

WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH

MINUTES of the Annual Meeting of Wickham Market Parish Council held on
Monday 20 May 2024 at 19:00



FC24:1 Election of Chair and signing of Declaration of Acceptance of Office

It was proposed that Cllr French be elected as chair. There were no other candidates. At the vote two councillors abstained **the remaining councillors all agreed.**

Carried, Cllr French was elected as chair and signed the declaration of acceptance of office.

FC24:2 Election of Vice Chair and signing of Declaration of Acceptance of Office

It was proposed that Councillor Chenery be elected as vice chair. **All agreed**

FC24:3 Present from the Council:

Cllr French (Chair)	Cllr Day	Cllr Huggins
Cllr Chenery	Cllr Fowler	Cllr Jenkinson
Cllr Cooke	Cllr Horsnell	A Besly (Clerk)
Cllr Creasey		Cllr Noble (East Suffolk Council) [ESC]

FC24:4 Present from the Public: 1

Cllr Noble (ESC) provided a brief summary of her report which has been published:

- Sizewell C Park and Ride may cause possible issues. Please report vehicles attending site that come through Wickham Market on the SZC tracker.
- There is a publicity event on the Hill in early June to promote the Katch bus together with the recent works on the Hill
- Kerbside recycling is planned to include glass and Tetra Pac

FC24:5 Open Public Forum session (2 minutes per person):

One member of the public asked for an update on the 20mph speed limit. Cllr Chenery confirmed that this is expected to be installed in tandem with the Sizewell C traffic calming measures. There will be a meeting with EDF in June to take this further.

FC24:6 Apologies for Absence: Cllr Dempsey-Gray.

FC24:7 Declarations of Interest in items on the agenda: None

FC24:8 It was proposed that the draft minutes of the Parish Council meeting on 18 March 2024 be approved. **All Agreed**

FC24:9 Receive the minutes of the last Committee and Working Group meetings: The Clerk highlighted that this was a reporting item to ensure that the minuted work of these groups is noted and to answer any questions raised. Key points from these minutes were noted and there were no questions.

9.1 Finance & General Purpose [F&GP] Committee 15 April and 29 April,

9.2 Planning Committee 27 March

9.3 Sizewell C Committee: None since last full council

9.4 Environment and Leisure Working Group

FC24:10 Clerk's Report: *Published* There were no questions

FC24:11 Review of internal audit report 2023-24

The Clerk highlighted the only recommendation which is to ensure that the review of the External Audit Report is minuted separately. This will be done for the future. Otherwise there were no other issues.

FC24:12 Finance Report May 2024. The following reports were reviewed. There were no questions

12.1 Review Finance Report and Payments Schedule: *Published*

12.2 Review Bank Reconciliation: *Published*

12.3 Review Summary Financial Statement: *Published*

12.4 **Proposal to approve payments** above the Chair/Clerk delegated authority. There were no payments to approve for May

FC24:13 Proposal to approve Committee and Working Group Terms of Reference [ToR], Members and Committee Chairs. Parish Council Committees and Working Groups should all have terms of reference and appointed members which are confirmed annually.

The terms of Reference were reviewed and approved. **All Agreed**

13.1 F&GP Committee ToR: *Updated.*

13.2 Planning Committee ToR: *No change proposed.*

13.3 Sizewell C Committee ToR: *No change proposed.*

13.4 Environment and Leisure Working Group ToR: *New*

The Clerk explained that this was based on the previous E&L Committee ToR. The E&L Working Group may put a request to the Full Council for consideration to make changes if they feel this is necessary.

- 13.5** Climate Change Working Group *New ToR required* – proposal not received; Approval Clerk held over to the next Full Council
- 13.6** Emergency Plan Working Group, *New ToR*
- 13.7** Joint Village Hall Modernisation Working Group, *New ToR*
The Clerk explained that this was a starting point to create a fully delegated committee to manage the Village Hall Modernisation project. Currently this working Group is required to obtain approval from the Council or the F&GP Committee to spend public funds.
- 13.8** Proposal to formally dissolve the Neighbourhood Plan Committee, close the NP website (documents are on a [page on the Council website](#)) and appoint NP representatives. Cllr Cllr Jenkinson suggested that the full story of how the Neighbourhood Plan was developed is contained in the minutes and suggested that these could also be added to the PC website. The Clerk is happy to add these if Cllr Jenkinson can arrange for the documents to be provided. Cllr Jenkinson
- 13.9** Schedule of Committees, Working Groups and Representatives *Published*
The schedule of members and chairs was reviewed and some changes made. The resulting schedule was then **approved by all** and a copy is attached in **Annex 1**
- FC24:14** **Proposal to agree four bank signatories** with electronic banking access
This proposal was amended by the proposer to include all five of the F&GP Committee members: Cllrs Chenery, Cooke, Creasey, Dempsey-Gray and French. **All Agreed**
- FC24:15** **Proposal for Delegation arrangements** to the following committees and Staff. *Financial Regulations 4.1 refers.*
The following delegation arrangements were reviewed and approved. **All Agreed**
- 15.1** **F&GP Committee** *No Change Proposed from updated ToR*
- 15.2** **Sizewell C Committee** *No Change Proposed from current ToR*
- 15.3** **Planning Committee** *No Change Proposed from current ToR*
- 15.4** **Clerk** *Updated document published*
- FC24:16** **Review of inventory** of land and other assets: Asset Register *Published*
The asset Register was reviewed and it was noted that the insurance value of the Village Hall reflected the new build cost of £2.5m. As the Village Hall CIO insure the building, this will not be on the Parish Council insurance proposal
- FC24:17** **Confirmation of arrangements for insurance cover** in respect of all insurable risks
It was noted that the current policy does not provide public liability cover for the Skate Park or the unauthorised BMX track. The Clerk is obtaining quote to include the Skate Park. It was agreed that it is unlikely than insurance will be available for the BMX track so it was proposed that a disclaimer sign be erected until a more permanent solution is found. **All Agreed** Clerk
- FC24:18** **Review Subscriptions** to other bodies for the Council's and staff: *To be published*
The schedule of subscriptions was reviewed and approved. **All Agreed**
- FC24:19** **Proposal to Review and adopt:**
- 19.1** Standing Orders *(no change proposed)*
- 19.2** Financial Regulations *(no change proposed)*
As there were no changes from the current published documents it was proposed that they be approved as published. **All agreed** Clerk
It was noted that there is a new model Financial Regulations recommended by NALC which the Clerk will review and bring to the next meeting with recommendations.
- FC24:20** **Proposal to approve the Risk Assessment:** *(no change proposed)*
The Risk Assessment was updated and approved in March 2024. As there are no further changes proposed it was approved as published. **All Agreed**
- FC24:21** **Governance: Year end audit 2123-24**
The Clerk explained each of the following documents which have been published for review prior to the meeting. It was proposed that all documents in 21.1 to 21.7 be approved. **All Agreed.** AGAR s1 and s2 were duly signed
- 21.1** Proposal to approve 2023 year end reserves allocation *Draft published*
- 21.2** Proposal to approve 2023 receipts and payments summary *Draft published*
- 21.3** Proposal to approve 2023 Year End Bank Reconciliation *Draft published*
- 21.4** Proposal to approve the 2023 annual return and variances *Draft published*
- 21.5** Proposal to approve the Annual Governance Statement AGAR s1 *Draft published*
- 21.6** Proposal to approve the Annual Accounting Statement AGAR s2 *Draft published*
- 21.7** Proposal to approve the 2023 CIL report. *Published*

- FC24:22 Review of grants made under General Power of Competence. *to be published***
The schedule of discretionary grants was reviewed. There was a question regarding the payment for Village Hall insurance. On investigation, this has been removed from discretionary grants and is now budgeted and paid under insurance as this is a required running cost for the building that the Parish Council own, which is arranged by the Village Hall CIO.
- FC24:23 Governance: Proposal to readopt Governance documents for 2024-25.**
There are no changes proposed. All documents can be found for review before the meeting at <https://wickhammarketpc.com/parish-council/parish-council-documentation/>
As there have been no changes to any of these documents since they were last published on the website, it was proposed that all documents from items 23.1 to 23.23 be reapproved. **All Agreed**
- FC24:24 Proposal to agree Councillor training dates.** After some discussion June 20 and 27 were agreed to be the best fit for most Councillors.
- FC24:25 Markets Report *Published*** There were no questions
- FC24:26 Wild about Wickham Report *None Received*** As this is not a WMPC initiative, a report will not be requested in the future
- FC24:27 Emergency Plan Report *None Received*** Now the ToR has been agreed, this will become a regular report
- FC24:28 Village Hall Modernisation Report *Published*** There were no questions
- FC24:29 Climate Action Group Report *None Received***
- FC24:30 Cemetery Report *None Received***
- FC24:31 Footpaths Report *Published*** There were no questions
- FC24:32 Allotments Report *None Received*** It was noted that all allotments now have tenants
At this point the meeting had run for 2 hours 10 minutes. It was proposed that standing order 3) x. be suspended to allow further business to be transacted. **All Agreed**
- FC24:33 Proposal to review and agree the Village Hall parking consultation** document and agree the direct recipients of the consultation.
This proposal generated considerable discussion as it was recognised that it was a sensitive subject. It was proposed that after some minor amendments, the document should be approved for consultation. **All Agreed**
It was proposed that the consultation be distributed as widely as possible and should include:
The Village Hall CIO to pass on to Village Hall users, The Football Club, The Bowls Club, The Medical Centre, The Co-op and Local Businesses including Saxon Vets. **All Agreed**
It was also proposed that it should be published on WMPC website, notice boards and Wickham Market Parish News and circulated through Round Robin. **All Agreed**
- FC24:34 Proposal to agree schedule of meetings** for ordinary council and standing committees *Published*
The schedule of meetings was reviewed, and it was proposed it be agreed. **All Agreed**
- FC24:35 Under Section 100A(4) of the Local Government Act 1972 Proposal to exclude the public** for the following item on the grounds that it involves disclosure of exempt information. **All Agreed**
- FC24:36 Confidential: Proposal to agree the Clerk's salary.**
On behalf of the Staffing and Personnel Committee, Cllr Chenery presented the recommendation for the Clerk's Salary and proposed that it be approved. **All Agreed.**
Details can be found in the confidential minutes
- FC24:37 Confidential: Proposal to approve payments of salaries and associated tax, NI and pensions** at the standard pay points for the next 24 months. **All agreed**
- FC24:38 Date of next meeting:** Monday 15 July 2024

Meeting Closed at 21:42

Signed.

Cllr Ivor French, Chair. Date.

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WICKHAM MARKET PARISH COUNCIL

Committees, Working Groups and Liaison Representatives



COMMITTEES

Planning:

Finance & General Purpose:

Staffing & Personnel:

Sizewell C:

Cllrs Jenkinson (Chair), Creasey, Day, French & Gray
Cllrs Chenery (Chair), Cooke, Creasey, Dempsey-Gray & French,
Cllrs French (Chair), Chenery, Cooke & Horsnell
Cllrs Chenery (Chair), French, Gray, Horsnell, Jenkinson
with A Westover & A Stansfield

WORKING GROUPS

Environment & Leisure:

Cemetery: Sub group of E&L

Climate Action: (includes Deben Water Testing). **Need ToR**

Emergency Plan:

Joint Village Hall Modernisation:

Cllrs Cooke (Chair), Chenery, Creasey, Fowler, Horsnell, Huggins with Andy Baker, John Eldridge, Simon Harrington, Sonia Exton & Anne Westover.
Anne Westover, Ian Webster, Linda Merriam (Cemetery Clerk), Mike Hawes
Cllrs Dempsey-Gray (Chair), Chenery, Gray, Huggins, Fowler with J Esling, J Greenhalgh, M Hynes, A Stansfield and Cllr Noble [ESC]
Cllrs Huggins (Chair), Chenery, Cooke, Fowler
Cllrs Horsnell (Chair), Chenery, Creasey, French and Jenkinson. Village Hall CIO Trustees Clive Edmonds, Steve Flavell, Sue French and Stuart Gunn.

REPRESENTATIVES

Allotments:

Markets:

Village Hall (CIO)

Village Hall Modernisation Steering Group:

Neighbourhood Plan:

SALC:

Tree Wardens:

Footpaths:

Campaign to Save Our Rural Roads:

Young Adults Group:

Wickham Market Partnership:

Webmaster:

Police Liaison:

Quiet Lanes

Andy Baker (Simons Cross), John Eldridge (Glebe)
Alison Renshaw
Cllr Horsnell
Cllr Horsnell
Cllr Jenkinson & Ray Lewis
Cllr Chenery
Anne Westover & Sonia Exton
Simon Harrington
Cllr French
Cllr French
Cllr Jenkinson
Al Besly (Parish Clerk)
Cllr French
Cllr French