

9 Confirmation of E&L Budget - Circulated

The budget was briefly reviewed and the Clerk confirmed it was as agreed by E&L in December and Full Council in January.

- The Clerk confirmed that if additional expenditure was required, the E&L Committee could request a budget transfer from the Council once costs were agreed.
- The Clerk will move Pightle costs to the Highways and Playing Field cost centre

10 Report on existing financial regulations regarding expenditure - Circulated

The Clerk reiterated the need for 3 quotes for expenditure above £300. The items on the report were then considered:

Cemetery £7,200 maintenance contract – No further action for 2022

Cemetery paddock, accept Norse quote of £63.50 per cut for 3 cuts per season as requires. **Action Clerk** to place order with Norse

Pightle Cutting, unclear if Norse quote is per cut or per year. **Action Cllr Westover** to confirm. If it is £250 per year, the Clerk will place order with Norse. If it is £250 per cut: **Action Cllr Westover** to provide a brief work schedule to obtain further quotes.

Cemetery Rabbit Control. (discussed under Item 12)

11 Markets Report

Proposed dates for the Summer and Winter markets are 20 August and 3 December respectively. **All Agreed**

Cllr Westover reported that there was a need for more helpers to organise these markets and will speak to Sonya Exton. She asked for a note to be sent on Round Robbin – **Action Cllr French**

Cllr Westover also suggested a market pitch rent review as it had been £10 since the market began

12 Cemetery

12.1

Update on paddock area management: Cllr Westover confirmed that 3 cuts per year were required. She also confirmed that Ian (surname not supplied) was compiling details of what was needed for the front gate area to the paddock, including some fencing.

12.2

General management matters update: Cllr Westover reported that

She had received £200 donation and that she had spent some of this on Snowdrops for the Cemetery and Pightle

- There were new signs for the bunkers to show where soil and clay should be deposited
- A log barrier has been laid to prevent vehicles driving to the Bier House where groups of people have been gathering. No Antisocial Behaviour report has been made to the Police
- Rabbit control was discussed: As the Norse quote is over £300 it requires 3 quotes. There was no agreement on how rabbit control effectiveness could be measured. There was some concern over the use of gas from an environmental and safety perspective. It was proposed the clerk will contact other pest management businesses with a simple brief of "Control Rabbits for one year" to see what prices are available and what methods were recommended. Cllr Westover reported that Norse also filled in the holes after gassing. **Action Clerk**

13 Allotments Report

13.1

Proposal to apply for CIL funding for allotment improvements:

Shane Smith reported that the Allotments Association were considering laying tarmac on the Glebe carpark and access. For the Council to support this, 3 quotes would be needed together with permission from the Diocese, who own the land. The Council could then consider an application for a grant to do this

13.2

Agreement for AA to proceed on quote for Glebe, 3 pedestrian gate replacements:

The Council has agreed in principle to this project but would need to see the costings together with 3 quotes for materials if this is above £300. Mr Smith indicated that the Allotment Association would install the gates to reduce cost

13.3

It was proposed that the council pay for the rental of a chipper for chipping boundary hedge pruning at an estimated cost of £100. **All Agreed.** Allotment Association to proceed and provide the council with the hire invoice

13.4

Agree update to Bee and Poultry policy and Bee keeping application form – Circulated

The policies and application form were reviewed and it was proposed that the Bee and Poultry policy and Bee keeping application form are approved, subject to a minor text amendment to be supplied by Cllr Westover. **All Agreed. Action Clerk** to add to website once final text has been provided

14 Queens Platinum Jubilee 2022: Agree scope of PC role in celebrations, ideas, working group and budget

Josie Hopps reported that Wickham Market Partnership have agreed to support an event and possibly provide some funding. She has approached several people but only had one offer of support.

- Wickham Market Art Group may be interested in supporting an event, but the Football Club and the school are not.
- It was noted that if this event was led by the Parish Council, Public Liability insurance of £10m would be covered by the council's insurance. *[confirmed by the Clerk while writing minutes]*
- It was noted that Jubilee flags cost £17.64 each however, no decision was made at this meeting.
- It was proposed that this Committee support the council being involved in this event. **All agreed.**
- It was suggested that a volunteer meeting be arranged for the first week in March. **Action Josie Hopps**

15 Handyman: update on work: Cllr French reported that he would be in a better position to provide an update after his meeting with Adrian Clarke and the Clerk on 16 February

16 Village Sign Report

Cllr Horsnell reported that:

- There had been a delay with CAD Drawing due to illness but should be back on track next week
- The fabricators and painters are ready to start as soon as drawing is complete
- There are 3 quotes for craneage available. The Council or delegated committee must decide which quote to accept. [\[Financial Regulations 10.4 & 11\]](#)
- Installation should be in late April

17 Woodbridge Town Council: R Deben Focus Area (E.coli) Consider invitation to receive a presentation

It was proposed that an event could be set up (probably remotely) to hear from Woodbridge Town Council, possibly a joint event with other local parishes. **All Agreed. Action Clerk** to suggest to Woodbridge TC.

Cllr Horsnell said he would be interested in joining a focus group and in a presentation.

18 Date of next meeting: Monday 11 April 2022

Cllr Westover closed the meeting at 21:40

Signed.

Cllr Anne Westover, Chair.

Date.

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