

Wickham Market Parish Council – Clerk's Report 18 July 2022

1. **Banking arrangements:** Electronic payments have been set up, tested and now work. This will make the payments process more efficient
2. **External Audit for 2020-21.** Still awaiting a response from PKF Littlejohn who are the external auditors.
 - 2.1. **Remedial Action:** To assist Councillors with understanding different aspects of the council's responsibilities, a series of two-page quick reference guides have been prepared. Guides for Transparency and Committees & Working Groups are currently in production
3. **WMPC Governance documentation has been reviewed and approved.** The website has been restructured for Parish Council Documentation and updated. There are three further governance documents that the Council should approve which are to be reviewed later on the agenda
4. **Speedwatch:** There have been 8 volunteers to manage the Speed Indicator Device so far. An email has been sent to move forward with the new group
5. **Parish Maintenance Operative:** We have engaged Richard Ellis as our new Maintenance Operative working 10 – 15 hours per week depending on requirements and reporting to the Clerk. An initial maintenance schedule has been drawn up, with help from Adrian Clarke, which focusses on footpaths and Children's play area. Any maintenance issues or requests should be emailed to the Clerk for scheduling.
6. **Children's Play area:** has been professionally jet washed, including seating and tables.
 - 6.1. Smaller maintenance jobs are being attended to
 - 6.2. Quotes are being sought for larger repairs and maintenance
 - 6.3. Litter picking will be scheduled twice per week
7. **Allotments:**
 - 7.1. There has been one eviction notice sent and some plot issues resolved with through the allotments association.
 - 7.2. Sadly Shane Smith has resigned from the role of Simons Cross Representative as he is moving
 - 7.3. A single new allotment register has been drafted to be managed by the Clerk and the allotment association jointly.
 - 7.4. Tenancy agreements are being reviewed to ensure they comply with the latest legislation.
8. **Footpaths:** The excess boundary growth on the path between Spring Lane and George Lane has been reported to Suffolk County Council
9. **Seating:** The seat in the NW corner of the Village Hall playing field has been removed following complaints of antisocial behaviour by neighbours
10. **Volunteer Day:** Handouts were produced based on Local Government Association text. There was some interest on the day but so far no firm commitments.
11. **Sizewell C Deed of Covenant:** Andy Mower (SZC) has been advised that WMPC have agreed to sign [21 March 2022, item 21] but so far the original deed has not yet been presented for signature
12. **Village Hall Car Park Repairs:** have been scheduled for 15 August. The contractor will manage the area with a view to access, site management and safety. WMPC plan to place flyers on cars parked there on Sunday and Monday the previous week. The Village Hall have offered an "A" board to put A3 size notices on for the week leading up to the repair

Priorities for the next 60 days include

13. **Clerk Training:** The Clerk will be setting aside time during the summer to complete CiLCA qualification assignments as agreed with the Staffing and Personnel Committee
14. **Children's Play area** maintenance, repair and upgrade proposals
15. **Community Noticeboard on the Hill**
16. **Footpath Maintenance**
17. **Village Hall** working arrangements
18. **Website** Web site review required including
 - Layout
 - Information available
 - Converting files to pdf so they open rather than download. Also improves security
 - Accessibility Audit and statement – a legal requirement