**WICKHAM MARKET PARISH COUNCIL**

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

**MONDAY 19TH MARCH 2018 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

Cllr Robin Cooke Cllr David Chenery Cllr Mike Hawes Cllr Emma Lawrence

Cllr Brian Nobbs Cllr Liz Quickenden

Cllr Mike Margetts Cllr Patrick Roper

In attendance: Joanne Peters – Parish Clerk. District Cllr Ray Herring, District Cllr Mark Amoss and County Cllr Alexander Nicoll. There were 5 members of the public present.

1. **Open Public Session**

A member of the public raised concerns regarding the height of the kerb from the War Memorial

to the Co-op. The Chairman stated he was aware of this issue and had raised this matter with SCC

Highways. The member of the pubic confirmed she had also spoken to SCC Highways and flagged up this issue and they had stated they couldn’t see any reason why there could not be a dropped kerb at this location. The Chairman reported this matter had also been discussed at length to which he gave details. It was suggested that any future CIL money received could be spent on this project. It was agreed the Clerk would write to SCC Highways in respect of this matter. The member of the public also raised concerns regarding an overgrown hedge at Meadowside and the untidy footpath between the George field and King Edward Ave. The Chairman stated as bird nesting season was now underway the hedge may not be able to be cut unless it was for safety reasons. Cllr Chenery declared a Pecuniary Interest and urged the member of the public to report both these issues via the SCC reporting tool. The Chairman thanked the member of the public for her comments.

**To receive a report from Suffolk County Councillor Alexander Nicoll**

County Cllr Nicoll reported he had been delighted to be involved with the public meeting in respect of

the George Bencom and confirmed he had offered some funding from his Locality Budget towards this

project and would also be willing to buy some shares, when available. He confirmed that Woods Lane

would be re-opening a month earlier than planned to which he provided details. County Cllr Nicoll

stated that he has proposed for the Woods Lane developer to resurface Woods Lane via a CIL payment to

which he provided information. Finally, County Cllr Nicoll raised concerns regarding potential housing

developments at Rendlesham. The Chairman thanked County Cllr Nicoll for his report.

**To receive a report from Suffolk District Cllr Ray Herring**

District Cllr Herring thanked the Parish Council for inviting him to attend this meeting. He confirmed

this year’s Council Tax letter was now being distributed to which he gave details regarding SCDC’s

increase for 2018/19. District Cllr Herring stated that SCDC did not want to charge for brown bin refuse

but due to financial restraints this was necessary and to which he explained that residents had to register

for the new bin which would be green and larger than the old brown bin and cost £43.00. He reported that

SCDC were pleased the Women’s Cycle Tour was coming through Suffolk Coastal and confirmed that

SCDC were sponsoring this event. District Cllr Herring reported on the proposed merger with Waveny

DC and advised that warding and financial arrangements were now being looked into. The Chairman

thanked District Cllr Herring for his report. A member of the public raised concerns regarding the brown

bin replacement scheme to which District Cllr Herring urged them to register for this scheme via SCDC’s

website and confirmed the new scheme was entirely optional and any unwanted brown bins could be

collected but there would be a charge for this service. Cllr Cooke raised concerns regarding fly tipping

and the proposed cost of the replacement green bins to which Cllr Herring provided clarification.

**To receive a report from Suffolk Coastal District Councillor Mark Amoss**

District Cllr Amoss apologised for his lack of attendance and advised this was due to personal issues and

as a result of these he had now reduced his working hours to a 3-day week. He encouraged the Parish

Council to contact him via his mobile going forward. District Cllr Amoss advised he had received a letter

of complaint from a local resident regarding the overgrown footpath/hedge on King Edward Ave.

He stated the local resident was willing to carry out the necessary work to which he gave details and asked

for advice from Cllr Chenery. Cllr Chenery declared a Pecuniary Interest and stated only the landowner

of the hedge in question was able to carry out this work and if they were not willing only an accredited

contractor would then be authorised to carry this work out. District Cllr Amoss reported on the SCC Home

to School Transport Consultation and confirmed the results of this consultation were now being assessed.

The Chairman thanked District Cllr Amoss for his report. The Chairman asked District Cllr Amoss if he

would be willing to allocate some funding towards the Women’s Cycle Tour from his ECB as the Town

Team were hoping to organise similar events as to which took place at the Men’s Tour last year. District

Cllr Amoss advised that applications could not be submitted until after 1st April 2018 and suggested that

the Clerk should have a telephone conversation with himself in respect of this matter in the first instance**.**

**To receive a report from Cllr Patrick Roper - Suffolk Constabulary Liaison Representative**

A report had been circulated to all Councillors prior to the meeting and to which Cllr Roper provided

details. The Chairman thanked Cllr Roper for his report.

The Chairman formally opened the meeting at 8:10pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllr Denham. Cllr Clune was not present.

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

The Chairman declared a Non-Pecuniary Interest as he is a member of WMP and WM Town Team. Cllr Hawes declared a Non-Pecuniary Interest in item 5.1 as he is a member of the Bowls Club.

**3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Parish Council meeting held on Monday 15th January 2018**

The draft minutes of the Parish Council meeting held on Monday 15th January 2018 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roper, Seconded by Cllr Quickenden. **All in Favour**. 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**

* 1. **- Village Hall, Bowls & Football Club Leases – To receive an update**

The Chairman confirmed all 3 leases and the licence for the football pitch had now been received to which he provided information.

**6. Parish Council Matters**

**6.1 – Lisa Sanders Resignation**

The Chairman provided details as to why Lisa Sanders had decided that she could not continue within

her role as a Parish Councillor. Cllr Hawes raised concerns regarding this matter and stated if this

decision had been caused by somebody from another organisation then in his opinion the individual

should be asked to write a letter of apology to Lisa Sanders. Cllr Margetts raised serious concerns

regarding an event that had taken place between a member of the Town Team and Lisa Sanders in her

role as Chairman of the Planning Committee. The Chairman stated that the Town Team member had

apologised to all those involved following this event. The Chairman gave details regarding matters

relating to the WMP/Library lease and the possible banning of an individual from the library and stated

that Lisa Sanders had stated her role as Parish Councillor could inflict on her role as Library Manager.

Several Councillors raised concerns regarding Lisa’s decision to resign and Cllr Hawes stated he felt the

Chairman should write to Lisa Sanders and ask her to consider re-joining the Parish Council. There was

a formal vote and it was **Unanimously Approved** the Chairman should write to Lisa Sanders in order to

ask her to consider re-joining the Parish Council**. Action: Chairman to compile letter to Lisa**

**Sanders.**

**6.2 – Parish Council Co-option**

The Chairman reported that no candidates had put themselves forward to date but it was hoped that a

Co-option could be held at the Annual Meeting of the Council in May.

**6.3 – Resolution for the Parish Council to Approve the acceptance of the transfer of Church**

**Pightle from Suffolk County Council and to agree the Chairman and Vice Chairman Approve**

**and Execute the Transfer of any associated documents, once received**

The Chairman provided details regarding this matter and stated the issue regarding the footpath had now

been resolved. Cllr Nobbs raised concerns regarding this matter and the lack of detail received by Parish

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

member of the public suggested that a site visit should be carried out between both parties prior to any

documentation being signed and agreed. The Chairman thanked the member of the public for her

comments and **re-convened the meeting.** It was agreed the Clerk would suggest to SCC that a site visit

should be carried out in order to take this matter forward. **Action: Clerk to liaise with SCC.**

**6.4 – Parish Council 2018/19 Aims & Objectives**

The Clerk had tabled a copy of the draft 2018/19 Aims & Objectives for all Councillors. The Chairman

asked Council members to review this document and feed any comments back to Clerk as this would be

reviewed and Adopted at the Annual Meeting in May.

**6.5 – Women’s Cycle Tour**

The Chairman gave details regarding the route and the Clerk reported on the proposed events to be held

on the day. Cllr Quickenden stated lots of local residents were not aware the marquee was still going to

be on The Hill during the evening following last year’s event and therefore suggested this event required

better advertising.

**7. Parish Clerks Report**

**7.1 – Clerks Hours**

The Clerk provided details regarding her proposed hours once commencing full time employment in

April and confirmed her Open Public Sessions would be held e*very Wednesday from 1:30 – 3:30pm in*

*the Interview Room at Wickham Market Resource Centre* and e*very Friday from 10:30 – 12:30pm in the*

*Interview Room at Wickham Market Resource Centre.*

**7.2 – New Councillor Training – Monday 26th March 2018**

The Clerk confirmed this event would be held on Monday 26th March 2018 from 7–9pm in Wickham

Market Village Hall, Committee Room. It was suggested that Lisa Sanders should also be invited to

attend this event if she accepted the Chairman’s invite to consider re-joining the Parish Council.

**7.3 – Adoption of Spring Lane Telephone Kiosk**

The Clerk confirmed the documentation had now been received and the Parish Council had successfully

Adopted this kiosk. She reported however she had received an e-mail from BT stating there may be a

delay in removing the telephony equipment from this kiosk to which she gave details.

**7.4 – New General Data Protection Law**

The Clerk confirmed she had now received further information regarding this matter from LCPAS. It

was agreed the Clerk would circulate this information to all Councillors.

**7.5 – Sizewell C Update**

The Clerk reported EDF Energy had asked if the Parish Council would like a representative to attend a

future meeting to provide an update regarding Stage 2 of the Consultation. It was agreed the AGM could

commence at 7:00pm and EDF could be invited to attend. **Action: Clerk to liaise with EDF Energy.**

**8. Environmental & Leisure Committee update**

**8.1 – Improvements to Village Hall Play Area – To receive an update**

The Clerk confirmed the work carried out by Kompan to install the Zip Wire and Muga was now

Complete and the inspection would be carried out on Wednesday 21st March 2018. She reported that

Kompan had sited the zip wire take off mound at the wrong end as originally agreed and therefore in

Agreement for the mound to remain at the end as installed they were willing to take £1000.00 off the

final invoice. This offer was **Unanimously Agreed**.

**8.2 – Skate Park Repairs – To receive an update**

The Clerk reported she had met with Shane from SC Norse whom had confirmed they could carry

out the necessary repairs and advised she was now waiting for a quotation for this work to be sent.

**8.3 – Smoking within the Bus Shelter**

The Clerk confirmed it has been agreed at the recent E & L Committee that No Smoking stickers would

be erected within the bus shelter as this is a Non-Smoking Designated Area. The Clerk reported these

stickers had now been put up.

**8.4 - Allotment Matters – Simons Cross Water Rate Charges**

The Clerk reported due to recent meter readings being estimated Anglian Water had now confirmed these

readings had been estimated too high and due to them looking into this matter in more detail and a true

reading being carried out this had resulted in the Parish Council being £191.21 in credit.

**8.5 – Cemetery Matters**

The Clerk gave details regarding correspondence received regarding grave that had sunk and confirmed

this matter was being looked into.

**8.6 – Any other E & L matters arising**

It was suggested that a piece of unused land in the Simons Cross Estate identified in the Neighbourhood

Plan could be designated as Local Green Space and possibly be used as land to replace the existing play

area.

***The Chairman asked permission to Suspend Standing Orders to continue the meeting. This was***

***Unanimously Agreed.***

**9. Finance and Legal Matters**

**9.1 - Bi-monthly accounts – January/February 2018**

A copy of the Bi-monthly accounts had been circulated to all Councillors prior to the meeting**. Approval**

was Proposed by Cllr Cooke, Seconded by Cllr Chenery. **All in Favour**.

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

A copy of this document had been circulated to all Councillors. The Clerk gave details regarding the

minor amendments. Following a brief discussion and subject to amendments and agreeing that a further

review would be held at the AGM in May this document was proposed for **Approval** by Cllr Cooke,

Seconded by Cllr Chenery. **All in Favour.**

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

A copy of this document had been circulated to all Councillors. **Approval** was Proposed by Cllr

Lawrence, Seconded by Cllr Hawes. **All in Favour**. It was agreed the Clerk would review this

document again prior to obtaining the annual insurance renewal quotations due to be agreed at the May

meeting. **Action: Clerk to carry out review in April 2018 prior to obtaining insurance quotations.**

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

The annual review was carried out and **Unanimously Approved** by the Council.

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

The annual review was carried out and **Unanimously Approved** by the Council.

**9.6 – To carry out the annual review of the Standing Orders & Financial Regulations**

A copy of these documents had been circulated to all Councillors prior to the meeting. The Clerk gave

details regarding the minor amendments. The annual review was carried out and **Unanimously**

**Approved** by the Council.

**9.7 – To approve the General Data Protection Law Risk Assessment**

A copy of this document had been circulated to all Councillors. The Clerk provided details regarding this

document. **Approval was Unanimously Agreed by the Council.**

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

The Chairman gave details regarding the applications considered and decisions made since the last

meeting. The Chairman ***closed the meeting*** to allow District Cllr Amoss and members of the public to

comment. The Chairman provided details regarding the recent application Approved by SCDC to fell the

Beech Tree at Cardinal (formerly Beech) House. He stated the Planning Committee were extremely

disappointed in respect of SCDC’s decision in respect of this application.

The Chairman provided details regarding the recent application to site 41 holiday lodges at The Orchard

Campsite. He reported the Planning Committee Objected Strongly along with several local

residents to this application. The Chairman stated due to lack of contact with the District Cllr this

application had now been considered by SCDC’s Delegation Panel and it had been agreed that this

application could be Approved by the Case Officer. District Cllr Amoss gave details regarding SCDC’s

process for referring applications to the Planning Committee and stated in this particular case the

application went before the Chairman and Vice Chairman at SCDC Planning Committee and they had

agreed this application did not warrant going before the full Planning Committee. Cllr Lawrence asked

what could be done as it was strongly felt this decision was not satisfactory.

District Cllr Amoss confirmed he had spoken to the Case Officer and she had informed him there was

currently one point outstanding as SCC had raised some questions in respect of flooding to which she

was currently awaiting answers. There was a brief discussion regarding the flood zone at the site and the

56-day maximum stay rule. A member of the public raised serious concerns regarding the decision made

by SCDC to which District Cllr Amoss stated SCDC’s Planning Officers had not felt the Parish Council’s

objections were valid. The Chairman thanked the member of the public for her comments and

***reconvened the meeting***. It was felt by several Council members that further action needed to be taken

against SCDC. It was agreed that a Vote of No Confidence in SCDC’s Planning Dept in respect of this

application would be considered at the next Planning Committee meeting.

*Cllr Quickenden left the meeting.*

**11. Town Team & Wickham Market Partnership – To receive an update on recent meetings**

The Chairman reported WMP had agreed to charge the Parish Council £150.00 per month for

the Parish Clerk to use the interview room in respect of her new hours commencing from April. He

confirmed that WMP had been pleased to assist and had also offered the Clerk a printer. Finally, the

Chairman reported that WMP’s AGM was held on 26th February 2018.

**12. George Bencom Update**

The Chairman reported a Feasibility Study had now been completed and the Share Offer was due to go

out in the near future.

**13. Village Hall Rebuild Committee update**

Cllr Lawrence reported comments from the recent Open Day had now been assessed. She confirmed

the bank account was now open and it was agreed the £15,000 and s.106 Ring Fenced funds currently

held within the Parish Council’s account could now be transferred. **Approval** for these funds to be

transferred was proposed by Cllr Cooke, Seconded by Cllr Roper. **All in Favour.**

**14. Neighbourhood Plan Committee update**

(See separate appendix)

**15. Correspondence**

**15.1 – To consider correspondence received from Richard Kitson Court Residents**

A copy of both pieces of correspondence had been circulated to all Councillors prior to the meeting. The

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

she had been disappointed to read matters relating to the Chapel Lane car park and Richard Kitson Court

residents within the recent edition of the Parish Newsletter. The Chairman gave details regarding the

Traffic & Parking Working Groups work/changes in respect of this car park and stated the main issue was

that some RKC residents were parking in the disabled bays on a regular basis preventing disabled users

attending either the doctor’s surgery or library to park. Lisa Sanders, WM Library Manager also

provided details regarding this matter and the Chairman reported on the recent changes to the

definition of sheltered housing to which concerns were raised.

The Chairman reported that before the car park changes RKC had 6 allocated spaces, now the number of

permits issued for this car park for RKC residents had risen to 13 and could increase significantly as

there were 32 flats in RKC. District Cllr Amoss gave details regarding placements in Sheltered Housing

accommodation and confirmed these were now based on a needs basis. The Chairman advised if a new

car park was implemented this would then be able to serve RKC residents to which the members of the

public raised concerns in respect of the location for the proposed new car park.

Lisa Sanders, who was a Parish Councillor until recently, stated she felt the Parish Council were being

victimised in respect of this matter to which she raised concerns and confirmed it was not the Parish

Council whom had raised this matter in the first instance and reported it was herself as she had to move

her own vehicle to allow a disabled user to park in order to attend the doctor’s surgery. Lisa Sanders

stated she would be continuing to monitor RKC residents parking on behalf of the library, doctor’s

surgery and the Resource Centre. Finally, a member of the public gave details regarding the removal of

the pull cords and the newly proposed scheme in RKC.

The Chairman thanked the members of the public for their comments and ***reconvened the meeting.***

**15.2 – To consider correspondence received from Richard Best, SCDC regarding DPPO’s in**

**Wickham Market**

The Clerk provided details regarding the correspondence received. It was agreed the Clerk would liaise

with SCDC and invite Richard Best to attend the Annual Meeting in May.

The Clerk gave details regarding an invitation received from SCDC to attend a Plastics Roadshow. The

Chairman and Cllr Roper volunteered to attend this event and requested that the Clerk book spaces.

**Action: Clerk to liaise with SCDC and book spaces.**

The Clerk gave details regarding an Emergency Planning Workshop to be held at SCDC offices. Cllr

Roper volunteered to attend this event.

**16. Any other matters arising**

Cllr Nobbs reported the post outside St Elizabeth’s Hospice shop had still not been replaced.

**Action: Clerk to chase SC Norse.**

**17. Open Public Session**

There were no members of the public present.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 10.45pm**

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**The Annual Parish Meeting will be held on Monday 23rd April 2018 at 7:00pm in Wickham Market Village Hall**

**The Annual Meeting of the Council will be held on Monday 21st May 2018 at 7:30pm in**

**Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

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

None received

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

**Planning ref: DC/17/4375/FUL**

Address: The Orchard Campsite, 28 Spring Lane, Wickham Market

Proposal: Use of land for the stationing of 41 holiday lodges.

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

* Loss of a well-used family Camping & Caravanning facility. There is a lack of detail within the application/planning statement in respect of the future provision for this facility.
* The proposed layout effectively cuts off access to part of the current site which is used for tents in the summer season.
* Lack of information within the planning application including the fact that no visual information/illustrations regarding the appearance of the proposed lodges was submitted.
* Increase in traffic on Spring Lane due to the proposed use being over an extended period of time throughout the year. Spring Lane is a single track lane with no passing places.
* Concerns that the proposed lodges would be lived in for 11 months of the year by semi-permanent residents or second home owners and therefore not used as holiday accommodation.
* Following information given at a site visit recently held with the current owner it was evident there would be a loss of trees required to accommodate the proposed scheme. There is no tree or landscape survey/design plan attached to the application.
* There are no drawings showing the parking layout.  The proposal mentions two spaces per lodge, but there does not seem enough space to fit these in and allow for adequate turning space.
* No Landscape Appraisal has been submitted with the application despite the fact that this site is within the Special Landscape Area. It is felt the proposal will conflict with the SCDC Local Plan Policy SP15 which sets out to enhance and preserve the landscape value and character of Special Landscape Areas.
* It was felt that the proposal is not in accordance with SCDC Local Plan Policy DM18, as follows:-

*In respect of sites for static holiday caravans, cabins, chalets and similar accommodation, proposals for new sites, extensions to existing sites, and intensification of use of existing sites (by infilling) will be acceptable where:*

*(a) The road network is able to accommodate the volume of traffic generated without having a significant adverse impact on the free flow of traffic and highway safety*

*(b) They are of a scale appropriate to the nature of the location and its setting. In this respect the cumulative impact will also be a material consideration*

*(c) They are of a high standard of design*

*(d) They are to be used as holiday accommodation only, and not for permanent residential accommodation; and*

*(e) There are services available (i.e. the provision of mains water and adequate sewage/waste disposal).*

* In respect to policy DM18 it is considered that the following points are relevant: -

1. There is no traffic data but an increase in traffic over an 11-month period on the narrow lane seems likely.
2. There is no information relating to the scale/size of the lodges proposed.
3. There is no information relating to design.
4. The agent is proposing that the lodges can be used for 11 months of the year with

no maximum stay period, it would therefore appear that they could be used for

residential purposes.

* The planning history submitted with the application does not appear to be complete.
* Concerns were raised that with the loss of a touring and camping facility there will be a detrimental impact on the local economy. Suffolk Coastal District Council have previously produced evidence to show that the spending results from people owning and using holiday lodges for longer stays is less than that generated by holiday makers.

**This application has been referred to SCDC’s Planning Committee.**

**Planning Ref: DC/17/4863/FUL**

Address: Cherry Tree Cottage, 65 High St, Wickham Market

Proposal: Revised application for demolition of existing garage and erection of new garage/cart lodge with storage area above, within the garden of the existing dwelling.

The planning committee were **in favour** of this application but pointed out to SCDC that the applicant took down the existing garage and felled one tree before this application had been submitted. This application has been **Granted** by SCDC with 8 Conditions.

**Application No: DC/17/5048/FUL**

Address: Bank House, 77 High Street, Wickham Market

Proposal: Change of use of the property to solely a residential dwelling. Currently 24% of the property is an A2 Office use, the rest is used as a dwelling.  No internal or external changes to the building.

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

**Planning Ref: DC/17/4211/FUL**

Address: 75A High St, Wickham Market

Proposal: Change of use from retail A1 to hot food takeaway A5 and associated elevational changes.

The Planning Committee had **No Objections** to the above mentioned planning application but stated they were aware of the effects the smell and odour may have on neighbouring properties. They are also aware that there have been some letters of objection sent to this effect and therefore the Planning Committee would like to recommend the advice given within the Environmental Health report is strictly adhered to.

The Committee also discussed the change of use from retail A1 to a hot food take away A5 and whilst they fully appreciate the objections raised by Wickham Market Town Team it was felt that an additional open shop may attract increased footfall to The Hill.

This application has been **Granted** by SCDC with 6 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.**