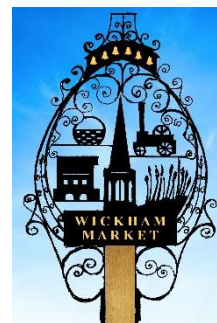


WICKHAM MARKET PARISH COUNCIL

CHAIR: IVOR FRENCH



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

- 1 **Present from the Council:** Cllr French (Chair)
Cllr Chenery (Vice Chair)
Cllr Cooke
Cllr Dempsey-Gray
Cllr Gray
Cllr Horsnell
Cllr Jenkinson
Cllr Nicoll (Suffolk County Council) [S.C.C.]
Cllr Poulter (East Suffolk Council) [E.S.C.]
A. Besly (Clerk)
- 2 **Present from the Public:** 6: 1 left at 19:42, 3 left at 19:54, remainder left at 20:06
- 3 **Open Public Forum session** (3 minutes per person):
- 4 **Apologies for Absence:** Cllr Stansfield
Cllr Westover
- 5 **Declarations of Interest:** Item 24: Cllr Horsnell is a member of the Village Hall Committee
- 6 **Approve the draft minutes of:** 26 September
It was proposed that the draft minutes of 26 September be approved and signed by the Chair. **Two abstained** as they were not present **remaining Councillors Agreed**
- 7 **Suffolk County Councillor's Report (SCC):** Cllr Nicoll highlighted the following: **Cllr Nicoll (SCC)**
 - Rail and bus passenger numbers are still down on pre Covid levels and encouraging over 50s to return to public transport has been difficult
 - Cllr Nicoll is keen to improve bus services, but bus companies are not compelled to provide services. He requested publicity for services.
 - While this is a common issue with rural services, a change would require a new legal framework to allow for a London style "TFL" service
 - Transport East are working with the issues and have recently requested a survey which WMPC have responded to.
 - There is a proposal to improve walking and cycling in Woodbridge and MeltonA member of the public asked who had used bus services in the last month. There then followed a discussion on the Katch service whose trial ends soon.
- 8 **East Suffolk District Councillor's Report (ESC):** **Published**, Cllr Poulter noted the following: **Cllr Poulter (ESC)**
 - Congratulations to WMPC for submitting a Neighbourhood plan which will give a degree of protection from developers
 - Congratulations on setting up a warm room and also for planning to offer hot meals to those in need through the winter
 - Cllr Poulter also highlighted the ESC magazine recently published
 - She was also keen to support a Wickham Market Newsletter
- 9 **Chair's Report:** **Published**. There were no questions **Chair**
- 10 **Climate Action Report:** **Published**. Presentation from Vic Proctor who outlined the work done in Rendlesham
 - The work began in 2019 when Rendlesham declared a climate emergency
 - A template was used which was tailored to Rendlesham to lead to meaningful action
 - This included things that could be done locally and also how to do these which was compiled into a strategy
 - The strategy was presented as an asset to the community not a burden
 - In year 1 there were a number of initiatives to benefit residents
 - In year 2 Transition Streets was launched. While the uptake was slow, there are now a number of groups in the parishA member of the public asked why Wickham Market had not engaged with the public before creating their Climate Action Group. It was explained that the working group was a start and

was needed to create the basic framework and communications to engage with the Parish. It was recognised that communication with the whole population has not been successful and this is being addressed with a newsletter to go to every house

10.1 **Proposal to allocate £5k to Climate Emergency budget** as WMPC have declared **Cllr Chenery** a Climate Emergency. This is intended to create a fund to support Education, events, communication, expert advice. **All Agreed. Clerk to manage this in the accounts**

10.2 **Proposal to adopt the Climate Action Strategy: Published. All Agreed.** with the **Cllr Dempsey-Gray** provision that this is a living document with regular dated version controls. Clerk to manage this in the footer of the document

11 **Youth Work and Funding** presentation. Stuart is one of the professional youth workers at the charity CYDS who manages Wickham Market Young Adults group. He reported the following:

- Young Adults is currently 2 hours per week in the Village Hall Committee room
- There is a plan to move to the school where there will be more space for more members. Also at the same venue earlier in the evening, younger teens can have their own group
- Longer term vision is for the teens to have their own dedicated space with storage for activities and an outside space available for them when the indoor space is closed.
- CYDS can approach the lottery for funding for this but a suitable venue will need to be found. We are currently looking for either space to put a mobile building or existing premises that may need work or renovation.

It was suggested that the old Co op loading area behind inspirations may be a possibility.

12 **Clerk's Report: Published.** It was noted that the Clerk will need some time for CiLCA study **Clerk** if the Council is to retain its General Power of Competence

13 **Finance Report: Published.** There were no questions **Clerk**

13.1 Consider approval for purchase of four vehicle activated speed indicators with solar power packs and modem for remote download of data. Estimated cost £8k. It was noted that additional posts would need to be arranged with SCC. It was proposed that four vehicle activated speed indicators with solar power packs and modems be purchased. **All Agreed**

13.2 Consider approval to return unused Groundwork UK Neighbourhood Plan Grant of £2,472 from 2018. Cllr Jenkinson explained the history behind this grant and agreed that it was not fully used. It was proposed that the outstanding grant £2,472 be repaid. **All agreed.**

13.3 Consider increasing WMPC commitment to funding youth work from 8k to £11k pa. Given the expansion of youth work, it was proposed that the reserve for 2023-24 be increased to £11k and that additional funding up to a total of £11k for 2022-23 be approved. **All Agreed**

14 **Review Internal Audit report** **Clerk**

The internal Audit report was reviewed and the following items were noted and agreed

- **Recommendation:** To minute the power used when resolving to pay a grant. Please note that not all grants will fall under LGA1972 s137. A separate heading should be used in the cash book and year end accounts for LGA1972 s137 expenditure. **Agreed – all grants currently paid under the General Power of Competence**
- **General Power of Competence:** No GPC was declared in May 2019 and is applicable until the next relevant meeting (The annual meeting after a normal election) [The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012]
- **Recommendation:** To review the level of Fidelity cover in line with the recommended guidelines. **Agreed, this will be increased**
- **2021 Annual Return**, Section Three Published – Not received yet **Expected January 2023**
- **Recommendation:** To review the current arrangements regarding the receipt and banking of market income. **Agreed, market income can now be collected cashless using a card reader. Alternatively regular traders could pay quarterly upfront on an invoice to receive a discount. There is no need to manage cash**
- **Recommended** that the Council identify earmarked reserves in their year end accounts. **Agreed, we actually did do that but it appears I did not put it in the Audit pack**

- **Recommendation:** To review the Internal Audit report at a meeting and formally record the review. **Agreed – now being completed**
- **It is noted** that the Council have ticked 'Yes' in Box 5 of Section One of the 2022 AGAR. As there was no review of the Risk Assessment/Internal Controls carried out during the year of audit this box should be ticked 'No'. **Accepted, will ensure risk assessment is carried out during the year for the future**
- It is a requirement to consecutively number minutes kept in a loose-leaf format. **The Clerk is happy to instigate this from May 2023**

15 Governance Review: It has been noted by the Police and Crime Commissioners that WMPC **Clerk** policies relating to Equality and Safeguarding should be more specific. The following recommended documents come from Community Action Suffolk

15.1 It was proposed that the updated Equality, Diversity and Inclusion policy be approved. **All Agreed.**

15.2 It was proposed that the updated Safeguarding policy be approved. **All Agreed**

15.3 It was proposed that the updated Safeguarding Procedures be approved. **All Agreed**

16 Warm Rooms update: **Published**

Cllr Dempsey-Gray

16.1 It was proposed that WMPC to apply for a grant to provide hot meals under the ESC Ease the Squeeze provision. **All Agreed**

17 Finance and General Purpose Committee Report - Published

Cllr Chenery

18 Environment and Leisure Committee Report - Published

Cllr French

19 Neighbourhood Plan update - Published

Cllr Jenkinson

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**

20 Exempt/Confidential Items It is 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

21 First review of the Zero Based Budget for 2023-24 prepared by the Clerk therefore **Clerk** confidential until validated by the council: **Circulated**

After a review of assumptions and costs it was proposed that the summary budget could be published as a first draft. **All Agreed.** It was recognised that there are currently no grant receipts in the budget. The precept will also need to be agreed. Councillors will review and make further suggestions over email before the end of December to enable final agreement at the January meeting.

22 Discuss proposal to employ a part time assistant Clerk – The suggested work that could be carried out by a part time assistant Clerk was reviewed and considered reasonable. It was proposed that Part Time Assistant Clerk role be approved and that the Staffing and Personnel committee be authorised to agree hours and recommend pay scale. **All Agreed**

23 Review of ideas for using CIL funds – prepared by the F&GP committee therefore confidential until validated by the council. These ideas were briefly reviewed and it was decided that an Extra ordinary meeting should be arranged to review in more detail. **Clerk to arrange**

24 Village Hall – Some information has been received but there were still some questions. It was decided that an Extra ordinary meeting should be arranged to review in more detail. **Clerk to arrange**

20 Date of next meeting: Monday 16 January 2023

Meeting Closed at 22:15

Signed.

Cllr Ivor French, Chair.

Date.

.....

.....