

Wickham Market Parish Council – Clerk's Report 18 November 2024

1. **Wickham Market News:** Deadline for December Issue was 15 November. To date (11 November) I have had no contributions from councillors
2. **Website**
 - 2.1. Many thanks to SCC Councillor Nicoll for offering further funding of £1,500
 - 2.2. The project is about to start with delivery expected in Spring 2025
3. **Allotments**
 - 3.1. Allotment bills and current tenancy agreements have been sent and all but one have paid. There are 8 vacant plots and the Allotments Association is managing the waiting list. It is expected that these plots will be allocated soon
4. **Children's play area**
 - 4.1. Repair and maintenance quotes being requested.
 - 4.2. Skate park repair quotes have been requested and new signage will be installed once this is complete
5. **Markets**
 - 5.1. Christmas Market on 30 November has 38 pitches booked and a waiting list of five. This is the biggest market we have managed and is obviously very popular.
 - 5.2. Roadside advertising seems to be effective so this is planned for two weeks ahead of the event.
6. **Insurance and Volunteers**
 - 6.1. The Staffing and Personnel committee is working with the Clerk and Deputy Clerk to implement policies, risk assessments and records to ensure individuals who are registered with WMPC as volunteers are covered by the council's insurance.
7. **Bank Mandate**
 - 7.1. The bank mandate change is now in place. Gloria, Gemma and David now need to organise their electronic access
8. **Litter Picking and Maintenance**
 - 8.1. Work is progressing with litter picking and maintenance with approvals requested later in the agenda. Litter picking is currently not planned for the cemetery as 99% of litter is derived from artificial tributes which the cemetery regulations no longer allow. A sensitive process to implement this needs to begin as soon as possible.
9. **Playing Fields**
 - 9.1. ESSL are cutting both playing fields on a weekly basis during the growing season. The quality of the cut has improved through their use of a tractor based mower and increased frequency.
10. **Cemetery**
 - 10.1. Work to level graves to facilitate easier cutting will commence soon. This has been delayed slightly as the ESSL team who will complete this work are still on grass cutting work because of the extended growing season
 - 10.2. The paddock is also being assessed for the creation of a managed wildflower meadow. Quotes are awaited for this and appropriate grants will be applied for in due course.
11. **Forecast and Budget**
 - 11.1. The forecast for 24-25 and the draft budget for 25-26 have been reviewed by the Finance and General Purpose committee and are presented to the council for review and approval. The budget needs to be finalised in January along with the precept request.
12. **Leases**
 - 12.1. The process for granting leases to the football club and the bowls club has been instigated with Birketts solicitors in Ipswich. Providing this process goes smoothly the expected cost is £1,500.
13. **Spoof Emails**
 - 13.1. You may have seen an email purporting to come from Ivor or someone else you know asking if you have a few spare minutes because they are in a meeting. If you respond they will ask you to purchase gift cards.
 - 13.2. This isn't a "hack". No one has got into a councillor's email account. All your names are in the public domain as councillors, so all someone has done is to set up a random email and associated a name with it, then used it to send a request to someone else in the organisation.
 - 13.3. So, if you get an email purporting to be from someone you know claiming they are unavailable and they ask you to buy gift cards for a family member's birthday etc (it's always the same basic story):
 - Look at the sign off – is it too formal? That should raise suspicions.
 - Check the actual email address. It will not relate to the email of your known contact
 - Then ignore the request and delete the email. Not much point in blocking the domain as the spoofer will change it regularly