

# Wickhambrook Parish Council – Estates Committee

## Minutes

Of a meeting of the Estates Committee held on 3<sup>rd</sup> April 2025

**Present:** Cllrs M Lavelle, M Karunaratne, K Grimes (Substitute), Mr Di Giulio

**Attending:** Clerk Hilary Workman, Cllr Andrea Grimes

25.04.01 **Noted:** Apologies for absence approved:

- Cllr P Couzens – Holiday
- Mr Roger Medley – Personal circumstances
- Mrs Mary Jolland – Personal commitment

25.04.02 **Noted:**

That there were no Members' Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items and no additions and/or deletions to the Council's Register of Interests. None

**25.04.03 Resolved:**

**That the Minutes of the Estates Committee meeting held on 6<sup>th</sup> February 2025, as tabled, be agreed as a true record**

25.04.04 **Noted:** Public Forum – (**Open Session**)<sup>1</sup>. 19:01

That when comments or questions on any Agenda item or matters of concern from those members of the public present were invited, there being none, the session was closed.

25.04.05 **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 clock, following service, was not striking on the hour. The clerk provided an update that the matter had subsequently been resolved following a further visit by the horologist
2. Sovereign Play – prospective e-mail offering an extra 10% off orders
3. Trustees of Wickhambrook MSC - update that the chain at the top track had been returned to the parish council and was now stored in the Chapel of Rest.
4. IMI – prospective e-mail re cleaning of War Memorial. The meeting agreed that the Memorial having been cleaned last year, this offer would not be followed up on and that generally, the memorial would be cleaned every 5 years
5. Local Resident – comment on new signs in cemetery (take care uneven ground). The meeting agreed that the reference to uneven ground covered the possibility of memorials or kerb sets being a trip hazard and that no further signs were necessary

25.04.06 **Noted:** Decisions of the Parish Council at its February meeting (previously circulated as **WPC.EC.25.04.01**).

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

7.1 **Parish Assets (defibrillator)**

**Cllr Couzens**

Cllr A Grimes reported that the heater for the Defibrillator at the MSC was not powered on as it had been tripping the circuit breaker in the hall – the meeting asked the clerk to raise the matter with WEL Medical

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<sup>1</sup> 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:** M P Lavelle

**Dated:** 3/7/2025

## Wickhambrook Parish Council – Estates Committee

- 7.2 **Environment & Sustainability** **Mrs M Jolland**  
The clerk reported that a litter pick was planned for Sunday 6<sup>th</sup> April and that one had also taken place at Bury Road earlier that week, with thanks to Cllrs A and K Grimes.
- 7.3 **Footpaths officer report** (previously circulated) **Mr D. Di Giulio**  
Mr Di Giulio further reported that a board on the bridge across the stream (FP23) near the sewerage works was rotting out and the meeting asked the clerk to report to PRow.
- 7.4 **Tree Warden's report** **Mr D. Di Giulio**  
Mr Di Giulio advised that there were no issues to report with respect to parish trees.
- 7.5 **Youth Facilities** **Cllr Karunaratne**  
7.5.1 Main Playground  
7.5.2 Teen Project and Games Area  
7.5.3 Zip Wire  
An oral update from Cllr Karunaratne who advised that no issues of concern had been identified, and the clerk further advised that the work instructed arising from the West Suffolk grant was expected to be undertaken in late spring.
- 7.5.4 **Bury Road Playground** **Cllr K Grimes**  
An oral update from Cllr Grimes that the A3 playground sign required updating (contact details). The meeting asked the clerk to order a replacement sign.
- 7.6 **Six Acres** **Cllr M Lavelle**  
An oral update from Cllr Lavelle that that the boughs on trees at the eastern end of Six Acres may again benefit from trimming back at the end of the nesting season in early September. Cllr Lavelle kindly offered to lead a volunteer work party to undertake this task.
- 7.7 **Cemetery and Churchyard Safety Reports** **Cllr A Grimes**  
An oral update from Cllr Grimes that:  
  - With the help of the cemetery tidy volunteers, some headstones in the old cemetery had been turned to enable the inscriptions to be read, and work was progressing with recording.
  - The notice advising of uneven ground in the Churchyard would be put up at the next inspection
  - The PCC were very grateful that the Estates Ctte had approved the cost of new feet for the notice board at All Saints Church. The meeting asked the clerk to schedule the work for the next parish day.
  - Cemetery was looking very good
  - Pollarding and stump grinding had now been completed
  - The bench pavements had been levelled on the volunteer day on Wednesday and the bench re-installed and bolted down. Bench now levelled and bolted.
  - The small conifer growing out of a grave had been trimmed back and re-shaped with the consent of the deed holder's relative.
- 7.8 **Village Greens Report** **Mr D Di Giulio**  
Mr Di Giulio advised the Ctte that in his view the number of posts at Coltsfoot Green could reasonably be reduced by half, thus saving on cost of replacement of rotten posts over time. The meeting asked the clerk to request new quotes for consideration at a subsequent meeting.

**25.04.08 Noted:** Clerk's report

**Signed:** M P Lavelle

**Dated:** 3/7/2025

## Wickhambrook Parish Council – Estates Committee

- 8.1 An update on current Estates Issues (previously circulated as **WPC.EC.25.04.02**) and  
**Resolved**  
**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 were working to identify a solution to the flooding running down from Byeway 31 which was further degrading the surface of the highway (track) below it. The clerk had chased progress with the PRoW officer who advised that they had received a quote, but that it was more expensive than anticipated, and further quotes were being sought.
- 8.3 Repairs to Chapel of Rest roof, scheduled for late December/early January, had been further delayed due to cold weather (mortar would not cure). The meeting asked the clerk to chase the contractor and agreed that the work should be completed by the end of May. If the work had not been completed by then, the clerk should seek new quotes for the Cttee to consider at its next meeting.
- 8.4 A Locality Grant through our West Suffolk Councillor, Sarah Pugh, had 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 had been submitted following approval at the February meeting and the clerk had requested from the two contractors an update and proposed start dates for the works, which were anticipated to be in late spring.
- 8.6 Work to parish trees approved at the February meeting (**Min 25.02.10** refers) had been completed.

25.04.09 **Noted:**

The meeting considered a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (previously circulated as **WPC.EC.25.04.03**) and  
**Resolved:**  
**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 **Noted:**

The meeting considered an update on the Chapel of Rest (previously circulated as **WPC.EC.25.04.04**) and asked the clerk to arrange for a re-build cost assessment to be carried out in respect of the Chapel of Rest and War Memorial. The meeting further noted that quotes for the cost of fitting new locks on the Chapel of Rest doors would need to be sought.

25.04.11 **Noted:**

**The meeting** considered a proposal for replacement of posts at Coltsfoot Green (previously circulated as **WPC.EC.25.04.05**) and, taking into account the advice of Mr Di Giulio under his portfolio report for greens (Minute EC.25.04.7.8 above), withdrew the proposal below  
**Proposal:**  
**To authorise the cost of replacement posts at Coltsfoot Green at a cost of not more than £1100 plus VAT.**  
and asked the clerk to seek new quotes based on a reduction to 30 posts.

## Wickhambrook Parish Council – Estates Committee

### 25.04.12 **Noted:**

**The meeting** considered a proposal for replacement pads for the two defibrillators (previously circulated as **WPC.EC.25.04.06**) and

### **Resolved:**

**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 **Noted:**

The meeting noted and update on the expenditure against the Estates revenue lines of the previous financial year (2024.25) (previously circulated as **WPC.EC.25.04.07**).

### 25.04.14 **Noted:** That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, the following:

- Parish Lands – progress for next meeting
- Community Orchard – the meeting asked the clerk to research the feasibility of developing the plot between tennis courts and bowls club, already designated as a wildlife area and report to a future meeting of the committee and/or parish council.
- Specification for 2026.27 Grounds Contract
- Parish Trees
- Memorial Furniture across the parish estate – the meeting asked the clerk to source a plaque inscribed with the Kohima quote in recognition of the 80<sup>th</sup> Anniversary of VE and VJ Day which could be attached to the new bench approved for installation at the eastern end of Six Acres
- There's no such thing as a pooh fairy – the meeting noted that there are currently no dog waste or combined bins at Clopton Green and asked the clerk to investigate options

The meeting asked the clerk to extend its appreciation to both

- RH Landscapes and Maintenance for their recent cuts under the grounds contract; and
- The volunteer team for their work to keep the cemetery neat and tidy.

### 25.04.15 **Noted:**

The scheduled date for the next meeting was 3<sup>rd</sup> July 2025 in the Pavilion, Wickhambrook Memorial Social Centre

### 25.04.16 **Noted:** Close of meeting. 19:46