

## WICKHAM MARKET PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD VIRTUALLY VIA ZOOM ON MONDAY 21<sup>ST</sup> SEPTEMBER 2020 AT 7:00M

Present: Cllr Ivor French (Chairperson)  
Cllr Dick Jenkinson                      Cllr Mike Hawes  
Cllr David Chenery                      Cllr Robin Cooke  
Cllr Emma Lawrence                      Cllr Anne Westover  
Cllr Lisa Sanders                      Cllr Sonya Exton  
Cllr Alan Biddle                      Cllr John Horsnell

In attendance: Joanne Peters – Parish Clerk and District Cllr Carol Poulter. There was 4 members of the public in attendance.

The Chairman gave introductions and provided some housekeeping rules and confirmed this meeting would be recorded by the Parish Clerk.

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

A member of the public present commented on the proposals for the former Simons Cross allotment site and stated that single storey dwellings appeared to be very popular, but raised concerns regarding space allocation between the bungalows but advised overall this development could be good for Wickham Market. He reported his thoughts on the land at Jubilee and Low Farm were less positive due to traffic and surface water flooding and in his opinion no development should take place on Deben Valley land. Cllr Biddle stated that in his view the scheme for the Simons Cross site was poorly designed.

The Chairman formally opened the meeting at 7:15pm

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

Apologies had been received from County Cllr Nicoll. A copy of his latest report had been circulated to all Councillors.

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

District Cllr Poulter reported on matters relating to Sizewell C and confirmed she had put concerns relating to Wickham Market across at a special meeting held at ESC and Cllr Burroughs would be taking this forward on her behalf at the Cabinet Meeting. She advised following the ESC special meeting she had scheduled for a meeting to take place with Dr Dan Poulter, MP with representatives from Wickham Market Sizewell Working Group and Richard Cooper who represents the surrounding Parishes and confirmed this meeting had taken place. District Cllr Poulter stated that SCC would be holding their Cabinet Meeting in respect of the Sizewell C DCO Application on 22<sup>nd</sup> September 2020 and County Cllr Nicoll would be voicing Wickham Markets concerns at this meeting too.

She advised as part of the Community Partnership scheme a new bus service would run between Wickham Market Station/Wickham Market and Framlingham. The Chairman thanked District Cllr Poulter for her report.

#### **4. To receive reports from Liaison Representatives**

##### **Suffolk Constabulary Liaison Representative**

The Chairman reported on the recent SNT meeting attended by himself and the Parish Clerk. He advised they had raised the ongoing speeding and drug dealing issues to them and reported since this meeting he had received reports of drug paraphernalia being found at the tennis courts. The Parish Clerk confirmed this matter had been reported to the police.

Cllr Hawes raised concerns regarding damage to the trees behind the Bowling Green. The Chairman asked the Parish Clerk to follow this matter up with the police.

Cllr Westover raised concerns regarding ongoing speeding issues on the High St and stated she was constantly seeing serious incidents occur. The Chairman urged Cllr Westover to report any incidents to the police. Cllr Jenkinson stated he agreed with Cllr Westover's comments.

Cllr Exton raised concerns regarding litter on the playing field. She also raised concerns regarding large pieces of plastic laying on the ground on a field at Thong Hall Lane and reported the landowner had confirmed he was going to follow this matter up.

#### **5. To receive Apologies for Absence**

Apologies were accepted from Cllr Nobbs.

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

Cllrs Horsnell and Westover declared a Non-Pecuniary interest as they are plot holders at the Glebe Allotment site. Cllr Hawes declared a Non-Pecuniary interest as he is a member of WM Bowls Club. The Chairman declared a Non-Pecuniary interest as his wife is a Trustee of Wickham Market Village Hall CIO. Cllr Biddle declared a Non-Pecuniary in respect of item 10.2. Cllr Lawrence declared a Non-Pecuniary interest in item 11.2 and a Pecuniary Interest in item 11.3.

##### **3.1. To Consider any Dispensations**

None received.

#### **7. To approve the draft minutes of the Parish Council meeting held on 27<sup>th</sup> July 2020 and the draft minutes of the Extraordinary Meeting held on 3<sup>rd</sup> August 2020**

The minutes of the Parish Council meeting held on 27<sup>th</sup> July 2020 were **Approved** by the Council who **RESOLVED** that the minutes should be signed by the Chairman when convenient as a true and correct record.

Cllr Jenkinson asked District Cllr Poulter if she was aware how many of the monthly season tickets had been sold for the long stay car park. District Cllr Poulter confirmed she had not received an answer to this query, to date.

The minutes of the Extraordinary meeting held on 3<sup>rd</sup> August 2020 were **Approved** by the Council who **RESOLVED** that the minutes should be signed by the Chairman when convenient as a true and correct record.

#### **8. Chairman's Report**

The Chairman reported he had arranged for Josie Hopps to carry out at Working from Home Risk Assessment for the Parish Clerk. The Parish Clerk reported this had proved to be very useful and the outcome was that she required a footrest and if the remote home working arrangement continued for some time it may be beneficial for the Parish Council to purchase her a desktop PC to work safely on rather than a laptop. **Action – Parish Clerk to circulate documents to all Councillors.**

## **9. Parish Clerk's Report**

### **9.1 – Update on ESC Community Partnership Meeting**

The Parish Clerk reported on the Community Partnership meeting in which she had recently attended along with the Chairman. She confirmed she was due to have a Skype meeting with Nicola Jenner, ESC Communities Officer to discuss how this project could benefit Wickham Market Village Hall including the installation of Wi-Fi and possibly to also replace the hearing loops and to also consider a further lump sum possible for other works.

The Chairman reported on the Community Partnership Youth meeting in which he had recently attended and stated many youth service providers had attended this meeting and at the next meeting it was to be decided what improved facilities could be provided to Wickham Market and the surrounding area.

**Christmas Market** – The Parish Clerk reported following the last E & L Committee meeting she had liaised with the Market's Group and they had agreed this event should be cancelled due to COVID-19. She confirmed she had advised all Councillors of this decision and Cllr Westover had stated in her view this event should not be cancelled and a smaller scale market should still be held. Cllr Westover stated the reason she was concerned was because a decision had been made at the last E & L Committee meeting that a smaller scale market should be held and then this decision appears to have been overruled by the Markets Group.

The Parish Clerk stated due to the number rising cases of COVID-19 she felt the Parish Council could come under criticism if this event was to be held and the safest option would be to cancel this event. There was a brief discussion regarding the markets in general and Cllr Exton stated in her view social distancing was being carried out at the weekly markets but this could possibly be improved by implementing a one way system, if necessary. She suggested that the Parish Clerk could ask a few more stalls to attend the weekly markets in December but agreed with the Parish Clerk that any larger scale market should not go ahead.

It was **RESOLVED** the Parish Clerk should look into inviting a few additional stallholders to the weekly Wednesday markets throughout December.

## **10. Outstanding Parish Council Matters**

### **10.1 Bowls & Football Club leases update**

The Chairman confirmed that himself and the Parish Clerk had now met with both the Bowls and Football Clubs regarding their leases and they were in the process of submitting some final amendments. Cllr Horsnell requested if a copy of the existing licences and draft new leases for the Bowls and Football Club leases could be circulated.

### **10.2 – VH CIO Lease – To consider way forward**

Cllr Chenery reported a Working Group meeting had been held with some of the Village Hall Trustees and as a result concerns had been noted regarding the format of the new proposed lease drawn up by Blocks Solicitors but he had been assured the correct template is being followed and should remain in place. He advised that Philip Tallent, Chairman had since this meeting sent a list of proposed amendments to the lease including a change in the VH CIO's responsibilities and confirmed they had recommended that within the new lease their only responsibility would be to manage the building itself and the rest of the responsibilities i.e. grass cutting and the car park would be handed back to the Parish Council. He stated he personally would be happy with that recommendation as duties would be clear but one other query raised was if a further lease for the car parking arrangements with Saxon Vets was required.

Cllr Chenery advised he felt a lease would not be required but an agreement would need to be drawn up stating that Saxon Vets would contribute to any necessary works to the car park and access road. He asked if the Parish Council would be content with the proposals being put forward by the VH CIO.

Cllr Exton raised concerns regarding the flooding outside the bottle banks. Cllr Jenkinson reported on this ongoing issue and advised the late landowner he had stated he did not wish for any drainage to be put onto his land because the soakaway was now smaller but had suggested the Parish Council could arrange for a soakaway to be built from the Bowls Club and the houses by the Co-op but there were issues with this and therefore a suitable solution still needed to be found.

Cllr Horsnell stated the current lease for the Village Hall was for 30 years and there was still 11 years remaining and the changes being put forward would change this lease dramatically to which he raised concerns. The Chairman gave details regarding the annual grant given to the VH CIO and Cllr Sanders stated she had also been attending the Working Group meetings and it appears this was very one sided and suggested the Parish Council could take back the Village Hall. Cllr Horsnell stated he agreed with Cllr Sanders.

Cllr Jenkinson stated the issue regarding the new lease for the Village Hall came about as they changed their status to become a CIO which required a revised lease. Concerns were raised regarding matters relating to the Parish Council taking the Village Hall back by both Cllrs Jenkinson and Lawrence who both stated this this would be a significant work burden and would not be feasible for the Parish Council to take on. Cllr Chenery thanked Councillors for their comments and confirmed a further meeting would be necessary with Village Hall Trustee members to take this matter forward.

## **11. Parish Council Matters**

### **11.1 - Sizewell C DCO Response – To consider and approve**

A copy of the draft response had been circulated to all Councillors prior to the meeting. Councillors noted the contents of the response and subject to a minor amendment it was **RESOLVED** this would be sent.

### **11.2 - To consider recommendations from Neighbourhood Plan Committee in respect of correspondence received from a local landowner**

Cllr Jenkinson had circulated a paper to all Councillors prior to the meeting. There was a view from some Councillors that the land at Jubilee and Low Farm should be looked into further but the majority felt this land should not be included within the Neighbourhood Plan at this late stage. The Chairman *closed the meeting* to allow Pam Bell (acting on behalf of the landowner to comment).

Pam Bell provided details regarding the correspondence sent by the landowner and stated the aim was to leave a legacy to the village and confirmed the landowner was happy to show any Councillors who wished around the land at Jubilee and Low Farm. She also stated the land owner was a committed conservationist. The Chairman thanked Pam Bell for her comments and *reconvened the meeting*.

There was a formal vote and it was **RESOLVED** the land at Jubilee and Low Farm should not be included within the Neighbourhood Plan. Cllrs Lawrence and Sanders **Abstained** from this vote. Cllrs Cooke and Horsnell were **Against**.

### **11.3 – To consider correspondence received from East Coast Planning in respect of the development of the former Simons Cross Allotment site**

Cllr Biddle declared a non-pecuniary interest. Cllr Lawrence left the meeting for this item.

Cllr Sanders, Planning Committee Chairman reported on the proposals received from East Coast Planning. Cllr Biddle raised concerns reading the proposals and stated he did not feel this proposal had been very well thought out. He also stated he did not understand why this matter was being considered by the Parish Council at this early stage. The Parish Clerk confirmed that Martin Price from East Coast Planning had requested the correspondence sent was considered by the Parish Council. Cllr Biddle stated he did not agree with the Parish Council meeting with developers prior to a formal planning application being received.

Cllr Westover reported she had sent comments to the Parish Clerk in respect of these proposals and she was pleased to see the access via the garages was being looked into as this was the most preferred and safest route. She advised the proposals were not entirely in line with the emerging Neighbourhood Plan Policy as this stated it would be preferred that a mix of dwellings were put forward for this site but this proposal was for all single storey dwellings.

Cllr Westover provided details regarding the points raised at the recent Neighbourhood Plan Committee meeting in respect of these proposals. (A copy of these notes had been forwarded to all Councillors prior to the meeting).

The Chairman *closed the meeting* to allow Martin Price from East Coast Planning to comment. Martin Price stated this was only a 1<sup>st</sup> draft and they were trying to work to the requirements set out within the emerging Neighbourhood Plan policy for this site but would be willing to work with the Parish Council in respect of improving these proposals. He confirmed the upgraded play area at Simons Cross would form as part of this development and would be funded by the landowner. The Chairman thanked Martin Price for his comments and *reconvened the meeting*.

Cllr Sanders, Chairman of the Planning Committee stated that going forward she was not prepared to liaise with developers prior to a formal planning application being received.

**Cllrs Exton and Sanders left the meeting. Cllr Lawrence re-joined the meeting.**

*The Chairman asked permission to Suspend Standing Orders in order to continue the meeting. This was Unanimously Approved by the Council.*

## **12. Finance and Legal Matters**

### **12.1 - Bi-monthly accounts – July/August 2020**

**Bank Balances as at 28th August 2020 (date of statement)**

**Savings Account - £15,779.62, Current Account - £62,693.58**

A copy of the bi-monthly accounts been circulated to all Councillors prior to the meeting.

It was **RESOLVED** these should be **Approved**.

### **12.2 – Recommendation from the Finance & General Purpose Committee for the Parish Council to consider & adopt the following policies:-**

Policy and Procedure for Handling Freedom of Information Requests

Dignity at Work Policy

Cllr Westover stated she wished to suggest some changes to these policies. It was **RESOLVED** this item would be deferred to the next meeting of the Finance & General Purpose Committee in order for Cllr Westover's amendments to be considered.

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

Cllr Chenery reported the Church Pightle land transfer was now complete. He advised the Village Sign had now been removed and the restoration work would commence shortly. Cllr Chenery confirmed the Cemetery Regulations were now complete and thanked Cllr Westover for all her hard work. He reported on the rabbit gassing work that took place at the cemetery and reported further liaison and a site meeting was necessary in respect of this matter.

Cllr Chenery advised that Cllr French had recommended at the last E & L Committee meeting that a flagpole could be erected at the War Memorial. Cllr French stated in his view this could commemorate occasions and the War Memorial would be the most suitable location for this to be sited. Councillors noted Cllr French's comments and agreed this matter should be taken forward subject to liaison with the British Legion and Church and to seek advice from SCC and ESC to see if Planning Permission would be required. Cllr Chenery stated SCC could issue a licence for this work.

### **14. Neighbourhood Plan Committee update**

Cllr Jenkinson reported he had written to the land agent in respect of the land at Old School Farm site to see if this land was still available for future development but had not yet received a response. He confirmed the Neighbourhood Plan was now being amended in line with the comments received from ESC.

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

#### **15.1 – One off grant received from ESC update**

Cllr Biddle reported a one off grant for £10,000 had been received from East Suffolk Council (ESC) in respect of COVID-19. He advised this was received because the Parish Council were responsible for the cemetery and ESC had predicted the number of homes paying full Band D Council Tax for next year would be lower and therefore this funding had been ringfenced to be included as part of the income for next year's budget.

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

The Parish Clerk reported on behalf of Cllr Sanders that Planning Application DC/20/2025 for a non-illuminated sign at the Fish & Chip shop had been Refused by ESC and to her knowledge the sign was due to be taken down by the owner. **Action – Parish Clerk to follow up.**

The Parish Clerk reported the application for the land at Pettistree had been received by Wickham Market Parish Council and the Planning Committee had agreed that a series of meetings would be required in respect of this application and a formal meeting to consider the application would be held on Monday 5<sup>th</sup> October 2020 at 7:00pm via Zoom.

Cllr Jenkinson stated he had watched a webinar on the latest changes to the planning system and White Paper consultation and confirmed the changes to the planning system were quite worrying as one of them states s.106 may be abolished and confirmed the proposals being made within the White Paper was also very concerning.

### **17. Correspondence**

The Parish Clerk advised correspondence had been received from WM WI asking permission for them to plant and care for a tree on Church Pightle to commemorate their 100<sup>th</sup> Anniversary. There was **No Objections** to this request.

The Parish Clerk confirmed that correspondence had been received from ESC to advise that the Glebe Allotment Site Asset of Community Value status required renewing. **Action – Parish Clerk to complete new application and submit.**

**18. Date of next meeting**

The next meeting of Wickham Market Parish Council will be held virtually on Monday 16th November 2020 at 7:00pm via Zoom.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 10:25pm**

Signed:.....

Dated:.....

Cllr Ivor French, Chairperson

DRAFT

## **PLANNING APPENDIX**

### **16.1 Applications considered since the last meeting:-**

#### **Planning Ref: DC/20/3313/FUL**

Address: Gelham Hall, Gelham Hall Road, Wickham Market

Proposal: Change of use and conversion of an agricultural barn (which has been granted prior approval under Class Q) and surrounding land to a single residential dwelling with garden and associated landscaping and boundary treatments.

The Planning Committee had **No Objections** to this application but pointed out to ESC that any bats on the site must not be disturbed. No decision has been made by ESC to date.

#### **Planning Ref: DC/20/2846/LBC**

Address: Gelham Hall, Gelham Hall Road, Wickham Market

Proposal: Listed Building Consent - Replacement front door and retention of works comprising replacement windows and erection of workshop building.

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

#### **Planning Ref: DC/20/3313/FUL**

Address: Gelham Hall, Gelham Hall Road, Wickham Market

Proposal: Change of use and conversion of an agricultural barn (which has been granted prior approval under Class Q) and surrounding land to a single residential dwelling with garden and associated landscaping and boundary treatments.

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

### **16.2 Update on existing applications:-**

#### **Planning Ref: DC/20/2331/FUL**

Address: 3 Castell Close, Wickham Market

Proposal: Single storey porch to the front of the property

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

#### **Planning Ref: DC/20/1937/FUL**

Address: 55 High Street, Wickham Market

Proposal: Replace fenestrations on the front elevation of the property. (Upper and lower levels) like for like.

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

#### **Planning Ref: DC/20/2281/TCA**

Address: Land Adjacent to The Old Coach House, 78 High Street. Wickham Market

Proposal: To fell 2no. Bullace trees in poor condition. To fell 1no. Apple tree in poor condition. New fruit trees and hedging to be planted around garden boundary.

#### **The Planning Committee responded to ESC as follows:-**

The only trees marked with a cross that we could see were those on the boundary with No 76 High Street, a mix of cotoneaster, plum, climbers, shrubs and conifer.

We think it is important to ensure that none of these will be removed as they provide an attractive screen and greenery between the gardens.

It is totally unclear where the trees to be removed are located, none were visible at our visit. As we have said the submitted plan lacks clarity and useful detail. Other small tree/s on the boundary with Wyndham House were being grubbed whilst we were there on site visit.

With respect to new planting we welcome any new planting of appropriate fruit trees, trees and hedgerows/shrubs and consider that these should be chosen for their colour, variety and biodiversity interest in order to enhance the garden area to The Old Coach House. This could help mitigate the loss of mature trees which have been removed over recent years.'

**ESC Granted Approval for this work to be carried out.**



**Planning Ref: DC/20/2025/AND**

Address: 75A High Street, Wickham Market

Proposal: Non Illuminated Advertisement - Shop Fascia Sign, Stating: 'The Flaming Fryer' + Telephone Number & Two Coloured Pictures of Flames (Details +Size + Height on Plan).

The Planning Committee **Objected** to this application. This application was **REFUSED** by ESC.

**Planning Ref: DC/20/2234/FUL**

Address: 78 Parkway, Wickham Market

Proposal: Proposed Single Storey Side Extension to Provide Disability Facilities.

The Planning Committee had **No Objections** to this application. 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 to date.**