

# WICKHAM MARKET PARISH COUNCIL

## CHAIR: IVOR FRENCH



Wickham Market Parish Sign 1

**MINUTES** of the meeting of Wickham Market Parish Council held on Monday 15 November 2021 at 19:00

**Present from the Council:**

- Cllr French (Chair)
- Cllr Chenery (Vice Chair)
- Cllr Cooke
- Cllr Horsnell
- Cllr Jenkinson
- Cllr Nobbs
- Cllr Westover
- A. Besly (Clerk)

**Present from the Public:** 6 at the start and 2 others joined during the meeting

- 1 Open Public Forum session** One member of the public asked about progress on a grant application for the Red Triangle Bowles Club. Cllr French advised that this was in process pending a review of spend against budget
- 2 Apologies for Absence:** Cllr Nicoll (Suffolk County Council) [S.C.C.]  
Cllr Poulter (East Suffolk Council) [E.S.C.]
- 3 Declarations of Interest:**
  - Cllr Horsnell non pecuniary interests
    - Item 11. Glebe Allotment plot holder
    - Item 22. Member of the Village Hall Steering Group
  - Cllr Westover non pecuniary interest
    - Item 11. Glebe Allotment plot holder
  - Cllr Jenkinson non pecuniary interests
    - Item 11. Trustee of Wickham Market Partnership
    - Chair of Wickham Market Good Neighbours
  - Cllr French non pecuniary interests
    - Item 22. Wife is Village Hall Treasurer
- 4 Approve the draft minutes** of the Parish Council meeting of 27 September 2021  
Draft minutes of 27 September were approved as a correct record pending two minor text adjustments: **All Agreed**  
Item 17, the word "**discussed**". Item 12 asked Barclays to "**add**"
- 5 Co-Option of new members**  
Cllr French introduced two applicants to become members, Kelvin Gray and Gemma Dempsey-Gray. They were both Co-opted to the council and signed Declaration of Acceptance of Office forms
- 6 County Councillors Report:** No report received
- 7 District Councillors Report:** Report circulated. Only question was about a "COP26" report that was referred to but not attached. The Clerk will follow up. **Action, Clerk**
- 8 Chair's Report**
  - Christmas trees have been ordered and will be available for erecting on the hill at 9:30 on 28 November. Volunteers were requested
  - Doyle Electrical have been asked to check lights on existing trees on the hill and replace the ones on the pollarded tree
  - Two of the four Councillor training modules have been completed. The remaining two are on 17 November and 24 November. Clerk to send Cllr Westover training recording details. **Action, Clerk**
  - Meetings were requested for Boundary Changes, Hopkins Homes and Leases. Final dates were agreed under Item 21. Cllr Jenkinson recommended that the Boundary Change meeting should be held before the Christmas market to enable signatures to be collected on the petition on that day.
- 9 Clerk's Report:** Was circulated. There were no questions
- 11 Environment and Leisure [E&L] Committee Report:** Was circulated. Cllr Westover highlighted:
  - Leases for Village Hall and other clubs using Parish land
  - Defibrillator training
  - Cemetery Regulations review
  - Christmas Market with a reminder for volunteers.
    - Cllr French agreed to speak to E.S.C. Lewis Boudville regarding parking on 4 December and Carol singing on 17 Dec on the Hill. **Action, Cllr French**
    - Clerk will contact Jacob Shepherd regarding the donation from the Co-Op. **Action, Clerk**
    - Funding may be available from Community Partnership special events

- Wickham Market Partnership will ask for volunteers on the Round Robin. **Action, Cllr Jenkinson**

**10 Sizewell C Working Group Report. Circulated.** This item was moved down the agenda to allow a member of the public to contribute

**Meeting suspended** to allow a member of the public to contribute

- EDF have been asked for a detailed report of responses
- There is concern over the cumulative effect of all the energy projects in the area
- Cllr Westover confirmed that the Deed of Obligation parties are SCC and E.S.C but not the Parish Councils

**Meeting reopened**

**12 Neighbourhood Plan Committee Report:** Has been circulated

Cllr Jenkinson reported that there were several minor corrections to be made to the report before submission

**13 Approval to submit the Neighbourhood Plan to E.S.C as part of the Regulation 15 submission.** Documents are available on website <http://www.wickhammarketnp.org>

**Resolved** It was proposed that the report should be submitted to E.S.C pending completion of corrections. **All Agreed. Action Cllr Jenkinson**

**14 Planning Committee Report:** Nothing to Report

**15 Planning Committee membership**

- Cllr French request two more volunteers to join the planning committee. Cllr Gray volunteered
- Cllr Jenkinson reported that he is reviewing the E.S.C Community Infrastructure Levy [CIL] consultation and will report back. **Action, Cllr Jenkinson**

**16 Finance & General Purpose [F&GP] Committee Report** (including approved payments schedule)

Cllr Chenery reported that the financial control updates were reviewed and agreed. He outlined the process and importance of getting the budget agreed at the January Council meeting. The agreed payments are reported in Annex 1

**17 Review proposed updates** to Financial Regulations with a view to approval

The proposal was circulated, and the only comment related to Financial Regulation 6.17 recommending that the debit card restricted value should also be increased to £500, should a card be issued in the future

**Resolved** It was proposed that the updates to the Financial Regulations including 6.17 above, be adopted. **All Agreed.**

Clerk to update the document and publish. **Action, Clerk**

**18 Review proposed updates** to Finance and General Purpose committee terms of reference with a view to approval

**Resolved** It was proposed that the updates to the Finance & General Purpose Committee terms of reference be adopted. **All Agreed.**

Clerk to update the document and publish. **Action, Clerk**

**19 Payments Approval**

1. Purchase of reference book for the Council, Charles Arnold Baker, Local Council Administration. **£150**
2. Playsafety Ltd, 2021 Playground inspection and report **£202.20**

It was noted that these payments fall within the delegated authority of the Chair and Clerk, and should be treated in that way. These payment approvals are added to the, "Advice of Payments" schedule, in Annex 1

**20 Finance Report**

- Balance at bank as at 29 Oct 2021 was £135,179.23
- Precept of £71,982.73 has been paid together with a Covid grant of £674
- Most Allotment and Market rents have been received. Reconciliation to follow. **Action, Clerk**
- There are issues with the accounting system which need investigation. In the short term the Clerk will revert to an Excel based model. **Action, Clerk**
- Additional payments are within the Chair and Clerk's delegated authority and are reported on the Advice of Payments schedule in Annex 1

**21 Approve Meeting dates** for Parish Council and Committees through to APCM in May 2022

- Additional meeting dates were reviewed, and the following changes agreed:
- Delete Neighbourhood plan, 14 Dec 2021
- Add Boundary Change Working Group, 22 Nov 2021,
- Add Extra Ordinary Council meeting 29 Nov, with agenda limited to sports field and car park proposed works
- Meeting with Hopkins Homes, TBA
- Meeting for Village Hall Lease' TBA

**Resolved** It was proposed that the meeting schedule be updated as presented and with the agreed changes from the meeting. **All Agreed.**

Clerk to update the document and publish. **Action, Clerk**

**22 Progress Updates on**

- 22.1 Village Hall Lease

Cllr Chenery reported that Philip Tallent has some queries and that a meeting would be needed soon

As the new lease uses a modern template it can be used as a basis for the other leases once agreed

Solicitor's costs are likely to exceed the advance payment that was made

22.2 Casual Vacancies

Cllr French reported that there were still three councillor vacancies and that there should be an advertisement put on the website and sent on Round Robin. Suggestions for exciting text would be welcome

22.3 Quiet Lanes

Cllr French reported that Spring Lane and Mill Lane are agreed in Phase 3 and awaiting signage. Chapel Lane is predominantly in Pettistree and will be in phase 4 if Pettistree PC agree

22.4 Village Hall Play Area, equipment and resurfacing

Cllr Cooke reported that the works have been split into Equipment and Groundwork and that three quotes are being sought for each

22.5 Village Sign

A costing schedule has been circulated and following some final decisions, it is expected that the sign will be ready for reinstallation in the new year.

**Resolved** It was proposed that the costs for the following be approved per the cost schedule:

CAD Drawing

Gold Lettering

Gold Bells. **All Agreed.**

Cllr Gray was thanked for his help with moving this project forward

**23 Climate Change** issues and activities and the required budget support

Cllr Chenery highlighted that Wickham Market did not have a Climate Emergency plan and suggested reviewing Woodbridge as a template should the Council want to develop one.

It was agreed that a plan should be developed with an appropriate budget and a request to the community for volunteers. It was agreed to discuss further at the next E&L committee meeting, with a view to setting up a working group to progress this initiative

**24 Date of next meeting:** Monday 17 January 2022

The Chair asked the members of the public to leave to enable the council to continue with the confidential items

**CONFIDENTIAL ITEMS.** Details are recorded in Confidential Minutes.

**25 Approval** of employment of Clerk including salary

Cllr French reported that an Extra Ordinary meeting of the Parish Council was held on 13 October 2021 which formally agreed the Clerks employment, Terms and Salary

**26 Approval** of the Clerk and Cemetery Clerk's salary payments for the next 24 months

**Resolved** Because the council do not meet every month, it was proposed that the Clerk and Cemetery Clerk's salaries be formally approved for monthly payment for 24 months to meet the requirements of Financial Regulations 7. Any change in monthly payments would need to be reapproved. **All Agreed**

**27 First Review of 2022 Budget working document**

The Clerk reported that because of the issues with the accounting system, the budget working document would be prepared using an Excel model and be available for discussion at the December E&L and F&GP meetings. **Action, Clerk**

Signed.

Cllr Ivor French, Chair.

Date.

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## ANNEX 1 – Advice of Payments Schedule

<b>Adrian Clarke</b>	September Payment	£480.00
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<b>SALC</b>	Training Modules	£480.00
<b>E-On</b>	Power on the Hill	£29.59
<b>Suffolk Stove</b>	Village Sign	£180.00
<b>Bob Mills</b>	Pest Control for the Cemetery	£100.00
<b>Ivor French</b>	Postage Expenses for allotments	£66.00
<b>Ivor French</b>	Expenses for Poppy Wreath	£18.50
<b>Clarke &amp; Simpson</b>	Rent for Glebe Allotments	£240.00
<b>David Chenery</b>	SCC advert for Clerk role	£75.00
<b>PKF Littlejohn</b>	Interim Audit fee	£480.00
<b>Linda Merriam</b>	Salary September and October	Confidential
<b>Lexisnexis</b>	Arnold-Baker – Local Council Administration	£150.00
<b>Playsafety Ltd</b>	Playground Inspection	£202.20
<b>SALC</b>	Training courses for CiLCA	£180.00
<b>Wickham Market Partnership</b>	Room hire at Resource Centre	£20.00
<b>Anne Westover</b>	Councillor Expenses for SZC & Markets	£124.21
<b>Rialtas</b>	Transferring package to laptop	£30.00
<b>HMRC</b>	PAYE October Linda	Confidential