

## Wickham Market Parish Council – Clerk's Report 26 September 2022

1. **External Audit for 2020-21.** Still awaiting a response from PKF Littlejohn who are the external auditors. This is now expected to be by the end of October
  - 1.1. **Remedial Action:** To assist Councillors with understanding different aspects of the council's responsibilities, guides for Transparency and Committees & Working Groups are in production
2. **WMPC Governance documentation does not meet the requirements** of the Police and Crime Commissioners for release of the approved £3k grant for the young adults group. This will require additional work over the next few weeks
3. **Speedwatch:** A meeting was arranged for 7 September to show the 8 volunteers how to manage the Speed Indicator Device. Unfortunately, no one was available to demonstrate this so the meeting was cancelled. The equipment is stored in the Village Hall until the Council can rearrange the training meeting.
4. **Children's Play area:**
  - 4.1. Smaller maintenance jobs are being attended to
  - 4.2. A proposal for maintenance and upgrade is at agenda item 16
  - 4.3. A proposal with quotes for hedge cutting is at agenda item 14.1
5. **Newsletter:** A proposal for a new parish newsletter is at agenda item 15
6. **Grounds Maintenance Contract:** Proposal for an integrated contract for the parish is at agenda item 14.2
7. **Allotments:**
  - 7.1. A single new allotment register has been agreed and will be managed by the Clerk and the allotment association jointly.
  - 7.2. Allotment rent letters have been sent out by email where possible with payment options of BACS, Cheque or Credit/Debit Card with the Clerk on Wednesday and Friday mornings during October
8. **Footpaths:** The excess boundary growth on the path between Spring Lane and George Lane has been managed by Richard
9. **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
10. **Village Hall Car Park Repairs:** have now been completed. It is recognised that a full drainage solution still requires consideration
11. **Maintenance activity:** Richard has made a number of improvements including:
  - 11.1. Regular litter picking
  - 11.2. Managing footpath growth, particularly Little Lane and George – Barham's way footpaths
  - 11.3. Maintenance jobs around the Children's play area
  - 11.4. Community noticeboard on the hill being tidied so notices can be behind the doors
  - 11.5. Cleaning the village pump
  - 11.6. Clearing footways (Which should be done by SCC)
  - 11.7. Clearing weeds around village hall
  - 11.8. Cutting hedge behind glass recycling bins
12. **Markets:**
  - 12.1. The Clerk arranged the necessary East Suffolk permits for the Hill Carpark for the Summer market.
  - 12.2. The license agreements have not yet been signed because the area described for use in the license does not correspond with the area actually used by stallholders. Either the licence needs to be updated or stall holders need to be managed to the agreed area
  - 12.3. An organisation check list is being developed for documentation required for the Market to continue

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

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