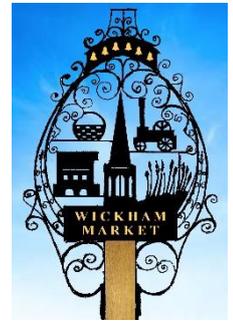


WICKHAM MARKET PARISH COUNCIL

CHAIR: Gemma Dempsey-Gray

MINUTES of the Annual Meeting of Wickham Market Parish Council held on Monday 17 July 2023 at 19:00



FC23:28 **Present from the Council:** Cllr Dempsey-Gray Cllr Horsnell
(Chair) Cllr Huggins
Cllr Chenery Cllr Jenkinson
Cllr Cooke Cllr Noble (East Suffolk Council) [ESC]
Cllr Day Cllr Nicoll (Suffolk County Council [SCC])
Cllr French A. Besly (Clerk)
Cllr Gray

FC23:29 **Present from the Public:** 5

FC23:30 **Open Public Forum session** (2 minutes per person):

A member of the public commented on a number of items during a 10 minute speech including:

40: Thanks to Alison the Deputy Clerk for managing the market

46: Concern over delegation of planning applications to the Clerk

47: Would like to be appointed to the Sizewell C committee

52: Concern over the proposed youth facility

53: Support for residents' letter regarding traffic on B1078

54: Support for the 20's Plenty scheme

A member of the public highlighted the issues on the B1078 outlined in the letter at item 53

FC23:31 **Apologies for Absence:** None

FC23:32 **Declarations of Interest in items on the agenda:** None

FC23:33 **It was proposed that the draft minutes** of the Annual Meeting of the Parish Council on 15 May 2023 be approved as a correct record and signed. **All Agreed**

FC23:34 **It was proposed that two new members** be Co-Opted to the Council. **All Agreed**
Niki Fowler and **Gloria Creasey** were co-opted and signed their declaration of acceptance of office forms

FC23:35 **Suffolk County Council (SCC) Councillors Report**

Alexander Nicoll

Alexander commented on the following:

- He supports the move of the 30mph speed limit to be discussed at item 53 and has some resources available
- He reiterated that there are issues with public transport as there is no coordinated body to run it and it is difficult to increase passenger numbers.
- He also mentioned the sad loss of Cllr Caroline Page who died recently of cancer

FC23:36 **East Suffolk Council (ESC) Councillors Report:** *Published*

Sally Noble

In addition to her report, Sally highlighted the following:

- The School has had some issues with the young adults group, WMPC are aware of this and are addressing it.
- Water testing on the river Deben show levels of E-Coli above the legal limit
- Katch transport has been relaunched but there have been some issues with the app

FC23:37 **Chair's Report:** *Published* There were no questions

FC23:53 The Chair promoted item 53 to this point in the agenda to facilitate an early discussion.
Consider support for resident's issues with speeding vehicles on B1078 Border Cot Lane

Cllr Jenkinson highlighted that the Traffic and Parking working group recommended that the speed limit be moved however, the report was never published but passed to the Sizewell C working group.

Members of the public interrupted the discussion but as the meeting had not been closed to allow for comments these interruptions have not been recorded.

Alexander recommended that WMPC apply for a temporary ANPR camera via himself for the B1078

It was thought that re-siting the Simons Cross allotments had increased traffic. It was proposed that WMPC support the Parkway resident's letter. **All Agreed**
The Clerk will send this to Cllr Nicoll and request details of how to apply for an ANPR camera

Clerk

At 19:46 three members of the public left

FC23:38 **Receive the minutes** of the last Committee meetings. There were no questions

38.1 [Finance & General Purpose Committee meeting.](#)

38.2 [Environment and Leisure Committee Meeting.](#)

38.3 [Planning Committee Meeting.](#)

FC23:39 **Clerk's Report:** *Published* There were no questions

39.1 Proposal to agree the format of new Councillor emails

It was proposed that the format to be used would be [first name].[first letter of surname].@wickhammarket.pc.co.uk. **All Agreed.** Clerk to organise

Clerk

FC23:40 **Markets Report** *Published* There were no questions

FC23:41 **Finance Report** *Published* There were no questions

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. **All Agreed.** Clerk to organise

Clerk

FC23:42 **Review and Approve internal Audit report** *Published*

Recommendations regarding the order of approval of the AGAR section 1 and 2 together with the need to publish 5 years of AGARs were highlighted in the report. The Clerk will rectify for the future.

It was therefore proposed that the Internal Audit report be approved. **All agreed**

Clerk

FC23:43 **Review and approve external audit reports for 2020-21 and 2021-22** *Published*

It was proposed that the External Audit reports for 2020-21 and 2021-22 be approved. **All agreed**

FC23:44 **Proposal to record Councillors whereabouts on the website calendar**

After some discussion it was proposed that councillors record council related activities on the website calendar by passing diary information to the Clerk or Deputy Clerk. **All Agreed**

FC23:45 **Proposal for Delegation arrangements** to the Clerk to manage the Market. *Published*

It was proposed that the Clerk be given delegated authority to manage the market as published. **All Agreed**

FC23:46 **Proposal for Delegation arrangements** to the Clerk to respond to non-contentious planning applications. (*Minute PL23: 18 refers*)

This item was discussed at length. It was proposed that the Clerk be given delegated authority to respond on behalf of the Council as described but with the following additional transparency activities:

- Send out all planning applications to all councillors.
- Post all planning applications on the PC notice board.
- Add a planning page to the website showing each application and the link to ESC website for each one.

All Agreed

Clerk

The Clerk will amend the delegated authority and republish

FC23:47 **Proposal to create a Sizewell C Committee**

47.1 Proposal to approve Terms of Reference for the Sizewell C Committee. *Draft published* **All Agreed.** The Clerk will publish under PC Documentation on the website

Clerk

47.2 Proposal to appoint members and a Chair to the Sizewell C Committee

It was proposed that the following people are appointed to the Sizewell C Committee:

Cllrs Chenery, French, Horsnell, Jenkinson and Gray plus Anne Westover and Arthur Stansfield. Cllr Day offered to liaise with businesses but has not joined the committee. **All Agreed**

It was proposed that Cllr Chenery be appointed Chair. **All Agreed** The Clerk will update the website

Clerk

FC23:48 **Proposal to appoint Cllr Horsnell** to the Neighbourhood Plan Committee. **All Agreed**

FC23:49 **Proposal to appoint a Chair** to the Environment and Leisure Committee

As Chair of the council, Cllr Dempsey-Gray is Ex-officio member of all committees, it was proposed that she be appointed Chair of the E&L committee until a permanent chair can be found. **All Agreed**

FC23:50 **Proposal to appoint Cllr Huggins** to the Environment & Leisure Committee. **All Agreed**

FC23:51 **Proposal to Review and adopt the following Governance documents.**

51.1 Sick Absence Policy. Incomplete so held over to the next meeting

FC23:52 **Proposal to create a permanent Youth facility for Wickham Market:** *published* **Cllr French**

Cllr French presented a proposal to install a temporary structure near the Multi Use Games Areana (MUGA) to be used as a youth facility. The proposal, once agreed, would be organised and funded by the youth workers team CYDS via lottery funding.

While it was generally agreed that such a facility was needed, there was significant discussion particularly surrounding the location on a designated green space in the neighbourhood plan. Some councillors felt that the position was ideal as it is next to youth activity facilities such as the MUGA and skate park and is in a public area so very visible. Others felt that it should not be placed on a designated green area and the PC should not prejudice the emerging neighbourhood plan.

At 21:17 the meeting had run for 2 hours so the Chair proposed that standing order 3) x. be suspended to allow further business to be transacted. **All Agreed**

It was proposed that a youth facility be created on the playing field near the MUGA. 7 agreed, 3 abstained, 1 against so **The Motion was Carried**

At 21:25 three members of the public left

FC23:54 **Proposal to support the “20s plenty” scheme** and start campaigning for it, in Wickham Market. *Information Circulated*

It was proposed that WMPC should support the 20's plenty scheme. **All Agreed.**

FC23:55 **Consider George Grant application**

As the George has now been fully funded, The F&GP committee recommend that the council does not approve this grant application. However, it is recommended that the council explore with the George a grant of lesser value more comparable to WMPC small grants scheme for the purchase of something of community value. **All Agreed.** The Clerk will advise the George and facilitate discussions for a future grant. **Clerk**

FC23:56 **Consider a proposal for a notice board on the lower high street**

It was proposed that a notice board should be installed on the lower High Street. The preferred location is adjacent to the spring lane bus stop. **All agreed.** **Clerk**

The Clerk will investigate notice board designs, costs, licenses and consultation.

FC23:57 **Review and agree East Suffolk Town's Initiative grant uses.** *Draft Circulated* The information was reviewed but there were no further suggestions. This should remain on the agenda for September **Clerk**

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. **All Agreed**

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

This minute is recorded in the confidential minutes

FC23:60 **Date of next meeting: Monday 18 September 2023**

Meeting Closed at 21:40