**WICKHAM MARKET PARISH COUNCIL**

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

 **16TH MARCH 2015 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman) Cllr Alan Biddle

 Cllr Margaret Blackall Cllr Robin Cooke

Cllr Mike Hawes Cllr Nigel Meadows

Cllr Val Pizzey Cllr Michael Roseveare

Cllr Edna Salmon Cllr Bryan Wright

 **Welcome by the Chairman**

 In attendance: Joanne Jones – Parish Clerk, County Cllr Michael Bond and District Cllr Bryan Hall. 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 Councillor Michael Bond**

County Cllr Bond reported on education and confirmed SCC were in the process of sending a risk rating letter to every school in the County to which he gave details. He reported he had been made aware there was a group of local citizens who feel it may be possible to retain Lehman House as a Care Service Hub to which he reported he had been trying to arrange for this group to have a meeting with SCC officers in order for this matter to be discussed and considered further. County Cllr Bond stated further to the recent traffic diversions as a result of the gas main works that SCC were aware that several grass verges within Wickham Market that had been damaged as a result of these diversions and confirmed he felt in future the Highways Dept needed to be more sensitive when arranging traffic diversions. Finally, Cllr Bond confirmed that SCC’s budget had now been approved. The Chairman thanked County Cllr Bond for his report. The Chairman stated he felt that Spring Lane had been badly affected from the recent traffic diversion and that going forward better decisions needed to be made when setting road traffic diversions. The Chairman also raised concerns regarding the disruptions to bus service throughout the gas main works. District Cllr Bryan Hall also provided additional information regarding the group of people who were looking into the future of Lehman House and confirmed that Anna McCreadie from SCC had now agreed to meet the group towards the end of April 2015.

**To receive a report from District Cllr Bryan Hall**

District Councillor Bryan Hall reported on SCDC’s Cabinet decision in respect of the Car Park Review. He provided details regarding the changes to the car parks within Wickham Market and stated he hoped these new charges would encourage more shoppers. Cllr Hall gave details regarding grants he has given from his Community Enabling Budget and finally reported he would not be standing for Election in May 2015. The Chairman thanked District Bryan Hall for his report and for all his hard work whilst serving as District Councillor. Cllr Salmon thanked all those involved in putting together and submitting the Car Park Proposals to SCDC.

(A full copy of the report had been circulated to all Councillors).

 **To receive a report from Suffolk Constabulary**

 PCSO Sallyanna Chatten-Berry gave a verbal report and reported there had been 16 recorded crimes since

 the last meeting. She stated that further to the break-ins on the Simons Cross Allotment Site a Crime

 Awareness Briefing was due to be held to which she confirmed this event would be advertised and would

 be open to all Parishioners to attend. The Chairman thanked PCSO Sallyanna Chatten-Berry for her report.

The Chairman formally opened the meeting at 8:05pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllrs Nobbs, Roper and Ridd.

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

There were none.

 **3.1. To Consider any Dispensations**

There were none.

**4. To Approve the draft minutes of the Parish Council meeting held on Monday 19th January 2015**

The draft minutes of the Parish Council meeting held on Monday 19th January 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Biddle, Seconded by Cllr Pizzey. **9 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record of the meeting.

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

 **5.1 – Emergency Plan – To receive an update from the Chairman**

 The Chairman confirmed a draft plan had now been formed and a meeting of the Working Group would

 be held in the near future in order to progress this.

 **5.2 – Power on the Hill – To receive an update from the Chairman**

 The Chairman confirmed the licence had now been received from SCDC and therefore this should be

 installed within the near future.

 **5.3. The George Inn Public House**

 The Chairman stated he intended to write a letter of concern to SCDC Planning Dept in order for them to

 pass this onto the new owners. **Action: Chairman to compose a letter in order for SCDC to pass**

 **onto the new owners asking as to why a planning application had not yet been received.**

**6. Parish Council Matters**

 **6.1 - Forthcoming Elections**

 The Clerk confirmed she had now received the nomination papers and provided details regarding the

 completion and timeframes for the forthcoming election process. She reported herself and the Chairman

 were also attending an Election Briefing on 17th March 2015.

 **6.2 – To consider amendments made to the Environment & Leisure Committee's Terms of**

 **Reference**

 A copy of these had been circulated to all Councillors. Subject to minor amendments these were

 proposed for **Approval** by Cllr Cooke, Seconded by Cllr Biddle. **All in Favour.**

 **6.3 – Bowls Club Licence Renewal – To consider options available**

 The Chairman reported a letter had been received from Bruce Laws, Secretary to the Bowls Club (a

 copy of this letter had also been circulated to all Councillors) asking if they could change from having an

 annual licence with the Village Hall Management Committee to a lease in order to provide them with

 greater security. The Chairman confirmed he had now been given a copy of the VHMC lease with the

 Parish Council to which he gave details. The Chairman felt it would be beneficial for the Parish Council

 to grant the Bowls Club a lease for a longer period and also offer this to Wickham Market Football Club

 too. Concerns were raised by Councillors regarding the VHMC lease and it was felt this should be

 updated and amended. The Chairman ***closed the meeting*** to allow Bruce Laws to comment. Bruce

 Laws stated that the Bowls Club felt a lease would give them more security and flexibility of operation

 in order to plan ahead and budget to also apply for grants. The Chairman thanked Bruce Laws for his

 comments and ***reconvened the meeting***. Cllr Cooke stated he felt the Parish Council should look into

 granting a lease to the Bowls Club. It was Proposed by Cllr Biddle that the Parish Council should look

 into reviewing the lease held with the VHMC and enter into a lease with a maximum of 14 years with

 the Bowls Club and Football Club, Seconded by Cllr Cooke. **All in Favour. Action: Clerk to contact**

 **Jayne Cole, LCPAS in order to look into this matter with the assistance of Cllr Biddle.**

**7. Parish Clerks Report**

 **7.1 – Village of the Year Application**

The Clerk confirmed she had now received the 2015 Village of the Year Application and reported this

 was due for completion by 22nd May 2015.

 **Parish Clerk’s Report cont…..**

 **7.2 – Sizewell C – Early Engagement Meeting**

 The Clerk confirmed she had recently attended a meeting regarding the proposed Sizewell C and reported

 the clear message that came out of this meeting was that Councils need to be prepared in order to respond

 to Part 2 of the Consultation. It was agreed there would be an agenda item at the AGM in May in order

 for the Council to consider the formation of a Sizewell C Working Group.

**8. Finance and Legal Matters**

 **8.1 - Bi-monthly accounts – January/February 2015**

These had been circulated to all Councillors prior to the meeting. Subject to minor amendments these

 were Proposed for **Approval** by Cllr Salmon, Seconded by Cllr Cooke. **All in Favour**.

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

 A copy of this document had been circulated to all Councillors prior to the meeting. The annual review

 was carried out and the Risk Assessment was **Unanimously Approved** by the Council.

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

 A copy of this document had been circulated to all Councillors prior to the meeting. The annual review

 was carried out and subject to amendments was **Unanimously Approved** by the Council.

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

 A copy of this document had been tabled for all Councillors. The annual review was carried out and

 **Approval** was proposed by Cllr Roseveare, Seconded by Cllr Salmon. **All in Favour.**

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

 A copy of this document had been tabled for all Councillors. The annual review was carried out and

 **Unanimously Approved** by the Council.

**9. Parish Plan and Town Team – To receive an update on recent meetings held**

 **Parish Plan** – The Clerk confirmed the Steering Group had now finalised the draft surveys and

 requested that an Extraordinary Council meeting was held in order for the Parish Council to consider and

 approve these prior to them going to print and being distributed to all Parishioners. It was agreed an

 Extraordinary Council meeting would be held on Monday 13th April 2015 in order for the Parish Council

 to approve the final version of the surveys.

 **Town Team** - The Chairman gave a report and updated on matters relating to the Town Team including

 details regarding both the monthly and weekly markets. He confirmed meetings are being held with the

 Co-Op in order to seek the re-use of these premises. The Chairman reported Seagers was to become an

 art gallery but no work had commenced to date. He confirmed the new residents welcome pack had now

 been completed by the Town Team and WMP. Finally, he reported the Town Team were in the process

 of applying for planning permission to erect a noticeboard on The Hill siting a map providing details of

 the village facilities.

**10. Planning Matters (see separate appendix)**

Cllr Roseveare provided details regarding applications considered and approved since the last meeting.

 **10.1 – Local Plan Site Specific Allocations – To receive an update from the Chairman regarding**

 **the outcome of the Open Public Meeting held on Thursday 12th February 2015**

 The Chairman confirmed a letter had been sent to SCDC in response to the Issues and Options

 Consultation in order to Strongly Object to the Glebe Allotment Site and the field next door being

 included as part of the Site Specifics as these were both deemed as unsuitable. He confirmed this

 meeting had been well attended and as a result several members of the public had also written to SCDC

 in order to object to the Glebe Allotment Site as being deemed suitable. He reported he had stated

 within the Parish Council’s response if there were to be new development within Wickham Market the

 most suitable site would be to the West of Border Cot Lane and also if time was given alternative sites

 may also be sought that were not within a Special Landscape Area. The Chairman confirmed SCDC

 were currently under pressure as the number of new homes needing to be allocated within SCDC had

 risen from 7,000 to 11,000. District Cllr Hall confirmed the Adastral Park development could now be

 going to the European Court.

**11. Allotment Matters**

 **11.1 – To consider registering the Glebe Allotment site as an asset of Community Value under the**

 **SCDC Right to Bid Scheme**

 The Clerk confirmed this matter had been discussed at a previous meeting but subject to concerns being

 raised it was felt this should not be proceeded with at that time. However, since then it had become

 apparent that the Glebe Allotment site should be registered under the Right to Bid Scheme in order to

 protect this land from future development. **Approval** for the Glebe Allotment Site to be registered as an

 Asset of Community Value was Proposed by Cllr Cooke, Seconded by Cllr Pizzey**. All in Favour.**

 **Action: Clerk to proceed with the application in conjunction with Wickham Market Allotment**

 **Association.**

**12. Cemetery Matters**

 **12.1 – Grass Cutting Contract – To receive an update from the Clerk**

 The Clerk confirmed the grass cutting contract had been awarded to Suffolk Coastal Norse.

 She also reported Suffolk Coastal Norse had now cut back the hedge that runs alongside the Glebe

 Allotment site.

**13. Environmental Matters/Car Parks/Highways/Sports & Leisure**

 **13.1 – Wickham Market Village Hall – To receive an update from the Restoration Committee**

 Cllr Biddle and the Chairman reported further on the Extraordinary Council meeting held. Cllr Biddle

 Confirmed the Committee could now move onto Phase 2 but as a result of the Extraordinary Council

 meeting Mr Colin Owens had decided not to sit on the newly formed Village Hall Rebuild Committee

 and therefore a replacement Project Manager was required.

 The Chairman reported that complaints had been received that there had not been a microphone

 available at the Extraordinary Council meeting to which he apologised and stated that going forward a

 microphone would be available at all meetings of this kind.

**14. Correspondence**

  **14.1 – Spring Lane – Condition of roads following Gas Main works**

 It was agreed the concerns regarding Spring Lane had been covered under County Cllr Bond’s report.

 However, it was felt there was a need to raise concerns also regarding the damage to Thong Hall Rd

 and Walnuts Lane as a result of the diversions.

 Concerns were also raised regarding the damage to the turning onto Glemham Rd from Border Cot Lane

 as a result of the works taking place at 43 Dallinghoo Rd. It was suggested the Anderson Group should

 be contacted in order to make them aware of this damage.

 The Chairman confirmed the drain at the Village Hall had now been cleared by Dynorod but further to

 this work it has been confirmed this drain is damaged so works need to be carried out in order for this

 drain to be inspected with a camera. He stated he felt the costs of this work could possibly be shared

 with the Co-Op.

 The Chairman confirmed once the Gas Main works had been completed the Recreation Ground site

 would be cleared and re-turfed.

**15. Open Public Session**

 The Chairman ***closed the meeting*** to allow members of the public to comment. District Cllr Hall

 congratulated the recent winners of the SCDC awards.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 9:40pm**

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**The Annual Parish Meeting will be held on Monday 27th April 2015 and the Annual Meeting of the Parish Council will be held on Monday 18th May 2015 in Wickham Market Village Hall,**

**Committee Room**

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

**PLANNING APPENDIX**

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

**Planning Ref: DC/14/3333/ARM**

Location: 43 Dallinghoo Rd, Wickham Market

Proposal: Application for approval of reserved matters re DC/13/2115/OUT

(outline planning application including full details of access and layout for the erection of 8 no. dwellings and the construction of a new vehicular access).

**The Planning Committee felt this was a significant improvement but as the application only gave details regarding suggested planting schemes it was felt it was still indicative and therefore they could not give full support. This application was Granted by SCDC with 4 Conditions.**

**Planning Ref: DC/14/4133/FUL**

Address: Greystone House, 87 High St, Wickham Market

Proposal: To repair the re-roof existing brick and weather boarded outbuilding.

**The Planning Committee had No Objections to this application. This application was Granted by SCDC with 3 Conditions.**

**Planning Ref: DC/14/4088/FUL**

Location: Land North of Coach House, High St, Wickham Market

Proposal: Proposed erection of 2 no. two-storey detached dwellings (revised scheme)

**The Planning Committee Unanimously Objected to this application. No decision has been made by SCDC, to date.**

**Planning Ref: DC/15/0193/FUL**

Address: 44 Grove Cottages, Thong Hall Rd, Wickham Market

Proposal: Single storey extension and alterations

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

**Planning Ref: DC/15/0576/DRC**

Address: Land Adjacent No. 43 Dallinghoo Rd. Wickham Market

Proposal: Erection of 8 dwellings and the construction of new vehicular access

**The Planning Committee had No Objections to this applications subject to observations. No decision has been made by SCDC, to date.**

**10.2 Update on existing applications since the last meeting:–**

**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 SCDC, to date

**Applications considered since the last meeting cont.....**

**Application No: DC/14/3112/VO**

Address: Land at 202 High St, Wickham Market

Proposal: Application for variation of Conditions 02 and 09 on Planning Permission DC/14/0216/FUL for Erection of two dwellings with associated garaging and car ports. (Changes to garage, parking and access).

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

Generation, Inadequate Parking and Servicing, Design and Appearance, Access and Highway Safety, Loss of Trees, Inadequate access for Emergency Services. **No decision** has been made by SCDC, to date.

**Planning Ref: C/10/3239 - Change of use of buildings and land and moving a section of fence at the Former RAF Bentwaters, Bentwaters Park**

The Planning Committee had **No Objections** to this application, in principle, but highlighted to SCDC this project should ensure safeguards are put in place to monitor any additional traffic this may cause at the lower end of the High St**. No decision has been made by SCDC, to date.**

**Application No: DC/14/0197/DRC**

Location: Land South of Featherbroom Gardens, High St, Wickham Market

Proposal: Details as required by Conditions 3, 4, 7, 9, 11, 12, 13 and 14 of planning permission C12/2123 – To consider submitting further comments.
The Planning Committee made the following comments:-

It was recommended Hopkins Homes should ensure that a maintenance plan for the suds is put in place.

The Planning Committee requested a copy of the maintenance plan for the whole site less the private dwellings.

The Committee recommended more native trees should be planted on the grass verge close to the High St**. No decision has been made by SCDC, to date.**