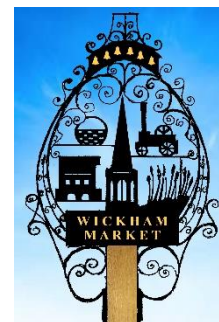


WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH



MINUTES of the meeting of Wickham Market Parish Council held on Monday 18 July 2022 at 19:00

- 1 **Present from the Council:** Cllr French (Chair)
Cllr Chenery (Vice Chair)
Cllr Horsnell
Cllr Cooke
Cllr Jenkinson
Cllr Westover
Cllr Dempsey-Gray
A. Besly (Clerk)
- 2 **Present from the Public:** Three plus one joined at 19:40
- 3 **Open Public Forum session** (3 minutes per person):
- 4 **Apologies for Absence:** Cllr Gray
Cllr Stansfield
Cllr Poulter (East Suffolk Council) [E.S.C.]
Cllr Nicoll (Suffolk County Council) [S.C.C.]
- 5 **Declarations of Interest:** None to the points on the agenda
- 6 **Approve the draft minutes of:** 16 May Annual Meeting and 13 June Extra Meeting

For point 16.5, Cllr Jenkinson pointed out that the Neighbourhood Plan committee acted as a fully delegated committee. It was agreed that the status should be reviewed and agreed at the next meeting. *[Post meeting note: the NP Terms of Reference do not appear to cover a fully delegated Committee and should also be reviewed]*

For point 20.5, Councillor Jenkinson felt that the comment reflected poorly on him

For point 30, Councillor Westover insisted that the discussion she led was relevant to the specific point about adding WMPC name to the letter to Kwasi Kwarteng. clarified that the letter had been sent on 9th May.

Cllr Westover asked for agreement for the Sizewell C Working Group representatives to continue to attend APEA meetings. As there has been no change in the Working Group's remit, the existing arrangement for the members to attend meetings remains in place.

It was proposed that the Chair sign the Minutes of 16 May as an accurate record. There was a vote **All Agreed except Cllr Westover who disagreed.** Cllr Jenkinson agreed based on the review of the NP Committee status

It was proposed that the Chair sign the Minutes of 13 June as an accurate record. **All Agreed except Cllr Westover who abstained** as she did not attend on 13 June
- 7 **Co-Option of new member:** No new members to co-opt **Chair**
- 8 **Suffolk County Councillor's Report (SCC):** None Received **Cllr Nicoll (SCC)**
- 9 **East Suffolk District Councillor's Report (ESC):** Circulated **Cllr Poulter (ESC)**

There was a question about news that Wickham Market had been dropped from the Wi-Fi rollout. Cllr French to confirm

Cllrs Jenkinson and Westover with Ray Lewis will meet to respond on local housing clusters survey
- 10 **Chair's Report:** Published **Chair**

It was noted that if the Boundary Change goes ahead and the Neighbourhood Plan is accepted, Wickham Market could expect to receive 25% of the CIL money available.

Young Adults: Cllr Westover suggested tree planting as an outdoor activity. Litter picking was also suggested

Cllr Jenkinson asked for the minutes to record thanks to Cllr French for his work in getting the Young Adults Group started
- 11 **Clerk's Report:** Published **Clerk**

There was a request for the Clerk to send reports by email rather than only publishing them on the website. This is to help Councillors save reports on their own computers

for viewing when an internet connection is not available. *[Post meeting note: this may be contrary to advice from the Information Commissioner. Clerk to investigate]*

12 Guest Speaker from the youth football club

Richard Caley

Richard Caley had provided some background information which had been circulated. He offered to work together to overcome antisocial behaviour. He presented four key items:

1. The lease expires in August and any new lease between the PC and SCC should include sporting activity and the ability to sub lease to the football club.
2. The club has 220 children and is running out of pitch space. 8 teams play on the Wickham Market space with 4 at Rendlesham and 3 at Sutton. Cllr Jenkinson reported that the landowner to the west had been asked as part of the Neighbourhood Plan but had declined
3. There have previously been complaints about parking which the club are trying to manage by parking in the school. They could extend onsite parking but would prefer not to move the bund. Another option is to use the triangle field.
4. Future ideas include
 - An area of all-weather surface with lighting for winter training.
 - Would be happy to consider a multisport share perhaps with the tennis club.
 - Would be happy to work with the PC should there be any plans for sports facilities to be developed.
 - The Club may have access to funding that the Council does not. E.g. Football Association

Richard would be happy to host a site meeting to better explain the issues

13 Giving Community, Wickham Market Proposals for the following support from the Parish **Anna O'Neill**

Council in response to requests from Anna O'Neill (email Circulated). A report from Anna on the Giving Community progress has been published

Anna reported that she had lots of interest in a community allotment and that the organisation have all the appropriate policies and insurance. The charity status has been delayed through an administration change requiring the process to be restarted, which happened recently. The allotment lead person is experienced in managing an allotment and the organisation would need some accessible plots. She plans to charge her allotment group members £10pa to cover tools and seeds. The tenancy agreement would be with Anna on behalf of the organisation. Anna is looking for a used shed for the plot

13.1 It was proposed that the allotment fees be waived for the first year for the Giving community and reviewed annually. **All agreed**

13.2 It was proposed that the Chair and Clerk should use their delegated authority to fund the cost of a used shed once Anna has located one. **All Agreed**

13.3 After taking advice, the Clerk reported that the Council could not help with the management of Giving Community funds and grants unless it became a Committee of the Parish Council. It was agreed that this was not an appropriate way forward

14 Agree intention for security of tenure for men's shed

Chair

It was proposed that the Parish Council formally express its intention to provide the Men's Shed security of tenure once the leases are resolved. Until that time the Men's Shed may occupy some of the former archive centre space. **All Agreed**

15 Review of Working Groups and Representatives: Published

Chair

There are some amendments to be made. This is a living information document so amendments can be made to representatives and working groups at any time without the need for a council resolution.

- Shane Smith will be removed as Simons Cross Allotment manager
- The Speed Watch group should have a council representative
- John Horsnell offered to re-join the Traffic and Parking working group

It was proposed that the document be published with the above changes. **All Agreed.**
Action, Clerk

16 Consider a proposal to delegate authority to the Clerk to respond to non-contentious planning applications (non-contentions meaning that the members of the planning committee do not feel a meeting is necessary)

After some discussion it was decided not to provide the Clerk with this delegated authority. However, recognising that there are only three people on this committee, it was proposed that Cllr Westover be appointed to the committee. **All Agreed**

At this point the meeting had run for 2 hours so the Chair proposed that standing order 3) x. be suspended to allow further business to be transacted

- 17 Consider a WMPC communication policy and sources of communication.** A bimonthly **Cllr Dempsey-Gray** news sheet is proposed to be delivered to all households
 There was a suggestion that the PC could provide an insert to Community News however, it was felt that the PC should have a direct communication method. The clerk will obtain estimated costs. **Action, Clerk**
[Post meeting note: Royal Mail Delivery costs to every household in IP13 0xx is £200 per delivery which includes 2,057 households and includes surrounding villages of Pettistree, Dallinghoo, Hacheston, Campsea Ash, Marlesford & Little Glemham. Printing costs for A5 newsletter is: 4 page £113, 8 page £326, 12 Page £364]
- 18 Climate Change:** Update **Cllr Dempsey-Gray**
 Cllr Dempsey-Gray proposed a coffee morning with Councillors to improve communication and increase discussion. Initially at Café 46 as a trial on Wednesday mornings. **All Agreed**
- 19 Review of Governance Documents:** Drafts Published **Clerk**
 It was proposed that all three governance documents below be adopted and published. **All Agreed. Action, Clerk**
- 19.1** Data Protection Policy
19.2 Safeguarding Policy
19.3 Working with Volunteers policy
- 20 Finance Report:** Published **Clerk**
- 20.1 Approval** for Return of unused Neighbourhood Plan grant from Groundwork UK
 It was proposed that the Clerk complete the end of grant report and be given authority to return the underspend if requested to do so. **All Agreed. Action, Clerk**
- 20.2 Approval** of invoices above Chair & Clerk delegated authority
 Riverside Engineering £1,722.00
 Baldwins Crane hire £1,965.60
 It was proposed that the above two invoices be approved for payment. **All agreed**
- 20.4 Approval** of Annual jet wash for Children's Play area
 It was proposed that the Clerk be given approval to arrange for the Children's play equipment and seating to be jet washed annually each Spring. **All Agreed. Action, Clerk**
- 20.5 Approval** of CIL (Community Infrastructure Levy) Report: Published
 The Clerk outlined the expenditure that CIL funds could be spent on. It was noted that this differed from the Neighbourhood plan. It was proposed that the CIL report for 2021-22 be signed and published. **All agreed. Action, Clerk**
- 21 Markets Report:** None Received **Cllr Westover**
 Cllr Westover had circulated notes to Councillors but would not allow them to be published. She verbally presented her notes to the meeting including:
- Summer Market promotion costs of £295 which Cllr Poulter (ESC) has offered to cover.
 - Summer Market poster for approval and publication
 - 24 Stalls so far
 - Request for help with set up
 - Request to close the road to the north of the Hill. Cllr Chenery agreed to check
 - Request to arrange for parking suspension on the Hill Car Park to allow space for the Market
 - Request for Free Parking in Long Stay car park, Cllr French to request
 - Check with Football Club regarding Village Hall car park, Cllr French to check
- 22 Finance and General Purpose Committee Report:** None Received **Cllr Chenery**
 Cllr Chenery reported that much of the F&GP meeting consisted of reviewing documents ahead of the Full Council meeting. However, there were two grants approved:
- Village Hall £2,393 which does not include Asbestos removal
 - Disability Advice Service £250
- In addition a 50% prepayment to the Car Park Repair contractor of £4,375 plus VAT was approved should the contractor require it
- 23 Environment and Leisure Committee Report:** Published **Chair**
 Cllr Westover also provided information on the locations of the assets associated with the new burdens funding
- 23.1 Appoint a Chair** for the E & L Committee

Cllr French offered to continue to Chair the E&L Committee but needs members to step up to the work required. It was proposed that Cllr French be appointed Chair of the E&L Committee. **All Agreed**

24 Cemetery Report: None Received

Cllr Westover

- Cllr Westover reported that she was organising a Cemetery Working Group meeting with Norse to review Autumn works.
- The Cemetery regulations need to be finalised and Cllr Westover will send her latest comments to the Clerk. **Action, Cllr Westover**
- It was noted that there are several graves older than 6 months which have not yet been levelled for ease of maintenance

25 Sizewell C Working Group Report: Circulated and published

Cllr Stansfield

Cllr Westover reported on:

- The large amount of documentation that needs to be absorbed including publicising decisions
- Applications for compensatory wetland habitat
- Park and Ride at Bentwaters has now been replaced by the existing Park and Ride at Martlesham

26 Date of next meeting: Monday 1 August 2022 Extra

Meeting Closed at 22:36

Signed.

Cllr Ivor French, Chair.

Date.

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