

WICKHAM MARKET PARISH COUNCIL

3 Year Business Plan



May 2025 – May 2028

1. Wickham Market Parish Council vision

- 1.1. Wickham Market Parish Council aims to provide a positive and reliable organisation to meet the needs of the parish through active communication.
- 1.2. It seeks to promote, maintain and improve a good quality of life by using knowledge of the needs of groups and individuals within the parish and by making efficient and positive use of its income.

2. About the Council

- 2.1. Wickham Market Parish Council is the first tier of local government closest to the community, with an important role to play in promoting the parish by representing its interests. Within its limited remit, it provides and monitors efficient services and amenities to meet local need, influences other decision makers and strives to improve the quality of parish life. The council represents the views of its community to improve or provide cost effective services and amenities.
- 2.2. Residents have the opportunity to elect 13 parish councillors every four years. The Council elects a Chair and a Vice-Chair annually in May. Councillors are unpaid and receive no allowance for their duties other than travel costs for duties beyond the parish. Details of all councillors are published at <http://wickhammarket.onesuffolk.net/parish-council/parish-council-members-contact-details/>

3. Operating framework

- 3.1. The Parish Council will carry out its statutory duties as required by:
 - Meeting 6 times per year to manage the business of the Council. These meetings operate within the Council Standing Orders. One of these meetings will be the Annual Meeting of the Parish Council at which the Chair for the coming year will be elected. All full Council meetings are open to the public with a period set aside for members of the public to address the Council. The meetings take place in Wickham Market Village Hall to allow good access and adequate meeting space.
 - The Council has its own Standing Orders and Financial Regulations which lay down the rules by which it operates and conducts business. Council's Standing Orders are based on a model prepared by the National Association of Local Councils (NALC).
 - All Parish Councillors are expected to adhere to the Code of Conduct 2020 which will also apply to the Council's Committees. Working Groups upon which the Parish Council are represented are expected to work to terms of reference agreed in full Council.
 - The Council will facilitate the holding of an Annual Parish Meeting between 1st March and 1st June each year to review the activities of the previous year and give an opportunity for residents to raise issues of concern. If in attendance, the Chair of the Parish Council will preside over the meeting.
 - The Parish Council aims to promote the economic, social and environmental wellbeing of the Parish and to contribute to a sustainable and inclusive community.

4. Business Plan Objectives

4.1. Parish benefit

To represent Wickham Market Parishioners and to improve the facilities and infrastructure within Wickham Market. This will be achieved by being a professional and competent Parish Council, which is open and accountable and ensures sound financial management of Parish Council resources.

4.2. Village administration

To ensure the ongoing administration of Wickham Market Parish and the facilitation of the Parish Council's activities. Be a good and fair employer by providing fulfilling work opportunities and conditions for staff. Continue to seek and improve established channels of communication and find new ways of engaging and communicating with the residents of Wickham Market.

4.3. Council development

To provide the Chair, Vice-Chair, Councillors, the Parish Clerk and Assistant Clerk with the education and knowledge to enable them to contribute to the advancement and improvement of Wickham Market Parish. To ensure Councillors have the opportunity to keep abreast of new opportunities and policies. To improve Council services to the public by encouraging members and staff to develop their skills through appropriate training.

4.4. Financial planning and control

To ensure the ongoing financial viability of Wickham Market Parish Council and provide high quality, efficient, cost effective and sustainable services. To ensure the Financial Budget is monitored on a regular basis to ensure any anomalies are highlighted to the Parish Council for appropriate action. A financial report will be presented to the full Council at each meeting.

4.5. Strategic planning/Key projects

To ensure Wickham Market Parish Council has a long-range plan for the future the following objectives will be included in the Parish Council's 3-year Business Plan.

- Work with County and District Councils to ensure the maintenance Public Footpaths.
- Improvement of communication and engagement by the Parish Council using our new social media accounts: Facebook, Twitter, Instagram and Next Door together with our new bimonthly parish magazine
- To continue to address concerns over speeding by managing our four Speed Indicator Devices (SID), collating data and using this to support requests for additional traffic calming measures via Suffolk Highways and Suffolk Constabulary.
- Continue to improve plans for traffic calming measures by working with Sizewell C and influencing mitigation measures for the additional expected 1,000 vehicles per day.
- Ensure that the Community Infrastructure Levy (CIL) income is spent on projects that have been identified as providing, improving, replacing, operating or maintaining infrastructure that supports the development of the Parish Council's area or anything else concerned with addressing the demands that development places on the area. Input to the discussions regarding infrastructure required within the village will also be received from Council's Committees.

5. Communication and Engagement

- 5.1. To provide a channel of communication for the views and expressions of the local community and to be responsive to its needs and aspirations. The Parish Council will continue to develop use of social media, improve the website and develop the parish magazine to encourage feedback from residents.

6. Wickham Market Parish Council Committees and Groups

6.1. Finance and General Purpose Committee

Reviews financial information ahead of presentation to the full council. Has delegated powers to approve payments. Reviews governance documents and processes for effectiveness

6.2. The Planning Committee

The Parish Council is a statutory consultee in the East Suffolk Planning process. All planning applications within the Parish of Wickham Market are examined and commented on by this group on behalf of Wickham Market Parish Council. The Planning committee has been granted full-delegated powers to make Council decision regarding responses to the appropriate authorities.

6.3. Staffing and Personnel Committee

Advises the council on all staffing matters and acts as line management for the Parish Clerk

6.4. Sizewell C Committee

Keeps the council apprised of all developments with the project to build a new nuclear power station at Sizewell. Advises on issues and mitigations available.

6.5. The Village Hall Modernisation Committee

Raising funds and managing the process of modernising the village hall to create a good quality and versatile community space

6.6. The Climate Change Working Group

Formed as a direct response to the Parish Council taking steps to address the growing climate emergency and in recognition of the need to protect the environment. The Parish Council has adopted a Climate Action Strategy which commits the Parish Council to embedding green awareness in its policy and organisational development. Central to this is the need to raise awareness of the climate crisis within the community and to encourage groups to come together to take action in achieving the Suffolk County Council target of being carbon neutral by 2030.

6.7. Emergency Plan Working Group

Creating and publishing plans to manage a range of emergencies

6.8. Environment and Leisure Working Group

Oversees the cemetery.

UPDATE NOTES from 2023 plan

- Completed or no longer applicable items will be deleted but are currently shown in ~~strike through~~ text for review purposes
- Proposed new items reviewed at F&GP 3 March are shown in **Red Text**

Wickham Market Parish Council action plan for 2025-28

Objective and Alignment	Action	Timescale	Estimated Cost
Ensure the Clerk is fully qualified and competent. (Council Development)	<ul style="list-style-type: none"> Clerk to complete CiLCA qualification Network with other Clerks and SALC To allow the Council to maintain the General Power of Competence 	Q1 2023-24 Achieved	£450
Manage the election process, supporting candidates with their nominations to facilitate an elected council. (Village Administration)	<ul style="list-style-type: none"> Clerk to attend courses run by SALC and East Suffolk Council. Review and distribute briefings 	May 2023 Elections (4 April 23) Achieved	£1,550 If there is a contested election
Mitigate the risk of loss of employees (Village Administration)	<ul style="list-style-type: none"> Support employees with their work Provide more volunteer help with large activities such as seasonal markets Ensure that employees work is understood clearly to support recruitment 		
Ensure new councillors have the skills to be effective. (Parish Benefit)	<ul style="list-style-type: none"> Clerk to provide overview of councillor roles and responsibilities from Council documentation. Achieved Identify new councillors existing skills. From Skill sets, identify training needs. Book appropriate training courses. Create a new councillor induction pack 	Ongoing	£850
Complete Neighbourhood Plan. (Key Projects)	<ul style="list-style-type: none"> Ensure examiner's questions are answered promptly. Support the referendum process PC review NP and create action plans to achieve objectives 	June 2023 Referendum 12 October 2023	No further cost
Improve grounds maintenance. (Financial Planning) Cancelled Work packages managed independently	<ul style="list-style-type: none"> Roll all grounds maintenance into a single 3-year contract. Define a complete schedule of work required. Manage the tendering and contract award process. 	December 2023	£8k pa
Add Maintenance of village gateways to Grounds Maintenance (Parish Benefit)	<ul style="list-style-type: none"> Include grass cutting around village gateways to improve village presentation Consider gateway flower or shrub borders 		
Employ a part time Assistant Clerk. (Council Development)	<ul style="list-style-type: none"> Define role and job description. Advertise for applicants. Interview and recruit. Provide induction and training 	June 2023 Achieved	£6,800

Make the Cemetery cost neutral. (Financial Planning)	<ul style="list-style-type: none"> Review prices compared to other cemeteries. Increase where appropriate. Achieved Challenge running costs and reduce low priority work – In Progress Identify improvement works that will reduce ongoing costs 	2024-25	
Improve community engagement. (Community Engagement)	<ul style="list-style-type: none"> Develop the new parish magazine with more information. Encourage feedback. Develop new social media accounts. Provide Clerk and assistant with dedicated space to meet residents. Improve parish website. In Progress Identify further opportunities for community engagement 	July 2023 Achieved core objective This is an ongoing activity	Newsletter: £3k Dedicated Space: £1k
Provide support for volunteers (Community Engagement)	<ul style="list-style-type: none"> Manage volunteers more effectively to achieve desired end results Celebrate volunteering in the community Provide a framework for volunteering including training, risk assessments and insurance 	In Progress	
Encourage more people to join the council (Community Engagement)	<ul style="list-style-type: none"> Promote Council responsibilities and achievements through published reviews Engage with the community at events and markets to encourage more members Use volunteering schemes as a step towards being a volunteer Councillor 		
Maintain and improve public footpaths. (Strategic planning)	<ul style="list-style-type: none"> Appoint a footpath warden to report on condition and use. Achieved Liaise with County and District councils to arrange effective maintenance. Arrange regular maintenance of key footpaths (Little Lane & FP009) Arrange for publication of local walks map to encourage use. Complete Create better signposted walks 	June 2023	Maps: £400
Improve children's play area to make is more accessible during the winter. (Parish Benefit)	<ul style="list-style-type: none"> Complete maintenance of existing equipment Lay all weather surfacing around each piece of equipment. Provide hard surface access paths 	September 2025	£14k
Manage speeding through the village. (Key Projects)	<ul style="list-style-type: none"> Ensure all 4 Speed Indicator Devices are operating and effective. Manage and report data. Share with Suffolk highways and Suffolk constabulary. Implement a 20mph zone within the village centre 		
Coordinate mitigation work with Sizewell C (Strategic Planning)	<ul style="list-style-type: none"> Continue to liaise closely with EDF (Sizewell owner) Continue to push for mitigation work. – In progress Apply to social fund for support with the village hall – In progress 	2026	No cost to WMPC

Create plans to modernise or replace the village hall. (Strategic Planning)	<ul style="list-style-type: none"> Review estimated costs for modernisation vs rebuild. Assess benefits and challenges of each. Review funding possibilities to assess affordability (Including CIL monies) 		
Create a Village Hall Business Plan (Strategic Planning)	<ul style="list-style-type: none"> Create a plan to further utilise the existing Village Hall Enhance this plan to support a modernised facility Support the Village Hall Management team by removing administrative burdens 		
Manage adequate car parking in the village centre (Parish Benefit)	<ul style="list-style-type: none"> Review current village hall parking space available Consider options for extending parking space 		
Promote the village as a destination (Parish Benefit)	<ul style="list-style-type: none"> Construct a new website to be easier to use and well indexed by search engines promoting the village and surrounding areas Improve social media presence with parish events Continue to use the parish magazine to promote organisations and events 		
Encourage more social events (Community Engagement)	<ul style="list-style-type: none"> Capitalise on opportunities to create social events for the village Support other event organisers through <ul style="list-style-type: none"> attendance at their events, offering organisational support Offering grant support 		
Create a village show by enhancing the successful August village hall show with outdoor activities (Community Engagement)	<ul style="list-style-type: none"> Work with the existing village show team Explore outdoor activities that could take place on the playing field Increase joint footfall 		
Ensure allotments are cost neutral (Parish Benefit)	<ul style="list-style-type: none"> Manage maintenance and improvements within the overall receipts budget Promote allotments to ensure demand is stronger than supply 		
Climate Action (Strategic Planning)	<ul style="list-style-type: none"> Continue to develop Climate related strategies Consider the effect on climate as part of WMPC decision making Improve climate action communication by publishing minutes from the Climate Action Working Group 	Ongoing	Budget costs are £5k
Business as usual:	BAU is managed through existing processes and job descriptions including: <ul style="list-style-type: none"> Website management Meeting schedules Grant awarding Statutory obligations Transparency Financial Management and audits 	Throughout the year	

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| | <ul style="list-style-type: none">• Asset management | | |
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This business plan will be reviewed annually in June in preparation for the detailed budget for the following year to be set in December.

Perhaps Include

1. Improve village centre commerce by filling retail premises? But how??