

Wickhambrook Parish Council – Estates Committee

Minutes

Of a meeting of the Estates Committee held on 9th April 2026

Present: Cllrs K Grimes, M Karunaratne, M Lavelle, Mr Roger Medley, Mrs Deb Moir,

Attending: Clerk Hilary Workman, Cllr Andrea Grimes, Cllr Tracey Turner

26.04.01 **Noted:** Approved apologies for absence

- Mrs Mary Jolland – Personal commitment - approved

26.04.02 **Noted:**

That when invited, there were no 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 Resolved:

That the Minutes of the Estates Committee meeting held on 5th February 2026, as tabled, be agreed as a true record

26.04.04 **Noted:** Public Forum – (**Open Session**)¹. 19:03

That when comment or question on any Agenda item or matter of concern was invited, there being no members of the public present, the session was closed.

26.04.05 **Noted:** 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 **Noted:** Decisions of the Parish Council at its February meeting (previously circulated as [WPC.EC.26.04.01](#)) noted

26.04.07 **Noted:** Reports to this meeting from Portfolio Holders or other agencies

7.1 **Parish Assets (defibrillator)** **Cllr A Grimes**

An oral update from Cllr A Grimes that:

- The Defibrillator at the MSC had recently been used, with replacement pads purchased and installed. The meeting agreed that, with supply of pads being almost next day, and spares already stored in the cabinet, there was no need for, and it was not cost effective to keep additional spares.
- The defibrillator at the Fire Station, Giffords Lane would benefit from a motion sensor solar light as the keypad was difficult to see at night. The clerk reported that she had sought consent from Suffolk Fire Service.
- Replacement internal motion sensor lights were needed for the cabinets
- Both batteries were still showing two bars out of three. The clerk advised that the batteries are due to be replaced from October.

7.2 **Environment & Sustainability** **Mrs M Jolland**

The clerk reported that litter picks over Easter had been successful despite smaller numbers attending. Thanks were extended to both Mary and Cllr Mike Lavelle, who had cleared the ditch alongside the Byeway at Australia Farm of dog mess

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: 02/07/2026

Wickhambrook Parish Council – Estates Committee

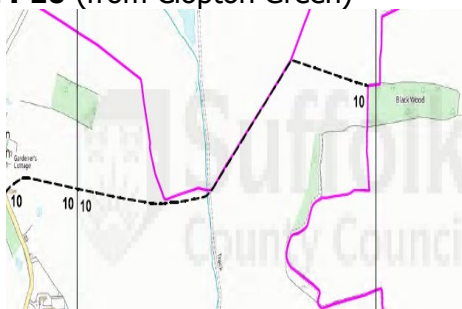
bags. The meeting asked the clerk to report this issue to West Suffolk Council as Fly Tipping.

7.3 Footpaths officer report

Mr R. Medley

An oral update from Roger Medley that:

- **BOAT 31** – thanks extended to those landowners adjacent to the byeway for cutting back overgrowth, thus improving access. PRoW had additionally just confirmed that a contractor had been appointed to carry out the works to the ditch and laying of road planings to improve surfacing
- **FP10** (from Clopton Green)



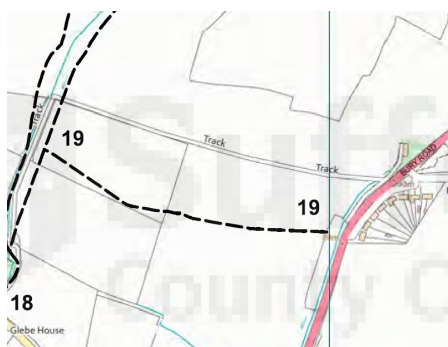
this path is currently almost completely unused as there was no means of getting across the brook/ditch. PRoW were keen to install a bridge within the current financial year, however, it does not link into other FP's at the eastern end.

- **FP11** (from Clopton Green)



This path is not currently very clearly marked. Once the circular route (BOAT 31, FP29, FP30, The Duddery, FP23, FP24) has been marked then if any way markers left, these could be used through the wood at the start of FP11

- **FP19**



This path, which runs across to FP18, has no access from the A143 (stopping short of it – additionally, the crossing point here is on a bend with poor visibility). Most walkers use the track to the north. The meeting asked the clerk to approach PRoW to see whether there is any possibility the FP could be diverted onto the track

7.4 Tree Warden's report

Mrs Deb Moir

The meeting welcomed Deb Moir as our new Tree Warden, who reported that she had recently met with the clerk to look at the parish trees and identified that the two Cherry Trees at Coltsfoot Green would benefit from having their crowns lifted to ensure ease of access to the memorial bench sited between them.

Signed: Mel Karunaratne

Dated: 02/07/2026

Wickhambrook Parish Council – Estates Committee

7.5 Youth Facilities

Cllr Karunaratne

7.5.1 Main Playground

7.5.2 Teen Project and Games Area

7.5.3 Zip Wire

An oral update from Cllr Karunaratne advising that nothing really to add to the recent inspection reports from West Suffolk. A local resident had that day reported broken glass at the Skate Park, and both he and Cllr K Grimes having checked before the meeting, could confirm that it had all been cleared away, with thanks to the resident who had reported it.

7.5.4 Bury Road Playground

Cllr K Grimes

An oral update from Cllr K Grimes that:

- He continued to monitor the fence and make repairs as necessary
- Replacement caps had been fitted to the jeep
- Green algae had established on the climbing frame slide which he would treat the following week as soon as children had returned to school.

7.6 Six Acres

Cllr M Lavelle

An oral update from Cllr Lavelle that:

- The new bench to the east end of Six Acres had been vandalised. He had been able to retrieve all parts of the bench and rebuild it. The meeting expressed its thanks to him for his time and skill, which had saved the parish council hundreds of pounds.
- Last year a working party had cleared low hanging branches over FP26 and the trees would benefit from a further lift this year. The meeting asked the clerk to cost the hire of a shredder and operator for half a day, the chippings to be spread on footpaths within the parish.

7.7 Cemetery and Churchyard

Cllr A Grimes

An oral update from Cllr A Grimes that at the March volunteer morning:

- Further chestnut paling fence had been installed along the hedge line between the cemetery and FP26
- Earlier chestnut paling fencing required re-tensioning
- Some of the headstones checked did appear to be slightly loose, but that the ground having been very wet, these would be re-checked in the dryer weather.
- Some of the faded memorial flowers had been recycled.

7.8 Village Greens Report

Mrs Deb Moir

An oral update from Deb Moir that:

- Joe's bench on Coltsfoot Green was in need of repair (the right front foot – facing – needing a new bracket to secure it to the paving)
- Replacement signs for WI planting of wildlife area were needed.

26.04.08 Noted: Clerk's report

8.1 An update on current Estates Issues (previously circulated as [WPC.EC.26.04.02](#)). The meeting agreed that, weather permitting, the May volunteer morning should be allocated to cleaning the village sign, and

Resolved:

- The parish council authorise the cost of a further 10 Grave Space Markers at a cost of not more than £100 plus VAT.**
- 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 had been advised by its supplier of electricity for the Chapel of Rest that, in line the current electricity supply contract, their General Terms and

Signed: Mel Karunaratne

Dated: 02/07/2026

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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 A new lock had been fitted to Chapel of Rest (with thanks to Cllr Lavelle).

26.04.09 Noted:

The meeting considered a proposal to appoint a contractor to undertake miscellaneous and emergency work in the parish (previously circulated as [WPC.EC.26.04.03](#)) and, noting that only one quote, from RH Landscapes and Maintenance Ltd, had been received, agreed to appoint them and

Resolved:

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 Noted:

The meeting considered a proposal for replacement batteries and pads for the two defibrillators (previously circulated as [WPC.EC.26.04.04](#)) and noting that replacements would be purchased as required and not stored (so as to benefit from their full shelf life)

Resolved:

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 Noted:

The meeting received an update on play area inspections (previously circulated as [WPC.EC.26.04.05](#)) and noted that quotes for maintenance work would be considered at the next full council meeting on 30th April 2026.

26.04.12 Noted:

The meeting received 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 identified no further actions.

26.04.11 Noted: That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, the following:

- King Charles Bench at Six Acres – screws and oil

26.04.12 Noted:

That the scheduled date for the next meeting is 1 July 2026 in the Pavilion, Wickhambrook Memorial Social Centre

26.04.13 Noted: Close of meeting - 20:00pm