**WICKHAM MARKET PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

**MONDAY 18TH NOVEMBER 2019 AT 7.00PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr David Chenery (Vice Chairman)

 Cllr Mike Hawes Cllr Ivor French

 Cllr Emma Lawrence Cllr John Horsnell

 Cllr Brian Nobbs Cllr Alan Biddle

 Cllr Patrick Roper Cllr Sonya Exton

 Cllr Lisa Sanders Cllr Robin Cooke

Officers in attendance: Jo Peters (Parish Clerk). There were 5 members of the public present.

***In the Chairman’s absence it was agreed Cllr Chenery (Vice Chairman) would Chair this meeting.***

1. **To receive a report from County Cllr Alexander Nicoll**

County Cllr Nicoll had sent apologies. No written report had been submitted.

 **To receive a report from District Councillor Carol Poulter**

 District Cllr Poulter had sent apologies. No written report had been submitted but she had advised she would be sending an update on action taken by ESC since her visit to the Simons Cross Play Area.

**To receive reports from Parish Council Liaison Representatives**

**Youth Liaison Representative – Cllr French**

 Nothing to report.

 **Suffolk Constabulary Liaison Representative**

Cllr Roper reported on the recent meeting in which himself and the Clerk had attended and urged all Councillors to report any incidents to the Police immediately. He confirmed the Clerk was due to compile an article for the Parish Magazine urging all residents to be vigilant and report any matters to either himself or the Clerk. The Vice Chairman thanked Cllr Roper for his report.

The Vice Chairman formally opened the meeting at 7.05pm

**2**. **To receive Apologies for Absence**

 Apologies were accepted from Cllr Jenkinson (Chairman) – Holiday.

**3.** **To receive Councillors’ Declarations of Interest**

 Cllr Hawes declared a non-pecuniary interest as he is a member of WM Bowls Club. Cllr Horsnell declared a non-pecuniary interest as he is a plot holder at the Glebe Allotment Site.

**3.1. To consider any Dispensations**

None received.

**4**. **To approve the draft minutes of the Parish Council meeting held on 16th September 2019**

A copy of the draft minutes had been circulated to all Councillors prior to the meeting. These were **Unanimously** proposed for **Approval**. **10 in Favour, 1 Abstention**. The minutes were duly signed by the Vice Chairman as a true record of the meeting.

**5. Matters arising from the previous Council minutes which do not appear elsewhere on the agenda**

**5.1 – Simons Cross Play Area**

The Clerk reported some repairs had been carried out to the equipment by ES Norse including it being re-painted. Cllrs Biddle and French stated there was still one piece of equipment which required attention to which they gave details. **Action: Clerk to contact SC Norse.**

**5.2 - Stage 4 Sizewell C Public Consultation update**

The Vice Chairman ***closed the meeting*** to allow Anne Westover and Arthur Stansfield to

comment. A document was circulated to all Councillors to which Cllr Exton gave details and reported on a meeting held with Steve Merry from SC Highways and also an Energy Meeting held at Snape Maltings in which herself and Cllr French had attended and to which she advised these projects would also add to traffic implications. Cllr Exton gave details regarding a meeting to be held with Steve Merry, SCC and EDF Energy regarding traffic issues in Wickham Market. Anne Westover reported on a meeting also to be held on 29th November 2019 with Nick Newton, ESC regarding landscape.

Cllr Exton confirmed the Chairman had now arranged the meeting with EDF and Steve Merry on 26th November 2019 whereby important individuals were unable to attend and advised neighbouring Parishes and Traffic & Parking Working Group members had not received a formal invite. Concerns were raised and it was thought by some Councillors this meeting should be cancelled and rearranged for a date that suits all. The Vice Chairman stated he felt uncomfortable in making the decision to cancel this meeting unless the facts were entirely correct. Following discussion, Cllr Exton requested the date of this important meeting should be changed and stated it could possibly be held on 9th December 2019. A formal vote was taken, and it was **RESOLVED** the meeting arranged for 26th November would be cancelled and a convenient date whereby all relevant parties were able to attend along with Neighbouring Parishes being invited would be scheduled. **9 in Favour, 2 Abstentions.**

Cllr Sanders congratulated the Sizewell Working Group for the document produced. The Vice Chairman thanked the Sizewell Working Group members for their comments and ***re-convened the meeting.***

**6**. **Parish Council matters**

**6.1 – Parish Council Co-option**

The Vice Chairman ***closed the meeting*** and stated that Anne Westover was willing to stand for Co-option. Anne stated the reasons she was interested in standing for the Parish Council. The Vice Chairman thanked Anne Westover and ***reconvened the meeting***. It was **Unanimously Agreed** that Anne Westover should be Co-opted onto the Parish Council. Anne Westover was Co-opted and the Declaration of Acceptance of Office was signed by Anne Westover and witnessed by the Clerk. The Vice Chairman welcomed Anne Westover to the Parish Council.

**6.2 – To consider the re-implementation of the Open Public Forum and to agree Protocol**

A copy of the draft protocol had been circulated to all Councillors prior to the meeting. It was felt by most councillors the Open Public Forum should be re-implemented, however both Cllrs Cooke and Biddle stated they were against this.

Cllr Biddle stated the reason he was not in favour of bringing this back onto the agenda and did not feel it had a place in Local Government because sometimes items get discussed without any prior notice and if the item is not on the agenda and decisions are made by the Parish Council this would be breaking the law.

Some amendments to the protocol including public speaking being limited to 2 minutes per person and 15 minutes maximum session were **Unanimously Agreed**. The Public Participation at Parish Council Meetings Protocol, subject to the amendments was **Adopted** by the Council.

It was **RESOLVED** the Open Public Forum would be re-implemented in January 2020 and this item would be placed at the beginning of each agenda.

**6.3 – To consider and approve the Parish Council’s 2019/20 Aims & Objectives**

Cllr Biddle stated Councillors had not had enough time to consider this document and suggested this item should be deferred to the March 2020 Parish Council meeting and at that time the Parish Council should look at the Aims & Objectives for 2020/21 and this should then take place each March and at the November meeting these could be reviewed.

Cllr Biddle also stated this document should go to all Committees and then the F & GP Committee could agree the final version at their January meeting.

There was a brief discussion and it was agreed there were items that needed to be removed and added to this document.

**6.4 - Traffic & Parking Working Group update and report on progress to date**

The Chairman had sent a report to all Councillors to which Cllr Horsnell provided details. Cllr Biddle stated the Traffic & Parking Working Group which are tool of the Parish Council could easily get a life of their own and next year unless this group is given another job in his view would no longer be required. The Vice Chairman congratulated the Traffic & Parking Working Group on the work they had carried out to date.

**7. Clerk’s report**

**7.1 – Men’s Shed Public Meeting**

The Clerk reported on an email received from the Chairman advising that Wickham Market Partnership have arranged for a “Men’s Shed” meeting to take place in the Resource Centre on 13th January 2020 and the aim is to see if there is enough interest in Wickham Market to start one up. There was a brief discussion regarding Men’s Sheds and it was thought generally this would be a good idea.

  **7.2 – Christmas Shopping Events - Suspended Car Parking Charges**

The Clerk confirmed she had arranged with ES Norse for car parking charges to be suspended on the Hill car parks on the afternoons of Friday 20th December and Christmas Eve along with free parking in the long stay car park all day on the day of the Christmas Market.

  **7.3 – Christmas Market**

The Clerk advised she had spoken with Kelly Bayfield and she is happy for the market to be held in Mat Bayfield’s memory. Kelly will be singing on the day and Radio Suffolk will also be broadcasting live from 9-12noon. There will be a marquee and this has been ordered and our County and District Councillors have agreed to fund this. I would like to thank former Cllr Fiona Parker for compiling the lovely poster for the Christmas Market for me, this is much appreciated.

The Christmas trees will be delivered including a 13ft Spruce at the additional cost of £55.00 on Thursday 28th November and these will be erected on Saturday 30th November 2019.

Cllr Westover suggested the damaged plane trees could possibly not have lights in them due to risk, especially on market day.

**7.4 East Suffolk Council Community Partnership Forum Workshop**

The Clerk reported she had attended the Deben Ward event but unfortunately was unavailable to attend the Wickham Market & Framlingham event last week. Cllr Horsnell gave details regarding this event and confirmed the 3 priorities for this Ward were Public Transport, Social Isolation and Better Engagement with the Youth. The Clerk gave details regarding the funding available to each Forum and confirmed that Carol Poulter had asked the Chairman to be involved in the Community Partnership Forum to which he had agreed to do so.

**8. Environmental & Leisure Committee**

*Minutes of the meeting held on 17th June 2019 have been circulated to all Councillors and are available on the Parish Council website.*

**8.1 – Village Sign update**

The Clerk reported that Len Chamberlain had recommended the Parish Council use a structural engineer to carry out the work in removing the sign. She advised the Chairman had liaised with John Davies, GC Robertson Engineers and he is doing a foundation design including base plate and shoe probably at no cost. The Chairman has recommended that the Clerk contacts local farmers to ask for assistance in removing the sign. There was a brief discussion and it was thought that an engineering company could be asked to remove the sign. Cllr Sanders also suggested that the Clerk could liaise with Parham Parish Council as they have recently renewed their village sign.

It was agreed the Parish Council should wait for feedback from GC Robertson and then look into engineers whom could assist in removing the sign. Cllrs Nobbs and Westover offered to help liaise with N & A Engineering and other contractors. Cllr Horsnell offered to take the lead on this project overall.

The Clerk confirmed the sign is to be restored by Graham Crowley and the Chairman had stated previously this work would be free of charge but it now appears this is not the case as there will be costs for things like materials and shot blasting, but he will be providing his time and skills for free. The Clerk reported no funds had been included within this year’s budget for this work.

**9. Finance & General Purpose Committee**

*Minutes of the meeting held on 3rd June 2019 have been circulated to all Councillors and are available on the Parish Council website.*

Cllr Biddle reported he would be sending an email to all Councillors asking for ideas on how to make savings or increase income ahead of the budget being drawn up.

**10.** **Neighbourhood Plan Committee**

*Minutes of the meeting held on 9th July 2019 have been circulated to all Councillors and are available on the Parish Council website.*

**10.1 – Chairman of Planning Committee to report on correspondence received from a member of the Neighbourhood Plan Committee regarding the proposed development at Pettistree**

Cllr Sanders stated there had been a request from Anne Westover for members of the Planning Committee to meet with Pettistree Parish Council regarding the outcome of the Public Exhibition for the proposed development at Pettistree. She reported the Planning Committee were not in -favour of any meetings being held until the formal plans had been received.

Cllr Sanders raised concerns regarding correspondence between the Chairman and a local landowner and stated the Planning Committee had not been informed that another meeting with a landowner was being scheduled to take place to which she gave details and reminded the Parish Council it had been agreed that at every stage the Planning Committee and members of the Parish Council must be kept informed. Cllr Cooke stated this meeting was no longer taking place. Cllr Biddle stated it is important for the Neighbourhood Plan Committee to meet with landowners, but these meetings must be in accordance with the agreed Protocol. Cllr Sanders stated that she was not trying to stop meetings from taking place, but communication is key and in this instance the Planning Committee had not been informed.

Cllr Westover reported the reasons for the Neighbourhood Plan wanting to meet with the local landowner was due to the uncertainty over one of the sites allocated. Cllr Biddle stated this discussion should not be held at this meeting. It was agreed the final version of the Protocol for Meetings with Landowners should be signed and circulated to all Councillors via PDF.

Cllr Westover gave details regarding the planning hearing for the proposed site at Pettistree and suggested as an outcome of the exhibition she had suggested some comments could be sent to Hopkins Homes and recommended the Neighbourhood Plan Committee could send a response. Cllr Biddle suggested Parish Council members could also feed into this response, if necessary. **Agreed Unanimously**.

**11.** **Finance and Legal Matters**

**11.1 - Bi-monthly accounts – September/October 2019**

A copy of the bi-monthly accounts had been circulated to all Councillors prior to the meeting. These were proposed for **Approval** by Cllr Biddle, seconded by Cllr Hawes. **All in Favour.**

There was a discussion regarding the hanging baskets for next year and the Clerk advised that ES Norse had informed her they would no longer be providing a watering service. Following discussion, it was agreed the E & L Committee would look into alternative options to hanging baskets such as planters. The Clerk advised she had been contacted by Woodbridge in Bloom and they were currently looking into sourcing an alternative watering provider. Some concerns were raised regarding the condition of this years hanging baskets and it was felt a substantial amount was being spent on these and an alternative option could prove to be cheaper.

**11.2 – 2nd Quarter Budget Update**

The Vice Chairman confirmed this document had been **Approved** by the Finance & General Purpose Committee members at their recent meeting. For matter of report only.

**11.3 – To approve the completion of the Annual Return (External Audit)**

The Clerk confirmed PFK Littlejohn had advised there were No Matters Arising as a result of the Annual Return. She reported the Completion of Audit Notice had been advertised on the noticeboard, as per the statutory requirement. **Approval** for the completion of the Annual Return was Proposed by Cllr Chenery, Seconded by Cllr Cooke. **All in Favour.**

**12.** **Planning Matters**

 (See separate Planning Appendix)

Cllr Sanders reported there had been **No Objections** to the application to rebuild the Church wall, but concerns had been made in respect of the bricks to be used. She stated as the original bricks could not be returned the Planning Committee had asked for a sample of the brick and had since received an email advising these were on display next to the doctor’s surgery. Cllr Westover stated in her view they have chosen nice bricks. Cllr Sanders confirmed the work would commence in Spring 2020 and it is hoped the Chapel Lane car park would be reinstated in the very near future. **Action - Clerk to chase this matter up on behalf of Parish Council.**

**13**. **Correspondence**

**13.1 – Outcome of two formal complaints from residents against the Parish Clerk**

**(for information only)**

Cllr Biddle apologised to the Parish Council for the delay in responding to these complaints and stated this was due to him stating he would deal with one of the complaints himself but since making this statement he had decided this would not be the correct action so instead he had recommended the Parish Council re-joined SALC. He confirmed that SALC had stated both these complaints could be dealt with by the Parish Council and letters have been sent to both complainants and this matter was now closed.

Cllr Biddle recommended that training for Councillors should be arranged ASAP and advised that Hilary Slater from ESC would be willing to attend this in order to observe too.

He provided information regarding Declaration of Interests and stated all non-council members on Committees would now be required to complete these forms**. Action: Clerk to add non-council members on Committees with voting rights to the councillor list on ESC’s website.**

The Clerk gave details regarding correspondence received from SALC regarding V E Day and it was agreed this matter would be discussed at the next E & L Committee meeting.

**14.** **Any Other Matters Arising**

Cllrs Hawes raised concerns regarding the fact that Starling Bank who had used the facilities at Wickham Market in the Summer for their advert had only paid £5.00 to the Parish Council for the use of the electric and any other funds received had gone to ESC.

Cllr Sanders reported that she had been informed that Lehmann House would no longer have government funding to which there were concerns raised regarding the elderly and also in respect of the building. Cllr Sanders stated existing residents were extremely worried. The Vice Chairman thanked Cllr Sanders for this information.

**The Vice Chairman thanked Councillors and the members of the public present for their attendance and formally closed the meeting at 9:00pm**

Signed:………………………………………………. Dated:……………………………………….

**PLANNING APPENDIX**

**12.1 Applications considered since the last meeting:-**

**Planning Ref: DC/19/3651/FUL**

Address: All Saints Church, Crown Lane, Wickham Market

Proposal: Demolition of existing boundary wall and erect new

The Planning Committee noted the boundary wall had already been demolished and the bricks removed from the site.

There were**No Objections** to this essential work, but the Committee insisted that **only** like for like bricks (or bricks closest to these) must be used when re-erecting this wall as stated by the Diocese.  The Committee has also requested to see a sample of the brick to be used, if available.

It is noted that work cannot commence until Spring 2020 and therefore the Committee requested the Chapel Lane car park is to be reinstated and the skip removed as this is causing severe disruption along with the taking down of the scaffolding and fencing in the Library garden.

**No decision has been made by ESC to date.**

**Planning Ref: DC/19/3733/FUL**

Address: 16 Parkway, Wickham Market

Proposal: Proposed first floor extension

The Planning Committee had **No Objections** to the proposed extension, subject to the window not affecting the neighbouring properties privacy but concerns were however raised regarding the design of the weatherboard.

**No decision has been made by ESC to date.**

**Planning Ref: DC/19/3391/VOC (Variance of Condition)**

Address: 14-18 High St, Wickham Market

Proposal: Variation of Condition(s) 15 of Planning Permission C/09/1301/FUL - Mixed use development comprising of retail store and 14 dwellings (6 to be provided in an affordable form) with associated car parking and landscaping.

The Planning Committee had **No Objections** to this application. **No decision has been made by ESC to date.**

**Planning Ref: DC/19/3381/FUL**

Address: 2 Birch Close, Wickham Market

Proposal: Construction of a single storey side extension.

The Planning Committee had **No Objections** to this application. This application has been **Granted** by ESC with 3 Conditions.

**12.2 Update on existing applications:-**

**Planning Ref: DC/19/3371/FUL**

Address: 17 Churchill Crescent, Wickham Market

Proposal: Proposed car port, revised proposal.

The Planning Committee had **No Objections** to this application**.** This application has been **Granted** by ESC with 3 Conditions.

**Planning Ref: DC/19/3358/FUL**

Address: The Masters House, Chapel Lane, Wickham Market

Proposal: Proposed extension to contain new staircase, together with associated

alterations.

The Planning Committee had **No Objections** to this application but stated it would be preferable to have matching windows throughout. This application has been **Granted** by ESC with 3 Conditions.

**Planning Ref: DC/19/2869/FUL**

Address: 200 High St, Wickham Market

Proposal: Refurbishment of existing residential units 1 & 2. Changes of use from shop to residential unit

The Planning Committee were disappointed with the loss of a retail unit. It was recommended the shop frontage is maintained as set in the plan and the sign ‘Minter & Co’ is to be retained either on the premises or within the village due to conservation.

**The Planning Committee had No Objections but made recommendations.** This application has been **Granted** by ESC with 7 Conditions.

**Planning Ref: DC/14/3579/VOC**

Address: Parma Industries, 123 High St

Proposal: Variation of condition No 2 - C12/0853 - Erection of 11 residential dwellings (existing buildings to be removed) (Revised scheme)

The Planning Committee were impressed with the original proposals but concerns were raised regarding the new scheme as it was felt it did not offer an attractive boundary to the development. The existing boundary is as per the retrospective planning application and is not yet acceptable. The planting in the gardens needs to be enhanced and there needs to be an attractive in keeping edging to the flower beds to prevent the contents spilling out onto the pavements. The pavements also need reinstating to match the original rather than the concrete that has been patched up and finally whatever edging detail is agreed needs to be carried out to