**WICKHAM MARKET PARISH COUNCIL**

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

**MONDAY 18TH MARCH 2019 AT 7.30PM IN WICKHAM MARKET VILLAGE HALL**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman) Cllr David Chenery

 Cllr Robin Cooke Cllr Liz Quickenden

 Cllr Mike Hawes Cllr David Howland

 Cllr Emma Lawrence Cllr Mike Margetts

 Cllr Brian Nobbs Cllr Alan Biddle

 Cllr Patrick Roper

In attendance: Jo Peters (Parish Clerk) and County Cllr Alexander Nicoll. There were 7 members of the public present.

1. **Open Public Session**

There were no comments from the members of the public present.

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

County Cllr Nicoll gave details regarding Stage 3 of the Sizewell C Public Consultation and provided information regarding the JLAG response. He stated in his view the Southern P & R Site and other proposed traffic suggestions were not at all suitable to which he gave details along with other matters to which he confirmed there were concerns at SCC. County Cllr Nicoll advised he was not happy about where things were heading in respect of the proposals set out within Stage 3 of the Sizewell C Public Consultation.

County Cllr Nicoll reported he had been working on rail issues over the last few months to which

he provided details and stated the goal was to double the services between Ipswich and Cambridge and Ipswich and Peterborough. Finally, County Cllr Nicoll stated he was delighted to have been able to contribute towards the newly purchased ‘magic table’ at Lehmann House. The Chairman thanked County Cllr Nicoll for his report.

 **To receive a report from District Councillor Mark Amoss**

 District Councillor Mark Amoss had sent his apologies. A written report had been submitted and this had been circulated to all Councillors. The Chairman provided details regarding the report to the members of the public present.

 **To receive a report from Cllr Patrick Roper – Suffolk Constabulary Liaison Representative**

 Cllr Roper gave a verbal report. County Cllr Nicoll highlighted that Suffolk Constabulary’s increase had been the largest on the recent Council Tax bills received and suggested the Parish Council could write to the Police & Crime Commissioner to ask what resources these funds were going to be spent on. There was a brief discussion regarding Parishes looking to share a PCSO to which Cllr Roper stated he would not recommend as PCSO’s stopped working at 6pm but if the funds were available a Police Officer designated to Wickham Market would be beneficial. The Chairman thanked Cllr Roper for his report

The Chairman formally opened the meeting at 8.15pm

2. **To receive Apologies for Absence**

 Apologies were received from Cllrs Sanders and Denham.

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

 The Chairman declared a non-pecuniary interest as he is a member of WMP and WM Town Team. Cllr Hawes declared a non-pecuniary interest as he is a member of WM Bowls Club. Cllr Margetts declared a non-pecuniary interest as he is a plot holder on 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 21st January 2019**

 The draft minutes of the Parish Council meeting held on Monday 21st January 2019 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** without amendment by Cllr Roper, Seconded by Cllr Cooke. **9 in Favour, 2 Abstentions**. The minutes were duly signed by the Chairman as a true record of the meeting. The Parish Clerk thanked Linda Merriam (Cemetery Clerk) for taking and compiling the minutes of the January meeting.

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

**5.1 – Bowls, Football Club & Village Hall CIO Leases – To receive an update**

The Clerk confirmed there had been no progress since the last meeting and recommended that herself and the Chairman should carry out a formal visit to Blocks Solicitors. Cllr Hawes reported on why the Bowls Club wished to have a 25-year lease. The Chairman asked Parish Council members if they agreed the Bowls and Football Clubs draft leases should be amended so they both have a 25-year term. **This was Unanimously Approved by the Council. Action - Clerk to arrange meeting with Blocks Solicitors and inform both the Bowls & Football Club in respect of the 25 -year term.**

**5.2 - Transfer of the land at Church Pightle update**

The Chairman reported the transfer was going ahead but there was a legal issue with Lehmann House that required clarification to which he provided details.

6. **Parish Council matters**

**6.1 - Stage 3 Sizewell C Public Consultation Response**

A copy of the draft response compiled by the Chairman had been circulated to all Councillors prior to the meeting. Copies of this letter were also made available for the members of the public present. The Chairman gave details regarding items stated within this response and it was felt unless a suitable diversion route could be sought for traffic the Parish Council could not support this project. The Chairman highlighted at both Stage 1 & 2 the Parish Council had supported the project. He provided details regarding the requirement for the proposed Sizewell C and stated if the project goes ahead then the Parish Council should look to ensure the negative impact on Wickham Market is minimal.

The Chairman and Cllr Howland reported on the proposed traffic volumes and stated they had been disappointed with the level of details provided for the proposed P & R Site and the fact that the Parish Council’s comments made at stage 2 had not appeared to have been taken into account. He stated the marine led option arguments to remove were weak and therefore within the response he had asked them to revisit this but if this option was not to go ahead and the preferred option is rail led it would therefore mean necessary rail improvements would need to be carried out on time. He reported EDF Energy had not taken into consideration the problem of the Orwell Bridge being closed.

The Chairman confirmed that within his response he had also suggested an alternative route to those proposed to which he gave details and stated some concerns had already been raised in respect of this option. Cllr Hawes stated he Strongly Objected to the suggested alternative route to which he provided details. The Chairman gave details regarding the meeting held with surrounding Parishes and Cllr Nobbs stated it was not up to the Parish Council to come up with alternative options to which Cllr Howland stated he felt EDF Energy would not have any plans for alternative suggestions and therefore would go ahead with one of their suggested proposals.

Cllr Biddle stated the Parish Council needed to protect the Parish and this suggested route could help prevent destroying parts of the village.

Cllr Chenery advised he did not think the suggested route would get passed under Environmental grounds but a temporary arrangement maybe an option. He also stated the Parish Council must also not assume the P & R site would be removed once Sizewell C had been built, if approved.

There was a formal vote to **APPROVE** the suggested route should be removed from the response to EDF Energy

**4 In favour**

**7 Against**

**0 Abstentions**

**CARRIED not to remove the suggested route but to state that there were a number of Councillors who did not approve this suggestion. In addition, it should be reinforced that the Park and Ride must be a temporary measure not permanent.**

It was also **Agreed Unanimously** that Paragraph 1.1 would be amended and the first sentence would be removed.

The Chairman ***closed the meeting*** to allow members of the public to comment. A member of the public stated that she felt the Parish Council needed to think higher than Sizewell C and raised severe concerns on the impact that CO2 has in the atmosphere and its effect on global warming. She stated that CO2 is a gas that traps heat and holds it within the atmosphere increasing the greenhouse effect.  Scientists and many other professional bodies have given us 12 years to start reducing this rise in temperature and our CO2 emissions to which she raised concerns that EDF Energy had not shown evidence of calculating the CO2 emissions that would be produced in the 12-year development project or how they were planning on offsetting these. The member of the public urged the Parish Council to include some comments in respect of this matter within their response. The Chairman thanked the member of the public for her comments and urged her to send her own response to EDF Energy. ***The Chairman reconvened the meeting.***

**6.2 - To consider and approve the CCTV Policy**

A copy of the draft CCTV policy had been circulated to all Councillors prior to the meeting.

**Approval** for the CCTV Policy was Proposed by Cllr Biddle, Seconded by Cllr Hawes

**10 in Favour**

**1 Abstention**

**CARRIED**

On behalf of the Parish Council the Clerk thanked Josie Hopps for her assistance and expertise in assisting with compiling this document.

The Clerk reported the CCTV was now fully installed and Cllr Roper and herself had attended a meeting with Anglian Securities whereby she had received training on how to use the system via her laptop. The Clerk advised Anglian Securities had supplied the Parish Council with a monitor and had offered for the Parish Council to buy this from them at a cost of £70.00. A member of the public along with a further local resident offered to give the Parish Council a monitor. It was agreed the Clerk should arrange collection of this monitor and instruct Anglian Securities to remove their one**. Action: Clerk to collect monitor and arrange removal of Anglian Securities monitor.**

**6.3 - Youth of Wickham – To consider the formation of a Youth Council**

A paper compiled by Cllrs Margetts and Quickenden had been circulated to all Councillors. Cllr Quickenden reported on this proposal and confirmed herself and Cllr Margetts were willing to engage with the youth in respect of the possible formation of a Youth Council. Cllr Cooke stated in his view this was a great idea. The Chairman ***closed the meeting*** to allow a member of the public to comment. A member of the public stated the bus shelter had been a meeting place for generations and the Parish Council should not deter the youth from going in there. The Chairman thanked the member of the public for her comments and ***reconvened the meeting***. **Approval** for the formation of a Youth Council was **Unanimously Approved** and it was agreed a report should be prepared for the next E & L Committee meeting.

**6.4 – Simons Cross Play Area**

Cllr Quickenden reported this play area is in very poor condition to which she gave details. There was a brief discussion and it was agreed the Clerk should contact SC Norse in respect of this matter.

**6.5 – To consider joining the Visit Wickham Market Website**

Costings had been circulated to all Councillors to which the Chairman also provided background details regarding this website.

There was a formal vote for the **Approval** for the Parish Council to join the Visit Wickham Market Website

**8 in favour**

**3 abstentions**

**CARRIED**

7. **Clerk’s report**

**7.1 – Annual Parish Meeting – Monday 8th April 2019 at 7:00pm**

The Clerk confirmed speakers were going to provide updates on The George, The Village Hall New Build and the Neighbourhood Plan Regulation 14 Consultation. She reported invites to the relevant village organisations had also been sent.

**7.2 – Forthcoming Parish Council Elections**

The Clerk confirmed she had received applications from 8 new candidates to date and urged any current Council members whom had not yet completed their Election paper to do so.

**7.3 – Weekly & Summer Markets Update – Saturday 17th August 2019**

The Clerk reported arrangements for the Summer Market would commence soon.

**Date of Xmas Market** – The Chairman provided details regarding the Xmas Shopping leaflet that was compiled by WMP and suggested the date of the Xmas Market should be moved to Saturday 7th December 2019. There was a brief discussion and it was felt that WMP should be asked to send out the Xmas Shopping leaflet earlier. **Action - Chairman to liaise with WMP.**

The Clerk reported the Weekly Markets still only had a few stalls attending but stated she hoped these would pick up during the Spring.

***Cllr Nobbs left the meeting.***

8. **Environmental & Leisure Committee update**

 Draft minutes of the February Committee meeting had been circulated to all Councillors.

**8.1 – Allotment Matters**

There was a detailed discussion regarding the Simons Cross Allotment Agreement that had now been Approved. Cllr Chenery confirmed the Clerk had written to the landowner requesting that a footpath link should be included and confirmed he had recently spoken to the landowner and he was in favour of including this.

**8.2 – Cemetery Matters**

Cllr Chenery reported that dog fouling is an issue and it was hoped that once a sign is erected at the entrance this would improve, if not the Committee could look wider as to if a bye-law would be worth implementing. Cllr Quickenden suggested the primary school children could be asked to design a poster/notice to assist in preventing this ongoing problem. **Action Cllrs Quickenden & Margetts to liaise with Primary School.**

9. **Finance and Legal Matters**

**9.1 - Bi-monthly accounts – January/February 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 Roper, seconded by Cllr Cooke. **All in favour.**

***The Chairman asked for Approval to suspend Standing Orders in order to continue the meeting. This was Unanimously Agreed by the Council.***

**9.2 - To carry out a review of the Cemetery Fees**

A list of the current fees had been circulated to all Councillors. Cllr Chenery and the Chairman gave details regarding current fees and the income and expenditure for the past 2 years. Further to a brief discussion it was agreed this matter should be deferred to the E & L Committee. Cllr Biddle pointed out that Wickham Market always seemed to charge well below compared to other local cemeteries.

**9.3 - To carry out the annual review of the Risk Assessment**

A copy of this document had been tabled by Clerk. The Clerk gave details regarding updates carried out. Subject to amendments **Approval** was **Unanimously Agreed.**

***Cllrs Quickenden and Margetts left the meeting***

**9.4 - To carry out the annual review of the Asset Register**

A copy of the updated Asset Register had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding updates carried out. **Approval** was Proposed by Cllr Cooke, Seconded by Cllr Lawrence. **All in Favour.**

**9.5 - To carry out the annual review of the Internal Financial Control System**

 A copy of this document had been tabled by the Clerk. The Annual Review was carried out and **Approval** was Proposed by Cllr Biddle, Seconded by Cllr Cooke. **All in Favour.**

**9.6 - To carry out the annual review of the Effectiveness of the Internal Audit**

 A copy of this document had been tabled by the Clerk. The Annual Review was carried out and **Approval** was Proposed by Cllr Lawrence, Seconded by Cllr Hawes. **All in Favour.**

**9.7 – To carry out the annual review of the Standing Orders & Financial Regulations**

 A copy of these documents had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding amendments made. **Approval** for the Council to Adopt both documents was Proposed by Cllr Cooke, Seconded by Cllr Biddle. **All in Favour.**

**9.8 – To consider giving a £50 donation to fund a Google Ad Campaign**

The Chairman gave details and it was agreed this amount would come out of Chairman’s allowance. **Unanimously Approved.**

10. **Planning Matters**

 In Cllr Sanders absence the Chairman reported on recent applications.

11. **Town Team & Wickham Market Partnership**

 The Chairman reported the Town Team is winding down and will not continue for much longer.

12. **The George Bencom Update**

The Chairman reported as a result of a recent vote it had been agreed the group would be applying again for a grant.

13. **Village Hall Rebuild Committee Update**

Cllr Biddle reported on the recent open day and advised that £5.5K was made in promises and overall it had been a very successful day.

14. **Traffic & Parking Working Group Update**

Cllr Hawes requested that the minutes of these meetings should be circulated to all Councillors. The Chairman reported the T & P WG were currently measuring traffic flows within the village to which he gave details.

15. **Neighbourhood Plan Committee Update**

The Chairman gave details regarding the Regulation 14 Consultation. He reported there had been 14 responses received to date and most of these were addressing concerns in respect of the proposed car park in Mill Lane. The Chairman ***closed the meeting*** to allow a member of the public to comment. A member of the public asked if the Parish Council supported the need for an 80 space car park to which the Chairman provided information and ***reconvened the meeting.***

16. **Correspondence**

The Chairman reported on the correspondence received regarding PSPO’s. A copy of this correspondence had also been circulated to all Councillors.

The Chairman gave details regarding correspondence received regarding safety measures in Chapel Lane. He confirmed the T & P Working Group were looking into this matter and it was hoped that measures to put in double yellow lines where necessary could be implemented. Cllr Chenery provided further clarification in respect of this matter including a scheme at Deben Court in which has been carried out.

17. **Any Other Matters Arising**

Cllr Lawrence raised concerns regarding an overgrown hedge on Dallinghoo Rd. **Action - Clerk to write to write to the resident.**

18. **Open Public Session**

A member of the public provided clarification and gave details in respect of the Lehmann House boundaries.

**The Chairman thanked Councillors and the members of the public present for their attendance and formally closed the meeting at 10:55pm**

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