

WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH



MINUTES of the meeting of Wickham Market Parish Council held on Monday 21 March 2022 at 19:00

- 1 Present from the Council:** Cllr French (Chair)
Cllr Chenery (Vice Chair)
Cllr Horsnell
Cllr Cooke
Cllr Stansfield
Cllr Dempsey-Gray
A. Besly (Clerk)
- 2 Present from the Public:** None
- 3 Open Public Forum session** None
- 4 Apologies for Absence:** Cllr Gray
Cllr Jenkinson
Cllr Westover
Cllr Poulter (East Suffolk Council) [E.S.C.]
Cllr Nobbs was absent and offered no apologies
Cllr Nicoll (Suffolk County Council) [S.C.C.] did not attend
- Absence with no Apologies** Cllr Nobbs was absent and offered no apologies
Cllr Nicoll (Suffolk County Council) [S.C.C.] did not attend
- 5 Declarations of Interest:**
Cllr Horsnell non pecuniary interests Item 27.2. Member of the Village Hall Steering Group
- 6 Approve the draft minutes** of the Parish Council meeting of 17 January 2022
It was proposed that the draft minutes of 17 January be approved as a correct record. **All Agreed**
- 7 Co-Option of new members**
Cllr French reported that Barbara Hercliffe was scheduled to be co-opted but was unable to attend. Her co-option will now be on the May agenda
- 8 County Councillors Report:** No report received
- 9 District Councillors Report:** Report circulated. There were no questions
- 10 Chair's Report**
Cllr French reported that:
- Crown Lane lighting is still being pursued as a matter of urgency
 - Handyman has relocated the Village Hall dog waste bin away from the flooded area
 - The council noticeboard perspex is being replaced with new acrylic panels
- He proposed that the Hill be decorated for the Jubilee with alternate Jubilee and Union flags together with Union bunting in the Plane trees. **All Agreed**
- 11 Approval requested to support Antisocial Behaviour youth work**
Cllr French reported that a Grant had been applied for to support a youth outreach programme from Framlingham, Wickham Market and Villages Community Partnership. This would partially support two professional youth workers for one evening per week. It was proposed that the Parish Council support this initiative and make up any funding deficit from other grants or the Council's own budget. **All Agreed**
- 12 Clerk's Report:** Was circulated. There were no questions. The Clerk provided a brief demonstration of the new Excel based cash book recording and reporting system
- 13 Finance**
- 13.1 Finance & General Purpose Committee Report:** Circulated, there were no questions
Cllr Chenery highlight that there were still only 3 members of the F&GP Committee which was not sustainable. There were no volunteers to join the committee. It was suggested that a substitute system be agreed at the May meeting should a member not be able to attend a committee meeting. **Action: Clerk to add this to the May agenda**
- 13.2 Finance Report:** Circulated, there were no questions
- 13.3 Bank Reconciliation and Payments Schedule for approval:** Circulated.
- A question was raised over the Doyle Electrical payment of £285.12. Cllr French explained the work required on the Hill to make the Christmas lights work.
 - It was proposed that the Norse payment of £8,640 for Cemetery maintenance be approved. **All Agreed**
 - It was proposed that the Bank Reconciliation, Payments Schedule and Finance Report be approved. **All agreed**
- 13.4 Insurance Cover:** The Clerk briefly described the insurance cover which includes £10m Employers and Public Liability cover and £100k Fidelity cover. It was proposed that this be agreed as adequate for the financial year. **All Agreed**

14 Governance: Quick reference guides. It was proposed that all four Quick Reference guides be approved as circulated and published on the website. **All Agreed. Action: Clerk to publish**

14.1 Role of the Clerk - Circulated

14.2 Agendas and minutes - Circulated

14.3 Value for Money - Circulated

14.4 New Councillors Guide - Circulated

15 WMPC Governance Review - Circulated. All the documents referred to in 15.1 – 15.10 have been either circulated or links provided. It was proposed that all these documents be approved for adoption by the council. **All Agreed.**

Action: Clerk to redate all documents and publish.

Councillors were requested to review the asset register for accuracy and feed back any comments to the Clerk.

Action: All

15.1 Standing Orders (based on NALC model 2020)

15.2 Financial Regulations (Amendments adopted in November)

15.3 Asset Register

15.4 Complaints Procedure (no change proposed)

15.5 Press and Media Policy (New, based on NALC Template) - Circulated

15.6 Code of Conduct (No changes proposed. New Code for review May)

15.7 Expenses Policy (New, based on other quality councils) - Circulated

Freedom of Information policies including

15.8 FOI Publication Scheme (no change proposed)

15.9 Privacy Notices (no change proposed)

15.10 ICO Model Publication Scheme (New, Publication from ICO - Circulated)

16 Environment & Leisure committee terms of reference Updates to review for approval

The Clerk highlighted three minor changes to the existing document. It was proposed that the changes be approved. **All Agreed. Action: Clerk** to make changes, re date and republish

17 Agree arrangements, date and format for the Annual Parish Meeting. Cllr French is working with village hall bookings to find an appropriate date for the Council to hold the APM in the main hall. It was proposed that Cllr French be given delegated authority to agree this date and advise the council. **All Agreed**

18 Planning Committee Report and request for new members

Cllr French provided a brief overview of applications recently received. It was noted that the planning committee has only 3 active members which is not sustainable and has caused the cancellation of the last meeting rendering the Parish Council unable to respond to two applications. Like the F&GP Committee, it was suggested that a substitute system be agreed at the May meeting should a member not be able to attend a committee meeting. **Action: Clerk** to add this to the May agenda.

Cllr French agreed to write to Cllr Nobbs to understand his intentions. **Action: Cllr French**

19 Community Speedwatch: Proposal to form a team to manage the vehicle activated sign

After a protracted discussion, no councillors volunteered to try and set up a group to manage the existing speed indicator equipment. It was agreed however, that the council would like to see a Speedwatch group formed. To encourage this the following actions were proposed and agreed:

- The Clerk will draft a note requesting members to join a group which will explain what is required from members and how it could benefit the Parish. **Action: Clerk.** Once agreed, this will be:
- Circulated on Round Robin. **Action: Clerk**
- Posted on Next Door. **Action: Cllr Stansfield**
- Posted on various notice boards around the village. **Action: Clerk**

At this point Cllr French proposed that Standing Order 2 w be temporarily suspended to allow the business to be completed. **All Agreed**

20 Sizewell C Working Group Report.

After a protracted discussion regarding the suitability of the mitigations offered by NMB Generation Company (SZC) Limited the following was proposed:

1. Ask Steve Merry, the Transport Policy and Development Manager for more meeting options for the full Parish Council to meet with him and East Suffolk and Suffolk County Councils to discuss the traffic consultation face to face preferably in the evening. **All Agreed. Action: Cllr French**
2. Tell Tom McGarry and Andy Mower, Community Relations Manager, Sizewell C, to postpone the planned meeting on 4 April until after the meeting with Steve Merry **All Agreed. Action: Cllr French**

21 Approval to sign Sizewell Deed of Covenant (DoC): The Clerk has spoken to the lawyer who was involved in writing this and produced a brief: circulated. Andy Mower has agreed to meet if the council want further clarification. For information, Leiston Town Council have agreed to sign their DoC

It was proposed to delay the signing of the Deed of Covenant (DoC) until after the meetings in point 20 had taken place. **All Agreed.**

It was noted that the Parish Councill representative referred to in the DoC for liaison with the Transport Co-ordinator could be a very busy and stressful role as it is the contact point for all residents in the village

22 Neighbourhood Plan Committee Report: No report

23 Community Governance review – Proposal to respond regarding the boundary change

It was proposed that Cllr French respond to this review on the basis of the proposed boundary change only, highlighting the public petition and Pettistree Parish Council support the change. **All Agreed. Action: Cllr French**

24 Environment and Leisure [E&L] Committee Report: Circulated

It was noted that item 3 on the report was incorrectly stated that **“Clerk is not content with the continuing work of Norse (as per 2021) and requires other quotes.”** But the fact is that it is Wickham Market Parish Council Financial Regulation 11.1 g that requires three quotes.

It was also noted that Cllr Westover has resigned as Chair of the Environmental and Leisure Committee but remains a member of both the Council and the E&L Committee

25 Approval required to sign market licenses – Circulated

These are two documents which agree a licence to occupy parts of the Hill that are owned by ESC for the purposes of holding markets. It was proposed that these should both be signed and payment made. **All Agreed. Action: Clerk** to progress

26 Climate Change Report: Circulated

It was proposed that Cllr Dempsey-Gray progress the recommendations she has made in the report. **All Agreed. Action: Cllr Dempsey-Gray**

27 Progress Updates

27.1 Village Hall Lease: Cllr Chenery reported that the parties are getting closer to agreement. It was noted that:

- There is a requirement for the Parish Council to sub let part of the building for its own use
- There is a need to be able to explain to parishioners what funds the CIO have access to that the Parish Council don't. **Action: Clerk to clarify**

Action: Cllr Chenery will set up a meeting with Philip Tallent

27.2 VH Improvements: PC agreement for Wi-Fi installation and Asbestos removal. It was proposed that the Village Hall CIO be given permission for Wi-Fi installation and the removal of asbestos and make good. **All Agreed. Action: Cllr French** to advise the VH CIO

27.3 Casual Vacancies. The difficulty in attraction parishioners to the Council was noted. Cllr French will continue to advertise. **Action: Cllr French**

27.4 Quiet Lanes: Cllr French reported that Wave 1 & 2 are in progress with Wave 3 (including Wickham Market) to take place in Autumn 2022. Applicants for Wave 4 may be required to pay a fee

27.5 Village Hall Play Area: There are priorities agreed at the E&L meeting in February to repair the large Kompan item and check the Zip Wire, get quotes for surfacing and arrange for the handyman to make numerous small repairs and carry out maintenance. **Action: Cllr French and Clerk.**

Action: Cllr Cooke will contact the manufacturer of the blue roundabout which appears to contain water that requires draining.

27.6 Village Sign: Report circulated. Cllr Horsnell will continue to follow up with the contractors. It was proposed to use Baldwins cranes for the reinstallation, being the least expensive of the three quotes obtained by Cllr Horsnell. **All Agreed**

27.7 Village Hall Carpark; Cllr French reported on behalf of Cllr Gray that the groundwork company undertaking civil works for Wickham Gate have agreed to quote for a drainage solution once they are on site with Hopkins Homes. This is expected to be imminent

28 Date of next meeting: Monday 16 May 2022 (Annual Meeting of the Parish Council)

Meeting Closed at 22:00

Signed.

Cllr Ivor French, Chair.

Date.

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