

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 6th November at 6:00pm 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

- 25.11.01 Cllr Mel Karunaratne having been appointed Chair of the Committee by the Parish Council, to receive his declaration(s) of Acceptance of Office.
- 25.11.02 Apologies for absence to be noted or approved:
- Roger Medley – Personal Commitment
 - Mary Jolland - Personal Commitment
 - David Di Giulio - Health
- 25.11.03 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.
- 25.11.04 Proposal:**
That the Minutes of the Estates Committee meeting held on 4th September 2025, as tabled, be agreed as a true record
- 25.11.05 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
- 25.11.06 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 – complaint that pet dog was injured by a GSD off lead at the Recreation Ground.
 - 2) Local Resident – concern re tree extending over Byeway 31 (signposting advice given)
 - 3) PRoW – confirmation that works to resolve FP26 have been raised, to cut in a 'new' route a few meters further away from the ditch, just inside the telegraph pole and stay, make good a path here, and move all of the arisings over to almost form a bund against the ditch edge.
- 25.11.07 To note decisions of the Parish Council at its September meeting, tabled and circulated as report **WPC.EC.25.11.01**.

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;

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- 25.11.08 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 |
- 25.11.09 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.25.11.02**) and take action as appropriate.
- 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 Signage for play areas to meet updated ROSPA standards and agreed at 25.09.11 has been ordered and received.
- 9.4 A Wayleave payment has been received in the sum of £167.85 in respect of Attleton Green (installation of Broadband Fibre cabling).
- 9.5 A replacement British Standard Lock will be installed to the Chapel of Rest door
- 25.11.10 To consider a review of fees, charges and Cemetery Regulations (tabled and circulated as **WPC.EC.24.11.03**) and take action as appropriate.
- 25.11.11 To consider an update on play inspection reports and proposals to address works required through budgeting and future grant application(s) (tabled and circulated as **WPC.EC.24.11.04**) and take action as appropriate.
- 25.11.12 To consider a review of Estates Committee 3 year plan and a draft budget for the next financial year (tabled and circulated as **WPC.EC.24.11.05**) and take action as appropriate.
- 25.11.13 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 25.11.14 To note the scheduled date for the next meeting is 5th February 2026 in the Pavilion, Wickhambrook Memorial Social Centre
- 25.11.15 Close of meeting.

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