

# WICKHAM MARKET PARISH COUNCIL

CHAIR: Cllr IVOR FRENCH

**MINUTES** of the Meeting of Wickham Market Parish Council held on  
Monday 16 February 2026 at 19:00



**FC25: 162 Present from the Council:** Cllr I French (Chair) Cllr Day A Besly (Clerk)  
Cllr Chenery Cllr S French  
Cllr Cooke Cllr Horsnell  
Cllr Creasey Cllr Jenkinson

**FC25: 163 Present from the Public:** 3

**FC25: 164 Open Public Forum session** (*Post meeting notes have been added in blue italic in response to the questions*)

One member of the public reported parking on the pavement including outside the George. The Chair confirmed that this should not happen. Cllr Jenkinson added that it is proposed to have double yellow lines outside the George.

He also reported a water leak in Spring Lane. This has been reported and tested by Essex & Suffolk water who confirm it is not a leak. It is likely that it is the original spring.

Another member of the public raised several concerns:

- The responses in the minutes from the January meeting to concerns from the public appear to be rebuttals. (*This is not the intention. The responses were intended to provide factual information relating to the issues raised.*)
- The draft minutes from the planning meeting do not reflect the correct status of the Village Hall plans. (*Agreed, this has been corrected ahead of the minutes being approved*)
- The financial Risk assessment item 88 is currently incorrect. (*Agreed, the risk assessment will be approved with the exclusion of item 88 pending rewording*)
- Why is there a focus on the Cemetery? (*The Council confirmed its aspiration to make the Cemetery cost neutral in March 2023. Steps are being taken to achieve this. Allotments and Markets both make a small profit.*)

**FC25: 165 Proposal to authorise Apologies for Absence:** Cllr Dempsey-Gray: **Approved**

Apologies also received from Cllr Nicoll (SCC) and Cllr Noble (ESC)

**FC25: 166 Declarations of Interest in items on the agenda:** None

**FC25: 167 Proposal to approve the draft minutes** of the Parish Council meeting on 19 January 2026

Cllr Jenkinson objected to the last sentence in item FC25:140 item 2, first bullet. He said the phrase should be softened. This was part of the post meeting notes in answer to questions from the public and as such, was not actually a record of the meeting. Cllr Jenkinson however abstained from the vote. All others agreed with the proposal to approve minutes. **Carried.**

**FC25: 168 Receive Committee and Working Group Minutes**

**168.1 Planning Committee** 20 January and 5 February 2026. The draft minutes from 5 February will be amended to reflect the correct status of village hall plans.

**168.2 Environment & Leisure Working Group** 9 February 2026. This meeting has been postponed

**FC25: 169 Suffolk County Councillor's Report (SCC):** in his apology Cllr Nicoll reiterated that "As I have said at previous PC meetings, I am keen to see a wider application of a 20mph limit in the village and keen, also, to see any such initiative funded by SZC"

**FC25: 170 East Suffolk Councillor's Report (ESC):** Both formal report and a supplementary statement have been published. There were no questions

**FC25: 171 Chair's Report:** *Published*

There was a question regarding the 46 abnormal loads. These relate to Abnormal Loads on the A12 that have a police escort and not reports of loads through Wickham Market.

**FC25: 172 Clerk's Report:** *Published*

Cllr Jenkinson objected to item 4.1 regarding the tree location data. This is a factual statement explaining why tree safety reports have not been arranged following minute FC25:125 on 17 November. Cllr Jenkinson took an action to pass the tree location and numbering information to the Clerk.

**Cllr  
Jenkinson**

**FC25: 173 Deputy Clerk's Report:** Includes Markets, allotments and Cemetery. *Published*

Cllr Jenkinson Highlighted that there were errors on the new visitwickhammarket website. He will ask Wickham Market Partnership to identify these to the Deputy Clerk. **Cllr Jenkinson**  
FC154 19 January also refers.

**FC25: 174 Emergency Plan Report. *Published***

Cllr Chenery also reported:

- The School was not suitable as an Emergency Rest Centre because of the presence of children
- The George or the Legion may be suitable
- It was suggested that the Church may also be considered
- Cllr Chenery will be the emergency lead for a call out

These items will be discussed at the next working group

**FC25: 175 Flooding Report. *Published*** The full report was discussed and it was noted that there are still some outstanding actions.

**FC25: 176 Audit proposals**

**176.1 Proposal to appoint Heelis & Lodge** as internal Auditors. **All Agreed**

**176.2 Proposal to agree the scope** of the internal audit. ***Circulated All Agreed***

**176.3 Proposal to approve** the Internal Control Statement and report. ***Circulated All Agreed***

**176.4 Proposal to review and approve all Risk Assessments. *Published under Parish Council Clerk Documentation All Agreed Except*** for item 88 on the financial Risk Assessment which requires rewording. Clerk to update

**FC25: 177 Financial Approvals**

**177.1 Proposal to authorise maintenance** of FP9 and Little Lane ***Brief in Clerk's Report All Agreed*** Clerk to organise for 2026 **Clerk**

**177.2 Proposal to authorise box hedge replacement. *Published All Agreed*** Cllr Chenery to organise a site meeting with the contractor and the Clerk **Cllr Chenery**

**177.3 Proposal to pre authorise payment to ESSL** for 2025-26 maintenance activity up to a maximum of £15k. This is expected to be £14,616 once everything is completed. ***Brief in Clerk's Report All Agreed***

**177.4 Proposal to authorise donation** to Jason Alexander of £50 for his talk on 26 Jan **All Agreed** Clerk to make payment **Clerk**

**FC25: 178 Proposal to approve** Website accessibility statement. ***Published All Agreed***

**FC25: 179 Proposal to agree the process** for the publication of a review of the year including: contents, format, publication and responsibility. ***Brief in Clerk's Report***

It was proposed that the Annual Review should take the form of a regular news magazine article with a paragraph of news supported by a picture. This will be a centre pull out in the May/June issue using the topics that the Clerk has already suggested. **All Agreed** The Clerk and Deputy Clerk will provide content for production **Clerk & Deputy Clerk**

**FC25: 180 Proposal to approve the format of the Annual Parish Meeting** on 10 April 2026 including: overall format, reports, possible organisation information tables, and refreshments. ***Brief in Clerk's Report***

It was proposed that the Annual Parish Meeting should be similar to last year with: **Clerk**

- Parish organisations invited to provide a written report and attend with a display that they can talk about
- The meeting will start at 7pm and will be fairly short with an opportunity for Q&A
- Once the meeting is closed complementary refreshments will be served including wine, beer, non-alcoholic drinks and snacks

**All Agreed** The Clerk will organise the event

**FC25: 181 Proposal to approve** Real Thai Food Hadleigh to trade from the village hall carpark on a bimonthly basis on a Saturday evening. **All Agreed**

**FC25: 182 Proposal to approve** the following Community Payback activity. **All Agreed**

- Litter picking for the Cemetery every 2 weeks – schedule to be agreed
- Litter Picking one off for Chapel Lane.
- Regular weed growth removal round the village hall
- One off removal of brambles at the entrance to Glebe allotments.

**FC25: 183 Working with volunteers** including:

- Review of WMPC approved volunteer policy and processes. ***Published under Parish Council Documentation***

It was agreed that WMPC volunteers must sign both the agreement and the attendance record following a tool box talk in order to be covered by WMPC insurance.

- Understanding and agreement of the role of the Cemetery working party.

This will be discussed between members of the Parish Council and members of the Cemetery Working party on 24 February.

**At this point the meeting had run for 2 hours.** It was proposed that standing order 3) x. be suspended to allow further business to be transacted. **All Agreed**

FC25: **184 Consider Unauthorised Parking on Playing Field West of Village Hall**\_Due continued parking and severe weather conditions this area of playing field will soon become unusable and repair cost will be extensive and expensive.

This issue was discussed at length to find a solution that did not restrict parking for village hall users. Suggestions included

- “no parking on the grass” signs
- A row of posts with chain between
- A low metal rail
- Grasscrete to provide formalised parking on the edge of the pitch.

While these ideas may protect the playing field, all may impact genuine hall users. It was generally felt that the best way to control parking would be to make changes during modernisation.

Cllr Jenkinson agreed to draft a report setting out the options.

**Cllr  
Jenkinson**

FC25: **185 Consider creating & publishing “Myth Busters”** such as what can be recycled and how.

**All**

**All** to provide ideas to Cllr Chenery

FC25: **186 Proposal to appoint Pauline Huggins** to the Emergency Plan Working Group. **All Agreed**

FC25: **187 Reporting items for the next meeting**

Village Hall Parking, Cemetery Management Plan

FC25: **188 Date of next meeting:** Monday 16 March 2026