

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 9th April 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

- 26.04.01 Apologies for absence to be noted or approved:
- Mrs Mary Jolland – Personal commitment
- 26.04.02 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.
- 26.04.03 Proposal:**
That the Minutes of the Estates Committee meeting held on 2nd February 2026, as tabled, be agreed as a true record
- 26.04.04 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
- 26.04.05 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- 5.1 Local Residents – report of tree blocking footpath
 - 5.2 Local Resident – query regarding boundary between Bowling Green and Thorns Close
 - 5.3 Lay Member – query re update on progress with Prow and Byeway 31
 - 5.4 West Suffolk Council – cost of notices with respect to Public Spaces Protection Order
- 26.04.06 To note decisions of the Parish Council at its February meeting (tabled and circulated as [WPC.EC.26.04.01](#))
- 26.04.07 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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| 7.1 | Parish Assets (defibrillator) | Cllr A Grimes |
| 7.2 | Environment & Sustainability | Mrs M Jolland |
| 7.3 | Footpaths officer report | Mr R. Medley |
| 7.4 | Tree Warden's report | Mrs Deb Moir |
| 7.5 | Youth Facilities | Cllr Karunaratne |
| | 7.5.1 Main Playground | |
| | 7.5.2 Teen Project and Games Area | |
| | 7.5.3 Zip Wire | |
| | 7.5.4 Bury Road Playground | Cllr K Grimes |
| 7.6 | Six Acres | Cllr M Lavelle |
| 7.7 | Cemetery and Churchyard Safety Reports | Cllr A Grimes |
| 7.8 | Village Greens Report | Mrs Deb Moir |

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

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- 26.04.08** To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note an update on current Estates Issues (tabled and circulated as [WPC.EC.26.04.02](#)) and take action as appropriate.
Proposal:
i) **The parish council authorise the cost of a further 10 Grave Space Markers at a cost of not more than £100 plus VAT.**
ii) **The parish council authorise the cost of an interim inspection to be undertaken by Acacia Tree Services at a cost of not more than £175 plus VAT.**
- 8.2 The parish council has been advised by its supplier of electricity for the Chapel of Rest that, in line the current electricity supply contract, their General Terms and Conditions, a fixed charge increase of **£0.04 / day** (equivalent to an estimated monthly amount of £1.24 / month) will appear as a separate line item within the Cost of Electricity section of future invoices, clearly labelled '**TNUoS Pass-Through Adjustment 2026-27**'.
- 8.3 To note that a new lock has been fitted to Chapel of Rest (with thanks to Cllr Lavelle).
- 26.04.09** To consider a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (tabled and circulated as [WPC.EC.26.04.03](#)) and take action as appropriate.
Proposal:
To appoint a contractor to undertake ad hoc work within the parish at a cost of not more than £1200 plus VAT for the financial year 2026.27.
- 26.04.10** To consider a proposal for replacement batteries and pads for the two defibrillators (tabled and circulated as [WPC.EC.26.04.04](#)) and take action as appropriate.
Proposal:
The Estates Committee authorises the purchase of replacement pads and batteries at a cost of not more than £500.00 plus VAT.
- 26.04.11 To note an update on play area inspections (tabled and circulated as [WPC.EC.26.04.05](#)) and take action as appropriate.
- 26.04.12 To consider an update on the expenditure against the Estates revenue lines of the 2025.26 budget (tabled and circulated as [WPC.EC.25.04.06](#)) and take action as appropriate.
- 26.04.11 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 26.04.12 To note the scheduled date for the next meeting is 1 July 2026 in the Pavilion, Wickhambrook Memorial Social Centre
- 26.04.13 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council