

# Wickham Market Parish Council – Clerk’s Report 20 May 2024

1. **Wickham Market News:** Deadline for June Issue was 15 May I can still accept articles over the next few days.
2. **Deputy Clerk**
  - 2.1. Alison has now stepped down from the Deputy Clerk role but continues to manage the markets, for which I am most grateful! She has a new email for that role: [markets@wickhammarketpc.com](mailto:markets@wickhammarketpc.com)
  - 2.2. An advertisement has been published through SALC to try and attract suitable candidates.
3. **Maintenance activity:**
  - 3.1. Street furniture on the hill and the bench on Snowdon Hill bus stop has been cleaned.
  - 3.2. The Children’s play area has had its annual biocide and pressure wash.
4. **Governance**
  - 4.1. I have had a huge focus on governance in preparation for year end. There are many new and updated documents prepared and approved at the March meeting which makes the May annual meeting more straightforward.
  - 4.2. There is a new version of the Financial Regulations template available from the National Association of Local Councils (NALC). This will have some local custom elements so I will prepare this for the July meeting.
5. **Website**
  - 5.1. Please note that the website address is <https://wickhammarketpc.com/> This is a secure website. It is still available from the old address through a redirection, but this route is not secure.
  - 5.2. Further development over the last two months including:
    - Latest version of Neighbourhood Plan and supporting documents now loaded to a dedicated page.
    - Update information on progress with the Village Hall modernisation now loaded to a dedicated page.
  - 5.3. Meeting with digital audit provider for East Suffolk Council. The recommendation is to rewrite the website to include the most effective search engine tags, triggers and content to improve layout and site visibility. It is planned that this could be part funded by East Suffolk Council. Awaiting cost estimates
  - 5.4. The Accessibility Audit and statement is still required and would be part of this project.
  - 5.5. There is a strong recommendation from NALC that councils should adopt a “.gov.uk” website domain. There is a small amount of funding to support this (only c£200). I will investigate further and probably include recommendations in conjunction with the website renewal. Ideally this would include a change of email addresses, but I’m sure this would not be popular having only changed them last year. I will therefore investigate options for this too.
6. **Annual Parish Meeting**
  - 6.1. Some parish organisations attended and provided some interesting and informative displays. The event was not as well attended as I would have hoped, so I will ensure it is advertised more effectively next year.
7. **Allotments**
  - 7.1. There has been a significant amount of work done at Glebe with plot reinstatement and hedge maintenance.
  - 7.2. All allotments are now rented and there is a waiting list.
  - 7.3. There have been complaints regarding smoke from allotment fires. The allotment regulations specify that Glebe fires must not be lit unless the wind is from the northwest. This is not always complied with, so the Allotment Association are arranging for a flag to be set up in the centre of the area to clearly show wind direction.
8. **ESTI funding**
  - 8.1. The new village map has been installed.
  - 8.2. New seats, bins and planters have been installed on the Hill by East Suffolk.
  - 8.3. Better signage to advertise the markets using swing boards. Also used to advertise other village events.
  - 8.4. There is a plan to add signage for the Long Stay car park and toilets.
9. **Village Hall**
  - 9.1. There has been significant progress on the village hall modernisation which I have been closely engaged with.
  - 9.2. There is a parking proposal to be considered at item 33
10. **Children’s play area**
  - 10.1. Repair and maintenance quotes being requested.