

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 4th September at 7:00pm in the Pavilion, Wickhambrook Memorial Social Centre

MEMBERS OF THE PUBLIC

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

AGENDA

- 25.09.01 Cllr Mel Karunaratne having been appointed Chair of the Committee by the Parish Council, to receive his declaration(s) of Acceptance of Office.
- 25.09.02 Apologies for absence to be noted or approved:
- Roger Medley – Personal Commitment
 - Mary Jolland - Personal Commitment
- 25.09.03 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.
- 25.09.04 Proposal:**
That the Minutes of the Estates Committee meeting held on 3rd July 2025, as tabled, be agreed as a true record
- 25.09.05 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
- 25.09.06 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
1. Local Resident – reported child's skin reaction after using play equipment
 2. Suffolk Wildlife Trust – report on July visit to parish wildlife areas.
 3. Prospective – Sovereign Play
- 25.09.07 To note decisions of the Parish Council at its July meetings, tabled and circulated as report **WPC.EC.25.09.01**.
- 25.09.08 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
Mrs M Jolland
Mr R. Medley
Mr D Di Giulio |
| 8.2 | Environment & Sustainability | |
| 8.3 | Footpaths officer report | |
| 8.4 | Tree Warden's report | |

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.

Wickhambrook Parish Council – Estates Committee

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| 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 |

25.09.09 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.25.09.02**) and take action as appropriate.

Proposal: Cllr Karunaratne

To authorise cost of replacement door for Chapel of Rest at not more than £2049.99.00 plus VAT (installed).

- 9.2 To note that the work to onboard cemetery records to the new software supplier is progressing well, Burial Register and Purchased Graves Register records having been uploaded, and the mapping of records and checking against Cllr Grimes plotting underway. Thanks go to Cllr Andrea Grimes who is checking the Grave Space records against the memorials in the cemetery to identify any discrepancies.
- 9.3 A replacement for the damaged sustainable bench at the far end of Six Acres has been installed and Kohima dedication added.
- 9.4 To note that all barriers to restrict access to the Recreation Ground and Six Acres have now been installed.
- 9.5 With thanks to the Cemetery morning volunteers, one of the Memorial Benches has been moved into the porch of the Chapel of Rest, and with thanks to Cllrs A and K Grimes, the bench has been secured, and a new lock fitted to the small notice board, which has also been installed in the Porch.
- 9.6 To note that clubs making use of Six Acres have been advised that there will be no increase in charges for 2026/27, and notified of the change to conditions in respect of Wickhambrook Outdoor Bowls Club and invoiced for the current financial year.
- 9.7 To note that the clerk has invited Wickhambrook Outdoor Bowls Club (following insertion of condition limiting contribution by WPC to water usage by with effect from 2026) to look at options for increasing their water sustainability through installation of improved water collection and storage.
- 9.8 To note that, following an inspection of diary noted trees identified at the tri-annual inspection in 2024, no work has been identified as necessary to trees on the parish estate. Additionally, the inspector advised that the Horse Chestnut with bleeding canker at the corner of the cemetery (T19) is stable and does not currently require any work.

25.09.10 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.

25.09.11 To consider an update to works to maintain parish play equipment (tabled and circulated as **WPC.C.25.07.04**) and take action as appropriate.

Proposal: Cllr Karunaratne

The Estates Committee authorise the cost of:

- i. updated signage for the play parks at not more than £150.00 plus VAT; and**
- ii. work to Tree T10 to lift the canopy at not more than £170.00**

Hilary Workman, Clerk & RFO to the Council

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Wickhambrook Parish Council – Estates Committee

- 25.09.12 To consider a review of the Grounds Specification for the next financial year 2026/27 (tabled and circulated as **WPC.EC.25.09.05**) and take action as appropriate.
- 25.09.13 To consider a proposal to develop a wildlife area at Six Acres (tabled and circulated as **WPC.EC.25.09.06**) and take action as appropriate.
- 25.09.14 Any other Council business for information, to be noted or for inclusion on a future agenda:
- Review of Estates budgets and draft 3 year plan
 - Review of cemetery regulations, fees & charges
- 25.09.15 To note the scheduled date for the next meeting is 6th November 2025 in the Pavilion, Wickhambrook Memorial Social Centre
- 25.09.16 Close of meeting.

Published & posted 29th August 2025



Hilary Workman
Clerk & RFO to the Council