**WICKHAM MARKET PARISH COUNCIL**

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

 **21ST NOVEMBER 2016 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

 Cllr Margaret Blackall Cllr Robin Cooke

 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 was 1 member 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. A written report had been submitted to which the Chairman gave details (copy of report attached to the minutes).

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

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

 were raised regarding District Cllr Amoss’s lack of attendance to Council meetings. It was agreed the

 Chairman would draft a letter to District Cllr Amoss regarding this matter. **Action: Chairman to compile**

 **letter.**

 The Chairman formally opened the meeting at 7:45pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllrs Chenery, Roseveare and Ridd.

The Chairman reported that Val Pizzey had resigned due to health reasons**. Action: Clerk to advertise vacancy and compile a letter of thanks to Val Pizzey.**

**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. 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 19th September 2016**

The draft minutes of the Parish Council meeting held on Monday 19th September 2016 had been circulated to all Councillors prior to the meeting and were **Unanimously Proposed for Approval** by the Council. **8 in Favour, 1 Abstention**. 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**

 The Chairman reported that Wickham Market had recently come 5th in the Great British High St

 Awards. On behalf of the Parish Council the Chairman thanked Cath Caudwell for submitting

 the entry.

 Cllr Hawes asked if a meeting had been held with Blocks Solicitors regarding the updating of

 the Bowls Club lease. The Chairman confirmed once the Village Hall Management Committee

 had changed their status to become a CIO this matter would be able to be dealt with.

 Cllr Salmon reported that Margaret Reeve would be standing down as co-ordinator for the

 Monthly Market. She suggested a letter of thanks should be sent. **Action: Clerk to compile**

 **letter of thanks.**

 **5.1 – Proposal from Shared Access for mobile telephone mast – To receive an update**

 The Chairman confirmed that Rev. John Eldridge had sent a copy of the proposed plans but no

 further information regarding the proposed scheme at the Church had been received to date.

 **5.2 - The George Public House and registering this building as an Asset of Community**

 **Value – To receive an update**

 The Chairman confirmed the application form had been submitted to SCDC. He advised that as

 a result of the recent leaflet delivered to all homes regarding The George Public House that 536

 responses had been received. On behalf of the Parish Council the Chairman congratulated the

 George Community Group on their success.

 **5.3 – Lehmann House update**

 The Chairman confirmed the sale was now complete. He advised to date the land at The Pightle

 had not been transferred to the Parish Council. The Chairman confirmed a planning application

 for external works had been received to which he gave details and confirmed the Planning

 Committee had Objected to this application to which he provided clarification and advised they

 were however in favour of the proposals for Lehmann House overall.

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

 In Cllr Chenery’s absence the Chairman provided details regarding this matter and it was agreed

 the signed paperwork could be sent to Suffolk County Highways for the two agreed posts and

 the Clerk would also request a site visit for possibly siting a further post within Broad Rd. **Action:**

 **Clerk to send signed paperwork to SCC, apply for funding from County Cllr Bond and order sign.**

 **Clerk to also request a site visit is carried out for the possible siting of a post on Broad Rd.**

* 1. **- Parking on The High St**

The Chairman stated he felt that an open public meeting should be held to discuss the problems regarding parking throughout the village. He confirmed that Tony Buckingham, SCC had been

assigned to assist in respect of this matter. There was a brief discussion and it was suggested in the first instance a site meeting should be set up with SCC in order so that an open public meeting could be scheduled.

**6. Parish Council Matters**

 **6.1– To approve the dates of the 2017 Parish Council meetings**

 Concerns were raised regarding noise levels as a result of the Zumba class held within the

 Village Hall on the same evening as Parish Council meetings. It was agreed the Clerk would

 liaise with Lyn Jones regarding available alternative dates. It was also suggested that if no

 alternative days were available the Chairman could write a polite letter to the Zumba club

 asking them to politely turn their music down on Parish Council meeting dates. **Action: Clerk**

 **to liaise with Lyn Jones and compile list of proposed 2017 meeting dates.**

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

 **received**

 The Clerk had circulated a copy of this correspondence to all Councillors prior to the meeting.

 The Chairman stated he felt this would be a good opportunity for the Parish Council to connect

 with the younger generation. No Councillors present volunteered to represent the Parish

 Council on the Friends of Wickham Market Primary School and therefore the Chairman

 suggested this matter should be an agenda item at the January 2017 Council meeting. **Action:**

 **Clerk to inform Friends of Wickham Market Primary School**. Cllr Margetts suggested it

 may be a good idea to try and engage with the younger generation in respect of the current

 Parish Council vacancy. Cllr Lawrence agreed to put a notice up in the school playground. Cllr Hawes

 suggested a member of Friends of Wickham Market Primary School may wish to stand for

 the Parish Council.

 **6.3 – Suffolk Wildlife Trust Awards for Terry Peake**

 The Chairman reported that Terry Peake had recently been awarded two awards from Suffolk

 Wildlife Trust. It was agreed the Clerk would write to Terry Peake in order to echo the Parish

 Councils thanks and to state they felt these rewards were well earned and very well deserved.

 **Action: Clerk to compile letter.**

 **6.4 – Proposed removal of BT Payphones at Spring Lane and 56 Market Hill – To consider**

 **correspondence received from SCDC**

 The Clerk had circulated a copy of the correspondence received to all Councillors prior to the

 meeting. There were no objections from the Parish Council in respect of the kiosk at Spring

 Lane but it was felt that it could be worth considering adopting this kiosk in order to site a

 defibrillator. There was a formal vote and all Councillors were **In Favour** of this suggestion.

 The Chairman asked the Clerk to include this matter as a formal agenda item at the January

 meeting. In respect of the kiosk sited at The Hill it was agreed the Parish Council should Object

 to this due to the number of calls made and the poor mobile phone signal throughout the village.

 **Action: Clerk to respond to SCDC.**

 **6.5 – To approve the Parish Council engage in the services of Mr Keith Wallace to carry**

 **out the necessary works to change Wickham Market Village Hall Management Committee**

 **to become a Charitable Incorporated Corporation**

 The Chairman gave details regarding the recent meeting held. The Clerk reported she had

 received some enquires as to who would own the Village Hall once the rebuild had taken place.

 She confirmed she had contacted Keith Wallace and he had provided clarification regarding this

 matter and advised the Parish Council would still own the building and a lease would be drawn

 up between the Parish Council and the CIO. The Chairman confirmed once the CIO had been

 set up then Blocks could be contacted in order so they could draw up the leases to both the

 Bowls and Football Clubs. **Approval** for Keith Wallace to carry out the work for the VHMC to

 change their status to become a CIO was **Agreed Unanimously** by the Council. The Chairman

 confirmed Cllr Roper was going to take on the role of Chairman of the VHMC and therefore will

 be standing down from the Rebuild Committee to which he raised concerns and stated he felt a

 Parish Councillor should replace him. Cllr Nobbs volunteered to stand on this committee. The

 Chairman thanked Cllr Nobbs for volunteering his services. Cllr Cooke raised concerns due to

 the fact the Parish Council were not being charged by Keith Wallace in respect of the proposed

 work to be carried out. The Chairman provided clarification regarding this matter and it was

 felt the Parish Council should enter into a formal contract and request for Keith Wallace’s Terms

 of Business to be sent and specification of works/contract to be entered into. **Action:**

 **Chairman to respond to Keith Wallace.**

7. Parish Clerks Report

* 1. **- Erection of Xmas Trees**

The Clerk confirmed the Xmas trees were due to be delivered on Friday 2nd December 2016. The Chairman confirmed a work party to erect these had been scheduled for Sunday 4th December at 10am. The Chairman confirmed the work to prune the Plain trees on The Hill had now been postponed to which he provided details.

* 1. - **SCDC Budget Liaison Event**

The Clerk confirmed herself and the Chairman would be attending the event to be held at SCDC on Monday 28th November 2016.

8. Finance and Legal Matters

 **8.1 - Bi-monthly accounts – September/October 2016**

 These had been circulated to all Councillors prior to the meeting. **Approval** was **Unanimously Agreed**

 by the Council.

* 1. **- Parish Clerk’s Salary Review**

It was **Unanimously Approved** that the Clerk should rise one Spinal Column point from SCP 23 to SCP 24. The Clerk thanked the Parish Council.

* 1. **– Parish Clerk’s Pension**

The Clerk confirmed she had now enrolled within the Nest Pension Scheme and reported this matter would be considered further at the forthcoming informal F & GP meeting.

**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 had still to compete the Action Report. He confirmed it was apparent the Parish Council needed to consider making the Annual Parish Meeting more enjoyable and look to possibly hold an annual bonfire event. It was suggested both these matters should be formal agenda items at a future meeting.

 **Town Team** – The Chairman reported the Town Team were busy concentrating on the Xmas Market

 which is to be held on 7.12.16 to which he gave details.

 **Traffic & Parking Working Group** – The Chairman stated an open meeting would be held.

 **Shops & Facilities** – The Chairman reported the Inspirations Annual Shareholders meeting would be

 held on 27th November 2016 at 3pm. He advised he had received very good comments in respect of the

 shop window display to commemorate Remembrance Sunday.

 **WMP** – The Chairman confirmed their next meeting would be held on 22nd November 2016. He

 reported a monthly profit was now being made due to the Chiropractor renting one of the treatment

 rooms on a weekly basis.

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

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

 **10.1 – To consider correspondence received from Thompson Elphick**

 The Chairman provided details regarding background details in respect of this site and it was agreed the

 previous objections in respect of this site still stood. The Chairman stated the Neighbourhood Plan

 Committee were not quite to the stage of reviewing sites but assured the Parish Council this site would

 be considered. It was agreed the Chairman should respond to Mark Edgerly, SCDC in order to state the

 objections previously submitted in respect of this site still remained. Action: Chairman to compile letter.

 **10.2 - Site Allocations and Area Specific Policies Development Plan Document, Felixstowe**

 **Peninsula Area Action Plan Proposed Main Modifications and Sustainability Appraisal and**

 **Habitats Regulations Assessment Consultation – To consider the correspondence received from**

 **SCDC**

 It was agreed there was no need for the Parish Council to respond.

**11. Allotment Matters**

 **11.1 – Annual Rent Collection – To receive an update**

 The Clerk confirmed all rents had been paid on Simons Cross Allotment site and provided details

 regarding those unpaid to date from the Glebe site.

  **11.2 – Rats on the Glebe Allotment Site – To receive an update**

 The Clerk gave details regarding a quotation received from East Suffolk Pest Control to monitor for rats

 on a yearly basis. There was a brief discussion regarding those plots with chickens and Cllr Margetts

 reported the on-going rat problem had significantly improved. It was agreed the Parish Council would

 not include £1000 within their budget for ongoing rat inspections but it was agreed that expenditure for

 further inspections and any treatment necessary should be carried out for a further 6 weeks. **Approval**

was Proposed by Cllr Cooke, Seconded by Cllr Margetts. **All in Favour**. It was also agreed that if plot

 holders did not comply with the Poultry Policy they could lose their plot

**12. Cemetery Matters**

 Nothing to report.

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

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

 Nothing to report.

**14. Environment & Leisure Committee Update**

The Clerk confirmed herself and Anne Westover had visited the site at Dallinghoo Rd and it was agreed

 the Clerk would write to The Anderson Group in order to ask them to reinstate the verges and remove

 the hedging. She also advised she would make enquiries as to what was happening in respect of the 2

 affordable homes. The Chairman confirmed that Orwell Housing had agreed to take on the two

 affordable homes and these would be rented out. **Action: Clerk to write to the Anderson Group.**

 The Clerk confirmed herself and Anne Westover had also carried out a site meeting at both play areas

 and they had agreed the play area at Simons Cross could be revamped and have a few new pieces of

 equipment and some landscaping. In respect of the play area at the Village Hall it was suggested

 that possibly a zip wire could be installed and a few pieces of new equipment or outdoor gym equipment

 could be installed. The Chairman gave details regarding the proposed siting of a pump track and

 confirmed the VHMC would like either himself or Cllr Chenery to attend their next meeting on 28th

 November 2016. It was agreed the Clerk would ask Cllr Chenery to attend this meeting. It was also

 agreed the Clerk would chase Cllr Chenery in respect of the Cemetery sign post.

**15. Village Hall Rebuild Committee update**

 All matters had been covered within the agenda and discussions held.

**16. Neighbourhood Planning Committee Update**

 The Chairman reported on the outcome of the recent open day. He confirmed the majority of the

 comments he had received in respect of the draft vision were very favourable. The Chairman gave

 details on the technical support package provided and the recent Housing Needs Survey carried out.

**17. Correspondence**

 **17.1 – Correspondence sent to Spencer Valentine and SC Highways regarding The George Inn**

 **Public House**

 In Cllr Chenery’s absence the Clerk reported he had suggested he did not feel any of The George

 scaffolding was on the highway but due to the concerns being raised he advised SC Highways could

 write to Spencer Valentine expressing their concerns. She confirmed no response had been received

 from Spencer Valentine to date in respect of the recent correspondence sent.

 **17.2 – Defunct Streetlight in Crown Lane – To consider correspondence received from Rev. John**

 **Eldridge**

 The Clerk had circulated a copy of this correspondence to all Councillors prior to the meeting. There

 was a brief discussion and it was agreed the Parish Council should contact the Co-op in order to request

 this streetlight becomes operational**. Action: Chairman to liaise with Co-op. Clerk to respond to**

 **Rev. John Eldridge.**

**18. Open Public Session**

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

**The Chairman thanked Councillors and the member of the public for her attendance and formally closed the meeting at 10.02pm**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**The next meeting of Wickham Market Parish Council will be held on Monday 16th January 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/16/3452/FUL**

Address: The Beehive, Crown Lane, Wickham Market

Proposal: Area A. Re-surface the present rough driveway with asphalt so as to make it suitable for a play area for youth (volleyball, badminton etc.) Area B. Also re-surface an adjacent smaller section of the said rough driveway with wet pour safety surfacing so as to make it suitable for a toddler play-area. The necessary soak away drainage for rainwater will be incorporated into the re-surfaced driveway.

The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC with 4 Condition.

**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. No decision has been made by SCDC, to date.

**Planning Ref: DC/16/4004/FUL**

Address: 5 Walnuts Lane. Wickham Market

Proposal: Proposed single garage.

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

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

**Planning Ref: DC/16/2136/FUL**

Address: 77b High St, Wickham Market

Proposal: Change of use of premises into holistic centre accommodating therapies, crystals and books.

The Planning Committee were extremely happy the shop had reopened and had No Objections to the Change of Use Application, however concerns were raised that the shop had opened prior to permission being Granted and it was felt this could set a precedent for future applications**.** This application has been **Granted** by SCDC with 2 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.**