

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 2nd July at **6:00pm (note earlier time)** 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

- 26.07.01 Cllr Mel Karunaratne having been appointed Chair of the Committee by the Parish Council, to confirm appointment of Vice-Chair (Cllr Mike Lavelle) and receive declaration(s) of Acceptance of Office.
- 26.07.02 Apologies for absence to be noted or approved:
- Mrs Mary Jolland – Personal commitment
 - Mr Roger Medley – Personal circumstances
- 26.07.03 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.
- 26.07.04 Proposal:**
That the Minutes of the Estates Committee meeting held on 9th April 2026, as tabled, be agreed as a true record
- 26.07.05 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
- 26.07.06 To note the following correspondence received to this meeting not dealt with as an Agenda item or in the Clerk's report:
- All Saints PCC – request not to mow over hollyhocks planted in churchyard
 - Local Resident – request for improvement to surface of path by school fence (FP23)
 - Local Resident – stream between Coltsfoot Close and The Duddery – signposting to Riparian Responsibilities
- 26.07.07 To note decisions of the Parish Council at its April and May meetings (tabled and circulated as [WPC.EC.26.07.01](#))
- 26.07.08 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 (previously circulated) | Mr R. Medley |
| 8.4 | Tree Warden's 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

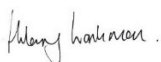
3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP;

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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 | Mrs Deb Moir |
- 26.07.09 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.26.07.02](#)) and take action as appropriate.
- 9.2 To consider an offer of two oak tree saplings (f.o.c) from a local resident and determine whether to accept and a suitable location.
- 9.3 In May the clerk submitted to applications to "The Repair Shop" in response to their casting call, for the refurbishment of the Memorial Clock, and also the Village Sign. Whilst the submissions were not successful on this occasion, The Repair Shop have said that they would be happy to keep our details on record for any future casting opportunities.
- 9.4 Slat to the fencing at the Children's play area have been replaced with thanks to Cllr Lavelle.
- 9.5 Both Wickhambrook Surgery and West Suffolk Council having agreed locations of the proposed Noticeboards for which Cllr Sarah Pugh kindly contributed £1000 from their locality budget in the previous financial year (Minute **WPC.EC.26.02.10**), these items have now been ordered and should be delivered within four weeks.
- 9.6 The clerk joined a demo session for Civicly, an asset management software package which is associated with SCRIBE.
- 26.07.10 To consider a review of the Grounds Specification for the next financial year 2027/28 (tabled and circulated as [WPC.EC.25.07.03](#)) and take action as appropriate.
- 26.07.11** To note an update on play area inspections (tabled and circulated as [WPC.EC.26.07.04](#)) and take action as appropriate.
The Estates Committee authorise the cost of a replacement bin for the Children's play area at Cemetery Road at a cost of not more than £165.00 plus VAT
- 26.07.12 To consider an update on parish lands (tabled and circulated as **WPC.EC.26.07.05**) and take action as appropriate.
- 26.07.13** To consider an update on the interim inspection of parish trees (tabled and circulated as [WPC.EC.26.07.06](#)) and take action as appropriate
The Estates Committee authorise the cost of:
i. Provision of a shredder and operator at not more than £140.00
ii. Work to parish trees identified in the interim report at not more than £660.00
- 26.07.14 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 26.07.12 To note the scheduled date for the next meeting is 3rd September 2026 in the Pavilion, Wickhambrook Memorial Social Centre
- 26.07.13 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council