**WICKHAM MARKET PARISH COUNCIL**

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

**MONDAY 20TH JANURY 2020 AT 7.00PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

Cllr David Chenery Cllr Mike Hawes

 Cllr Ivor French Cllr Emma Lawrence

 Cllr John Horsnell Cllr Lisa Sanders

 Cllr Alan Biddle Cllr Sonya Exton

 Cllr Anne Westover

Officers: Jo Peters (Parish Clerk)

In Attendance: County Cllr Nicoll & District Cllr Poulter

There was 1 member of the public present

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

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

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

County Cllr Nicoll reported on the proposed Northern Bypass Route and stated his personal view is that this road was not needed to which he gave details. Has confirmed he had put his views across at a recent meeting and had stated he felt this money could be better spent on other projects. County Cllr Nicoll reported on matters relating to Sizewell C and advised that EDF Energy were looking to make a formal application to the DCO in respect of the proposed development. He provided details regarding a presentation in which he had recently attended and stated concerns had been raised to him at this event in respect of matters that had been disregarded during the consultation stages.

County Cllr Nicoll confirmed he had approved costs towards the marquee for the Christmas Market held in memory of Mat Bayfield from his Locality Budget. The Chairman thanked County Cllr Nicoll for this donation and for his report. Cllr Westover stated that County Cllr Nicoll would be invited to a meeting due to be held with EDF Energy on 9th March 2020 in Wickham Market Village Hall. Cllr Westover made enquiries regarding the JLAG meeting and asked if Parish Councils would be able to attend this meeting. County Cllr Nicoll provided clarification and advised unfortunately Town & Parish Councils were unable to attend these meetings. Cllr Westover raised concerns regarding the proposed Northern Bypass Route stating in her view the information provided within the consultation was very poor. County Cllr Nicoll reported on traffic issues within the centre of Ipswich and stated again he did not feel this proposed road would help these issues.

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

District Cllr Poulter had submitted a written report. She advised that she agreed with County Cllr Nicoll’s comments regarding the proposed Northern Bypass Route along also with the two Local MP’s. District Cllr Poulter reported ESC were going paperless and provided details regarding the Community Partnerships and funding available and urged Councils to come forward with ideas how this funding could assist in local areas. The Chairman thanked District Cllr Poulter for her report and provided details regarding the first WMP Men’s Shed meeting. The Chairman asked how many representatives from the Parish Council could attend the forthcoming Community Partnership meeting to which she confirmed two members from each Council were welcome to attend. Finally, District Cllr Poulter confirmed ESC’s Climate Emergency action report had now been published and she offered to provide a short presentation regarding this at the next Parish Council meeting.

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

**Youth Liaison Representative – Cllr French**

 Nothing to report.

 **Suffolk Constabulary Liaison Representative**

Nothing to report.

The Chairman formally opened the meeting at 7.25pm

**3**. **Opening remarks by the Chairman**

On behalf of the Parish Council the Chairman wished Cllr Cooke a speedy recovery. He confirmed that Patrick Roper had now resigned from the Parish Council and on behalf of the Parish Council he offered thanks to Patrick Roper for all his hard work carried out whilst serving as a Parish Councillor.

**4**. **To receive Apologies for Absence**

 Apologies were accepted from Cllrs Nobbs & Cooke.

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

 Cllr Hawes declared a non-pecuniary interest as he is a member of WM Bowls Club.

Cllrs Horsnell and Westover declared non-pecuniary interests as they are plot holders at the Glebe Allotment Site.

The Chairman declared a non-pecuniary interest as he is a member of WMP.

**3.1. To consider any Dispensations**

None received.

**6**. **To approve the draft minutes of the Parish Council meeting held on 18th November 2019**

A copy of the draft minutes had been circulated to all Councillors prior to the meeting. Cllr Hawes advised the minutes stated that draft minutes of the E & L Committee meeting held on 16th December 2019 were published on the Parish Council’s website which was incorrect. Cllr Westover stated in her view item 10 was muddled and recommended that these two items should have been separated. Cllr Westover stated she was very happy to write a letter on behalf of the Neighbourhood Plan Committee to Hopkins Homes. Cllr Biddle stated item 6.4 was also muddled in what was minuted and stated the Traffic & Parking Working Group are a tool of the Parish Council and he hoped the Parish Council would be seeing proposals from this group in the near future. The Chairman provided details regarding the report in which had been compiled by the Traffic & Parking Working Group and stated the location for a suitable site for a new car park had been passed from the Neighbourhood Plan Committee to the Traffic & Parking Working Group to take forward.

It was **RESOLVED** that subject to amendments in relation to the comments made by Cllr Hawes the minutes of the Parish Council Meeting held on 18th November 2019 be signed by the Chairman as a true record and adopted by the Council.

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

There were none.

**8**. **Parish Council matters**

**8.1 - Outline proposed changes to Car Parking Charges within Wickham Market and to agree a way forward**

The Clerk had circulated an email from ESC regarding the proposed car park changes which were due to be discussed at a future ESC Cabinet meeting. Cllr Westover asked District Cllr Poulter if she could inform the Parish Council when the meeting in which this matter was due to be discussed would be held. District Cllr Poulter gave details regarding car parking charges in the District and advised on reasons for this paper being pulled from the previous Cabinet meeting. She confirmed that one of the main issues was the proposed Ring-Go scheme and confirmed that ticket machines within car parks would remain in place. The Chairman gave details regarding the £10.00 permit scheme set up in Wickham Market and raised concerns regarding the effect the proposed changes would have on the current scheme, the shops and the village as a whole. District Cllr Poulter stated a formal consultation would be held and it was at that point the Parish Council could put their views across.

Cllr Sanders raised concerns regarding the huge cost increase to the car park permits and stated local residents whom buy a permit from the Clerk for the long stay car park also needed to be taken into consideration. County Cllr Nicoll stated Wickham Market is the hub of many surrounding villages and this needed to be put across when responding to the formal consultation.

It was **RESOLVED** that the Traffic & Parking Working Group would prepare a report and bring their findings back to the Parish Council although some concerns were raised as it was felt these proposals should not be discussed prior to the formal proposals were received by the Clerk.

**8.2 – Update on the meeting held with EDF Energy regarding Traffic Issues**

The Clerk had circulated meeting notes of the recent meeting held with EDF Energy to all Councillors prior to the meeting. Cllr Westover gave details regarding the meeting held and the Problem Statement tabled at this meeting. She advised that EDF Energy had no suggestions to put forward at this meeting and confirmed the next meeting is to be held on 9th March 2020. Cllr Westover stated she had drafted a letter to EDF Energy following the meeting held to which she gave details and stated she would also be suggesting agenda items for the next meeting. She stated it was important that local residents do not think this group is seen to be coming up with solutions for traffic mitigation options. County Cllr Nicoll recommended a paper audit trail should be kept in respect of all correspondence between EDF Energy and the Parish Council and urged the Parish Council to copy himself and Steve Merry into all correspondence.

**8.3 – Update on drainage issues at Simons Cross Playing Field**

The Chairman reported that himself along with Cllrs Chenery, French and Horsnell had now carried out further assessments and it was felt there was a broken pipe on land that the Parish Council leases from SCC at Simons Cross Playing Field. He advised the wording within the lease stated that the Parish Council were responsible for this drain. The Chairman provided details regarding the purpose of the proposed broken drain and stated there were number of issues in respect of this land including the fact the Parish Council haven’t received quarterly invoices from SCC. He confirmed the land is sub-let to WM Youth Football Club whom pay an annual licence fee to the Parish Council.

The Chairman stated following the recent site visit carried out it was agreed by all those present the best way forward would be for an exploratory dig to be carried out in order to explore this matter further and determine who was responsible for this drain. He advised it had also been agreed at the recent Extraordinary E & L Committee meeting that it would be beneficial to take up SALC’s offer of having a free 20 minute telephone appointment with Birketts Solicitors and the Clerk could send a copy of the lease in advance. Cllr Westover stated the matter of whom is responsible for the land must be clarified and provided details regarding comments made by Ben Chester, SCC in respect of these drains.

The Chairman gave details regarding correspondence received from residents at the Oaks and the points raised within it. He stated the pond at the Oaks site had been demolished when this development was carried out. The Chairman confirmed he had obtained drainage drawings which included the pump system at the Oaks. Following discussion, it was agreed the Chairman would respond to the correspondence received.

It was **RESOLVED** that a drainage survey would not be necessary, but an exploratory dig would be sought in the first instance.

**8.4 – To elect a member to the E & L Committee following the resignation of Patrick Roper**

There were no volunteers and it was agreed the newly co-opted member could be appointed to take on this role.

**8.5 – To elect a member to the Staffing & Personnel Committee following the resignation of Patrick Roper**

Cllr Horsnell volunteered to join this Committee. The Chairman thanked Cllr Horsnell.

**8.6 – To elect a Suffolk Constabulary Liaison Representative following the resignation of Patrick Roper**

Cllr French volunteered to take on this role. The Chairman thanked Cllr French. **Action – Clerk to inform Cllr French of date of next meeting.**

**8.7 – To elect a CAB representative following the resignation of Patrick Roper**

There were no volunteers to take on this role. It was suggested the Clerk should inform the CAB that due to the resignation of Patrick Roper this position remained vacant, but it was hoped that once a new Parish Council member had been co-opted they could be willing to take on this role.

Cllr Westover stated there was also a vacancy for an Assistant Tree Warden due to Terry Peake’s retirement. Cllr Sanders showed interest in taking on the role of Assistant Tree Warden.

**8.8 – Update on drainage issues at the Village Hall car park**

Concerns were raised regarding the recent repairs to the potholes. **Action - Clerk to liaise with EFM surfacing**. The Chairman stated decisions regarding the ongoing flooding issue would be deferred until after the meeting with the local landowner had been carried out whereby a request for permission for the Parish Council to use his ditch in order to drain this surface water would be put forward.

**9. Clerk’s report**

**9.1 – Councillor Training**

The Clerk provided details received from SALC regarding suitable dates for these training sessions to be carried out. It was **RESOLVED** the most suitable dates were Monday 23rd and Tuesday 24th March 2020 from 7:00 – 9:00pm. **Action – Clerk to liaise with SALC.**

The Clerk confirmed she had booked herself a place on the Preparing for Audit course to be held at SALC on 3rd March 2020.

**10. Environmental & Leisure Committee**

*Minutes of the meeting held on 16th December 2019 will be circulated to all Councillors and will be available on the Parish Council website*

The Clerk confirmed that Robin Hall had now retired from his pest control duties at the cemetery and reported that Bob Mills had agreed to take on this work at the same cost of £400.00 per year and has over 30 years of experience and carries out these duties for the church and also carries out other work in and around the village.

Cllr Westover stated the Cemetery Renewal Contract for the management of the cemetery had been received from ESC Norse and this required some refining.

**11. Finance & General Purpose Committee**

*Minutes of the meeting held on 13th January 2020 will be circulated to all Councillors and will be available on the Parish Council website*

The Clerk/RFO confirmed the Committee had **RESOLVED** at this meeting to give a grant of £100.00 to the 1st Responders for their services carried out at the Christmas Market.

**12.** **Neighbourhood Plan Committee**

*Minutes of the meeting held on 14th January 2020 will be circulated to all Councillors and will be available on the Parish Council website*

The Chairman reported clarification was being sought at the meeting to be held with the local landowner to address the issues and proposed changes to the policy relating to land at the Old School Farm site and this would then determine if the draft plan would need to go out for Regulation 14 Consultation again. Cllr Westover suggested a meeting should be held with Andrea McMillan, ESC and Chris Bowden, Navigus Planning in order to seek clarification and advice regarding the proposed changes to be carried out.

Cllr Westover stated the Mill Lane site for a new car park had been taken out of the Neighbourhood Plan and in her view the Traffic & Parking Working Group should not be including this site within their suitable site locations for a new car park. The Chairman stated that Mill Lane would remain within the report as an option for a new car park and would be taken to a public consultation.

**13.** **Finance and Legal Matters**

 **13.1 - Bi-monthly accounts – November/December 2019**

A copy of the bi-monthly accounts had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr Hawes, Seconded by Cllr Horsnell. **All in Favour.**

Cllr Exton made enquires regarding ethical banking and suggested the Clerk could look into this and suggested she could contact Rendlesham Parish Council as they were also looking into changing to an ethical bank. **Action – Clerk to liaise with Heather Heelis, Clerk to Rendlesham Parish Council**. Cllr Westover asked for clarification regarding the Clean Up funding received. The Clerk confirmed this funding had been spent apart from the remaining funds for planting at the long stay car park.

 **13.2 - To Approve the 2020/21 Budget and set the Parish Precept**

A copy of the draft 2020/21 budget had been circulated to all Councillors prior to the meeting. The Clerk confirmed as a result of the Extra-ordinary E & L Committee held it was recommended that an additional £3,000 should be included within the budget towards the short term costs and investigations in respect of the flooding at Simons Cross and the Village Hall. Cllr Biddle provided details regarding Room Hire going forward and confirmed the Parish Clerk would be reducing her hours carried out at the Resource Centre to either 2 or 3 two hour sessions depending on costs which could then be divided into 15 minute sessions for members of the public/councillors. The Chairman confirmed that WMP were going to address matters relating to Room Hire at their next meeting.

Cllr Westover requested for the Grants Application form to be circulated to all Councillors. On behalf of the Parish Council the Chairman thanked Cllr Westover for the Greengym sessions carried out at the cemetery.

The Clerk/RFO confirmed the budget included costs for 10 hanging baskets and plants for some planters to be sited on the Hill which funding would be sought for.

It was **RESOLVED** that the funding received from ESC for the litter pick would come to the Parish Council and not WMP.

Following clarifications on the proposed expenditure and income provided by Cllr Biddle and Cllr Chenery, Cllr Biddle Proposed that the Parish Precept should be increased to £73,000, Seconded by Cllr Chenery. **All in Favour**. **Action – Chairman to compile article for the newsletter and circulate to Cllr Westover prior to sending to the Editor.**

***It was RESOLVED that permission would be granted to suspend Standing Orders in order to continue the meeting.***

**14.** **Planning Matters**

 *(See separate Planning Appendix)*

Cllr Sanders reported on matters relating to the application submitted in respect of the Church Wall. She reported the Planning Committee had requested to see a sample of the bricks to be used prior to the work recommencing in the Spring. She advised correspondence had been received from Philip Ridley, Head of ESC Planning Dept regarding an enforcement matter and this was due to be discussed at the Planning Committee meeting to be held on 21st January 2020.

**15**. **Correspondence**

**15.1 – To consider correspondence from a member of the Traffic & Parking Working Group regarding comments made at the November 2019 Parish Council meeting**

This matter had been covered elsewhere. **Action – Cllr Biddle to write to local resident in order to clarify comments made.**

**15.2 - Code of Conduct complaint - Cllr Jenkinson response – For information only**

Cllr Sanders stated she had requested this matter to be included within the agenda in order so that all Councillors were aware of the result of the complaint and a copy of the letter written to herself by the Chairman was circulated to all Councillors.

Cllr Biddle raised concerns regarding matters of a confidential nature being included within the Parish Council agenda and recommended that going forward these should not be included for discussion.

**16.** **Any other matters of report and items for next meeting** –

Cllr Hawes asked if the trees at the War Memorial would be replanted. Cllr Sanders raised concerns that she had not been informed that these trees were to be cut down and the Chairman asked if a formal planning application had been submitted. Cllr Westover provided clarification and confirmed that dead trees did not require an application to be put in and confirmed she would like some new planting to be carried out at the War Memorial with at least one new tree to be replanted.

Cllr Westover suggested that the weekly markets could be better advertised.

**The Chairman thanked Councillors and the member of the public present for their attendance and formally closed the meeting at 9:45pm**

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

**PLANNING APPENDIX**

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

**Planning Ref: DC/19/4682/LBC (Listed Building Consent)**

Address: Deben Lodge, 224 High St, Wickham Market

Proposal: Listed Building Consent - Internal alterations to property, together with alterations of penetration to rear elevation.

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

**Planning Ref: DC/19/4700/FUL**

Address: Housemartins, 4 Chapel Lane, Wickham Market

Proposal: Construction of a Cart Lodge and single storey annex in rear garden, annex linked to main dwelling house by glazed corridor.

Extension of existing drive into site and provision of 2 no. car parking spaces to provides secure parking for existing house and annex.

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

**Planning Ref: DC/19/4108/FUL**

Address: 23 Broad Road, Wickham Market

Proposal: Following the fire/demolition in 2008, our house was designed with the intention of eventually using the upper floor as accommodation.  We would now like to use the attic room as a bedroom.  However, as at present small window in this room is required to be obscured this would give a room without a view.  We would therefore ask to be permitted to incorporate three roof lights into the property.

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

**Planning Ref: DC/19/4400/FUL**

Address: 17 Churchill Crescent, Wickham Market

Proposal: Alterations to approved car port

The Planning Committee had **No Objections** to this application. However, clarification was sought of the actual size and there was conflicting information on plans and letter.

This application has been **Granted** by ESC, with 4 Conditions.

**Planning Ref: DC/19/4539/TCA**

Address: 9 The Drift, Wickham Market

Proposal: T1. Poplar (Populus)

Section dismantle to near ground level.
Grind out the stump to prevent re-growth.
Poison is not recommended due to risk of translocation to the Lime
trees adjacent.
T2. Elder (Sambucus) Next to House
Pollard to a 2 metre stem.
T3. Elder (Sambucus) At Rear
Fell and grind out stump to 300mm below ground level.
Please note that to do this we would first need to remove the
bamboo to gain access for the stump grinder.
T4. Bamboo
Cut down and grind out as much of the root system as possible
to 300mm below ground level.

The Planning Committee had **No Objections** to this application however, concerns were raised that a Tree Order was not included in the original application. This application was **Granted** by ESC.

**15.2 Update on existing applications:-**

**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.

This application has been **Granted** by ESC with 3 Conditions.

**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.

This application has been **Granted** by ESC with 3 Conditions.

**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. This application has been **Granted** by ESC.

**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. to date.**