**WICKHAM MARKET PARISH COUNCIL**

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

 **16TH JANUARY 2017 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

 Cllr Margaret Blackall Cllr Robin Cooke

 Cllr David Chenery Cllr Michael Roseveare

Cllr Mike Hawes Cllr Emma Lawrence

 Cllr Brian Nobbs Cllr Patrick Roper

 Cllr Edna Salmon Cllr Mike Margetts

 **Welcome by the Chairman**

In attendance: Joanne Jones – Parish Clerk. There were 5 members of the public present.

1. **Open Public Session**

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

 **To receive a report from County Cllr Michael Bond**

Apologies had been received from County Cllr Bond. No written report had been submitted.

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

 Apologies had been received from District Cllr Amoss. No written report had been submitted.

 **To receive a report from Suffolk Constabulary**

 Cllr Roper provided details regarding a police meeting held on 12th January 2017 in which he had attended

 on behalf of the Parish Council. (Copy of report attached to the minutes).

 The Chairman formally opened the meeting at 7:40pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllr Ridd.

The Chairman reported he had received a thank you card from former Councillor Val Pizzey to which he gave details.

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

The Chairman declared a non-pecuniary interest as he is a member of WMP and the Town Team. Cllr Salmon declared a non-pecuniary interest as she is a member of the Town Team.

**3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Parish Council meeting held on Monday 21st November 2016**

The draft minutes of the Parish Council meeting held on Monday 21st November 2016 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roper, Seconded by Cllr Hawes. **9 in Favour, 2 Abstentions**. The minutes were duly signed by the Chairman as a true record.

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

 **5.1 - The George Public House and registering this building as an Asset of Community Value – To**

 **receive an update**

 The Chairman confirmed the application to register The George Public House as an Asset of Community

 Value was still within the consultation period.

 **5.2 - Lehmann House update**

 The Chairman confirmed a planning application had been submitted for the site to which the Planning

 Committee had objected and raised recommendations and to date no decision has been made by SCDC.

 The Chairman advised the land at The Pightle had not yet been transferred to the Parish Council and

 stated that boundaries would need to be clarified prior to any transfer taking place.

 **5.3 – Proposed Vehicle Activated Speed Sign – To receive an update**

 The Chairman asked the Clerk to look into chasing the forms sent to SCC and also arrange a site meeting

 regarding the additional proposed post to be sited on Broad Rd. He also recommended that the Clerk

 should order the sign from Westcotec. Cllr Chenery confirmed the posts are now erected with no charge

 by SCC. **Action: Clerk to mail completed agreement forms to David Chenery, schedule site**

 **meeting at Broad Rd and order sign.**

 **5.4 - Possible change to Parish Council meeting dates**

 The Clerk confirmed Lyn Jones (VH Booking Secretary) had advised the only day whereby the

 Committee Room was available on the 3rd week of the month was Tuesday. There was a brief discussion

 and it was agreed the sound proof blocks had considerably improved the noise levels as a result of the

 Zumba Class held in the Village Hall and therefore there would be no need to change the meeting dates.

 **Action: Continue to monitor**.

**6. Parish Council Matters**

* 1. **- Parish Council Co-option**

The Clerk confirmed she had received one nomination. The Chairman ***closed the meeting*** and welcomed Andrea Denham to the meeting. Andrea gave a brief statement as to why she wished to join the Parish Council. The Chairman thanked Andrea for her comments and asked her to leave room. There was a formal vote and it was **Unanimously Agreed** that Andrea Denham should be co-opted. **Andrea Denham was successfully co-opted**. The Chairman welcomed Andrea to the Council and the declaration of acceptance of office forms were signed and witnessed by the Clerk. The Chairman ***reconvened the meeting.***

 **6.2 – To nominate a trustee for the Town Lands and Relief in Need Charites**

 The Chairman provided details regarding the request received from Roger Theobald. There was a brief

 discussion and it was felt it could be beneficial if a Parish Council member was a nominated Trustee for

 this trust. Cllr Roper volunteered his services to be nominated on behalf of the Parish Council. This

 offer was **Unanimously Approved** by the Council. The Chairman thanked Cllr Roper. **Action: Clerk**

 **to inform Roger Theobald.**

 **6.3 – To consider the siting of a defibrillator on Spring Lane**

The Clerk provided details regarding this proposal and confirmed there was currently a new round of funding being provided for defibrillators by the British Heart Foundation whereby they were providing the equipment free of charge. She also gave an example of Parishes that were updating existing BT kiosks to old fashioned red ones in order to site a defibrillator. It was agreed once the Clerk had received notification from SCDC that consent had been given for the Parish Council to adopt the telephone kiosk at Spring Lane that she should look into applying for a defibrillator from the British Heart Foundation.

 **6.4 – To consider contracting a Village Handyman**

 The Clerk provided details regarding the proposed role. The Chairman ***closed the meeting*** to allow

 Anne Westover to comment. Anne suggested that Terry Peake may be willing to assist in allocating

 certain duties to the handyman. The Clerk advised that Cllr Margetts was also wiling to supervise the

 handyman in line with herself. Following a discussion, a formal vote for was held for the **Approval** for

 the Parish Council to seek to contact a Village Handyman for 7 hours per week at the rate of 7.50 per

 hour. This was **Unanimously Approved** by the Council. Cllr Hawes stated that Health & Safety law

 would need to be adhered to and that any worker would need to be supplied with the appropriate

 equipment to be able to carry out the role. The Chairman ***reconvened the meeting.***

 **6.5 – To consider correspondence received from Mr Robert Leckie regarding The George Public**

 **House**

 The Chairman gave details regarding correspondence recently received from the owner Mr Leckie. He

 provided information of the comments that had been provided regarding the safety of the scaffolding and

 stated comments had also been made regarding the future of the George in which he confirmed he had

 forwarded a copy of this response to the George Community Pub Group.

 The Chairman provided details regarding the proposed response to be sent and advised that members of

 the George Bencom had also been consulted and as a result some amendments had been carried out to

 which he gave details and read a copy of the proposed letter to be sent. The Chairman asked for

 **Approval** for this response to be sent which also refers Mr Leckie to the George Bencom. There was a

 formal vote and **Approval** for the response as read by the Chairman to be sent to Mr Leckie was

 **Unanimously Agreed** by the Council.

 **6.6 – Sizewell C – Stage 2 of EDF Consultation – To consider response and to receive an update on**

 **the recent meeting with Planning Aid England**

 The Chairman provided details regarding Stage 2 of the consultation process. He confirmed that SCC

 & SCDC were meeting on 31st January 2017 to consider their response and had also requested to receive

 copies of Parish & Town Council responses by this date. The Chairman reported on the recent

 consultation events held in respect of this matter and provided information regarding the proposed

 increase in traffic volumes within the village. He provided details regarding his draft response and

 advised himself, the Clerk and Anne Westover would be meeting on Friday 20th January 2017 at

 10:00am in the Resource Centre to finalise this response to which he urged councillors to attend.

 The Chairman gave details regarding a recent e-survey in which had been carried out by the Traffic &

 Parking Working Group in respect of the proposed additional traffic to which he gave details. He also

 provided information regarding the options for the proposed by-pass. The Chairman ***closed the meeting***

 to allow Anne Westover to comment. Anne raised concerns regarding comments made regarding the 2

 village by-pass and asked if it was the opinion of the Parish Council to support this option. She stated

 this is the main stage to comment on the whole scheme and advised she felt the landscape design of the

 proposed Park & Ride site was also inadequate. She reported that in her view a mitigation fund needed

 to be provided for funding towards some of the issues that Wickham Market will experience due to the

 impact of Sizewell C. It was agreed the Chairman would circulate a copy of the draft response to all

 Councillors for their review and comment. He also asked for any comments and a vote for or against the

 proposed 2 village by-pass to be submitted to himself by 20th January 2017.

 **6.7- Friends of Wickham Market School Association – To consider correspondence received**

 Further to the November meeting whereby there was no volunteers to take on this role the Chairman

 asked if any Councillors would be willing to volunteer. Cllr Cooke volunteered to take on this role. The

 Chairman thanked Cllr Cooke and asked the Clerk to inform Phil Quickenden.

 **6.8 – Village Hall Soakaway**

 The Chairman provided details regarding the flooding issues and quotations received for a soakaway

 including costs. He confirmed he had looked into applying for some funding towards this project from

 District Cllr Amoss’s Enabling Community Budget but had been informed that Cllr Amoss had not

 submitted this application to date. The Chairman advised he had liaised with Margaret Holland whom

 had confirmed the VHMC would also be willing to contribute towards these costs. Concerns were raised

 regarding comments made at the November meeting in respect of lack of attendance by District Cllr

 Amoss to which the Chairman stated he had spoken to Cllr Amoss whom had confirmed his time had

 not been his own for some time now due to serious family commitments.

 **6.9 – Xmas Lights**

 The Chairman thanked all volunteers that had helped erect the Xmas trees. He gave details regarding

 the lights and suggested some additional mains lights were required and suggested this year these could

 be switched on from 9am until midnight. The Chairman thanked Cllr Cooke for donating the Xmas tree

 on The Hill and stated due to receiving comments that a larger tree was required that next year a

 donation of a larger tree from a local supplier had been accepted.

**7. Parish Clerks Report**

 The Clerk confirmed she had received a request for the Parish Council to purchase a grit bin to be sited at

 the new development on Dallinghoo Road. There was a brief discussion and it was agreed grit bins

 should not be sited on an un-adopted road and therefore it was agreed this request would not be granted.

 The Clerk gave details of an e-mail received from SCDC in respect of the application submitted by

 Wickham Market PCC for works to be carried out at The Beehive. She stated the correspondence asked

 if there were any objections from the Parish Council for funding from the s.106 funds being given

 towards this project. There were **No Objections** from Parish Council members in respect of this request.

8. Finance and Legal Matters

 **8.1 - Bi-monthly accounts – November/December 2016**

 These had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr

 Cooke, Seconded by Cllr Roper. **All in Favour.**

* 1. **- To approve the 2017/18 budget and set the precept**

 A copy of the draft 2017/18 budget had been circulated to all Councillors prior to the meeting. The Clerk

 gave details regarding the draft budget and asked for Cllr Chenery’s opinion as to if it was

 necessary for the Parish Council to subscribe to both SALC and LCPAS. Cllr Chenery gave details

 regarding recent SALC meetings in which he had attended. It was Agreed the Parish Council would

 continue to subscribe to SALC for one further year and monitor the services provided. The Chairman

 gave details regarding the proposed increases within the budget and stated he had again included a

 further £5,000 towards the Village Hall rebuild project.

 ***The Chairman asked permission to suspend Standing Orders in order to continue the meeting. This***

 ***was Unanimously Approved by the Council***

 The Chairman confirmed that SCC & SCDC were looking to increase by 2% and consequently it was

 proposed to increase the Parish Precept by a similar amount. **Approval** for the 2017/18 budget and to set

 the precept at £39,858.41 was Proposed by Cllr Roseveare, Seconded by Cllr Salmon. **All in Favour.**

**9. Parish Plan Steering Group, Town Team & WMP – To receive an update on recent meetings held**

 **Parish Plan –** The Chairman confirmed himself and the Clerk were still in the progress of completing

 the final report.

 **WMP –** The Chairman reported that WMP were looking into an integrated business strategy for

 Wickham Market to which he provided details.

 **Town Team –** The Chairman reported it had proved to be extremely busy in Inspirations during the

 Xmas period. He confirmed there were now 4 empty shops on The Hill and advised the Shops &

 Facilities Working Group were looking into this. He also reported the Xmas Market had been a great

 success.

 **Traffic & Parking Working Group** – The Chairman gave details of a recent e-survey carried out in

 respect of the proposed impact Sizewell C could have on additional traffic volumes through the village

 and confirmed the results of this survey would be built into the final response to the Sizewell C Stage 2

 Consultation.

 The Chairman advised he had recently attended an informal meeting with Mr Hayward regarding

 possibly turning the field behind Church Terrace into additional car parking for the village to which he

 provided further details. He stated if this land was turned into a car park then it could also be used by

 residents of Church Terrace and Lehmann House staff and visitors.

 The Chairman advised that forms were available from Inspirations and the Resource Centre for

 Parishioners to report any traffic incidents. Even if all the information was not available to complete the

 form he urged Councillors to complete the forms whenever they witnessed an incident as it would help

 to give a picture of the traffic problems within the village.

 The Chairman confirmed he had also recently attended a meeting with Kevin May from SC Norse and

 during this meeting he had given him permission to cut the Chinese Privet sited in the long stay car park

 as this was obscuring the sign.

 Finally, the Chairman confirmed he had contacted Tony Buckingham from SC Highways regarding the

 possibility of holding an open public meeting regarding Highways issues within the Parish but had not

 yet received a response.

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

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

 **10.1 – To consider correspondence received from Andrew Dutton from Berlain Ltd regarding**

 **Land south of Yew Tree Rise**

 The Chairman gave details regarding the correspondence received. He confirmed the Neighbourhood

 Plan Committee had agreed at their recent meeting that all the previous objections for this land still

 stood. The Chairman provided details regarding a document compiled by SCDC and confirmed this site

 had also been deemed unsuitable and it was felt this site was an extremely poor possible option for

 development within Wickham Market.

 He gave details of comments received from Rev. John Eldridge, The George Community Group and the

 Neighbourhood Plan Committee. **Action: Chairman to respond on behalf of the Parish Council.**

**11. Allotment Matters**

Nothing to report.

**12. Cemetery Matter**

 **12.1 – Maintenance work required to the Bier House**

 The Clerk provided details of the suggested repairs that needed to be carried out and confirmed there

 was £100.00 in the 2016/17 budget available towards this work. **Action: This matter was deferred to**

 **the E & L Committee.**

**13. Environment & Leisure Committee Update**

 Cllr Chenery reported the Cemetery Sign had now been ordered at a cost of £151.00. He confirmed the

 Clerk would be writing to Hopkins Homes regarding several concerns the E & L Committee had raised

 in respect of this development as these issues needed to be acted upon before the roads could be adopted.

 **Health Centre Access** – Cllr Chenery gave details regarding proposed improvements to be carried out

 including a warning sign.

**14. Village Hall Rebuild Committee update** – The Chairman stated following the last meeting that the

 signed Terms & Conditions for Keith Wallace to carry out the necessary work had been returned in order

 so that the Parish Council could formally engage in his services. He confirmed a draft CIO had now

 been received and himself, Patrick Roper and Margaret Holland were due to attend a meeting to discuss

 this on 17th January 2017.

**15. Neighbourhood Planning Committee Update**

 The Chairman reported on the Heritage & Character Assessment now being carried and confirmed the

 Committee had also agreed that a separate Landscape Assessment would need to be carried out.

**16. Correspondence**

There was none.

**17. Open Public Session**

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

 On behalf of the Parish Council Cllr Roper offered a vote of thanks to Penny Jenkinson for making and

 suppling the Committee Room with new curtains.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 10.10pm**

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**The next meeting of Wickham Market Parish Council will be held on Monday 20th March 2017 at 7:30pm in Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

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

**Planning Ref: DC/16/4668/VLA**

Address: 43 Dallinghoo Rd, Wickham Market

Proposal: Variation of Section 106 Agreement relating to DC/13/2115/OUT

Some concerns were raised regarding this application but following a brief discussion it was agreed the Planning Committee had **No Objections** to this application. No decision has been made by SCDC, to date.

**Planning Ref: DC/16/4923/FUL**

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

Proposal: Proposed erection of 3 no single storey dwellings. The Planning Committee **Objected** to this application. No decision has been made by SCDC, to date.

**Planning Application: DC/16/4758/TPO**

Address: 18 Churchill Crescent, Wickham Market, Suffolk

Proposal: To fell 2 no. pine trees on rear side boundary.

The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC.

**Planning Ref: DC/16/4991/VOC**

Address: 210, 212, 216A and Land surrounding High St, Wickham Market

Proposal: To create an additional parking space for 206 High St on land to the rear of their property, abutting their rear garden boundary. **This application was deferred for further information to be received.** No decision has been made by SCDC, to date.

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

**Planning Ref: DC/16/4350/FUL**

Address: 39 Parkway, Wickham Market

Proposal: Proposed first floor addition to rear of dwelling, and erection of front porch.

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