

## WICKHAM MARKET PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL COMMITTEE ROOM ON MONDAY 27<sup>TH</sup> SEPTEMBER 2021 AT 7:00PM

Present: Cllr Ivor French (Chairperson)  
Cllr Brian Nobbs  
Cllr David Chenery (minute taker)  
Cllr Robin Cooke  
Cllr Anne Westover  
Cllr John Horsnell

In attendance: Cemetery Clerk Linda Merriam. There were no other members of the public present.

The Chairman confirmed this meeting would not be recorded as unable to use the machine.

#### 1. **Open Public Session**

There were no issues raised. The Chairman formally opened the meeting at 7:05pm

#### 2. **To receive a report from County Councillor Alexander Nicoll**

There was no report or attendance.

#### 3. **To receive a report from District Councillor Carol Poulter**

There was no report or attendance.

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#### 4. **To receive reports from Liaison Representatives & Working Groups**

##### **4.1 - To receive a report from the Sizewell C Working Group**

Cllr Westover advised:

- The deadline 8 submission was sent in on time which was a summary of issues including landscape and traffic.
- The Examination closes on 14 October 21 but is aware that feedback from the Wickham Market traffic consultation on 9<sup>th</sup> and 10<sup>th</sup> October will be submitted shortly afterwards.
- Consultation leaflets appear not to have been delivered by EDF to Hacheston. Cllr Westover to send details to their SZC representative and request that Hacheston ask EDF for leaflets
- Cllr Westover circulate draft text for the Round Robin and press release. Sonya Exton will update Facebook and issue a timetable.
- Cllr Westover asked the Council for volunteers to staff the consultation. Cllr Chenery is able to cover 10am to 11am on Sunday 10<sup>th</sup>.
- The leaflet says that comments are to be sent to the Clerk, which will be Cllr French at the moment. Only one leaflet has been sent to each household but other family members could respond on-line
- The Council queried how the consultation feedback will be scored. EDF will analyse the responses.
- Cllr Westover recommended that the Council provides a response to the consultation which ends on 25 October at its 15 November full meeting.
- Cllr French requested that the Newsletter be available at the consultation.
- Cllr French to ask whether Cllr Nichol and Cllr Poulter will attend the exhibition.

**5. To receive Apologies for Absence**

Apologies were accepted from Cllr Jenkinson who was recovering from a hospital event and from Cllr Roper.

**6. To receive Councillors Declarations of Interest**

Cllrs Horsnell and Westover declared a Non-Pecuniary interest as they are plot holders at the Glebe Allotment site. The Chairman declared a Non-Pecuniary interest as his wife is a Trustee of Wickham Market Village Hall CIO.

**6.1. To Consider any Dispensations**

None received.

**7. To approve the draft minutes of the Parish Council meeting held on Monday 19<sup>th</sup> July 2021**

The minutes of the Parish Council meeting held on 19<sup>th</sup> July 2021 were **Approved** by the Council who **RESOLVED** that the minutes should be signed by the Chairman when convenient as a true and correct record.

**8. Chairman's Report**

The Chairman reported he had ordered a wreath at £18.50 for the Remembrance Day Service and was sorting the road closure. He had also sent the allotment rent letters out by 2<sup>nd</sup> class post costing £70.

**9. Parish Clerk's Report (by Cllr French)**

**9a – Cllr Training** – this would commence on 3<sup>rd</sup> November with 4 modules via Zoom. Cllr French to circulate details.

**9b – Women's Cycle Tour** – this would take place on Saturday 9<sup>th</sup> October and expected to pass through the village between 14.00 and 14.30.

**9c** – the second precept instalment at £35,991.36 had been received and banked into our accounts.

**10. Outstanding Parish Council Matters**

**10.1 Village Hall Lease** - The Working Group will meet Philip Tallent to discuss his latest set of comments. Cllr Chenery to ask Community Action Suffolk what period is suitable for the life of the lease.

**11. Parish Council Matters**

**11.1 – Parish Council Co-option for four vacancies** – The Council agreed to advertise via the Round Robin which Cllr French will action, and then hold an extra-ordinary meeting to assess nominations. An advert had already appeared on Facebook. It was noted that with Cllr Jenkinson's absence that the Planning Committee is low on Cllr numbers and will need temporary support.

**11.2 – Quiet Lanes update**

The Chairman advise that Spring Lane and Mill Lane had been consulted locally and he had received a folder of an objection from the Orchard Campsite whom he asked to submit to SCC. Chapel Lane will be consulted later in the year.

**11.3 To consider quotations received for repairs to the Village Hall play area equipment and surfacing**

The 3 received quotes did not align on content. Cllr Cooke to assess and report to the next E&L Committee on 18<sup>th</sup> October 2021.

#### **11.4 Village Sign Update**

Cllr Horsnell updated the Council as follows:

- He had met Suffolk Stove Enamellers who have completed the shot blasting but now are unable to do the painting. They have agreed to accept £150 for the work to date. Other firms have been approached to do the painting.
- The sign is now at Riverside who are preparing the CAD drawing which Cllr Horsnell will then circulate for approval.
- Its likely the sign will be re-erected by mid-November but definitely before Christmas.

#### **12. Financial and Legal Matters**

The Chairman advised:

- Jo had provided her last statement on 27<sup>th</sup> August 2021 advising that the Council had £83,547.37 in its current account and £15,782.96 in its Savings Account. These were prior to the second precept instalment of £35,991.36
- He has asked Barclays to add him onto the bank mandate and for Cllr Chenery to be a further cheque signatory whilst Cllr Jenkinson was absent. Cllr French will then remove historical and out-of-date signatories.
- Consideration to be given to moving to on-line banking once the new Clerk is appointed.
- The market income is being passed to Linda for paying in to the Council's account.

#### **13. Environmental & Leisure Committee update**

Cllr Westover reported:

- She will be setting up a Cemetery Group meeting soon
- She asked how Adrian, our Handyman was getting on – Cllr French is being updated and keeping a record of his hours so payment can be made once the new Clerk is in place.
- The Wednesday Market is going well
- The Christmas Market is getting requests for plots from stallholders. It was agreed that the licence could use the Chairman's address. Cllr Westover to draw up a new plot plan.
- There is an issue with ESC parking signs being left up when they should be put out the day before – Cllr Westover to contact ESC.
- Cllr French to look at the parish files to see who was the electrical contractor for the wiring for the lights in the trees as one cable needs securing higher. Cllr Nobbs to also ask Michael.
- Cllr Westover to raise safety concerns about the trees on the Hill with ESC and considers all the trees should be pollarded.
- The Good Neighbours stall may host a raffle.
- Cllr Westover to look at the licence to permit the pizza oven man to pitch on the Hill
- Cllr Horsnell reported that training to use the new defibrillator was booked for 2<sup>nd</sup> December 2021 in the Village Hall between 18.00 and 20.00 hours. He was requested to ask Cllrs first and then to the public via the Round Robin and the school. There are 29 places allowed for the training.
- The Chairman reminded the Council that Lewis Boudville, ESC's Parking Manager was attending on 12 October 2021 at 18.00 hours to 19.30 hours in the Resource Centre for cllrs to ask questions.

**14. Neighbourhood Plan Committee update**

Cllr Westover advised that Ray was acting as the co-ordinator whilst Cllr Jenkinson was absent. We are awaiting the habitat assessment.

**15. Finance & General Purpose Committee update**

Cllr Chenery advise that the last Committee meeting had deferred agreeing making grant donations to Marie Curie and the Red Triangle Bowls Club to seek more information.

**16. Planning Committee update (Planning Appendix attached)**

There was no report.

**17. Parish Clerk/RFO update to Councillors.**

The Chairman advised that the Staffing and Personnel Committee had been meeting frequently to assess applicants, shortlist and assess the Clerks salary. It was satisfied the post should remain full time with the current workload and the potential to carry out more tasks that are being done by Cllrs. Interviews will take place shortly and the recommendations presented to full Council for approval.

It was discussed whether Ray could update the parish council web site in the absence of a Clerk. Cllr French to enquire.

Cllr Nobbs queried if Cllrs not on the Staffing and Personnel Committee could attend their meetings which exclude the press and public. Cllr French advised that in that situation a non-Committee Cllr is considered to be a member of the public and is therefore excluded from attending. Cllr Chenery to confirm this with SALC>

**18. Correspondence**

There was none.

**19. Any other matters of report.**

There were none.

**Date of next meeting**

The next meeting of Wickham Market Parish Council will be held on Monday 15<sup>th</sup> November 2021 at 7:00pm in the Village Hall Committee Room.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 9:48pm**

Signed:.....

Dated:.....

Cllr Ivor French, Chairperson