**WICKHAM MARKET PARISH COUNCIL**

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

 **18TH JANUARY 2016 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

 Cllr Margaret Blackall Cllr David Chenery

 Cllr Robin Cooke Cllr Emma Lawrence

 Cllr Brian Nobbs Cllr Val Pizzey

 Cllr John Ridd Cllr Patrick Roper

 Cllr Edna Salmon

 **Welcome by the Chairman**

In attendance: Joanne Jones – Parish Clerk. There were 2 members of the public present.

1. **Open Public Session**

 There were no comments from members 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**

 Apologies had been received from Suffolk Constabulary.

 The Chairman formally opened the meeting at 7:35pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllrs Roseveare and Hawes.

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

 The Chairman declared a Non-Pecuniary interest as he is a Director of Inspirations (Wickham Market)

 and also a Member of the Care & Health Group and 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 16th November 2015**

The draft minutes of the Parish Council meeting held on Monday 16th November 2015 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were **Unanimously** Proposed for **Approval.** 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 – Action taken regarding anti-social behaviour complaints and to report on the outcome of the**

 **meeting held with Suffolk Constabulary**

 The Chairman confirmed a meeting had been held between members of the Parish Council and Suffolk

 Constabulary in December 2015 to discuss the ongoing anti-social behaviour occurring on The Hill.

 He reported this meeting had proved to be a success and since then two further meetings had been held.

 One on 6th January 2016 and this was to consider the reduction of PCSO’s to which members of the

 Parish Council attended to see if the Parish would benefit in joining with other Parishes to share and part

 fund a PCSO. The Chairman confirmed after liaising with other Parishes it was felt this option would

 not be viable to Wickham Market due to the high costs involved. He advised the 2nd meeting held was

 the SNT Priority Setting Meeting which had recently been held in Wickham Market Village Hall,

 Committee Room. The Chairman confirmed this meeting had been very well attended and concerns

 regarding the on-going anti-social behaviour issues within Wickham Market were highlighted to Suffolk

 Constabulary. He advised it had been agreed that Wickham Market would remain a priority and a

 number of actions/crime prevention methods would be carried out.

 **5.2 – Village Hall Management Committee, Bowls Club and WMFC – To receive an update from**

 **the Chairman regarding the lease**

 The Chairman confirmed Blocks Solicitors were in the process of changing the licences to a lease. He

 also reported that Cllr Roper had volunteered to be a Trustee on the Village Hall Management

 Committee.

 **5.3 – Changes to the bus services – To receive an update**

 The Chairman reported since the changes that took place in August 2015 several letters of complaint

 had been sent to First Buses. The Chairman attended an ESTA meeting where it was confirmed that the

 changes to the bus service were being carried out on a trial basis. The Parish Council collated further

 letters of complaint generated by notices placed on the three local bus stops. The Chairman reported

 a meeting has now been held with members of the WI, Suffolk County Council and First Buses to which

 he also attended and advised as a result of this meeting unfortunately First Buses have confirmed there

 are not enough customers to replace the recent cuts to the service, however they have agreed to try and

 assist with the punctuality issues and also try and make better connections to the local rail service.

**6. Parish Council Matters**

 The Chairman informed Parish Council members that Nigel Meadows had now resigned from the Parish

 Council due to him moving home. On behalf of the Parish Council he thanked Nigel Meadows for all

 his hard work and support whilst carrying out his role of Parish Councillor and Chairman of the E & L

 Committee.

 **6.1 - The George Public House – To consider a date for the Open Public Meeting**

 The Chairman suggested an open public meeting could be held at the end of April 2016 and stated this

 meeting would need to be widely advertised. He confirmed that representatives from SCDC and

 Montaque Investments would be invited to attend. The Chairman advised the aim of meeting was in

 order for the Parish Council to get a feel from the village as to what they would like to see on this site to

 which he gave details regarding the possible options available. It was suggested this meeting could be

 held on Friday 22nd April at 7:30pm**. Action: Jo Jones to check Village Hall availability and**

 **Chairman to draft aims of the meeting.**

 **6.2 – Lehmann House update**

 The Chairman confirmed there had been 3 bids submitted for the Lehman House site and the bid which

 had proved successful was the bid submitted by The De-Vere Group to which he gave details. He

 advised the outcome will be a care home and an annexe on the back to house some offices to which he

 provided additional details. The Chairman confirmed the volunteer organisations within Wickham

 Market would also be able to use this facility. Finally, he confirmed that De-Vere Group were now

 in the final consultation stages with SCC in order so that a formal contract could be signed to which

 he stated things were looking very positive.

 **6.3 – Inspirations (Wickham Market) update**

 The Chairman confirmed discussions had now been held with the Co-op Board and as a result of these

 verbal permission had been given for the proposed new project to go ahead, but written confirmation

 from the Board was still awaited. He advised the public meeting due to be held on 31/1/16 in Wickham

 Market Village hall would be delayed. The aim of this meeting was for the Town Team could provide

 full information regarding this project and the funds needing to be raised to Parishioners.

 **6.4 - Privately Funded Security Resource – To consider options available**

 Cllr Ridd gave details of a private scheme being carried out in Frinton. Further to a brief discussion it

 was agreed the Clerk could liaise with other local Parishes to see if they would be interested in

 implementing a scheme similar to the one at Frinton.

 **6.5 – Christmas trees, Winter lights**

 The Chairman thanked all those Councillors who had assisted in erecting and taking down the trees. He

 confirmed he had received lots of positive comments regarding the trees. The Chairman gave details

 regarding the lights on the plane trees within The Hill and confirmed it had been agreed that these lights

 could stay up and just come on in the evenings. He confirmed that hopefully all 4 trees would have

 lights on next Xmas. The Chairman confirmed the electricity charges for the lights on The Hill would be

 paid by the Town Team. Finally, he thanked Cllr Cooke for kindly donating the large Xmas tree on The

 Hill.

7. Parish Clerks Report

The Clerk reported the vacancy notice in respect of Nigel Meadows recent resignation had now been

 advertised and stated hopefully a Co-option to fill this vacancy could be held at the March Council

 meeting.

 She reported she had received a telephone call from a Parishioner who was suggesting there should be a

 dropped kerb at the end of Chapel Lane on the High St as local residents in wheelchairs/mobility

 scooters and the elderly find this road very difficult to cross. The Chairman confirmed this matter had

 been raised previously with SCC. Cllr Chenery declared an interest and confirmed that SCC had

 watched pedestrian movements and there is not a suitable place to implement a dropped kerb within this

 area to which he provided further details.

8. Finance and Legal Matters

 **8.1 - Bi-monthly accounts – November/December 2015**

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

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

 **8.2 - To consider the draft 2016/17 Budget and set the Precept**

 A copy of the draft 2016/17 budget had been circulated to all Councillors prior to the meeting. The

 Chairman confirmed an informal meeting of the F & GP Committee had also been held to discuss the

 draft budget. The Chairman ***closed the meeting*** to allow Anne Westover to comment regarding the

 Cemetery expenditure. The Chairman ***reconvened the meeting***. It was explained the reasons for the

 proposed increase included payments of £1000.00 for the use of the meeting room at the Resource

 Centre for the Parish Clerk and £2000.00 towards the Neighbourhood Plan. **Approval** for the 2016/17

 budget and for the Precept to be set at £36,575.00 was Proposed by Cllr Ridd, Seconded by Cllr Pizzey.

 **All in Favour.**

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

 **Parish Plan** – The Clerk reported the completed surveys were now being entered online.

 **Town Team –** The Chairman reported the Xmas Market had proved to be a great success.

 **Wickham Market Partnership** – The Chairman confirmed the tennis courts had now been cleaned. He

 advised their AGM was due to be held on 29.2.16. Finally, he reported WMP were looking into

 purchasing a speed gun in order so that they could be part of the Community Speed Watch Scheme. Cllr

 Chenery confirmed in light of the proposed reduction in PCSO’s the training for this scheme may no

 longer be available. The Chairman confirmed that Sgt Scott Cullum had offered to assist with this.

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

 The Chairman provided details regarding applications considered and approved since the last meeting.

 The Chairman provided further details regarding the application for the removal of the affordable

 housing at 43 Dallinghoo Rd. He also confirmed at the Planning Committee meeting held prior to this

 meeting there had been a further application for this site regarding works to the two oaks on the front

 edge. He reported the Planning Committee had **Objected** to this application to which he gave details.

 The Chairman ***closed the meeting*** to allow Anne Westover to comment. Anne Westover provided

 details regarding the works that had been carried out at this site prior to the Tree Preservation Orders

 being served. Concerns were raised regarding damage to the ditch alongside this development and

 also to the nearby verges. Cllr Chenery stated if the verges needed to be reinstated he could look into

 this.

  **10.1 – Conservation Area response**

 The Chairman confirmed Anne Westover had kindly carried out amendments to this document and these

 had been submitted to SCDC. He stated that SCDC had now taken these comments into account and

 Anne was now looking to submit the final comments to the revised draft appraisal to SCDC. Anne

 Westover also provided further details regarding this matter. The Chairman thanked Anne Westover for

 her comments and ***reconvened the meeting.***

**11. Allotment Matters**

Nothing to report.

**12. Cemetery Matters**

 **12.1 – To consider a review of the Cemetery Fees**

 The Clerk had tabled a copy of the current fees and also the fees from Framlingham and Woodbridge

 Cemetery’s. The Chairman advised at the recent F & GP meeting it had been suggested that the current

 fees should be increased by 5%. **Approval** for a 5% rise in the Cemetery fees was Proposed by Cllr

 Nobbs, Seconded by Cllr Roper. **All in Favour. Action: Clerk to send the revised fees to**

 **Undertakers and Linda Merriam.**

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

 **Car Parks –** The Chairman reported he had recently received some enquires regarding parking on the

 access lane to the Church from the High St. He confirmed he had been informed that Suffolk County

 Council owned the land in front of the properties on this access lane. The Chairman reported that the

 complaints received from local residents were regarding the signs that have been erected stating

 ‘residents only parking’. Consequently, the Chairman advised he had written to the homeowners and

 asked them to remove these signs. He confirmed he had since received a response asking him to meet

 with the homeowners concerned.

 **Highways** – Cllr Chenery reported the replacement street lighting had now been sited.

**14. Environment & Leisure Committee Update**

 The Chairman confirmed the draft minutes of the recent E & L Committee meeting had been

 circulated to all Councillors.

 The Chairman ***closed the meeting*** to allow Anne Westover to comment. Anne reported the hedge at the

 Glebe Allotment Site needed a light prune and confirmed that Jo Jones was looking to obtaining a

 quote for this work from Suffolk Coastal Norse. She also advised that she hoped a working party could

 be formed to clear the brambles. The Chairman thanked Anne Westover for her comments and

 **reconvened the meeting.**

 Cllr Chenery declared an interest and confirmed he had made enquiries regarding the works carried out

 to the trench at The Hill which were reinstated with black ash felt which was not the same as the current

 surfacing and reported the contractor had six months to close the job down and therefore SCC were

 looking into this matter.

 The Chairman asked permission to suspend Standing Orders to continue the meeting. **Approval** was

 **Unanimously Approved** by the Council.

**15. Neighbourhood Planning Committee Update**

 The Chairman gave details regarding the recent meetings held. He confirmed that SCDC had given

 Approval for the Neighbourhood Plan to go ahead and the boundary had been agreed. He reported the

 stall at the Xmas market had proved to be a success. The Chairman advised the official Neighbourhood

 Plan website was now and up and running and the address is [www.wickhammarketnp.org](http://www.wickhammarketnp.org). Finally, he

 reported the funding application to Locality would be submitted in April 2016 and then hopefully an

 Open Public Meeting will be held at the end of April 2016.

**16. Correspondence**

 **16.1 – To consider correspondence received from Eastern Community Assistance Team**

 A copy of this correspondence had been circulated to all Councillors. The Chairman gave details

 regarding the correspondence received and suggested the Clerk should respond and state that details of

 their service will be included within the Wickham Market Emergency Plan, when implemented.

 **16.2 – To consider correspondence received from SCDC & SCC regarding the proposed Four**

 **Village Bypass**

 A copy of this correspondence had been circulated to all Councillors. The Chairman gave details

 regarding the letter received and made reference to the final paragraph. He stated he felt the proposed

 Park and Ride site would not change location even if the bypass is built. The Chairman asked the Clerk

 to put a copy of this correspondence on the Parish Council’s Website.

 **16.3 – To consider any other correspondence received**

 **Village** **Map** – The Chairman circulated a copy of the proposed structure for the new noticeboard to site

 the Village map and gave details of the costings. There was a brief discussion and it was agreed a final

 copy of the village map should be circulated before the printing is carried out. Cllr Blackall suggested

 the ‘you are here’ dot needed to stand out more.

**17. Open Public Session**

 The Chairman ***closed the meeting***. Cllr Nobbs raised concerns regarding parking on The Hill outside

 The Hospice Shop and stated this was causing damage to the footpath. Concerns were also raised

 regarding increased parking within Broad Rd, Meadowside and Yew Tree Rise. It was agreed the

 Chairman would raise these issues at the next Traffic & Parking Working Group meeting.

 Anne Westover confirmed she had heard that the old Post Office sign was being sold and suggested the

 Parish Council could make a contribution.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 9:52pm**

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**The next meeting of Wickham Market Parish Council will be held on Monday 21st March 2016 at 7:30pm in Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

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

**Planning Ref: C/15/4225/FUL**

Location: Richard Kitson Court, Chapel Lane, Wickham Market

Proposal: Installation of External Scooter Store.

The Planning Committee **Objected** to this application as they felt the proposed store would

not be in keeping within the Conservation Area. It was also felt as the proposed store would be very visible that the location was not desirable.  It was suggested that a more suitable location would be at the rear of the building and if sited here this would also prevent the loss of this amenity for residents who enjoy sitting in the current location.

This application has been **Withdrawn** by the applicant.

**Planning Ref: DC/15/4424/FUL**

Location: 55 Parkway, Wickham Market

Proposal: Proposed front entrance porch.

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

**Planning Ref: DC/15/4320/VLA**

Location: 43 Dallinghoo Rd, Wickham Market

Proposal: Variation of legal agreement DC/13/2115/OUT – Removal of affordable housing obligation.

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

* It was felt there was a legal obligation for the applicant to contact every housing association. Whilst this may be impractical it was felt at least those in the local area should be contacted and not just the 12 to which details had been submitted.

* A number of the costings stated within the spreadsheet were incorrect, for example it appeared that the actual market value of the homes was higher.
* The contingency amount included seemed too high and unnecessary at this stage of the project.
* As Affordable Housing is desperately needed within Wickham Market it was felt this obligation should not be removed and that the applicant should explore further solutions in order so that this element can be fulfilled and does not have to be removed.
* It was recommended this application should go to SCDC’s Planning Committee.
* It was suggested if an affordable housing provider could not be sought and the applicant sells these houses at market value that some of these funds should be earmarked solely for either future affordable housing or projects within Wickham Market.

No decision has been made by SCDC, to date.

**Planning Ref: DC/15/4323/FUL**

Location: Mobile Home, Valley Farm, Valley Rd, Wickham Market

Proposal: Retention continued use of mobile home as ancillary living accommodation (renewal of extant planning permission C10/2787/FUL).

The Planning Committee had **No Objections** for temporary permission to be granted but stated they would not support the use of a further renewal for permanent residency.

No decision has been made by SCDC, to date.

**Planning Ref: DC/15/4644/FUL**

Location: Ridge Cottage, Valley Rd

Proposal: Alterations and increase in first floor area to existing detached dwelling.

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

No decision has been made by SCDC, to date.

**Planning Ref: DC/15/4693/FUL**

Location: 34 Dallinghoo Rd, Wickham Market

Proposal: Erection of garage/cart lodge, to garden

The Planning Committee had **No Objections** to this application, in principle but made the following observations: -

* It was felt the size and height of the proposed garage/cart lodge was maybe a little large for the site.
* Concerns were raised regarding drainage and guttering.
* It would have been preferred if the roof was in a different orientation/direction.
* It was felt the proposed building was not well designed for garage use.

No decision has been made by SCDC, to date.

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

**Planning Ref: C/15/3926/FUL**

Location: 17 Churchill Crescent, Wickham Market

Proposal: Proposed rear and side extensions to bungalow.

The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC with 2 Conditions.

**Planning Ref: DC/15/3832/FUL**

Location: 20 The Crescent, Wickham Market

Proposal: Removal of front porch and erection of single storey extensions to front and side of dwelling.

The Planning Committee had **No Objections** in principal to this application but recommended that if flat roof tiles were to be used then all roofs should match throughout. This application has been **Granted** by SCDC with 3 Conditions.

**Planning Ref: DC/14/4088/FUL (Revised Scheme)**

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/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

**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**.**

This application has been **Granted** by SCDC with 28 Conditions.