**WICKHAM MARKET PARISH COUNCIL**

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

 **19th JANUARY 2015 AT 7:00PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman) Cllr Alan Biddle

 Cllr Robin Cooke Cllr Mike Hawes

 Cllr Brian Nobbs Cllr Val Pizzey

 Cllr John Ridd Cllr Patrick Roper

 Cllr Michael Roseveare Cllr Edna Salmon

 Cllr Bryan Wright

 **Welcome by the Chairman**

*Prior to the Parish Council commencing the Chairman welcomed representatives from British Gas National Grid to the meeting. Rowena Nathan, BGNG and her colleagues provided information regarding the essential gas mains works due to take place in the village from 2nd February 2015.*

 In attendance: Joanne Jones – Parish Clerk. There were 9 members of the public present.

1. **Open Public Session**

 A member of the public raised concerns regarding a ditch that had been constructed by Hopkins Homes

 running west to east on the field side of the southern fence to the Wickham Place development. He

 stated as a result of this ditch there would be potential flooding issues on Chapel Lane/Sandy Lane.

 The Chairman provided further information and read a letter sent by David Chenery, Suffolk County

 Highways to Hopkins Homes in respect of this matter. The member of the public thanked the Chairman

 for the information and suggested the Environment Agency should also be informed.

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

 County Cllr Bond had sent his apologies. (No written report had been received).

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

 District Cllr Hall had sent his apologies. The Chairman summarised District Cllr Hall’s report.

(A full copy of the report had been circulated to all Councillors and is attached to the minutes).

  **To receive a report from Suffolk Constabulary**

 Suffolk Constabulary had sent their apologies. The Clerk read a written report. She confirmed there

 had been 8 recorded crimes since the last Parish Council meeting to which she provided details. The

 Clerk reported the next SNT Priority Setting Meeting would be held on Wednesday 8th April 2015 at

 7:00pm in Clopton Village Hall and the Mobile Police Station would next be in the village on Friday

 20th February 2015 parked on The Hill beside the bus stop between 2:00 and 4:00pm. The Chairman

 thanked the Clerk for the report.

The Chairman formally opened the meeting at 8:10pm

**2. To receive Apologies for Absence**

Apologies were received from Cllr Meadows.

**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 17th November**

 **2014**

The draft minutes of the Parish Council meeting held on Monday 17th November 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roper, Seconded by Cllr Pizzey. **10 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**

 The Chairman reported that, since the November Parish Council meeting whereby County Cllr Bond

 confirmed the drains in Dallinghoo Rd had been cleared, he felt this work had proven to be beneficial as

 no further flooding had been recorded. Cllr Nobbs reported there had been some flooding problems

 further down Dallinghoo Rd to which the Chairman confirmed he would look into.

 The Chairman thanked Cllr Cooke for attempting to attend the Wickham Market Family Carers Awards

 Ceremony in December 2014 but stated he was disappointed at the lack of Parish Council presence at

 this event.

 The Clerk confirmed further to the request considered at the November Parish Council meeting for the

 installation of a dog waste bin in King Edward Ave she had been informed by Suffolk Coastal Services

 that they feel there is a need for a mixed litter bin to be erected in this location but they had asked for

 confirmation as to whom owned the land whereby the new bin could be sited. There was a brief

 discussion and it was felt that Flagship Housing owned this land and it was suggested the Clerk should

 write to Flagship Housing in order to confirm ownership of the land and also request a contribution is

 made towards the dog waste bin. **Action: Clerk to write to Flagship Housing.**

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

The Chairman reported he had now written the first draft and hoped to hold the first meeting of the working group in the near future.

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

 The Chairman reported the cabinet had now been ordered and he hoped this would be installed in the

 near future.

 **5.3 – The George Inn Public House – To receive an update**

 The Chairman reported SCDC were still waiting to receive a planning application for the George Inn

 Public House.

**6. Parish Council Matters**

 **6.1 - Parish Council Co-option – To consider any nominations**

 The Chairman ***closed the meeting*** and welcomed Margaret Blackall to the meeting. Margaret gave a

 brief statement as to why she wished to stand for Co-option. The Chairman thanked Margaret Blackall

 and asked her to leave the room. The Chairman ***reconvened the meeting*** and Cllr Biddle Proposed

 Margaret Blackall should be Co-opted onto the Parish Council, Seconded by Cllr Cooke. **All in Favour**.

 Margaret Blackall was duly Co-opted and the Declaration of Acceptance of Office was signed and

 witnessed by the Clerk.

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

 **Reference**

 The Clerk had circulated a copy of the proposed changes to the Environment & Leisure Committee’s

 Terms of Reference to all Councillors. Cllr Biddle raised concerns regarding the proposed changes.

 There was a brief discussion and the Chairman ***closed the meeting*** to allow the co-opted members of

 Environment & Leisure Committee to comment. It was felt the Environment & Leisure Committee did

 not feel they should be solely responsible for agreeing matters where medium to large financial

 decisions had to be made. The Chairman ***reconvened the meeting*** and it was agreed this matter would be

 taken back to Environment & Leisure Committee in order for them to discuss the necessary delegated

 powers required in order for these amendments to be Approved at the March 2015 Parish Council

 meeting.

 **6.3 – Xmas Trees**

 The Chairman stated as the Parish Council had accepted responsibility to erect and remove the Xmas

 Trees on Market Hill he felt they should continue to do so but felt this work had not been evenly

 distributed in 2014 and therefore he hoped this year a working party could be formed. He provided

 details regarding the lights on the big Xmas tree and apologised these had not worked and confirmed he

 would resolve the matter in time for Xmas 2015. On behalf of the Parish Council Cllr Biddle thanked the

 Chairman for all his hard work.

  **6.4 – To Approve the 2015 Parish Council meeting dates**

 The Clerk had circulated the proposed dates of the 2015 Parish Council meetings to all Councillors and

 these were **Unanimously Approved** by the Council.

**7. Parish Clerks Report**

 **7.1 – Notification of increase in NALC Spinal Column Point pay scales**

 To advise the Clerk has received notification from SALC that the salary scales increase for Parish &

 Town Clerks has now been finalised and will come into effect from 1st January 2015. Therefore I can

 confirm that SCP 22 has risen from £10.30 to £10.53 per hour. This salary review has not been back

 dated to April 2014 as in previous years but a one off payment has been made to which mine equated to

 £43.20 in respect of this payment.

**8. Finance and Legal Matters**

 **8.1 - Bi-monthly accounts – November/December 2014**

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

 Cllr Biddle, Seconded by Cllr Ridd. **All in Favour**.

 It was agreed the funds received from Hopkins Homes for the Village Hall would remain in the Parish

 Councils bank account and released once applied for by the Village Hall Restoration Committee.

  **8.2 - To consider the draft 2015/16 budget and set the precept**

 A copy of the draft 2015/16 budget had been circulated to all Councillors prior to the meeting. The

 Chairman gave details of draft 2015/16 budget and **Approval** for the 2015/16 budget and for the Precept

 to be set at £33,250.00 was Proposed by Cllr Ridd, Seconded by Cllr Salmon. **All in Favour.**

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

 **Parish Plan** – The Clerk confirmed a small working group were working through the outcome of the

 issues raised at the drop in session held in October 2014. She reported she was due to meet with Gillian

 Benjamin (CAS) in order to finalise the layout of the Parish Plan in order to obtain quotations for the

 printing. She stated it was hoped the final copy of the Parish Plan would be circulated to the Parish

 Council in the near future in order for an Extraordinary Meeting to be held for this to be Approved

 before going to print and being distributed.

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

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

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

 **The following:-**

**Overview** – The Chairman provided details regarding this matter and confirmed Wickham Market had not been allocated any additional housing between 2015 and 2027. He provided details regarding the Adastral Park proposals and stated if this application was refused then Wickham Market could possibly be allocated some proposed additional housing.

**Wickham Market Sites Specifics and initial response to consultation** – The Chairman provided details regarding the sites included within the SHLAA and stated the Glebe Allotment site and the site next door to this had been included as suitable for development to which he had raised strong concerns and confirmed the Parish Council had asked SCDC to remove these sites but to date he had not received a response.

**Public Meeting** – The Chairman confirmed the closing date for comments is 27th February 2015 but felt he would like to open this up to the wider community so therefore he proposed to hold an Open Public Meeting on Thursday 12th February 2015 at 7:00pm in Wickham Market Village Hall to which he urged all Councillors to attend.

**Neighbourhood Plan – Decision to proceed with Wickham Market Neighbourhood Plan** – The Chairman reported although the Parish Plan due to be produced in the near future would prove to be a good information document this would not carry any weight with regards to planning matters. He confirmed there are currently 5 other Town/Parish Councils producing Neighbourhood Plans in the Suffolk Coastal area. He provided details regarding the concerns affecting future housing within Wickham Market and stated he felt the Parish Council should have a view as to where any additional

housing should be sited. He provided further details regarding Neighbourhood Plans and asked permission to explore this matter further. He did also suggest that if it was agreed a Neighbourhood Plan should be written that Neighbourhood Plan meetings would need to be held on the months the Parish Council did not meet. **Approval** for the Chairman to explore this matter further and to include costings, work involved was Proposed by Cllr Biddle, Seconded by Cllr Ridd. **All in Favour.** The Chairman suggested this matter should be considered further at an Extraordinary Meeting to be held around the end of February 2015. **Action: Chairman to explore implementing a Neighbourhood Plan.**

 **10.2 – To consider the proposed road name for the development at 43 Dallinghoo Rd**

 Correspondence had been received from SCDC suggesting the proposed road name submitted by the

 developer for this development was Dallinghoo Meadows. It was felt this road name was unsuitable

 as this land had not previously been a meadow and also was not sited within Dallinghoo. There was

 a brief discussion and it was suggested by Cllr Hawes that “Beddings Field” could be a suitable road

 name after the local registrar, Mr Beddingsfield, who previously owned and operated form this site.

 **Approval** for the Clerk to submit the name Beddings Field to SCDC was Proposed by Cllr Hawes,

 Seconded by Cllr Ridd. **All in Favour. Action: Clerk to inform SCDC.**

**11. Allotment Matters**

 The Clerk confirmed it had been reported there was a leak to the tap on the Glebe Allotment site. She

 confirmed she would look into this matter as soon as possible. The Chairman confirmed he had offered

 some aggregate for use on the Glebe Allotment site and also offered his assistance in laying this.

 Concerns were raised that the condition of the footpath on Crown Lane joining the Glebe allotments

 where the aggregate was required should be dealt with by SCC. It was agreed the Clerk would look into

 this matter. **Action: Clerk to contact SCC.**

**12. Cemetery Matters**

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

 The Clerk confirmed she had sent tenders to Suffolk Coastal Services, MJH Garden & Tree Services and

 CGM Group in respect of the renewal of the grass cutting contract. It was agreed these should be

 reviewed and Approved upto £7500 per annum by the Environment & Leisure Committee at its next

 meeting on Monday 16th February 2015.

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

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

 Cllr Biddle advised the Committee were currently finalising a report to present to the Parish Council at

 an Extraordinary meeting in early March 2015. He confirmed if the Parish Council then accepted their

 recommendations the next step would be to contact architects etc.

* 1. **– SCDC Car Park Proposals – To receive an update from the Chairman**

This matter had been covered within District Cllr Hall’s report given by Chairman.

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

* 1. **– Speeding within Chapel Lane – 30mph Wheelie Bin Sticker Scheme**

A copy of this correspondence received had been circulated to all Councillors prior to the meeting. Concerns were raised by Cllr Nobbs whereby he stated the Highways Authority were not in support of the wheelie bin sticker scheme. Further to a brief discussion it was agreed the Parish Council could

purchase 100 stickers for £70.00 then ask R & S Hardware to sell the stickers on their behalf. A formal vote was taken and only 2 Councillors were “In Favour” of this recommendation, therefore it was agreed no action would be taken by the Parish Council in response to this matter.

**14. Correspondence**

 **14.1 – To consider correspondence received from Suffolk Family Carers regarding their proposed**

 **visit to Wickham Market on 11th February 2015**

 A copy of this correspondence had been circulated to all Councillors prior to the meeting. There were

 **No Objections** for Suffolk Family Carers to come to Wickham Market and it was agreed the bus should

 be sited on the pavement directly opposite R & S Hardware. The Chairman suggested the Clerk should

 also inform them about the forthcoming road closure**. Action: Clerk to respond to Suffolk Family**

 **Carers.**

 **14.2 – To consider correspondence received from ESTA**

 A copy of this correspondence asking the Parish Council to join ESTA had been circulated to all

 Councillors. Cllr Pizzey confirmed she was already a member of ESTA and agreed to be the Liaison

 Representative on behalf of the Council.

**15. Open Public Session**

 The Chairman ***closed the meeting*** to allow members of the public to comment. A member of the public

 asked for information regarding the sites included within the Local Plan (Site Specifics) document to

 which the Chairman provided clarification. The Chairman thanked the member of the public for his

 comments and **reconvened the meeting.**

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 10:30pm**

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**The next meeting of Wickham Market Parish Council will be held on**

**Monday 16th March 2015 at 7:30pm in Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

**9.1 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 **Objected** to this application. **No decision** has been made by SCDC, to date. (Resubmission been received and being considered by Planning Committee on 19/1/15)

**Planning Ref: DC/14/3340/TCA**

Address: Lynn House, 93 High St

Proposal: To reduce canopy of Copper Beech in rear garden by 30%

The Planning Committee **Objected** to this application. This application has been **Granted** by SCDC.

**Planning Ref: DC/14/3576/TPO**

Address: Lehmann House, Church Terrace

Proposal: London Plane opposite Church Terrace: crown reduce by 4m

It was agreed the Chairman would liaise with Nick Newton regarding this application as concerns were raised. This application has been **Granted** by SCDC.

**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: DC/14/3784/LBC**

Location: The Crooked House, 173 High St, Wickham Market

Proposal: Listed Building Consent - Replacement of rear UPVC window

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

**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: DC/14/3260/FUL**

Location: 73 High St, Wickham Market

Proposal: Change of use of shop (A1 use) to a tattoo studio (Sui Generis use)

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

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

**Planning Ref: DC/14/3479/FUL**

Location: 34 Chapel Lane, Wickham Market

Proposal: Proposed erection of a metal fence/railing at the front of the property and parallel to it.

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

Access and Highway Safety **–** The Planning Committee felt the proposed scheme would be dangerous as it was too close to the highway. This application has been **Granted** by SCDC with 2 Conditions

**Planning Ref: DC/14/3468/LBC**

Location: The Chequers, 220 High St, Wickham Market

Proposal: To replace first floor window on the rear with larger window and replace the ground floor window with a door.

The Planning Committee had **No Objections** to this application. This application has been **Withdrawn.**

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

**Planning Ref: DC/14/2415/FUL**

Location: Former Workshop between 70a and 72, High St, Wickham Market

Proposal: Change of use from workshop/store to two-bed dwelling.

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

Loss of employment premises within a Conservation Area close to the centre of the village. This application has been **Granted** by SCDC with 6 Conditions.

**Planning Ref: DC/14/3085/FUL**

Address: 36 High St, Wickham Market

Proposal: Erection of a surround to an ATM

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

**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.

**Planning Ref: DC/14/1590/Listed Building Consent**

Location: 48 High St, Wickham Market

Proposal: Proposed conversion of part of retail unit to 2 no. maisonettes (To include retention of part of retail unit), associated access drive, gardens and parking.

The Planning Committee **Objected** to this application. This application has been **Granted** by SCDC with 3 Conditions.

**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.

**District Cllr Bryan Hall’s Report**

I am pleased to report that after two years of negotiation with SCDC, and support from the Parish Council and Town Team members SCDC have agreed to our proposal for one hour FREE Parking on the Hill, Long Stay and Chapel Lane Car Parks.

Reduced charges will apply for the Percy Mason Long Stay car park behind the old Seagers buildings to provide increased levels of staff and visitor parking.

New terms will come into force in April. 2015

The Village Hall site will be considered separately after or while the restoration has/is being undertaken.

It is anticipated that charging for parking on the Village Hall site will be introduced for non- Village Hall, Playing Field and Bowls Club users.

The latest SCDC “Site Specific” proposals for more housing sites for Wickham can be viewed in the Library, a full set of District Plans can be viewed via staff.

 In spite of meetings with the District Council Planners to seek their agreement to the Glebe allotments not being included for future development, the draft proposals now being consulted upon do include the allotments as well as much of the neighbouring field, owned by the St Edsmundbury Diocesan Estates. **Comments need to be sent to SCDC before 27th February.**

Discussions still continue regarding the George Pub which is a major blot on the local landscape as well as a loss of a local amenity.

Congratulations are due to the many successful students from the Wickham Market Community Training Project, an inspiring occasion presided over by Cllr Bob Snell, with over 70 awards. Held just before Christmas, at Ufford Park with Dr Dan Poulter MP, presenting the certificates.

Parish Council Chairman, Richard Jenkinson, congratulated the students with special thanks being given to Mrs Pam Bell, Community Training Coordinator, Mrs Valerie Follows, Respite & Care Volunteers Coordinator, and Sarah Owen -Williams, Family Carers Support Group Leader.

 An application for a SCDC Community grant has been made by the Wickham Partnership to help equip the Resource Centre treatment room with a medical couch, to encourage increased hire and use by medical staff and physiotherapists.