- 19.10.11 To consider the purchase of an additional piece of play equipment for children between 8 and 12 at the Bury Road Pocket Park (tabled and circulated as **WPC.E.19.10.03**) and take action as appropriate.
- 19.10.12 To consider establishing a book swap in the old BT Phone Box (tabled and circulated as **WPC.E.19.10.04**) and take action as appropriate.
- 19.10.13 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 19.10.14 To confirm that the scheduled date for the next meeting is Thursday 5th December 2019.
- 19.10.15 Close of meeting.

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Hilary Workman

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