

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 July 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

- 25.07.01 Cllr Mel Karunaratne having been appointed Chair of the Committee by the Parish Council, to confirm appointment of Vice-Chair (Cllr Mike Lavelle) and receive declaration(s) of Acceptance of Office.
- 25.07.02 Apologies for absence to be noted or approved:
- Cllr Mel Karunaratne – Personal commitment
 - Mr Roger Medley – Personal circumstances
 - Mrs Mary Jolland – Personal commitment
- 25.07.03 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.
- 25.07.04 Proposal:**
That the Minutes of the Estates Committee meeting held on 3rd April 2025, as tabled, be agreed as a true record
- 25.07.05 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
- 25.07.06 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- 6.1 Wickhambrook Outdoor Bowls Club – confirmation that they have been watering the Bowling Green with the drier weather.
 - 6.2 Wickhambrook All Saints PCC – two further issues with the Memorial Clock reported to Haward Horological. The clock has been stopped.
 - 6.3 Local resident with an interest in biodiversity and wild flowers offering assistance with identification and messaging
- 25.07.07 To note decisions of the Parish Council at its April and May meetings (tabled and circulated as **WPC.EC.25.07.01**).

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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25.07.08 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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| 8.1 | Parish Assets (defibrillator) | Cllr A Grimes |
| 8.2 | Environment & Sustainability | Mrs M Jolland |
| 8.3 | Footpaths officer report | Mr R. Medley |
| 8.4 | Tree Warden's report | Mr D. Di Giulio |
| 8.5 | Youth Facilities | Cllr Karunaratne |
| | 8.5.1 Main Playground | |
| | 8.5.2 Teen Project and Games Area | |
| | 8.5.3 Zip Wire | |
| | 8.5.4 Bury Road Playground | Cllr K Grimes |
| 8.6 | Six Acres | Cllr M Lavelle |
| 8.7 | Cemetery and Churchyard Safety Reports | Cllr A Grimes |
| 8.8 | Village Greens Report | Mr D. Di Giulio |

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

- 9.1 To note an update on current Estates Issues (tabled and circulated as **WPC.EC.25.07.02**) and take action as appropriate.
- 9.2 Work is still ongoing with PRow to finalise 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.
- 9.3 Repairs to Chapel of Rest roof were completed in May.
- 9.4 A Locality Grant through our West Suffolk Councillor, Sarah Pugh, has been paid and used to purchase equipment to further support volunteer groups and activities in the parish, in the sum of £500 of this £340.29 plus VAT has been spent, leaving a balance of £159.71 plus VAT for the purchase of items to support volunteering work in the parish.
- 9.5 Works to replace the feet of the swing set at Bury Road and Cargo Net at Cemetery Road Play Areas has been completed by Online Playgrounds, and further work to replace grass matting at Cemetery Road Play area, and install a new rubber mulch at the top gate was completed in June. The total invoiced cost was £4358.81 plus VAT (split between a grant from WS Capital Communities £2250 and the balance contributed by Wickhambrook Parish Council).
- 9.6 Work to parish trees (stump grinding and pollarding) was completed in April and has resulted in considerably more light in the cemetery and many more spring flowers.
- 9.7 Posts with signs messaging about the new wildlife areas established this year have been installed.
- 9.8 The rotten board in the footbridge (FP23) reported in May has been replaced.
- 9.9 An interim inspection of diary noted trees has been scheduled for 2nd July.

25.07.10 To consider a proposal for replacement of posts at Coltsfoot Green (tabled and circulated as **WPC.EC.25.07.03**) and take action as appropriate.

25.07.11 To consider a review of the Grounds Specification for the next financial year 2026/27 (tabled and circulated as **WPC.EC.25.07.04**) and take action as appropriate.

25.07.12 To consider an update to works to maintain parish play equipment (tabled and circulated as **WPC.C.25.07.05**) and take action as appropriate.

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- 25.07.13 To consider an update to Memorial Furniture across the parish estate (tabled and circulated as **WPC.EC.25.07.06**) and take action as appropriate.
- 25.07.14 Any other Council business for information, to be noted or for inclusion on a future agenda:
- Parish trees following Tri-annual Survey
 - Finalise Grounds contract specification
 - Review of cemetery regulations
- 25.07.15 To note the scheduled date for the next meeting is 4th September 2025 in the Pavilion, Wickhambrook Memorial Social Centre
- 25.07.16 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council