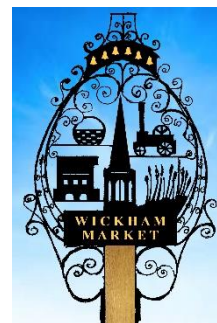


WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH



MINUTES of the meeting of Wickham Market Parish Council held on Monday 20 March 2023 at 19:00

1 Present from the Council: Cllr Chenery (Chair)

Cllr Cooke

Cllr Dempsey-Gray

Cllr Gray

Cllr Horsnell

Cllr Stansfield

Cllr Westover

Cllr Nicoll (Suffolk County Council) [S.C.C.]

Cllr Poulter (East Suffolk Council) [E.S.C.]

A. Besly (Clerk)

2 Present from the Public: 1

3 Open Public Forum session (3 minutes per person):

One member of the public raised three points:

- It was suggested that the council reflects on the 2019 elections where 13 councillors were elected. There are no elected women on the council at this time. The chair responded that we are very aware of the imbalance between men and women on the council and were trying to encourage women to join.
- Regarding the village hall, facts were requested such as: why is the council giving money to the village hall management committee. It was noted that there is a need for a better village hall and services. This member of the public was very upset about the poor village hall. The chair responded that the parish council and the village hall management committee are meeting to identify the best way forward for providing better facilities.
- Regarding the local code of conducts, it was strongly suggested but there are Councillors who have not declared their pecuniary interests. The member of the public left the room before the chair could respond.

4 Apologies for Absence: Cllr French

Cllr Jenkinson

5 Declarations of Interest in items on the agenda: None in items on the agenda

6 Proposal to approve the draft minutes of: 16 January, extra meetings 25 January and 1 February

It was proposed that the draft minutes of 16 January, extra meetings 25 January and 1 February be approved and signed by the Chair of these meetings. **One abstained** as they were not present **remaining Councillors Agreed**

7 Co-option of new councillor:

Councillor Chenery introduced John Day, who has applied to join the Parish Council. He signed his declaration of acceptance of office in the presence of the Clerk and was Co-opted immediately.

8 Suffolk County Councillor's Report (SCC):

Councillor Nicoll reported the following:

Planning: He noted that planning has been approved for 55 houses behind the Riduna Park in Melton on the flood plain despite objections. A further 75 houses have been approved in Rendlesham, 65 in Eyke in addition to the developments in Wickham market. His concern is that the highways infrastructure is not suitable for the increase in usage.

He expressed his concern over the poor state of the bus and rail network highlighting that there is too much red tape for commercial operators to join the bus network. He is also concerned that EDF will require bus drivers for their park and ride facilities and are likely to poach existing drivers from local companies.

He highlighted a complaint that he had received regarding the flooded footpath between Wickham Gate and Wickham Market, he has sent papers to highways as the path has not been improved as required

9 East Suffolk District Councillor's Report (ESC): Published

Councillor Poulter noted the following:

East Suffolk Council have taken on the Katch bus service and have funded £5k of driver training. There are plans to introduce additional stops in Parham and Hacheston.

She noted that ESC had a new CEO Chris Bally and that she had asked him to meet two people:

On behalf of Wickham Market, Dick Jenkinson showed him the Archive Centre and explained the plans to move it.

On behalf of Marlesford, Richard Cooper explained the issues on the A12, the lack of a four village bypass and the southern park and ride which will significantly increase the volumes of traffic.

Then followed a discussion regarding the Katch bus service and at 19:42 Councillor s Nicoll and Poulter left the meeting

10 Chair's Report: Published.

Councillor Chenery reported that the speed indicator device on the Deben bridge by Rackhams was broken. Suffolk County Council will remove it. Councillor Chenery will apply for a dedicated post for our own speed indicator device

11 Clerk's Report: Published. The following were noted

- The external audit report is expected to be completed this week.
- It was suggested that a group be formed to propose ways of spending the towns initiative grant. The preference was for all Councillor s to discuss. The clerk will add this to the April agenda.
- It was noted that a working group would be required to define the new grounds maintenance contract. This should be discussed at the next Environment and Leisure committee meeting..

Clerk

Clerk

12 Election briefing: The clerk outlined the election nomination form process and offered to collect them all from councillors and deliver them to ESC on 31st of March.

Post meeting note: the Clerk was unable to get an appointment on the 31st of March and will now deliver election nomination forms at 11:30 on the 29th of March

13 Finance Report: Published: There were no questions

13.1 Bank Reconciliation and summary of reserves: Published There were no questions

13.2 Financial Summary: Published There were no questions

13.3 Proposal to approve payments requiring full council authorisation

- **Norse cemetery contract:** Mandate to spend requested: £7,300 plus VAT. **Approved. All Agreed**
- **Newsletter No 2:** Mandate to spend requested: Delivery £200 Printing up to £600 **Approved. All Agreed**
- **Coronation Event Marquee Hire:** Mandate to spend up to £700 requested. **Approved. All Agreed**
- **Kompan replacement slide costs.** This is proprietary equipment. The damage increases risk of injury. Supply and fit: £5,054, Supply only: £3,422 both plus VAT. **Supply and fit cost of £5,054 Approved. All Agreed. Post Meeting Note: This is likely to be covered by the insurance with a £250 excess**

13.4 Proposal to approve a grant application from Good Neighbours **Circulated**
Grant of £150 approved. **All Agreed**

14 Governance:

14.1 Proposal to approve 2023 Risk assessment: Published This document was approved pending two minor textual amendments in the cemetery line. **All Agreed**

14.2 Proposal to approve 2023 review of internal controls: Published This document was approved pending a minor textual amendment to cover electronic payments in the Payments paragraph. **All Agreed**

14.3 Proposal to appoint Heelis & Lodge as internal auditors. All Agreed

14.4 Proposal to set up dedicated council email accounts and domain name for the new Council in May 2023. All Agreed

14.5 Proposal to approve for publication Quick Reference Guide 7, Spending Public Money. This document was approved pending the addition of a simple payment approval example. All Agreed

15 Proposal to continue with Norse for one more year: Published

Because of the urgent need to agree grounds maintenance work, this proposal was approved. **All Agreed**

16 Report on storage and men's shed: Within Clerk's report

Clerk

Clerk

Clerk

Clerk

- 16.1 **Proposal to increase grant** to Wickham Market Partnership for relocation of the Archives Centre. [Circulated](#). Approved. **All Agreed**
- 17 **Climate Action Report:** [Published](#)
 There was a discussion around the thermal imaging camera and the information it provides.
 There was a request for more volunteers to help manage the Coronation Event. Please **All** come to the meetings!
 There was a request for free parking for the event. The Clerk will request from parking **Clerk** services
- 18 **Update on Walks leaflets**
 Councillor Westover gave an update on the walks leaflets and highlighted that funding would be required to get the artwork updated
- 19 **Finance and General Purpose Committee Report:** [Published](#). There were no questions
- 20 **Environment and Leisure [E&L] Committee Report:** [Minutes are Published](#)
- 21 **Proposal to increase Cemetery prices:** [Published](#)
 This proposal was discussed at length. Recognising that the cemetery makes a **Clerk** significant loss and that the aim is to bring it to a neutral cost, these price increases were approved. **All Agreed**
- 22 **Agree what to do with Roman Hoard:** [Email 7 March refers - circulated](#) **Clerk**
 It was agreed to ask the Archive Centre if they would like this
- 23 **Proposal for War Graves** signage at the Cemetery: [Email 2 March refers - circulated](#) **Cllr Westover**
 Approved. **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. **All Agreed**
- 24 **WMPC response** to the Neighbourhood Plan Reviewer's Clarification Note. Still under review
- 25 **Proposal to add PC Name to revised ESC Inquiry local Plan:** [Minutes 16 Jan: item 18 refers. Revised letter circulated](#)
 It was agreed that Cllr Stansfield will recirculate the letter. Email approval to be sent **All** back to the Clerk. If the Clerk received a majority of councillors (ie 6) wishing to endorse the letter he will contact Klaus to confirm.
- 26 **Proposal to discontinue membership** of Rural/Market Town group: [Email 9 March refers](#)
 Approved. **All Agreed**
- 27 **Proposal from Klaus Fortmann** (Campsea Ashe Clerk) to share information on social media between our two parishes: To be reviewed in the future
- 28 **Proposal to add an Extra Ordinary** meeting in April meeting to approve accounts **Clerk**
 Approved. **All Agreed**
- 29 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
 Approved. **All Agreed**
- 30 **Confidential:** Proposal to agree the Clerk's annual salary review.
 Staffing and Personnel Committee have made a recommendation.
 The Staffing and Personnel Committee presented their recommendation together with their rationale. It was proposed that the Clerk's salary proposal be accepted.
 Approved. **All Agreed**
 The salary details are recorded in the confidential minutes
- 31 **Date of next meeting:** Monday 24 April 2023
- 32 **Time permitting:** Open discussion regarding SZC newsletter
 There was a general discussion which culminated in two suggestions:
- Local parishes need to get together with local authorities to approach Sizewell C issues
 - Further discussion should take place in the new council with specific proposals and requests

Meeting Closed at 21.45

Signed.

Cllr David Chenery, Chair.

Date.

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