

Estates Working Party

Report of the Estates Working Party meeting held on 6th October 2025.

Present: Cllrs V Armstrong, M Gillespie, C Ibbotson, S Kinvig, P Mount, D Shuttleworth and J Thacker

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

1. To receive apologies for absence, if any

There were no apologies for absence.

2. To receive disclosures of interest

There were no disclosures of interest.

3. To receive the Head Groundsman's report

a. Projects programme update

In the absence of the Head Groundsman, the Parish Council Manager reported that minimal work had been completed on the Chapel of Rest as hedge cutting season was now underway.

b. Routine maintenance programme

The Parish Council Manager reported that all members of the Grounds Staff were focussing primarily on hedge cutting and undertaking the final grass cut of the year. It was noted that the hedge reduction on Willoughby Road had taken longer than anticipated.

The following maintenance items were also noted:

- . Two large branches which were on the ground in the cemetery would be cleared
- . The pile of debris accumulated at the bottom of the cemetery would be removed
- . The water in the new cemetery had been turned off due to one of the taps leaking, whilst a contractor is appointed to resolve the issue
- . The planting of the winter plants would be scheduled

4. To discuss the Cemetery, including

a. Cemetery (A) and (B)

It was noted that some growth was returning on the treated box hedging.

Recommended for approval

To dig up a section of the wildflower area which had become overrun with thistles in the hopes of eliminating the thistles prior to it being rotavated and reseeded.

b. Cemetery B layout

There was nothing to discuss.

c. Memorial inspections

Recommended for approval

To accept the quote of £825 which had been received from Memsafe for the required repair works to five failed memorials. This recommendation would be referred to the Finance Working Party for consideration.

5. To consider any maintenance issues

It was noted that the Finance Working Party's preference with regards to the overhead barrier located on Central Street would be to monitor and replace with a like for like single leaf barrier only when absolutely necessary.

The following projects which had been approved for completion out of the current budget, by the Parish Council, were noted:

- . Resurfacing the 55m pathway in The Spinney, with tarmac, at a cost of £7,900
- . Tidy and top up cremation plots in the new Cemetery at a cost of no more than £400
- . Top up the soil and grass seed on The Square at a cost of no more than £400

The proposed project to tidy up the area to the front of the village hall had been referred to the Village Hall Management Committee for consideration. Whilst there was, in principle, no

objection to the trusts grant being used to fund the project, this would be discussed further at the next meeting of the Committee and fed back to the Estates Working Party accordingly.

It was also noted that a number of complaints had been received by the office regarding fishing on the Country Park. The advice on the process to report incidents would be included in the next edition of the Herald and also on the Parish Council website. A recent incident had been reported to the police.

Recommended for approval

To repaint the bench located at the bus stop on Leicester Road.

6. Budget 2026/2027 – to consider any potential items for recommendation to the Finance Working Party

Items to be recommended for consideration in the 2026/2027 budget would be considered ahead of the next meeting of the Estates Working Party. An initial idea would be to replace the main fence at The Paddock, however, confirmation would be sought from the Head Groundsman as to whether this would be a 2026/2027 or 2027/2028 budget consideration.

Additionally, it was noted that quotes were being obtained for an alternative provider of the lamppost testing.

7. Christmas trees

Recommended for approval

To accept the quotation from Oakberry Trees for the delivery and installation of a 20ft Christmas tree in St Andrews Churchyard and a 10ft Christmas tree at the village hall at a cost of £802.50.

To offer a goodwill donation of £25 to St Andrews Church, towards the electricity costs associated with running the lights in the Christmas tree throughout December. This recommendation would be referred to the Finance Working Party for consideration.

8. To receive any correspondence

There was no correspondence.

9. To consider matters raised to the attention of the Estates Working Party by non-member Councillors

There were no matters raised.

10. To receive matters arising for information purposes

There was a query raised regarding hedge cutting and associated works at St Andrews Churchyard. It was noted that the Buckingham Road/Leicester Road hedge is included in the hedge cutting programme.

11. Date of next meeting

The date of the next meeting is scheduled for 10th November 2025.