

WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH

ENVIRONMENT & LEISURE COMMITTEE

CHAIR: Cllr Anne Westover



MINUTES of the Wickham Market Parish Council Environment and Leisure Committee meeting held on Monday 13 December 2021 at 19:00

Present from the Council: Cllr Westover (Chair)
Cllr Chenery
Cllr Cooke
Cllr Horsnell
Cllr Jenkinson
Josie Hopps
A. Besly (Clerk)

Present from the Public: Two attendees, from Allotment Association and Cemetery Group

1 Open Public Forum session None

2 Apologies for Absence: None

3 Declarations of Interest:

Cllr Horsnell non pecuniary interests	Item 12. Glebe Allotment plot holder Item 8. Member of the Village Hall Steering Group
Cllr Westover non pecuniary interest	Item 12. Glebe Allotment plot holder
Cllr Jenkinson non pecuniary interests	Item 11. Trustee of Wickham Market Partnership Chair of Wickham Market Good Neighbours

4 Approve the draft minutes of the Environment & Leisure (E&L) Committee meeting of 18 October 2021
Draft minutes of 18 October were approved as a correct record. **All Agreed**
Cllr Westover signed the minutes as Chair

5 Report on Defibrillator and Training

Cllr Horsnell reported that 22 people attended this training and certificates are being prepared by the trainers. He also records the condition of the Spring Lane defibrillator every two weeks. Posters should be displayed on the Parish notice board showing the location of both defibrillators

6 Village Hall Car Park Flooding – This is being managed by the Parish Council. **Closed**

7 Play Area Report – Agree the way forward with repairs in order to get funding

Cllr Cooke reported that he has received quotes for both equipment and groundwork. However, as no specification has yet been agreed by the E&L committee these quotes will need to be revised. **Cllrs Cooke, Horsnell and Westover** will arrange to meet in January to create a specification for the works needed, seek approval, and use for final quotations and grant applications.

8 VH CIO and club leases Report

Cllr Chenery reported that negotiations were no further forward and suggested that he would organise a meeting in January with Cllr French, Philip Tallent and the Clerk to move this forward. Once the VH lease was underway the club leases (FC and Bowls would be progressed) **Action, Cllr Chenery**

9 Budget for Environment and Leisure Committee - review and approval

The budget discussion document was reviewed at length and the following changes were agreed:

Allotments:

- Glebe; Maintenance increased to £1,600 to include: £200 for Tap and water pipe inspection, £600 for hedge trimming, £300 for materials for repair to track and car park, £500 for three replacement pedestrian gates.

Village Hall Playing Field:

- Playground Refurbishment was suggested could cost £16,000. This should be funded in part by grants.
- It was noted that if the Village Hall lease is changed to leave the Council responsible for maintenance of the grounds, costs would need to be covered for the whole site; grass cutting, trees, hedges and car park maintenance.

Simons Cross sports field:

- Rent has not been charged by Suffolk County Council for the Simons Cross Sports field. It was proposed that the annual rent of £480 should be put into a reserve pending reinstatement of charges. **All Agreed**

- The Parish council paid Norse to maintain the playing field last year. No charges have been received from Norse to date this year
- Tennis courts are managed by WM Partnership. Cllr Jenkinson agreed to forward the documents relating to the lease between SCC and WMPC to Clerk.

Miscellaneous

- Repainting the Bus Shelter £200. The pump was also considered but no proposal of cost was made

Markets (including Christmas trees, lights and flags)

- Printing and consumable to include Licenses of £500 would total £800
- Miscellaneous was agreed at £900: Christmas Trees £500 and Lights and Flags £400
- It was noted that the trees on the Hill, owned by East Suffolk, will need trimming and therefore light installation would need to be coordinated with tree work. There were no volunteers to ensure this happened.

Cemetery

- Handyman costs need to be added. The Clerk will analyse 21/22 costs as a basis.
- Maintenance contract costs should be £7,300 for Norse grass cutting and regular tree work (e.g pollarding the lime avenue).
- Will need to add unknown costs for maintenance of the Pithle which will include grass cutting, hedges and one footpath. Cllr Westover is awaiting estimate from Paul at Norse
- It was proposed that an annual figure for the Bier House maintenance of £250 and safety Tree Work of £500 should be included in a reserve for this purpose should these figures not be spent. **All Agreed**
- Pest Control was increased to £700 being £400 for Rabbits and £300 for moles
- The need for a new gate and fencing for the paddock were discussed. This work had been commenced by previous Clerk. **All agreed** the need for this but no specification agreed to enable quotations to be requested

10 Markets Report

Cllr Westover reported that the Christmas Market has made a profit of £522 after grants but before licenses, should they be payable this year. She advised that the Markets Group needed support as only one member remains. Cllr Westover has covered all arrangements for the summer, Christmas and the weekly markets but cannot continue this role alone. She thanked those who assisted in December with the practical aspects including gazebos and had arranged the Parish round robin thank you' message. It was agreed that the Parish Council should be requested to ask for extra market volunteers as part of the councillor recruitment exercise expected in the new year.

11 Cemetery

11.1 Cllr Westover proposed that £150 should be spent immediately to remove the dangerous dead cherry tree, northern boundary. **All Agreed. Action, Cllr Westover**

11.2 It was noted that Cemetery regulations have yet to be reviewed and finalised.

11.3 There was a discussion regarding the use of the paddock at the front of the cemetery. Cllr Westover had received interest from a lady requesting horse grazing land. It was proposed that it be rented out with a figure of £10 per week considered appropriate. **All Agreed in principle subject to further liaison**

There was discussion regarding the need to replace some fencing on the southern boundary and this would be included in costings (along with gate). It was agreed that any grazing would need to be accompanied by electric fencing. It was suggested that the NFU rep be asked if there is a template agreement for grazing.

At this point the meeting had been running for 2 hours so it was proposed that Standing Orders be suspended in order to complete business. **All agreed**

12 Allotments Report and propose new representative

It was proposed that two Allotment Association Representatives join the E&L Committee, Shane Smith and John Eldridge. **All Agreed.** The Clerk will add this to the Council Agenda for January to appoint these two new members. **Action, Clerk**

Meeting suspended to allow a member of the public to contribute

12.1 Shane Smith reported that there are two policy updates required, Bee Keeping and Poultry. The clerk will clarify responsibility in legislation and then agree roles with the Allotment Association. **Action, Clerk**

Meeting reopened

12.2 It was reported that the Glebe Fly Tipping sign had been returned following a Police report. It has been re installed. No further decision was made regarding replacement or redesigning. Cllr Horsnell reported that the access road to Glebe Allotments has been reported as in a bad state of repair to Suffolk County Council (SCC), who own it. Cllr Chenery suggested engaging the SCC asset manager for roads and pavements.

13 Queens Platinum Jubilee 2022: Agree scope of celebrations, working group and budget

After some discussion it was agreed that there should be a working group with Wickham Market Partnership (WMP) and that a party on the hill was most appropriate as there are facilities to hand and hard standing should the ground be soft. Josie Hopps agreed to take this proposal to the next WMP meeting, **Action Josie**

Ideas included a street party, stalls and mugs for children. It was suggested that other organisations in the village be invited to take part, including the school and the football club, but no one took an action to do this

14 Village Sign Report

Cllr Horsnell reported that the Village sign repair was underway following a delay with the clerk issuing purchase orders. He expects reinstatement in the new year.

15 Date of next meeting: Monday 14 February 2022

Cllr Westover closed the meeting at 21:35

Signed.

Cllr Anne Westover, Chair.

Date.

.....

.....