

WICKHAM MARKET PARISH COUNCIL

CHAIR: GEMMA DEMPSEY-GRAY

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Wickham Market Parish Council Meeting which will be held in the Village Hall Committee room on **Monday 17 July 2023 at 19:00**

Alistair Besly, Parish Clerk 5 July 2023

Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: wickhammarketparishclerk@gmail.com

Website: <http://wickhammarket.onesuffolk.net>



AGENDA

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| FC23: 28 | Present from the Council: | <i>Chair</i> |
| FC23: 29 | Present from the Public: | <i>Chair</i> |
| FC23: 30 | Open Public Forum session (2 minutes per person): | <i>Chair</i> |
| FC23: 31 | Apologies for Absence: | <i>Chair</i> |
| FC23: 32 | Declarations of Interest in items on the agenda: | <i>Chair</i> |
| FC23: 33 | Proposal to approve the draft minutes of the Annual Meeting of the Parish Council on 15 May 2023 | <i>Chair</i> |
| FC23: 34 | Proposal to Co-Opt new members to the Council | <i>Chair</i> |
| FC23: 35 | Suffolk County Council (SCC) Councillors Report | <i>Alexander Nicoll</i> |
| FC23: 36 | East Suffolk Council (ESC) Councillors Report: <i>Published</i> | <i>Sally Noble</i> |
| FC23: 37 | Chair's Report: <i>Published</i> | <i>Chair</i> |
| FC23: 38 | Receive the minutes of the last Committee meetings | <i>Chair</i> |
| | 38.1 Finance & General Purpose Committee meeting. | <i>Cllr Chenery</i> |
| | 38.2 Environment and Leisure Committee Meeting. | <i>Cllr French</i> |
| | 38.3 Planning Committee Meeting. | <i>Cllr Jenkinson</i> |
| FC23: 39 | Clerk's Report: <i>Published</i> | <i>Clerk</i> |
| | 39.1 Proposal to agree the format of new Councillor emails | <i>Clerk</i> |
| FC23: 40 | Markets Report <i>Published</i> | <i>Deputy Clerk</i> |
| FC23: 41 | Finance Report <i>Published</i> | <i>Clerk</i> |
| | 41.1 Review Finance Report and Payments Schedule | |
| | 41.2 Review Summary Financial Statement | |
| | 41.3 Review Bank Reconciliation | |
| | 41.4 Proposal to add Cllr Dempsey-Gray to the bank mandate | <i>F&GP Ctte</i> |
| FC23: 42 | Review and Approve internal Audit report <i>Published</i> | <i>F&GP Ctte</i> |
| FC23: 43 | Review and approve external audit reports for 2020-21 and 2021-22 <i>Published</i> | <i>F&GP Ctte</i> |
| FC23: 44 | Proposal to record Councillors whereabouts on the website calendar | <i>Chair</i> |
| FC23: 45 | Proposal for Delegation arrangements to the Clerk to manage the Market. <i>Published</i> | <i>Clerk</i> |
| FC23: 46 | Proposal for Delegation arrangements to the Clerk to respond to non-contentious planning applications. (<i>Minute PL23: 18 refers</i>) | <i>Planning Ctte</i> |
| FC23: 47 | Proposal to create a Sizewell C Committee | <i>Chair</i> |
| | 47.1 Proposal to approve Terms of Reference for the Sizewell C Committee. <i>Draft published</i> | |
| | 47.2 Proposal to appoint members and a Chair to the Sizewell C Committee | |
| FC23: 48 | Proposal to appoint Cllr Horsnell to the Neighbourhood Plan Committee | <i>Cllr Jenkinson</i> |
| FC23: 49 | Proposal to appoint a Chair to the Environment and Leisure Committee | <i>Chair</i> |
| FC23: 50 | Proposal to appoint Cllr Huggins to the Environment & Leisure Committee | <i>Chair</i> |
| FC23: 51 | Proposal to Review and adopt the following Governance documents. | <i>Clerk</i> |
| | 51.1 Sick Absence Policy | |
| FC23: 52 | Proposal to create a permanent Youth facility for Wickham Market | <i>Cllr French</i> |
| FC23: 53 | Consider support for resident's issues with speeding vehicles on B1078 Border Cot Lane | <i>Chair</i> |
| FC23: 54 | Proposal to support the "20s plenty" scheme and start campaigning for it, in Wickham Market. | <i>Chair</i> |
| FC23: 55 | Consider George Grant application | <i>F&GP Ctte</i> |
| FC23: 56 | Consider a proposal for a notice board on the lower high street | <i>Cllr Day</i> |
| FC23: 57 | Review and agree East Suffolk Town's Initiative grant uses. <i>Draft Circulated</i> | <i>Clerk</i> |
| FC23: 58 | 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 | <i>Chair</i> |
| FC23: 59 | Confidential: Proposal to preauthorise payments of salaries and HMRC payments for the next 24 months, in line with financial regulations 6.7 & 7.2 as follows: <ul style="list-style-type: none">• Clerk salary point and hours (full time)• Deputy Clerk salary point and hours per month (part time)• Cemetery Clerk salary point and hours per month (part time) | <i>Clerk</i> |
| FC23: 60 | Date of next meeting: | <i>Chair</i> |