

## Wickham Market Parish Council – Clerk's Report 21 November 2022

1. **External Audit for 2020-21.** Still awaiting a response from PKF Littlejohn who are the external auditors. This is expected by January 2023
2. **The Local Government Transparency Code 2015** applies to councils with a turnover of more than £200k. As WMPC is very likely to be in this position for 2023-24, the Council should apply the requirements of the code as soon as possible. The full code is 40 pages long but the Clerk has condensed this to a draft with 5 pages which is being further refined before publication to Councillors
3. **Children's Play area:** Leylandii hedge has now been cut
4. **Newsletter:** production schedule has already slipped as there has been no content at all passed to the Clerk for inclusion. **Written reports** for full parish council meetings can be used as the basis of some of the content.
5. **Grounds Maintenance Contract:** proposed work schedules are being prepared following a request to councillors for feedback. The Clerk is attending a training course regarding the correct process for requesting quotes for contracts of this size on 24 January
6. **Allotments:**
  - 6.1. The pedestrian gates for Glebe have been made and Richard will install them as part of his regular maintenance time in the Parish
  - 6.2. Problem plot Glebe 39 with overgrown hazel trees is currently being addressed
7. **Maintenance activity:** Current projects include the Glebe gates and gravel surface drain in the village hall carpark. The Parish Council should review project work such as significant cutting back of growth alongside footpaths which will make maintenance more effective next year.
8. **Plane Tree Lights** Use of a cherry picker to replace the light strings was unsuccessful. Uplighters have been fitted to one tree as a trial for consideration. To be discussed at the next E&L meeting
9. **Sizewell C:** The Clerk is not aware of any further action regarding either the Deed of Covenant or the SCC/EDF Highway Scheme since the meeting on 1 August 2022 [WMPC-Extra-Full-council-Minutes-1-Aug-2022.pdf \(onesuffolk.net\)](#)
10. **Speed Indicator Devices:** Four solar powered, remote access devices have been delivered (Full Council 21 Nov, item 13.1 [WMPC-Full-council-Minutes-21-November-2022.pdf \(onesuffolk.net\)](#)) These are currently in the Clerk's unlocked garage. There are currently two dedicated posts which can be used, one to the north of Morris Road and one on the High Street near Yew Tree Rise. These can be used immediately, volunteers would be appreciated. Two further posts will be ordered for the B1078 near Riverside view and the lower part of Broad Road.

### Priorities for the next 60 days above the regular demands of the role include

11. **Clerk Training:** Time each month to complete CiLCA qualification assignments as agreed
12. **Delivery of proposed expenditure plans** should they be approved
13. **Village Hall** working arrangements
14. **Website:** A review of the website is required including an Accessibility Audit and statement