

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on 6th November 2025

Present: Cllrs M Karunaratne, M Lavelle, K Grimes

Attending: Clerk Hilary Workman, Cllr Andrea Grimes, Cllr Linda Smith

Cllr Karunaratne led a moment of reflection and thanks for the life of our dear friend and colleague, David Di Giulio, who sadly died on Monday. The parish council thanked him for his contribution to the parish council and village as a whole.

25.11.01 **Noted:** Cllr Mel Karunaratne having been appointed Chair of the Committee by the Parish Council, to note his declaration of Acceptance of Office had been received.

25.11.02 **Noted:** The following Apologies for absence to be noted or approved:

- Roger Medley: Personal Commitment - Approved
- Mary Jolland: Personal Commitment - Approved
- David Di Giulio: David had sadly died on Monday 3rd November

25.11.03 **Noted:** that when invited, there were no:

- Members' Declarations of Disclosable Pecuniary Interest or Other Registerable Interests in subsequent Agenda items; nor
- additions and/or deletions to the Council's Register of Interests.

25.11.04 Resolved:

That the Minutes of the Estates Committee meeting held on 4th September 2025, as tabled, be agreed as a true record

25.11.05 **Noted:** Public Forum – (**Open Session**)¹. 18:04

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

25.11.06 **Noted:** 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 had 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 **Noted:** Decisions of the Parish Council at its September meeting, previously 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.

Signed: *Mel Karunaratne*

Dated: 05/02/2026

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25.11.08 **Noted:** Portfolio Holder reports

- 8.1 **Parish Assets (defibrillator)** **Cllr A Grimes**
The defibrillators had both been checked and no issues identified. New check cards had been added to each cabinet. The stickers recently supplied by the clerk had been found to be too large for the sides of the cabinets, but may fit within. A replacement set of pads had been ordered and delivered for the Defibrillator at the Fire Station, which had recently been used.
- 8.2 **Environment & Sustainability** **Mrs M Jolland**
Litter picks had recently taken place (on 30th October and 2nd November) in advance of Remembrance on Sunday 9th. A total of 12 bags had been collected.
- 8.3 **Footpaths officer report** **Mr R. Medley**
Report previously circulated.
- 8.4 **Tree Warden's report** **The Late David Di Giulio**
Cllr Lavelle reported that a Limb on T21 (corner of the cemetery) had broken off and had to be removed. The meeting asked the clerk to include T21 as a tree to be looked at as part of the inspection of diary noted trees in the summer
- 8.5 **Youth Facilities** **Cllr Karunaratne**
8.5.1 Main Playground
8.5.2 Teen Project and Games Area
8.5.3 Zip Wire
Cllr Karunaratne reported a successful volunteer day on 1st October when volunteers washed down play equipment, cut back overgrowth vegetation and spread top soil and seed below the swing sets. The meeting asked the clerk to investigate pricing of a dumpy bag of top soil for spring work and add to the February Agenda.
- 8.5.4 Bury Road Playground **Cllr K Grimes**
Cllr Grimes reported that the West Suffolk Play Inspector had recently attended for the monthly inspection.
- 8.6 **Six Acres** **Cllr M Lavelle**
Cllr Lavelle reported that he had been advised that Wickhambrook Outdoor Bowls Club had decided to fold due to declining membership. The meeting agreed to wait for an official decision from the club, but noted that existing club equipment could be held by the parish council in the event that the club is able to re-establish at some point in the future.
The meeting asked the clerk to make sure that the water had been turned off at the stand pipe.
- 8.7 **Cemetery and Churchyard** **Cllr A Grimes**
Cllr Grimes reported that the safety reports had recently been completed. The hardcore below the bench recently moved to the porch of the Chapel of Rest could be covered over with top soil (the clerk reported that removal of the hardcore had been included on the parish day schedule). Cllr Lavelle reported that at the last volunteer morning he had dug out soil overspilling onto kerbed sets to ensure that they were more visible (the soil could then be used elsewhere in the cemetery to fill holes or depressions). The area within the Chapel of Rest used by the carnival committee had had recently been tidied. Cllr Grimes had recently attended a Cemetery Training course with the clerk and noted the complexity and detail of the work involved for each interment.
- 8.8 **Village Greens** **The Late David Di Giulio**
The clerk reported that an application for Wayleave had been made and approved in respect of Broadband Fibre installed at Attleton Green.

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Cllr Karunaratne reported that two people had expressed an interest in being co-opted onto the Estates committee as Lay members.

- 25.11.09 **Noted:** Clerk's report
- 9.1 The meeting considered an update on current Estates Issues (previously circulated as [WPC.EC.25.11.02](#)) and suggested that a volunteer event in either April or May might be dedicated to cleaning the village sign.
 - 9.2 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. Cllr A Grimes asked that the Committee note thanks to the clerk for the work going into the cemetery records.
 - 9.3 Signage for play areas to meet updated ROSPA standards and agreed at 25.09.11 had been ordered and received, with the sign at Bury Road having been installed.
 - 9.4 A Wayleave payment had 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 would be installed to the Chapel of Rest door
- 25.11.10 **Noted:**
The meeting considered a review of fees, charges and Cemetery Regulations (previously circulated as [WPC.EC.25.11.03](#)) and, noting that the clerk would review again to take account of new learning from the recent cemetery training course, agreed that these be referred on to the parish council's November meeting for approval.
- 25.11.11 **Noted:**
The meeting considered an update on play inspection reports and proposals to address works required through budgeting and future grant application(s) (previously circulated as [WPC.EC.25.11.04](#)).
- 25.11.12 **Noted:**
The meeting considered a review of Estates Committee 3 year plan and a draft budget for the next financial year (previously circulated as [WPC.EC.25.11.05](#)) and asked the clerk to consider inclusion of a circular bench at the recreation ground as part of the work plan.
- 25.11.13 **Noted:** - that when any other Council business for information, to be noted or for inclusion on a future agenda was invited, the following:
- Bench
 - Recruitment of lay members
- 25.11.14 **Noted:** That the scheduled date for the next meeting is 5th February 2026 in the Pavilion, Wickhambrook Memorial Social Centre
- 25.11.15 **Noted:** Close of meeting.7:01