

11 Sizewell C Working Group Report. Was Circulated

Cllr Westover requested that the Clerk continue to be the key point of contact for SZC matters and explained that during 2021 this role was critical in providing the link between Councillors and both EDF and PINS.

Cllr Jenkinson supported this approach and also described the important role that the Clerk undertook in coordinating the various matter. It was proposed by Cllr French that Cllr Westover could contact EDF and SCC/ESC but that the role would revert to the Clerk in due course. Cllr Westover agreed to undertake liaison for the present time.

12 Environment and Leisure [E&L] Committee Report: Was circulated. In addition to the Written report, Cllr Westover highlighted the following:

- The Markets group needs more volunteers to help the E&L Committee organise and grow the market. Cllr Westover will continue to update Facebook. The summer and winter market dates need to be agreed in the next couple of months.
- The trees on the Hill have been reported as dangerous to Norse. However, as the area is owned by East Suffolk Council, the issues should be reported to the council not just their contractor. Cllr Westover has agreed to follow this up with the Norse manager and will copy any emails to ESC Asset Management too.. **Action: Cllr Westover**
- There has been a meeting at the Cemetery to including a discussion with Norse regarding rabbit control
- Paddock Grazing was discussed and and it was agreed that grazing can add other issues. It was therefore proposed that it is left ungrazed and is cut three times per year to keep it tidy. **All Agreed**
- Queens Platinum Jubilee was discussed and Cllr Westover made a request for two Cllrs to lead a working group with representatives from other parish organisations. No one volunteered. Cllr Jenkinson advised he would be involved on behalf of Wickham Market Partnership

13 Neighbourhood Plan Committee Report: Has been circulated

Cllr Jenkinson reported that there were several minor corrections to be made to the report before submission and that the Committee have an update meeting on 19 January

14 Planning Committee Report: Cllr French requested at least one more volunteer to join the Committee. There were no volunteers. There is a meeting on 24 January to discuss 3 applications including a revision from Hopkins Homes for which details are not yet available from East Suffolk

15 Finance & General Purpose [F&GP] Committee Report has been circulated. Cllr Chenery also reported

- That a new Grant Awarding policy was approved by the F&GP Committee and asked the Full Council to adopt it at the next meeting.
- The red triangle Bowls club have been awarded £500 from Wickham Market and £600 from Cllr Nicoll

16 Review proposed updates to Environment and Leisure committee terms of reference with a view to approval. This was deferred to the next meeting as the updates had not been circulated

17 Appoint new members to Environment and Leisure Committee: Non-Councillors Shane Smith and John Eldridge plus Cllr French as an Ex-Officio member

Resolved It was proposed that the new members be confirmed. **All Agreed.**

18 Appoint new members to Finance and General Purpose Committee. Cllr French reported that as there are only three members on this Committee, meetings have had to be abandoned through not being quorate. He asked for volunteers to join the Committee. No one volunteered

19 Finance Report – Focussed on the budget, item 20

20 Review and approve draft budget including Precept and Reserves Report has been circulated

- It was highlighted that an additional cost of £2,250 was required for the Pightle and extra costs for cutting the paddock. The Clerk advised that there was sufficient excess of budget receipts over payments for funds to be spent on these exercises. He emphasised that the creation of a budget is not authority to spent and that Financial Regulations and Standing Orders must be adhered to regarding expenditure and contracts particularly relating to value for money (Financial Regulations s10).
- The Village Hall Grant was discussed at great length and again the Clerk advised that regulations should be adhered to particularly relating to transparency, so that the Council can show exactly what public funds are being spent on. It was proposed that a grant of £3,500 be conditionally approved pending satisfactory supporting documentation from the Village Hall CIO. **All agreed. Action: Clerk** to request appropriate documentation.
- It was proposed that the budget be approved as presented together with a precept of £75,118. **All Agreed. Action: Clerk** to apply for the Precept

At this point the Chair proposed that Standing Orders be suspended in order for the remaining business to be completed. **All agreed**

21 Appoint Internal Auditors

Resolved It was proposed that Heelis and Lodge be appointed as internal Auditors. **All Agreed.**

22 Progress Updates on

22.1 Village Hall Lease

DRAFT MINUTES

Cllr Chenery reported that further amendments were being made at the request of Phillip Tallent. The Clerk reported that he was getting independent advice regarding the relationship between the Parish Council and the Village Hall CIO and would prepare a one page brief suitable for publication to explain how this works, highlighting the benefits and safeguards.

22.2 Casual Vacancies

Cllr French reported that there were still three councillor vacancies. As there have been no suggestions for text for an advert requested at the November meeting, he agreed to provide some text highlighting the work of the Council and the benefits of becoming involved. This can then be circulated to the community via all communication means including Round Robin, Facebook, working groups and Community groups.

It was suggested that Community Action Suffolk be approached to add this to their volunteer page, but no one took an action to do this

22.3 Quiet Lanes

Cllr French reported that the project is still moving forward. He had received a request for Walnut Lane to be included but like Chapel Lane, it is the responsibility of Pettistree to move this forward to wave 4

22.4 Village Hall Play Area, equipment and resurfacing

Cllr French will contact Cllr Cooke to better understand the activity to date

22.5 Village Sign

- Cllr Horsnell reported that the work is with contractors for completion as soon as schedules will allow.
- He also reported that the Village hall CIO have obtained a grant to install Wifi in the hall and that a structural survey is being completed. He was advised that the Village Hall CIO will require permission from the Parish Council to make any alterations.

22.6 Village Hall Car Park

It was reported that Cllr Gray was experiencing difficulty with getting contractors interested in such a small job. The council asked for Cllr Gray to give some advice or suggestions on the way forward

23 Climate Change, agree WMPC response.

- It was proposed that a committee or working group reporting to the full Council should be set up to address the situation locally. **All Agreed**
- It was proposed that Cllr Dempsey-Gray lead the group and bring in members as required. Cllrs Chenery and Stansfield volunteered to be part of the group. **All agreed**
- A budget to be agreed would be available for the Committee to spend upon request to the Council.

24 Date of next meeting: Monday 21 March 2022

CONFIDENTIAL ITEMS. Details are recorded in Confidential Minutes.

25 Exempt/Confidential Items It was recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act. **All Agreed.** There were no members of the public to be asked to leave

26 Review and approval of responses to External Auditors

Cllr French outlined the situation with the challenges to the External Audit and thanked the Clerk for the work he has done to provide the auditors with the evidence requested.

The Clerk explained that there were challenges to the assertions on the Annual Governance and Accounting Return (AGAR) for 2020-21 and that there were two documents that the auditors required.

- Evidence that Wickham Market Parish Council met the requirements laid out in the Practitioners Guide
- Evidence that Wickham Market Parish Council recorded and approved payment schedules and bank reconciliations at their bi-monthly meetings

The Clerk has prepared the two documents and now required the full council approval to submit them to PKF Littlejohn. These documents will remain confidential until the audit completion certificate is issued. At this point, they may be made available for public review after actual pay details have been redacted

It was proposed that these documents be submitted. **All Agreed**

Signed.

Cllr Ivor French, Chair.

Date.

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