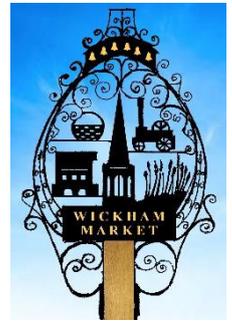


# WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH



**MINUTES** of the extra meeting of Wickham Market Parish Council held on Monday 24 April 2023 at 19:00

- 1 **Present from the Council:** Cllr French (Chair)  
Cllr Chenery (Vice Chair)  
Cllr Cooke  
Cllr Day  
Cllr Dempsey-Gray  
Cllr Horsnell  
A. Besly (Clerk)
- 2 **Present from the Public:** 1
- 3 **Open Public Forum session** The member of the public offered the services of a public engagement specialist who may be able to help with village hall improvement projects.
- 4 **Apologies for Absence:** Cllr Westover, Cllr Jenkinson, Cllr Gray, Cllr Stansfield
- 5 **Declarations of Interest:** Cllr Horsnell, item 10: Member of the Village Hall Modernisation Steering Group  
Cllrs Cooke, Day & Horsnell, Item 14: Shareholders in the George
- 6 **Finance Report:** [Published](#).  
There was a question regarding the Miscellaneous £16.4k over budget. This was predominately the unbudgeted purchase of speed indicators at £9.8k plus the village sign of £4k. The remainder consisted of several smaller purchases.
- 7 **Governance:** The following year end documents were reviewed and it was proposed that they all be approved. **All Agreed**
  - 7.1 Proposal to approve 2023 year end reserves allocation [Draft published](#)
  - 7.2 Proposal to approve 2023 receipts and payments summary [Draft published](#)
  - 7.3 Proposal to approve 2023 Year End Bank Reconciliation [Draft published](#)
  - 7.4 Proposal to approve the 2023 annual return and variances [Draft published](#)
  - 7.5 Proposal to approve the Annual Governance and Accounting Review (AGAR) [Draft published](#)
  - 7.6 Proposal to approve the 2023 CIL report. [Draft published](#)
- 8 **Proposal to agree a response** to a request to cut back overhanging trees  
It was proposed that the owner of the hedge be requested to cut it back after the nesting season in September. **All Agreed**. Clerk to make request and copy in Chair for response to the person who raised the issue **Clerk  
Chair**
- 9 **Proposal to agree a response** to David Inman regarding membership of the rural village network. [Email Circulated](#)  
The email was reviewed and it was proposed that WMPC decline the offer of free membership to the Rural Village Services Group. **All Agreed**. Clerk to advise David Inman **Clerk**
- 10 **Proposal to appoint a working group** to review Village Hall management concerns with the Village Hall Trustees to make recommendations to the Council.  
It was proposed that a working group be appointed with a first meeting on 26 April at 19:30. **All Agreed**. Members appointed were the Village Hall CIO Trustees and Cllrs French, Chenery, Dempsey-Gray, Horsnell, Cooke, Jenkinson and A Besly as WMPC personnel manager. The Clerk will email members. **Clerk**
- 11 **Review of proposals** regarding expenditure that can be funded by the Towns Initiative grant of £10k  
The terms of the grant were reviewed and it was noted that expenditure falling into the broad categories would need to be approved by the grant supplier. It was noted that Newsletter costs [c£4.5k] had already been agreed as appropriate use of the grant. It was proposed that the Finance & General Purpose Committee manage the use of this grant. **All Agreed**. There were two requests to be considered:
  - Walks leaflet
  - Notice Board for the lower high street
- 12 **Proposal to approve the letter of consent** for contract novation from Norse to East Suffolk Services Ltd (ESSL). [Email Circulated](#) **All Agreed**. Clerk to respond to ESSL **Clerk**
- 13 **Proposal to engage contractor** to fill potholes for safety reasons

It was proposed that a single contractor be approached as the potholes represented a critical safety issue that required immediate attention. R&A Driveways will be asked to do the work and a total negotiating limit of £2k was proposed. **All Agreed.** Cllr Chenery to follow up.

- 14 **Consider grant application for** The George Community Pub (Wickham Market) Ltd  
The representative from The George Community Pub (Wickham Market) Ltd presented the request for a £5k grant and offered to answer questions. As WMPC are inexperienced in this form of large grant the Council wanted more time to obtain independent advice.  
The George representative said that there was a robust business plan and expected costs provided by professional Quantity Surveyors had been funded. However, when the quotes came in during February it was clear there was a material gap. He said that if WMPC did not commit to a contribution of £5k by 27 April, the whole £2.2m project may fail.  
WMPC require more time to obtain advice and make a decision on the use of public funds.  
At this point, the member of the public left the room
- 15 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**
- 16 **Confidential:** Proposal to agree the Assistant Clerk's salary and hours. The proposed hours and pay grade were reviewed and it was proposed this be approved. **All Agreed.** Details are recorded in the Confidential Minutes
- 17 **Date of next meeting:** Monday 15 May 2023

Signed.

Cllr Ivor French, Chair.

Date.

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