

EC239

**Minutes of the Meeting of Wickhambrook Parish Council Estates Committee held on 9 February 2017 at 7.30 p.m. in the Pavilion of MSC Hall**

**Present**

Cllrs K. Sammons (Chairing the meeting), J. Barton and K. Merritt

Lay member J. Girling

Footpaths Officer R Medley

Clerk S. Thorburn.

**1. Apologies for absence**

Apologies were received from Cllrs P Couzens and J Walker, Lay members A Harris, R. Merry and I Spencer

**2. Declarations of interest in agenda items**

Cllrs J. Barton and K. Merritt declared an interest in 7.1

**3. Minutes of the meeting held on 5 December 2016.**

The minutes were signed as a correct record by the Chairman

**4. Matters Arising (for information)**

6. The Parish Council had approved a cost of £300 for the Wickhambrook walks leaflet

7.3.1 A gate closure spring had been fitted at the Bury Road playground

11.1 The Clerk had written to the Headteacher at the school regarding the car parking and received a positive response

The Clerk had written to the Chairman of the Youth Football team to request removal of goal posts from the centre of the field and painting of the container and had not received a response to date

14. The Clerk had written to Richard Baldwin regarding funding expenditure and had received an acknowledgement that further information would follow when available regarding the Cemetery Road development

**5. OPEN SESSION 7.35 pm**

The subject of dog fouling on the recreation field was discussed with the possibility mentioned of dog walkers keeping dogs on leads in the area. The Estates Committee would work with the MSC trustees to try and solve the problem.

**CLOSURE OF OPEN SESSION 7.40 p.m.**

**6. Report from Footpaths Officer**

The Footpaths Officer had received an email from residents concerned about the condition of the footpath from Coltsfoot Green to the school. The Footpaths Officer had contacted a local landscape contractor to see if chippings may be available to put on the path. The Committee instructed the Footpaths Officer to refer the matter to the Rights of Way department at Suffolk County Council who were responsible for the footpaths. The Clerk was instructed to email the residents and inform them of the action to be taken.

Leaflets outlining local walks had received backing from the Parish Council and the Footpaths Officer would investigate the rights of way for three suitable walks.

6.1 Signage for clearance work update. The Footpaths Officer would identify suitable warning signs for purchase.

6.2 Letter from landowner. The letter had complained about walkers using the edge of an agricultural field rather than the By way. Private – no access signs installed by the landowner had been taken down. The Footpath Officer had investigated and found the hedge to be encroaching on the By way which was very muddy in parts. The Committee instructed the Footpaths Officer to refer the matter to the Rights of Way department and enquire if chipped chalk might be able to be laid on the surface to enable the By way to be used easily by all. The Clerk was instructed to wait until the outcome of this enquiry was known before contacting the landowner.

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**7. Finance.**

7.1 Quotes from contractor chapel decoration and repairs. The Chairman stated that as a community asset the chapel should be maintained and the committee agreed to take this to the next Parish Council meeting with the recommendation that the work be undertaken.

**8. Youth Facilities**

**8.1 Main Playground**

8.1.1 Inspections and annual report. Roger Merry was to identify certain protective caps reported as missing and the Clerk would order replacements. The leaves and debris had been removed from the area by the contractor.

8.1.2 Installation of notice boards. This had been completed.

**8.2 Teen Project and Games Area**

8.2.1 Inspections. The Clerk was instructed to contact the contractor regarding the loosened wire and wooden frame damaged by footballs to repair as soon as possible.

8.3 Bury Road playground. The Tree Warden, Julian Girling, offered to lop the overhanging branches from the trees which should not be less than 2 metres away from the equipment, distance to be confirmed by the Clerk. The spring closure on the gate would be monitored.

8.3.1 Possible additional equipment. The Committee discussed suitable equipment from a list provided by Miracle and the Chairman would make contact to establish the space required and if two pieces of equipment would be possible.

8.3.2 Installation of litter and dog waste bin. The Clerk was instructed to contact Havebury Housing to request permission to site the bin outside the playground so the added amenity of a dual purpose bin could be provided for the area as dogs were not permitted inside the playground.

**9. Tree Warden's Report**

A detailed report was given by Lay member Julian Girling. Many of the trees were missing identification tags and others had become embedded in the bark making them difficult to see. The question of newly tagging or re-tagging the trees would be raised at the next inspection with the contractor.

**10. Cemetery**

10.1 Safety Inspection - Gravestones all firm. The wooden gate was still difficult to open and the Clerk was instructed to request the contractor to plane it further. The trees around the chapel had been pruned as per the contractors quotation.

10.2 Memorial Garden - Cllr Sammons had met with the contractor and had now received a quote for clearance, planting and landscaping work. A laurel hedge was planned for the rear border of the scattering of ashes area and all agreed this would provide privacy at this time. Additional chainlink fencing would guide visitors away from this designated area but access from the footpath would not be blocked. All agreed to accept the quote. Additional specimen trees and hedging plants would need to be purchased along with hardwood benches.

**11. Churchyard**

11.1. Lay member Julian Girling reported all in order and the Chairman would visit to check the removal of saplings from some headstones had been completed.

**12. Six Acres**

12.1 The goal posts were still not being put away on the hardstanding after use by the Youth Football Club and the Clerk was instructed to write insisting that this must be done or the use of the field may need to be reconsidered. Further pitches had been marked out without reference to the Estates Committee and the Clerk was instructed to check the agreement and write for an explanation from the club as to why no communication regarding these issues had been received.

**13. Village Greens**

**13.1 Inspections**

The Clerk reported that work to the trees on Coltsfoot Green had been completed, Lay member Ian Spencer had removed the lower limb from the willow as agreed at Attleton Green and there was nothing to report on the other greens.

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14. Spring Litter Pick – Great British Spring Clean date of Sunday 5 March at 11.30 a.m. to meet at the pavilion by the MSC Hall. All agreed the date.
15. Agreements and ground rent request for 2017/18  
These had been sent out to all clubs concerned by the Clerk.  
An email had been received from the Chairman of the Wickhambrook Tennis Club raising concerns about the safety of the wooden pavilion due to water damage. The Clerk was instructed to put warning signs on the building and Cllr Merritt would undertake an initial review of the damage and report to enable the Committee to decide whether to obtain renovation quotes or demolition on safety grounds.

The meeting closed at 9.05 pm.

**Date of next Wickhambrook Parish Council Estates Committee meeting Thursday 13 April 2017.**

I confirm that the above is a correct record of the meeting held on 9 February 2017.

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Chairman

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Date