

Deputy Clerk's Report for Full Council Meeting

14 July 2026

Markets

Summer Market 20th June

We were pleased with how the Summer Market went, with all 40 stalls filled and plenty of compliments from stall holders. A big thank you to the three parish councillors who either helped or shopped. The music by Quay Notes was very well received by visitors and stallholders, and we will invite them again. Visitor numbers looked lower; however, some stallholders reported they had done as well as at Christmas 2024. It is working well using a contractor to help move, set up and dismantle all the gazebo's road closure signs and cones at each seasonal market.

Harvest Market 12 September 2026

35 pitches have already been booked for this event, and entertainment has been arranged. PLI is insisted on for all traders, and a record is kept of expiry dates. All the necessary permissions have been applied for as usual, e.g. Temporary Entertainment Notice, Road Closure and Suspension of Carparks.

Christmas Market 28 November 2026

35 pitches have been booked so far, and entertainment has been arranged. Please note the deputy clerk won't be available from 10 am on the day due to a longstanding family commitment, and the Clerk will require support throughout the day from WMPC Councillors.

Saturday Market

Nothing to report other than Newbourne Farm is here every week.

Wednesday Market

DPC Fish usually visits The Hill on the 1st and 3rd Wednesdays. Roger the plantsman has now finished for the summer, and Street Jesus has also been having a pitch.

2027 Seasonal Markets

The dates for 2027 have been finalised, and we have started promoting them. Some bookings have come in already. The councillors may like to make a note of the dates, which are

20th March

19th June

11th September

27th November

Invoicing for Markets

Invoices are issued monthly, and traders pay promptly. Invoices are issued for all seasonal market pitches, and any outstanding invoices are followed up on regularly.

Allotments

Nothing to report

Cemetery

There have been two enquiries regarding people requesting to pre-book ashes plots, and the Clerk is looking at what reservation fees should be charged. There has also been an enquiry about reserving a burial plot.

The deputy clerk continues to keep the registers up to date and liaises with funeral directors, family members, and the stonemasons and grave diggers. The paperwork has been streamlined, and additional information is held and maintained, e.g. regarding the grave diggers.

The Clerk has met with East Suffolk as several graves need infilling.

From 29 May to 14 July there has been:

1 Burial Interment

0 Ashes Interments

Planning Applications

From 27 May to 14 July 2026, there have been 9 planning applications received, and 4 meetings have been booked or held.

Parish Magazine

The July/August 2026 edition of the Wickham Market parish magazine has begun delivery. The courier carrying the magazines from the printers to the Royal Mail depot was involved in a collision, and we missed our original door-drop date.

The deadline for copy for the September/October edition is 6th August, and the deputy clerk will then proceed with organising the design, printing and delivery of this magazine by the middle of September

Social Media

The VWM Instagram now has 161 followers (up from 140), and the VWM Facebook has 169 (up from 143). Posts are also published on the WMPC Instagram (the deputy clerk is

currently having a problem accessing the WMPC Facebook account and will get this sorted out). Posts are also made via Nextdoor.

Visit Wickham Market Website

New events continue to be added to the Visit Wickham Market website's events listing page. More businesses have been contacted to inform them that their details can be listed on the website's business pages. News stories have also been included, and links to various pages (e.g., Walks and News) are incorporated into some social media posts.

Emails and Enquiries

Email and face-to-face requests and enquiries are received by the deputy clerk and are dealt with promptly.

Business Event

A grant from East Suffolk has been confirmed, and an event for small businesses will be held on Friday 25th September at Roland Group in the village. The training session will cover the following topics for small businesses: Google, AI and Visual Storytelling. Tickets are available via Eventbrite. The event has a page in the parish magazine, and the deputy clerk will hand-deliver leaflets to businesses in the village. Social media posts will be made, and the market traders will also be emailed. Details can be found at <https://visitwickhammarket.co.uk/event/business-training-workshop-for-small-local-business-owners/>

Resignation:

After 47 consecutive years working in the private and public sectors, and running a limited company, the deputy clerk has tendered their resignation to WMPC and will leave their employment on Wednesday, 23rd December. This will allow sufficient time for the post/s to be advertised, shortlisting to be undertaken, interviews held and appointment/s to take place, and for a thorough handover with the present deputy clerk.