**WICKHAM MARKET PARISH COUNCIL**

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

 **19TH SEPTEMBER 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 John Ridd Cllr Patrick Roper

 Cllr Mike Margetts Cllr Michael Roseveare

 **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. The Chairman read the following report:-

 “Had I been able to attend, I should have voiced the view that devolution might fall on its face because

 there are signs of hardening opposition within Norfolk Councils.  Certainly my impression from Parish

 Councils within the Wickham division of SCC is that here too there is much scepticism and especially

 hostility towards the notion of a Mayor.  For my part, I regard the whole exercise as a mess.  We have

 enough skill within Suffolk to run our own affairs, and all we need is the money.  If the money is needed

 and available, as the government claims, it should be spent anyway”.

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

Apologies had been received from District Cllr Amoss. A written report had been submitted to which the Chairman provided details.

 **To receive a report from Suffolk Constabulary**

 No written report had been submitted.

 The Chairman formally opened the meeting at 7:45pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllrs Chenery, Nobbs, Salmon and 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.

**3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Parish Council meeting held on Monday 18th July 2016 and**

 **the draft minutes of the Extraordinary Council meeting held on Monday 22nd August 2016**

The draft minutes of the Parish Council meeting held on Monday 18th July 2016 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roper, Seconded by Cllr Hawes. **8 in Favour, 1 Abstention**. The minutes were duly signed by the Chairman as a true record.

 The draft minutes of the Extraordinary Council meeting held on Monday 22nd August 2016 subject to a

 minor amendment were Proposed for **Approval** by Cllr Hawes, Seconded by Cllr Lawrence**. 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**

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

 The Clerk confirmed unfortunately Phil Wright from Shared Access was unable to attend this meeting

 but had suggested the Parish Council hold a separate meeting to discuss the way forward. The Chairman

 gave details of an e-mail in which he had received from Rev John Eldridge regarding the possibility of

 having a mobile phone mast sited on the church to which he gave details. **Action: It was agreed the**

 **Clerk should liaise with Rev John Eldridge regarding the proposed scheme and also inform Phil**

 **Wright.**

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

 **receive an update**

 The Chairman confirmed as a result of the Parish Council objecting to the recent Planning Application

 submitted that SCDC’s Planning Committee had agreed to Unanimously Refuse the application. He

 reported that Philip Ridley, Head of Planning had asked if a meeting could be held between SCDC and

 the Parish Council to which he confirmed would be held on 25th October 2016. The Chairman advised

 since the Extraordinary Council meeting a group had been formed being the “The George as a

 Community Pub Project Group” to which he also gave details. Cllr Roseveare asked when SCDC would

 look into going down the Compulsory Purchase Order route. The Chairman gave details regarding CPO

 route and Cllr Roseveare stated he felt a Buildings Repair Notice should be served upon the owner.

 There was a brief discussion and it was agreed the Clerk should arrange to meet with Karen Hubbard,

 SCDC in order to go progress registering The George as an Asset of Community Value. **Action: Clerk**

 **to meet with Karen Hubbard, SCDC.**

 **5.3 – Lehmann House update**

 The Chairman confirmed the sale was now complete. He reported De-Vere were due to start work

 shortly and a planning application has been submitted to SCDC but has not been received by Parish

 Council, to date. **Action: Clerk to chase SCDC.** The Chairman gave details regarding an Engagement

 Event to be hosted by De-Vere on Thursday 3rd November 2016 in Wickham Market Village Hall and

 urged Councillors to attend. Finally, he confirmed as a result of the sale now being complete The Pightle

 will be able to be transferred to the Parish Council. **Action: Clerk to contact SCC regarding the**

 **transfer of this land.**

 **5.4 – Flags on the Hill**

 The Chairman advised he had carried out some research regarding the purchase of replacement flags and

 confirmed novelty flags were in the region of £10 each including the flag pole and a real flag would cost

 £70 each. There was a brief discussion and it was **Unanimously Approved** that the cheaper flags

 should be purchased along with some spares. The Chairman advised Wickham Market Partnership and

 the Town Team were also willing to contribute towards these costs. **Action: Chairman to order flags.**

**6. Parish Council Matters**

 **6.1 – Changes to the Parish Council website provider – To consider the correspondence received**

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

 confirmed the annual cost for the OneSuffolk Website to be hosted by CAS would be £50.00 per annum.

 It was agreed this cost was reasonable and the Chairman asked the Clerk to respond to CAS.

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

 The Clerk gave details regarding an e-mail received from David Chenery. She confirmed one post

 would be sited on the High St and other one by Featherbroom Gardens. The Clerk reported she was now

 waiting for the paperwork from SCC then she would be able to order the sign and apply to County Cllr

 Bond for the relevant funding. There was a brief discussion and it was suggested a further post could be

 sited within Broad Rd. **Action: Clerk to liaise with SCC regarding this site and chase in respect of**

 **the necessary paperwork.** The Chairman advised the Traffic & Parking Working Group had issued

 forms to every property on the High St asking residents to write down their concerns and return these to

 various collection points within the village to which he gave details.

 **6.3 – To approve the land at the Village Hall is registered to the Village Hall Management**

 **Committee to enable the Rebuild Committee to change their status to become a Charitable**

 **Incorporated Organisation**

 The Chairman provided details regarding the process to apply for Charitable Incorporated Organisation

 status and confirmed the Clerk had liaised with Kim Caley from Blocks who had confirmed the land at

 the Village Hall could be registered to the Village Hall Management Committee with the Parish Council

 as Custodian Trustees.

 Cllr Roseveare raised concerns regarding the land being registered to the VHMC to which the Chairman

 agreed these concerns needed to be addressed and it was **Unanimously Agreed** as there was not enough

 information to make any formal decisions at this stage that a meeting should be held with Kim Caley at

 Blocks to discuss this matter in more detail**. Action: Clerk to inform Margaret Holland and schedule**

 **a meeting with Kim Caley.**

7. Parish Clerks Report

 **7.1 – Electricity on The Hill**

 The renewal of the electricity on The Hill will be renewed on 14th October 2016 with EON on a fixed

 price business plan tariff.

 **7.2 - Great British High St Awards**

To report that Wickham Market Town Team and Margaret Reeve, for her drive with the Monthly

 Markets, have been nominated to receive an award at the Great British High St Awards.

 **7.3 - Bowls and Football Club Leases**

 A draft lease has been received for the Bowls Club but the Parish Council is still waiting for the draft

 lease for the Football Club. There has been a delay with these leases due to matters relating to the

 VHMC possibly changing their status and therefore I suggest a further meeting should be arranged with

 Kim Caley at Blocks in order to discuss the correct way forward.

8. Finance and Legal Matters

 **8.1 – Bi-monthly accounts – July/August 2016**

These had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr Cooke, Seconded by Cllr Roper. **All in Favour.**

* 1. **- To approve the completion of the 2015/16 Annual Return**

The Clerk confirmed there had been no matters arising as a result of the External Audit and **Approval** for the Completion of the 2015/16 Annual Return was Proposed by Cllr Roper, Seconded by Cllr Cooke. **All in Favour.**

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

**Parish Plan** – The Chairman confirmed himself and the Clerk had still to compete the Action Report. He reported however the outcome of the completed Parish Plan questionnaires had been fed into the Neighbourhood Plan as part of the proposed issues document.

 **Town Team** – The Chairman confirmed the Xmas Market would be held on Wednesday 7th December

 2016. Cllr Roseveare suggested one or two of the monthly markets could possibly be held on a

 Saturday. The Chairman advised he would take this suggestion forward to the next meeting of the Town

 Team. The Chairman reported that Inspirations was continuing to be very successful. He confirmed that

 Seagers was due to re-open in 2017. The Chairman advised he had noticed there was a To-Let sign on

 the other half of the former Co-op to which he provided clarification. He confirmed the Town Team had

 been shortlisted for an award but unfortunately were not successful on this occasion. Cllr Lawrence

 reported that Café 46 lease had been sold to a new buyer.

 **WMP** - The Chairman confirmed that Jacquie Errington had unfortunately had a fall and as a result of

 this the round robin e-mail and website duties had not been undertaken. He confirmed that WMP were

 looking into ways of getting around this. Finally, the Chairman reported that WMP would soon be in the

 position to give small grants to local organisations.

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

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

**11. Allotment Matters**

 **11.1 – Annual Rent Collection** – The Clerk confirmed these would be collected in the Village Hall

 Committee Room on Thursday 20th October 2016 from 6:30pm onwards.

 **11.2 – Rats on the Glebe Allotment Site – To consider solutions to solve this on-going problem**

 The Clerk confirmed the cost for Robin Hall to go on the relevant course would be £30.00. There was a

 brief discussion whereby Cllr Margetts provided further details regarding the now severe rat infestation

 on the Glebe Allotment site. It was suggested that due to the urgency of this matter in the first instance

 East Suffolk Pest Control should be asked to provide a quotation to remove the rats.

 It was also **Unanimously Approved** the Parish Council should fund the £30.00 for Robin Hall to attend

 the necessary course. Cllr Lawrence asked why the Parish Council were liable to which the Chairman

 provided details and suggested the Clerk should look into the agreement between the Diocese and the

 Parish Council. Cllr Roseveare suggested that chickens could be banned on both allotment sites. It was

 agreed this matter would be deferred to the E & L Committee. **Action: Cllr Margetts to contact East**

 **Suffolk Pest Control and Clerk to look into agreement.**

 The Chairman gave details of a complaint he had received from a local resident regarding the

 burning of rubbish and how it was felt that allotment holders have disregard for the village when having

 fires. It was agreed the Chairman would pass this matter onto Cllr Margetts, Site Manager.

**12. Cemetery Matters**

 Nothing to report.

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

 Nothing to report.

**14. Environment & Leisure Committee Update**

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

 circulated to all Councillors. Cllr Roper asked when the new cemetery sign would be erected. The

 Clerk confirmed David Chenery had advised he was pushing this matter forward and hoped this would

 be sited soon. The Chairman asked the Clerk to also raise the matter of the broken gateway with David

 Chenery.

**15. Neighbourhood Planning Committee Update**

 The Chairman confirmed the Housing Needs Assessment had now been completed and reported as a

 result of this from now to 2036 between 30 and 110 new homes were required within Wickham Market.

 He gave a copy of this report to all Councillors on the Neighbourhood Planning Committee and also to

 those on the Planning Committee. The Chairman confirmed the next piece of free technical support to

 be carried out would be the Heritage & Character Assessment to which he gave details and confirmed he

 was due to be having a telephone meeting with Aecom on 20th September 2016. He reported the next

 Open Public meeting would be held on Sunday 6th November 2016. Finally, he confirmed that 114

 completed Questionnaires had been returned and a proposed issues document had now been compiled.

 Cllr Ridd left the meeting.

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

 ***Unanimously Agreed by the Council.***

**16. Correspondence**

 **16.1 - To consider correspondence received from SCDC regarding Sustainable Town and Village**

 **Economies**

 The Chairman provided details regarding this correspondence. The Clerk confirmed she would notify

 Councillors when she had received anything further regarding this matter.

 The Chairman gave details of furniture that SCDC were offering to organisations at a reduced cost as a

 result of the sale of the Melton Hill offices.

 **16.2 – Correspondence from local resident regarding parking on the High St**

 The Chairman advised as a result of the note sent by the Traffic & Parking Working Group to every

 household on The High St he had received a long e-mail from a local resident regarding issues in respect

 of parking on the High St. It was agreed this correspondence would be considered at the next Traffic &

 Parking Working Group meeting. **Action: Clerk to circulate a copy of the correspondence received**

 **to all Councillors.**

**17. Open Public Session**

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

**The Chairman thanked Councillors and member of the public for his attendance and formally closed the meeting at 9:45pm**

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

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

**PLANNING APPENDIX**

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

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

Proposal: Submission of details as required by Conditions 3, 7, 11 and 13 of DC/14/4088/FUL (Proposed erection of 2 no, two storey detached dwellings (revised scheme).

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

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

**Planning Ref: DC/16/1058/FUL**

Address: 201 High St, Wickham Market

Proposal: Demolition of existing single storey rear extension and erection of replacement extension.

The Planning Committee had **No Objections** to this application but recommended the materials used were to be in keeping with the existing dwelling. This application has been Granted by SCDC with 4 Conditions. One of them being, as follows:-

***The materials to be used in the construction of the external surfaces of the extension hereby permitted shall match those used in the existing building unless annotated otherwise on the drawing hereby approved. Reason: To ensure the satisfactory external appearance of the development.***

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

**Planning Ref: DC/16/2026/FUL**

Address: 63 Parkway, Wickham Market

Proposal: Extension to front of property to provide a porch (single storey).  Partial conversion of existing garage to form shower room.  Replace existing flat roof over garage with pitched roof. The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

**Planning Ref: DC/16/1644/FUL**

Address: 3 Featherbroom Gardens, Wickham Market. IP13 0JH

Proposal: Proposed two storey rear extension and associated internal works to existing dwelling. The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

**Planning Ref: DC/16/1710/FUL**

Address: 104 High St, Wickham Market

Proposal: Erection of a timber shed and summerhouse at the rear of property garden, along the edge of property boundaries. The Planning Committee had **No Objections** to this application. 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 a correct standard.