**WICKHAM MARKET PARISH COUNCIL**

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

**MONDAY 16TH SEPTEMBER 2019 AT 7.00PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (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), County Cllr Alexander Nicoll, County Cllr Richard Smith and District Cllr Carol Poulter. There were 4 members of the public present.

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

County Cllr Nicoll reported he was not happy to read the comments made in relation to himself within former Cllr Parker’s resignation letter. He stated in his opinion he had a good relationship with the Parish Council and had made himself available when needed. The Chairman stated in his view the relationship between himself and both the County and District Councillors was very good.

County Cllr Nicoll reported on matters relating to Sizewell C and stated he had been heavily involved and feels that after reading through all the material for this project planning should not be granted

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

District Cllr Poulter had submitted a written report which had been circulated to all Councillors. District Cllr Poulter reported she was also very disappointed to read the comments made by former Cllr Parker in relation to herself and stated in her opinion this was absolute rubbish and confirmed she would be responding to this correspondence.

District Cllr Poulter reported on matters relating to her role at ESC and touched briefly on Sizewell C.

Cllr Exton asked why Climate Change had not been mentioned by District Cllr Poulter to which she confirmed that East Suffolk Council had now declared a Climate Change Emergency to deal with thinking of ways to take measures to help. Cllr Exton raised concerns as to why her report had not linked Climate Change with Sizewell C and asked District Cllr Poulter to find out why these matters were not linked. County Cllr Nicoll stated he would be raising this matter at the forthcoming cabinet meeting to which he gave in-depth details. Cllr Biddle asked if the joint response from SCC and ESC was in support of Sizewell C. County Cllr Nicoll stated this matter would be considered at the Cabinet meeting and advised on ways in which they could object even though in Stage 3 the opening sentence had stated they were not opposed to the project.

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

**Youth Liaison Representative – Cllr French**

Nothing to report.

**Suffolk Constabulary Liaison Representative**

Cllr Roper advised he had recently attended a SNT Meeting and had circulated his notes of this to all Councillors. He confirmed the Clerk had now been informed the culprit charged for the arson to the bus shelter was due to be sentenced in the near future at a hearing to which he hoped to attend.

The Chairman formally opened the meeting at 7.20pm

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

Apologies were accepted from Cllr Chenery (Vice 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 Monday 15th July 2019**

A copy of the draft minutes had been circulated to all Councillors prior to the meeting. Subject to a minor amendment in respect of comments made by Cllr Hawes regarding the leases for the Bowls and Football Clubs being passed to the E & L Committee these were proposed for **Approval** by Cllr Roper, Seconded by Cllr Horsnell. **10 in Favour, 1 Abstention**. It was agreed the amended minutes would be duly signed by the 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**

***This matter was brought to the start of the meeting to allow District Cllr Poulter to comment.***

The Chairman reported on issues relating to Simons Cross play area and its poor state of repair and upkeep. He confirmed that East Suffolk Council had finally admitted to being responsible for maintaining this play area and have agreed to carry out some works to improve the area in the short term until hopefully it is redeveloped within the next few years. District Cllr Poulter stated she would be happy to attend a site meeting at Simons Cross play area along with representatives from the Parish Council in order to see what necessary improvements needed to be carried out. Cllr Biddle gave details regarding the poor condition of this play area and stated if improvements were not carried out an accident would happen. Cllrs Biddle and French volunteered to attend this meeting along with the Clerk. **Action – District Cllr Poulter to send some dates to the Clerk and Clerk to forward information received from ESC in respect of this matter to District Cllr Poulter.**

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

**6.1 – Stage 4 Sizewell C Public Consultation Response (including Public Open Session**

**relating to this item only).**

***This item was moved to the start of the meeting to allow County Cllrs Nicoll and Smith and***

***District Cllr Poulter to comment.***

The Chairman ***closed the meeting*** and stated the response which was due to be sent to EDF Energy by 27th September 2019 would be sent in two parts. He gave details on the recent Open Day and stated 89 completed questionnaires had been received to date. He stated out of the responses received approximately two thirds were against Sizewell C with the other third being relatively for it but in respect of the traffic mitigation options for Wickham Market about 95% feel they are completely unacceptable.

The Chairman read out a draft letter in which he had compiled to Tom McGarry at EDF Energy and stated this letter was separate to the formal Stage 4 response. Within this letter it stated the Parish Council were asking for a formal written apology from EDF Energy in respect of the misleading statement included within the Stage 4 Public Consultation document. He also stated the Parish Council and the Traffic & Parking Working Group did not consider that a meeting with EDF Energy to discuss further mitigation options was appropriate at this time, but a meeting may be held after the response deadline on 27th September 2019 to which he gave details. The Chairman asked for **Approval** for this first letter to be sent. **This was Unanimously Approved**.

The Chairman advised following this letter the official response to Stage 4 of the Public Consultation would be sent to which he gave details and stated this letter would include comments as below:-

1. A further comment about the statement made within the Stage 4 Public Consultation document, as above.
2. The fact that EDF Energy have proposed no changes whatsoever for the two traffic mitigation options for Wickham Market both of which are totally unacceptable.
3. The public open event figures would be reported on and the response would also state currently there is no information within the Stage 4 Public Consultation that allows the Parish Council to make any positive decisions in respect of this project.
4. Screening for the Park & Ride site is not adequate and if the project is to go ahead more screening would be required.
5. It will be pointed out to EDF Energy there are other Park & Ride sites that have spare capacity such as the Martlesham site.

Anne Westover advised the Stage 3 response would also be referred to and these comments would be supplementary to this response.

Anne Westover stated the Working Group were going to be looking to draft some questions for the meeting in which County Cllr Nicoll is attending at SCC on Tuesday 24th September 2019. County Cllr Nicoll provided information regarding this meeting. Anne Westover also confirmed the Parish Council’s response would be sent to County Cllr Nicoll and District Cllr Poulter.

Anne Westover reported the questions to be put forward to County Cllr Nicoll would mostly relate to the proposed Park & Ride site and the mitigation options but stated if there were any other questions that Councillors wished to put forward then please let her, and County Cllr Nicoll know.

County Cllr Nicoll stated in his view EDF Energy needed to be challenged to come up with alternative traffic mitigation options to which he gave details. County Cllr Richard Smith suggested that when this question is put to SCC it is vital that County Cllr Nicoll raises these points on behalf of the Parish Council. County Cllr Nicoll stated he would most certainly raise these points at the meeting on Tuesday 24th September and urged the Chairman to include within any questions the fact the Parish Council felt so strongly about the misleading comments made with the Stage 4 Consultation document this lead them to having to write a separate letter in respect of this matter.

Cllr Biddle asked were the Parish Council opposing or supporting Sizewell C. The Chairman provided clarification and stated in Stage 3 the Parish Council stated they only supported if alternative traffic mitigation solutions could be found. He confirmed that within Stage 4 no alternative solutions had been found so they will be objecting to the project.

Cllr Biddle stated the Parish Council represent the village and as such a large percentage of local residents are against the project this leaves the Parish Council no option to object to which he gave details.

Cllr Exton gave details regarding the TEAGS event in which she had recently attended at Theberton and gave details regarding issues relating to Hinkley Point and reported all the reports are available on the TEAGS website to which she recommended Councillors to read.

Cllr Exton raised serious concerns and was very emotional regarding this project as a whole including its effect on Climate Change. Cllr Biddle insisted that comments regarding Climate Change must be included within the Stage 4 response.

A member of the public stated when she left the recent EDF Energy Public Event she felt very concerned regarding comments made within Stage 4 Consultation stating EDF Energy were in close liaison with Wickham Market Parish Council and she is now very pleased to find out that these were misleading comments and is relieved to hear the Parish Council would be objecting to this project.

The same member of the public stated she felt the Parish Council needed to get this message out to local residents to which the Chairman agreed and stated his letter and the response letter would be put on the website, noticeboards and sent out via any other form of communication links available. Cllr Biddle suggested an article in the church newsletter could be beneficial.

Anne Westover stated she was very concerned how now EDF Energy were selling Sizewell C within the Stage 4 Consultation documents as a way of creating almost totally carbon free electricity system and suggested comments needed to be included within the response in respect of these comments to which she gave details.

County Cllr Nicoll stated within the 10-year construction phase the number of carbon monoxide vehicles within this County is going to rise substantially to which he gave details and examples of current traffic issues. He stated that EDF Energy must not cause any more traffic problems and must engage with the Highways Authority and both Councils over mitigating issues for all roads within the County affected to which he provided information and stated the rail-led options are also highlighting concerns.

County Cllr Richard Smith stated so much information was still required from EDF Energy in respect of this project and offered to assist Wickham Market Parish Council in the future and stated he also was opposed to the two traffic options.

The Chairman thanked the member of the public and the County Councillors for their comments and ***reconvened the meeting***

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

The Chairman reported this document would be deferred due to comments received and it is hoped between now and the November Parish Council meeting these Aims & Objectives would be amended in order so they become much more robust. Mike Hawes recommended an Action Plan should be produced in respect of this document. It was also agreed this matter needed to be an agenda item at the next meetings of the Finance & General Purpose and Neighbourhood Plan Committees.

**6.3 – At the F & GP Committee meeting on 2.9.19 the Committee RESOLVED that the following documents be recommended for Approval by Full Council:-**

Grievance Procedure Policy

Disciplinary Procedure Policy

Bullying & Harassment Policy

A copy of these draft polices had been circulated to all Councillors prior to the meeting. These polices were all recommended for **Approval without amendment.** Proposed by Cllr Biddle, Seconded by Cllr Hawes, **All in Favour. These policies were duly Adopted by the Council.**

**6.4 – At the F & GP Committee meeting on 2.9.19 the Committee RESOLVED that the amended Complaints Procedure be recommended for Approval by Full Council**

The Chairman gave details regarding the amendments carried out by the F & GP Committee. Cllr Biddle stated any complaint should be brought to the Personnel Committee and then the results of any complaint would be brought back to full Council. **Approval** for this document was Proposed by Cllr Cooke, Seconded by Cllr Roper. **All in Favour. The Complaints Procedure was duly Adopted.**

**6.5 – Traffic & Parking Working Group Terms of Refence & update on progress to date**

The Traffic & Parking Working Group’s Terms of Reference had been circulated to all Councillors prior to the meeting. The Chairman provided details regarding these Terms of Reference. Cllr Biddle stated at the last meeting he asked to see a brief detailed 2-sided report on the work this Working Group was providing giving details of the aims and objectives and where they are to date to which he gave details.

Cllr Lawrence stated she felt that point 3 of the Terms of Reference should state the Parish Council needed to be made aware and consulted on in the first instance prior to any discussions with SCC.

The Chairman provided details regarding work being considered at present. He stated some of these proposals may not be viable and the reason for discussion with SC Highways at an early stage was to determine and remove any options which were not feasible. The Chairman confirmed once these options had been prioritised a public meeting would be held to which he provided information.

Cllr Biddle raised concerns regarding some matters raised within the recent T & P Working Group minutes and stated some of these matters were not the decision for the Working Group to make. He also raised concerns regarding costs for an open public day and stated this matter would have to go before the F & GP Committee.

Cllr Lawrence suggested that point 3 of the Terms of Reference should read

“Following consultation, work and liaise with the Parish Council, ESC and SCC to make and agree proposals to resolve the issues resulting from 1. and 2. above”.

With amendment to point 3 the Terms of Reference were Proposed for **Approval** by Cllr Lawrence, Seconded by Cllr Horsnell. **All in Favour.**

**6.6 – To appoint a Cemetery Group member**

Cllr Hawes volunteered to join the Cemetery Group.

**6.7 – To appoint a Parish Council member to replace former Cllr Fiona Parker on the Finance & General Purpose Committee**

Cllr Lawrence volunteered to join the F & GP Committee.

**7. Clerk’s report**

I would firstly like to thank those Councillors and members of the public whom sent me cards and good wishes whilst I was recently off. These were greatly appreciated.

Despite having tried to contact Jayne Cole from LCPAS both via e-mail and telephone on several occasions since I have returned to work, I am afraid I have not been successful and therefore have not been able to book a date for the Councillor Training session. I can only suggest the Parish Council considers re-joining SALC at an annual cost of around £750.00 which I must point out has not been budgeted for.

Finally, a VAT reclamation has recently been submitted to HMRC for £6,714.38.

It was agreed the Clerk should ask SALC the cost of re-joining and ask for a reduced rate as its half-way through the year. **Action – Clerk to liaise with SALC**. There was a brief discussion and it was suggested this matter could be considered at the next F & GP Committee meeting.

**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.*

**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.*

**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.*

The Chairman gave details on the Local Plan hearing being held at East Suffolk Council in respect of the Pettistree site to which he stated he would be attending in order to speak.

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

**11.1 - Bi-Monthly Accounts – July/August 2019**

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

**11.2 – 1st Quarter Budget Update**

A copy of this document had been circulated to all Councillors and put on the website prior to the meeting. The Clerk/RFO gave details regarding this document. Cllr Exton suggested the Parish Council may need to review the cost of having a pitch at the weekly, Summer & Christmas markets. The Clerk provided details regarding the market stalls whom attended regularly.

The Clerk confirmed this document had been **Approved** by the Finance & General Purpose Committee members at their recent meeting.

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

(See separate Planning Appendix)

Cllr Sanders reported it had been brought to her attention that a rather large extension is being built and requires investigation at 214 High St. She advised that Cllr French had suggested the new application for the Co-op may also need to be brought to the attention of the Neighbourhood Plan Committee to which she gave details. She confirmed local residents had been informed in respect of this application and the proposal was for the artic lorries to commence deliveries at 6.30am. The Chairman suggested more information is required from the Co-op in order to make a decision in respect of this application.

Cllr Sanders raised concerns regarding the development at Rose Cottage and confirmed the owners are now letting this cart-lodge out on the Airbnb website for £65 a night. The Clerk reported this matter had been reported to ESC’s Enforcement Team. Cllr Sanders gave details of a visit from SC Highways regarding a flowerbed which was encroaching the highway. There was a brief discussion and the Chairman asked Cllr Sanders to compile a letter to ESC Planning Department copying in Philip Ridley and District Cllr Poulter for his signature. **Action – Cllr Sanders to compile a letter to ESC Planning Dept for the Chairman to sign.**

**13**. **Correspondence**

**13.1 – To consider correspondence from a local resident regarding the suggested site for a defibrillator**

A copy of the correspondence received had been circulated to all Councillors prior to the meeting. The Chairman reported on this correspondence and following a discussion it was felt that Spring Lane was a suitable location for a defibrillator and a third site could be looked into in the near future. **Action: Clerk to respond to local resident and state the Parish Council have liaised with the 1st Responders in respect of this location but a 3rd location for a further defibrillator would be looked into.**

The Clerk advised she has made enquiries to the Community Heartbeat Foundation regarding the defibrillator and hoped to be able to order this soon. Cllr Exton pointed out the sites of the village defibrillators should be widely advertised within the village to which it was agreed.

**13.2 – Former Cllr Fiona Parker’s Resignation**

A copy of this letter had been circulated to all Councillors and the Clerk had distributed copies to the members of the public present. The Chairman noted there was a lot of information included some which the District and County Councillors were not happy with and asked if any action was required. It was agreed this correspondence had been noted by the Parish Council.

**13.3 – To note two formal complaints from residents against the Parish Clerk**

The Chairman reported he had received two formal complaints against the Parish Clerk and these were in the process of being dealt with.

He also made the Parish Council aware that he had received two formal Code of Conduct complaints against himself and this is where the Parish Council could have appreciated some support from LCPAS but unfortunately they have let the Parish Council down to which he gave details.

The Clerk stated she had commented on one of the complaints received against herself and reported she had forwarded these comments to the Chairman and Vice Chairman.

Further to a brief discussion it was suggested by several Councillors the Parish Council should re-subscribe to SALC to which Cllr Biddle raised concerns. Cllr Hawes asked if there were any officers at East Suffolk Council that could assist. The Clerk stated she had received advice from Hilary Slater at ESC. The Chairman stated with these complaints in mind he would very much like to re-subscribe to SALC. Cllr Lawrence proposed the Parish Council could approve expenditure up to £500.00 to re-join SALC to which Cllr Biddle felt this ad-hoc expenditure should not be agreed and offered to liaise with officers at East Suffolk Council in respect of these matters. Cllr Nobbs proposed the Parish Council should take Cllr Biddle up on his offer.

**Action – Cllr Biddle to liaise with ESC officers.**

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

Cllr Lawrence asked if all Parish Council meetings would commence at 7:00pm to which it was agreed they should.

Cllr Cooke raised concerns regarding a young lad who rides a scooter rather fast down the High St.

Concerns were raised by Cllr Biddle regarding this year’s hanging baskets to which he stated in his opinion were very disappointing and wondered if the watering had been carried out adequately.

Cllr Horsnell asked for an update in respect of the repairs to the Church wall. The Chairman stated as far as he was aware SC Norse had contracted the work but there wasn’t enough supervision of the contract before it started to which he gave details. He advised the wall was made up of old Suffolk red bricks within the curtilage of a Grade II Listed Building to which he thinks the plan was to take the wall down and rebuild it using modern bricks with a slightly different colour. The Chairman reported this has since been brought to the attention of the Conservation Officer at ESC and the project has now been stopped. He advised he has been informed the old bricks were taken down and sold. Cllr Sanders provided further details and stated there were two skip loads of broken bricks and less than 20% of the bricks had been saved. It was agreed this problem lies with ES Norse and the skip in the car park needed to be removed. It was also pointed out that Planning Consent is now required.

Cllr Exton stated she had found remains of drugs along Broad Rd to which she gave details and asked Cllr Roper to bring to the attention of Suffolk Constabulary.

**The Chairman thanked Councillors and the members of the public present for their attendance and formally closed the meeting at 9:10pm**

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

**PLANNING APPENDIX**

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

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

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

**Planning Ref: DC/19/2847/FUL**

Address: 214 High Street, Wickham Market

Proposal: Retrospective Application:- Install a barnblack clad storage / shed in place of the existing shed/workshop that had fallen into disrepair.

The Planning Committee were concerned by the footprint of the original structure

being extended by at least 70%. The height increase was not approved by the Planning Committee. No details were included for an extension to the height. The container which is the frame for the structure did not get permission at the time of its installation.

The Planning Committee were concerned with the proximity of the container with wooden cladding being too close to the boundary of the adjoining property. Concerns were also raised for the precedent being set for future planning applications or failure of.

The container with wooden cladding is not in keeping with the conservation policy. Any future repairs to the adjacent wall will be difficult due access now only available from private land. The disturbance of shrubs for any future work was also a concern.

**This application has been Granted by ESC with 2 Conditions.**

**Planning Ref: DC/19/2905/FUL**

Address: Dunlin House, High St, Wickham Market

Proposal: Construction of a single storey extension to the rear of the house.

**The Planning Committee recommended APPROVAL for this application with no recommendations**. **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. However, it is

recommended the shop frontage is maintained as set in the plan. The sign ‘Minter & Co’ is to

be retained either on the premises or within the village due to conservation.

**There were NO OBJECTIONS but recommendations to be adhered to. No decision has been made by ESC, to date.**

**12.2 Update on existing applications:-**

**Planning Ref: DC/19/2352/FUL**

Address: 41 Broad Rd, Wickham Market

Proposal: New side extension and garage

It was felt that despite putting one car on the plan this did not warrant a revised application.

Concerns were raised again regarding the proposed size of the proposed extension.

The Planning Committee **Objected** to this planning application on the following grounds:-

**Overbearing/Nature of proposal**– The Planning Committee felt due to the size of the proposed extension this would result in an over development of the site.

Concerns were raised in respect of **Loss of ecological habitats** on the site.

**Design & Appearance** – The proposed development will nearly triple the footprint of the existing property and it was felt this proposal was far too large.

**This application has been Granted by ESC with 3 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 across all four properties. **No decision has been made by ESC.**