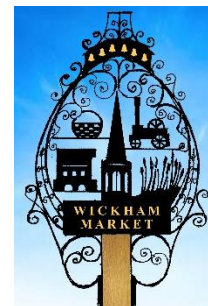


# WICKHAM MARKET PARISH COUNCIL

## CHAIR: IVOR FRENCH



**MINUTES** of the Wickham Market Annual Parish Council Meeting held on  
Monday 16 May 2022 at 19:00

- 1 Election of Chair** and signing of Declaration of Acceptance of Office  
Cllr French was nominated to be Chair. As there were no other nominations it was proposed that Cllr French continue as Chair. **All Agreed**  
Cllr French signed the Declaration of acceptance of Office in the presence of the Proper Officer
- 2 Election of Vice Chair** and signing of Declaration of Acceptance of Office  
Cllr Chenery was nominated to be Vice Chair. As there were no other nominations it was proposed that Cllr Chenery continue as Chair. **All Agreed**  
Cllr Chenery signed the Declaration of acceptance of Office in the presence of the Proper Officer
- 3 Present from the Council** Cllr French (Chair)  
Cllr Chenery  
Cllr Horsnell  
Cllr Jenkinson  
Cllr Westover  
Cllr Gray  
Cllr Stansfield  
Cllr Cooke  
A. Besly (Clerk)
- 4 Present from the Public** 4 plus 1 joined during the meeting
- 5 Open Public Forum session**  
One member of the public highlighted that recently there had been an increase of litter on the playing field. It was noted that the council's handyman has recently left and that process was in place to find a replacement. It was also noted that Sonya Exton arranges litter picks and is always looking for volunteers. The member of the public suggested that the Co-op be approached for help as most of the litter had been purchased from there.  
A second member of the public congratulated the Chair and Vice Chair on their appointment and expressed her appreciation for the clear agenda and meeting documents. She also requested that all councillors prepare written reports for publication ahead of meetings so that the public can see what will be discussed. This would also improve the efficiency of meetings and reduce time.
- 6 Apologies for Absence:** Cllr Dempsey-Gray
- 7 Declarations of Interest:** Cllr Jenkinson 26. Non pecuniary interest as a member of Wickham Market Partnership who sponsor the Mens Shed
- 8 Approve the draft minutes** of the Parish Council meeting on 21 March 2022 **Chair**  
It was proposed that the minutes of the Parish Council meeting on 21 March 2022 be signed as a true record. **All Agreed**
- 9 Co-Option of new member:** There was no new member to co-opt **Chair**
- 10 County Councillors Report:** Published on the website, Cllr Nichol was unable to attend **Alexander Nicoll**
- 11 District Councillors Report:** Published on the website, Cllr Poulter was unable to attend **Carol Poulter**
- 12 Chair's Report:** Cllr French reported on the following **Chair**
  - Hopkins Homes new development at Wickham Gate is still in Pettistree and therefore not the responsibility of Wickham Market Parish Council. This will not change until the boundary change request as part of a Community Governance Review is accepted by East Suffolk Council.
  - The Youth Outreach programme is expected to commence in May
  - The Speed Indicator Device (SID) still requires more volunteers to manage it before it can be reinstated.
  - Jubilee flags have been purchased and there is a request for volunteers to help put them up on Sunday 29 May at 9am. This to be circulated on Round Robin
- 13 Clerk's Report** **Clerk**
  - 13.1 Review of 2020-21 Audit investigation** Clerk to give brief report on issues & Costs  
The Clerk reported that the External Audit investigation will be complete by September 2022 and time will be charged to Wickham Market Parish Council at £355 per hour. He requested that Councillors support the changes that are being made to processes and documentation to avoid further investigation costs for 2021-22

### 13.2 Governance: Review & approval of quick reference guide **Conduct at Meetings**

*published*

The clerk highlighted that this is the fifth quick reference guide designed to help councillors understand particular topics without having to read all the legislation themselves. It was proposed that this guide be published on the website under Governance Documentation. **Carried:** Cllrs Westover and Stansfield abstained because they had not read all the meeting documentation. **All other Cllrs agreed.**

### 14 Review and approve Audit Documentation 2021-22

**Clerk**

Cllr French asked if there were any questions regarding the documentation in items 14.1 to 14.7. There were no questions so it was proposed that all documentation in items 14.1 – 14.7 be approved. **Carried:** Cllrs Westover and Stansfield abstained because they had not read all the meeting documentation. **All other Cllrs agreed.**

Cllr French signed the audit documents as Chair

14.1 Review and agree reserves allocation *to be published*

14.2 Review and agree receipts and payments summary *to be published*

14.3 Review and agree Year End Bank Reconciliation *to be published*

14.4 Review and approve Audit Plan *to be published*

14.5 Review and approve Internal Control Statement *to be published*

14.6 Review and agree Annual Governance Statement (AGAR s1) *to be published*

14.7 Review and agree Annual Accounting Statement (AGAR s2) *to be published*

### 15 Proposal to approve existing terms of reference for the following Committees

**Chair**

There was some discussion regarding the recommended updates to the E&L Committee Terms of Reference and whether or not this committee should have delegated financial powers

Meeting closed to allow a member of the public to contribute

A member of the public suggested that for a period of one year, Committees should not have delegated powers. She suggested that historically these delegated powers have been the cause of some audit issues and that the full Council should control expenditure for one year, perhaps meeting monthly to manage this

Meeting reopened

It was noted that several Councillors wanted delegated powers for the E&L Committee and that this Committee had 5 of the current 9 councillors appointed to it. It was also noted that the delegated powers can only be used where expenditure is within the class and value of budget expenditure associated with the E&L committee.

A proposal to maintain full council meetings every other month was made. Although this was not an agenda item for resolution, all councillors agreed.

After some further discussion on the Clerk's recommended changes, A proposal was made to accept the changes to the E7L Terms of Reference, leaving item 6.8 in the document as it stands. **All Agreed**

It was also proposed that the existing F&GP Committee and the new Planning Committee terms of reference are approved as presented. **All Agreed**

15.1 Finance & General Purpose (F&GP) Committee (no change proposed)

15.2 Environment & Leisure (E&L) Committee – *Proposed update to be published*

15.3 Planning Committee *New Terms of Reference proposed to be published*

15.4 Staffing & Personnel Committee *(this is an advisory committee with no delegated powers)*

Meeting closed to allow a member of the public to contribute

With regard to item 6.8 in the E&L Terms of Reference, a member of the public requested that the current progress for the village hall lease be added to the agenda for July.

Meeting reopened. **Action: Clerk to add to July agenda**

### 16 Proposal to appoint members to the following committees

**Chair**

Cllr French reviewed the proposed membership for each committee. It was proposed that the members identified in points 16.1 – 16.5 below are appointed to their respective committees. **All Agreed**

16.1 Finance & General Purpose Committee Cllrs French, Chenery, Cooke & Dempsey-Gray

16.2 Environment & Leisure Committee Cllrs Chenery, Cooke, Jenkinson, Westover, Horsnell plus J Hopps, J Eldridge & S Smith

16.3 Planning Committee Cllrs Jenkinson, French, & Gray

16.4 Staffing and Personnel Committee *(advisory)* Cllrs French, Chenery, Cooke, Horsnell

16.5 Neighbourhood Plan Committee *(advisory)* Cllrs Cooke, Jenkinson, Westover, Stansfield plus R Lewis

There was a question about why the members of working groups and individual representatives were not recorded. The Clerk explained that this was not a statutory requirement for the Annual Meeting and could be reaffirmed at a later date as this agenda was already very full

17 It was proposed that the Chair and Vice Chair be appointed as Ex-Officio members of all Committees and Working Groups with full voting rights. **All Agreed**

**Chair**

- 18** It was proposed that any Councillor who is unable to attend a committee meeting be permitted to nominate another Councillor to attend in their place on a meeting by meeting basis subject to standing Order 4 d) v. **All Agreed** **Chair**

At this point, the Clerk reported that the agenda section for appointing Chairs to standing committees had inadvertently been omitted. As it was not on the agenda, it could not be voted upon. It was agreed that an Extra meeting be convened to cover these appointments together with the decision on quotes for the Village Hall Car Park repairs (item 26) once these have been received.

**19 Proposal for Delegation arrangements to the following committees and Staff** **Chair**

Cllr French reviewed the arrangements outlined in items 19.1 – 19.6 and asked if there were any questions. As there were no questions it was proposed that the delegation arrangements outlined in items 19.1 – 19.6 be approved. **All Agreed**

- 19.1** Finance & General Purpose Committee: Continue with existing delegation for financial approval up to £5,000
- 19.2** Environment and Leisure Committee: To use updated delegation for financial approval up to £5,000
- 19.3** Planning Committee: To use delegation outlined in new Terms of Reference
- 19.4** Staffing & Personnel Committee to continue with existing arrangements as an advisory committee
- 19.5** Neighbourhood Plan Committee to continue with existing arrangements as an advisory committee
- 19.6** Chair and Clerk together to continue with existing delegation for financial approval up to £500

**20 Review and adoption of Governance documents** **Chair**

**20.1** Code of Conduct *to be published*

There was a query on the differences between the Suffolk Code and the new LGA Code. The clerk explained that the new code has been written by the Local Government Association for adoption nationwide. SCC and ESC have adopted it and it is recommended that all local councils also adopt it. Training has been offered but the take up from WMPC was minimal.

It was proposed that the new Code of Conduct be adopted. **All Agreed**

**20.2** Standing Orders *(no change proposed)*

**20.3** Financial Regulations *(no change proposed)*

**20.4** Complaints Procedure *(no change proposed)*

It was proposed that items 20.2 – 20.4 be readopted. **All Agreed**

**20.5** Review of inventory of land and other assets: Asset Register *to be published*

The Clerk presented the latest asset register which is based on documents that were inherited. The granularity is poor and assets should be disaggregated to enable disposals as required. However the overall valuation appears to be reasonable.

Cllr Jenkinson asked why Parish Online was not on the fixed asset schedule. This is a subscription service, not a tangible fixed asset and has never been recorded as a fixed asset. On the basis that the Clerk and Councillors will work on disaggregation, it was proposed to accept the asset register as it stands for March 2022 year end. **All Agreed**

**21 Freedom of Information and Data Protection policies including**

The documents in items 21.1 – 21.4 were reviewed for adoption. It was proposed that the cost per sheet for information in the FOI Publication Scheme be raised to 50p per sheet. **All Agreed**

It was proposed that after this amendment, the documents in 21.1 – 21.4 all be readopted. **All agreed**

**21.1** FOI Publication Scheme *(no change proposed)*

**21.2** Privacy Notices *(no change proposed)*

**21.3** ICO Model Publication Scheme *(no change proposed)*

**21.4** Press and Media Policy *(no change proposed)*

**22 Employment Policies**

The documents in 22.1 – 22.3 were briefly reviewed and there were no questions. It was proposed that all three documents be readopted. **All Agreed**

**22.1** Equality *(no change proposed)*

**22.2** Working From Home *(no change proposed)*

**22.3** Expenses *(no change proposed)*

**23** Confirmation of arrangements for insurance cover in respect of all insurable risks

The Clerk briefly outlined the key insured risks in the current package from Military Mutual and highlighted that Community Action Suffolk who arrange the insurance, have a new underwriter. A new proposal form is required with a larger choice of risks. After some discussion, the following insured risks were proposed:

Employers Liability £10m, Public Liability £10m, Officials Liability £1m, Personal Accident £50k  
Legal Costs £250k, Fidelity Cover £100k, Bier Hut £28k, Money £2k, Asset cover per the  
current asset register. **All Agreed**

**24 Review of the Council's and/or staff subscriptions to other bodies**

The schedule of subscriptions was reviewed and there was a question about what information is received from CPRE. The Clerk will look out for any emails. It was proposed that the schedule be accepted. **All Agreed**

**25 Finance**

**25.1 Current Bank Reconciliation and Payments Schedule for approval *to be published* Clerk**

The Clerk presented the May bank reconciliation for approval. Cllr Jenkinson asked to see the bank statement and reported that the balances had been correctly recorded. It was therefore proposed that the bank reconciliation be approved. **All Agreed**

There is one payment on the payment schedule which is over the Chair/Clerk delegated authority. It was proposed that the membership subscription for SALC of £778.13 be paid.

**All Agreed**

The payment schedule of £6,027.12 was shown on screen omitting salaries. This is to be circulated to councillors

**26 Review and agreement for Village Hall Car Park repairs (if quotes have been received ahead of the meeting) Clerk**

As only one quote has been received, this agenda item is not required. Cllr Westover queried the precise work specification and was advised that the three contractors were given a general specification and asked to provide a solution as they are experts in their field.

**27 Review and agree schedule of meetings for ordinary council and standing committees *to be published* Chair**

It was proposed that the schedule of meetings be approved. **All Agreed**

It was recognised that the Annual Parish Meeting date 2023 needs to be agreed and that as 2023 is an election year, the Annual Meeting of the Parish Council will need to be after Election Day

**28 Community Choir – report on progress**

Cllr Gray reported that the Community Choir is awaiting grant support from East Suffolk Boost Grant Scheme - Mentally Healthy Communities. Bookings for the venue and Choir Master have been provisionally made and advertising is prepared

**Cllr Dempsey  
Gray**

**29 Mens Shed – support from Parish Council**

**Chair**

The Parish Council do support the Mens Shed project in terms of providing space. Unfortunately at this stage the Council cannot provide security of tenure but is happy to consider some form of simple agreement

**30 Review Anglian Energy Planning Alliance (APEA) proposed letter to the Secretary of State for Business, Kwasi Kwarteng, supported by stopsizwellc.org. Wickham Market Parish Council need to vote on whether to add their name or not *Draft letter to be published***

This agenda point has now expired as the letter to Kwasi Kwarteng has been delivered. There should therefore be no further discussion. Cllr Westover clarified that the letter had been sent on 9th May.

However, there was an off-agenda discussion on Sizewell related topics. As these issues were not published on the agenda, the Council cannot lawfully either make decisions or agree actions. These minutes record decisions and actions, therefore the discussion was not recorded

**31 Date of next meeting: 18 July 2022**

Signed.

Cllr Ivor French, Chair.

Date.

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