**WICKHAM MARKET PARISH COUNCIL**

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

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

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

 Cllr Margaret Blackall Cllr David Chenery

 Cllr Robin Cooke Cllr Michael Hawes

Cllr Emma Lawrence Cllr Brian Nobbs

Cllr Val Pizzey Cllr John Ridd

Cllr Patrick Roper Cllr Edna Salmon

 **Welcome by the Chairman**

In attendance: Joanne Jones – Parish Clerk and County Cllr Michael Bond. There were 12 members of the public present

1. **Open Public Session**

 There were no comments from members of the public present.

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

County Cllr Bond reported he had been raising the matter regarding the future of The Pightle with SCC for some time now and stated he hoped the motion for the Parish Council to take over this land for Community Use would be favoured. He confirmed there had been a delay in the decision regarding the future of this land due to the sale of Lehman House to which he advised he hoped would be completed soon. County Cllr Bond confirmed he was trying to find some funds to support the proposals for the former Co-op and reported he had recently given £900.00 to the Youth Club towards some new equipment. He reported on the Devolution Deal and confirmed Suffolk, Norfolk and Cambridge were looking to form a new Local Government entity. County Cllr Bond provided details regarding SCC’s 2016/17 budget and reported on how the new national living wage increase would affect this. He gave details regarding SCC’s Pension Fund and confirmed that Government had asked for SCC pension funds to combine into Wealth Funds to which he provided further clarification. The Chairman thanked County Cllr Bond for his report and also for his kind and generous contribution towards the proposed Vehicle Activated Speed Sign.

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

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

 **To receive a report from Suffolk Constabulary**

 Apologies had been received from Suffolk Constabulary. No written report had been submitted. Cllr

 Hawes gave details of an e-mail in which had been received from Sgt Scott Cullum confirming details

 regarding future visits of the mobile police station and confirmation that Woodbridge Police Station will

 no longer be open to members of the public. Concerns were raised regarding the content of this e-mail

 and it was suggested the Chairman should write to Mr Tim Passmore in order to raise these concerns

 and state that the Parish Council were disappointed that going forward PCSO’s will no longer report on

 crimes happening within the Parish. **Action: Chairman to write to Tim Passmore**.

 The Chairman formally opened the meeting at 7:50pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllr Roseveare.

**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 January 2016**

The draft minutes of the Parish Council meeting held on Monday 18th January 2016 had been circulated to all Councillors prior to the meeting and were **Unanimously** Proposed for **Approval.** The minutes were duly signed by the Chairman as a true record.

**5. Matters arising from the previous minutes which do not appear elsewhere on the agenda**

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

 **the Chairman regarding the lease**

 The Chairman reported he did not expect this work to have taken so long. He advised that Blocks

 Solicitors had asked for the original lease and deeds to be provided and confirmed these had now been

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

 of Wickham Market Football Club raised concerns that the Football Club had not been consulted

 regarding the wording on the proposed lease. The Chairman clarified the Village Hall lease needed to

 be amended by Blocks in the first instance in order so that the leases for the Bowls and Football Clubs

 could be drawn up. He stated once this work had been carried out and the draft leases were complete

 he would forward these to both the Football and Bowls club for their consideration. The Chairman

 thanked the member of the public for his comments and ***reconvened the meeting***. Finally, the Chairman

 gave details regarding the costs involved for the legal work being carried out and it was suggested the

 Clerk should write to Blocks in order to ask them to speed up the process of amending the Village Hall

 Lease in order so that this matter could move forward. **Action: Jo to contact Blocks Solicitors.**

**6. Parish Council Matters**

 **6.1 – Parish Council Co-option – To consider applicants**

 The Chairman confirmed no applicants had applied for the vacancy to date. **Action: Clerk to**

 **continue to advertise vacancy.**

 **6.2 – To carry out a review of the Standing Orders & Financial Regulations**

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

 review was carried out and these were Proposed for **Approval** by Cllr Cooke, Seconded by Cllr Roper.

 **All in Favour.**

 **6.3 – Village Hall New Build Update**

 Notes of an informal meeting held regarding this matter had been circulated to all Councillors prior to

 the meeting. The Chairman reported he had previously written a letter to Margaret Holland stating that

 he felt the Village Hall New Build Committee should be a separate entity from the Parish Council to

 which he gave details. He provided details regarding the informal meeting held and confirmed at this

 meeting it had been agreed the most suitable way forward would be for the New Build Committee to be

 a separate entity. Cllr Lawrence raised concerns that members of the New Build Committee could then

 be made liable for costs if problems were to arise to which the Chairman reassured her that Financial

 Regulations would be set up for this Committee stating that members could not be held financially

 liable. It was **Approved** by the Parish Council that the New Build Group should be a Committee of the

 VHMC and include Parish Council representatives being Cllrs Roper, Lawrence and Roseveare.

 **Action: Clerk to compile Financial Regulations with assistance from LCPAS and Heather Heelis.**

 **6.4 - The George Public House – Update regarding the Open Public Meeting**

 The Chairman reported a meeting was due to be held on Friday 22nd April 2016 at 7:30pm in the Village

 Hall. He gave details of whom had been invited to attend this meeting and the purpose of holding it.

 The Chairman stated he felt that pressure needed to be put upon SCDC and confirmed that Cllr Ray

 Herring (Leader of SCDC) would be in attendance. The Chairman ***closed the meeting*** to allow a

 member of the public to comment. A member of the public asked for further information regarding the

 meeting to which the Chairman provided clarification including details regarding the building and its

 Listed Status. Anne Westover provided details regarding Compulsory Purchase Orders and Building

 Repairs Notices to which she stated she felt should be served by SCDC upon Montaque Investments if

 they did not attend this meeting. The Chairman thanked the members of the public for their comments

 and ***reconvened the meeting***.

  **6.5 – Lehmann House update**

 The Chairman reported on the progress of the sale of this building. He advised the bid submitted by the

 De-vere Group had been the most favoured and in order for the sale to progress De-vere had been asked

 to provide some additional information from the NHS and SCC but due to the junior doctors strikes this

 had been delayed. He confirmed the final contract had not yet been signed but hoped it would be soon.

 **6.6 – Inspirations (Wickham Market) Update**

 The Chairman reported that after crossing a few hurdles the £27,000 needing to be raised had been

 achieved to which he provided details. He confirmed the former Co-op store now required re-fitting to

 which he confirmed the work has commenced and should be finished on 12/4/16. The Chairman advised

 before WM Inspirations sign the lease they need to ensure that there would be enough retailers to fill the

 space and confirmed as it stands there are 25m worth of space earmarked already which is already

 sufficient to start up with. Finally, he reported that no business rates would be applied in 2016/17.

7. Parish Clerks Report

The Clerk confirmed she had received a request asking if a Village Spring Clean-up Event could be held. Cllr Pizzey reported the WI were going to carry this out.

The Clerk suggested a flyer could be distributed to all households reminding Parishioners about the forthcoming APM on Monday 18th April 2016 and regarding the meeting to be held to discuss the future of The George Public House on 22nd April 2016. It was **Unanimously Agreed** a flyer should be distributed. **Action: Clerk to compile flyer and arrange distribution.**

8. Finance and Legal Matters

 **8.1– Parish Clerk’s Pension**

 The Clerk left the room for this matter to be discussed. The decision from the Parish Council was to

 enrol the Clerk into the Nest Pension Scheme with full contributions being made at the first stage.

 **Action: Chairman and Clerk to action and set up enrolment.**

* 1. **- Bi-monthly accounts – January/February 2016**

These had been circulated to all Councillors prior to the meeting. The Chairman gave details of some items within the statement and **Approval** was Proposed by Cllr Cooke, Seconded by Cllr Hawes. **All in Favour.**

* 1. **- To carry out the annual review of the Risk Assessment**

A copy of this document had been circulated to all Councillors prior to the meeting. Subject to an amendment **Approval** was Proposed by Cllr Roper, Seconded by Cllr Pizzey. **All in Favour.**

* 1. **- To carry out the annual review of the Asset Register**

A copy of this document had been circulated to all Councillors prior to the meeting. Subject to an amendment **Approval** was Proposed by Cllr Lawrence, Seconded by Cllr Hawes. **All in Favour**.

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

The annual review was carried out and **Approval** was proposed by Cllr Ridd, Seconded by Cllr Lawrence. **All in Favour.**

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

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

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

**Parish Plan** – The Clerk reported the completed surveys were now being inputted and an analysis of the results of this survey would be reported on at the Open Public Meeting to be held on 15th May 2016. She confirmed a meeting of the Steering Group would also be held prior to this meeting in order so that the prize winners of the incentive prizes could be chosen.

**Town Team –** The Chairman reported on the Monthly Market. He confirmed it was hoped that WM Inspirations would be holding an opening ceremony on the week beginning 18th May 2016 and also a special event for official shareholders would be held during the week prior to the shop opening.

 **Wickham Market Partnership** – Nothing to report.

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

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

 The Chairman confirmed the application for the Land behind Hasnips was considered by SCDC’s

 Planning Committee. He advised that only one days-notice was given but he was able to attend this

 meeting in order to voice concerns on behalf of the Planning Committee on the proposed access to the

 site to which he provided further details.

**11. Allotment Matters**

 **11.1 – To consider a request to erect a removable post at the entrance to the Glebe Allotment site in**

 **order to prevent vehicles accessing this site during winter months**

 The Clerk provided further details regarding a request in which she had received from Wickham

 Market Allotment Association. There was a brief discussion and it was felt in the first instance this

 matter should be self-policed and if necessary a removable wooden fence post could be erected with a

 sign stating no access during winter months.

**12. Cemetery Matters**

The Chairman ***closed the meeting*** to allow Linda Merriam (Cemetery Clerk) to comment. The Chairman asked Linda how many graves were allocated yearly and how much new grave space was currently available within the cemetery. Linda Merriam was unable to answer these questions but stated she would provide this information at the forthcoming Cemetery Group meeting. The Chairman thanked Linda and ***reconvened the meeting.***

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

 **13.1 – The Pightle – To consider correspondence received from SCC**

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

 Chairman gave details regarding this land and the potential sale of Lehman House. He confirmed as

 Lehman House currently maintained the Pightle that SCC have offered this land to the Parish Council.

 The Chairman gave details regarding the drawings that had been sent by SCC and advised part of the

 footpath on the corner of the Resource Centre had been given to Lehman House so going forward they

 may wish to fence this area off. He reported on the potential of having a small office block built within

 the car park area of Lehman House and the effect this would have on the footpath. The Chairman

 confirmed The Pightle is protected green space as per the Local Plan which also states that Wickham

 Market is short of green space. He stated if the Parish Council took over this land it would remain

 protected but there would be costs involved. He provided details of a quotation received for the grass

 cutting for 14 cuts per year at the cost of £280.00. The Chairman ***closed the meeting*** in order to allow

 members of the public to comment. A member of the public advised she felt this area would not require

 14 cuts per year. She confirmed that she lived on Church Terrace and stated that herself along with other

 residents would very much be in favour of the Parish Council taking on this land as community green

 space. Anne Westover stated she felt that no public rights of way should be blocked off and that she

 hoped the trees within this area would be retained. A further member of the public reported that within

 the Archive Centre it states this area has been used since 1400’s so if the Parish Council takes on this

 land this would then mark an historic event and a public event should be held. The Chairman thanked

 the members of the public for their comments and ***reconvened the meeting***. There was a formal vote

 and it was **Unanimously Approved** that subject to the slight boundary change the Parish Council should

 agree to take on this land. The Chairman asked the E & L Committee to action any matters relating to

 the grass cutting.

 Cllr Chenery declared a Non-Pecuniary interest and advised he had heard there could be a possible road

 closure during June 2016 taking place for works on the High St for 5 days.

 Concerns were raised regarding the condition of the village entrance gateways and it was suggested

 these should be replaced. It was also pointed out that one of the street signs on the new Hopkins Home

 development had already been damaged.

**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 Chenery confirmed the cost to erect a new sign pointing to the cemetery would be around £400.00

 and this would include installation. It was **Unanimously Agreed** this sign should be installed.

 **Action: Clerk to confirm to SCC and apply for funding towards the cost of this sign.**

 Concerns were raised by Cllr Lawrence regarding a pot hole on Dallinghoo Rd and within the

 surrounding area. Cllr Chenery gave details regarding pot hole repair works being carried out by SCC

 and confirmed The Anderson Group would be asked to reinstate the verges along this stretch of road.

**15. Neighbourhood Planning Committee Update**

 The Chairman confirmed a grant for just over £5,000 has now been applied for from Locality. He

 reported the Neighbourhood Plan for Wickham Market has been deemed to be complex as the

 Committee are planning that more new homes than that stated within the Local Plan would be built

 within the period and therefore this meant free Technical Support would also be provided. He confirmed

 the first technical support package to be received will be for a Housing Needs Assessment to be carried

 out and funded by Eacom. He reported at the last Neighbourhood Plan Committee meeting 8-10 extra

 volunteers attended and some of these have now joined the working groups to which he gave details.

 Finally, he advised an Open Public Meeting in order to formerly launch the Neighbourhood Plan would

 be held on 15th May 2016 to which he provided further details.

**16. Correspondence**

The Clerk confirmed a copy of the East Suffolk Business Plan had been received.

 The Chairman reported correspondence had been received from Phil Wright at Site Solutions. He

 confirmed Site Solutions were a privately funded property company (backed by Goldman Sachs),

 working with Mobile network providers (O2, Vodafone etc.) to help them establish their telecoms

 networks. The Chairman confirmed Site Solutions were keen to meet with the Parish Council as

 Wickham Market Football Club had been flagged as a potential site of interest to the network operators.

 The Chairman ***closed the meeting*** to allow the Chairman of WMPC to comment. Mike Richardson

 stated the Football Club were not aware of this correspondence but he felt they would be interested into

 looking into this matter in further detail in conjunction with the Parish Council. The Chairman thanked

 Mike Richardson for his comments and ***reconvened the meeting***. It was Agreed this matter should be

 deferred to the E & L Committee in order so they can arrange a meeting with Phil Wright and invite

 Mike Richardson and Margaret Holland to also attend.

**17. Open Public Session**

 There were no further comments from any members of the public present.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 9:50pm**

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**The Annual Parish Meeting will be held on Monday 18th April 2016 at 7:00pm in Wickham Market Village Hall**

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**The Annual Meeting of Wickham Market Parish Council will be held on Monday 16th May 2016 at 7:30pm in Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

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

**Planning Ref: DC/16/0750/FUL**

Address: Windy Nook, 6 Border Cott Lane, Wickham Market

Proposal: Erection of a 2 storey extension to side of property

The Planning Committee had **No Objections** to this application. No decision has been made by SCDC, to date.

**Planning Ref: Dc/16/0843/FUL**

Address: 3 The Oaks, Wickham Market

Proposal: Create a personal door in the side wall of existing garage. Install a lean-to greenhouse against the exterior rear of wall of an existing garage. Greenhouse dimensions to be W 3.84m x D 1.95 x H. 2.35m. Greenhouse to be finished in green powder coat.

The Planning Committee had No **Objections** to this application. No decision has been made by SCDC, to date.

**Planning Ref: DC/16/0184/FUL**

Address: 6 The Oaks, Wickham Market

Proposal: Insertion of a personal door to access double garage.

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

**Planning Ref: DC/16/0124/FUL**

Address: 2 The Oaks, Wickham Market

Proposal:

1. Hit and Miss fence panels to post/rail fencing on northern boundary facing open field.

2. Placement of 'Lean to' greenhouse onto garage wall (12ft x 7ft) Colour to match cold frame, same manufacturer.

3. Access to garage from utility room. Construction of an opening to garage and fitting of a secure door.  Freezers and garden tools to be housed in garage.

The Planning Committee had **No Objections** to points 2 and 3 but **Objected** to point 1 on the basis they felt the proposal would banish the boundary with the countryside beyond.

Concerns were also raised regarding the lack of information sent with the planning application and stated they were commenting on the basis that 2 The Oaks is Plot 3 as stated on the original application.

This application has been **Granted** by SCDC. There were no conditions.

**Planning Ref: DC/15/5107/FUL**

Address: Bank House, 77 High St, Wickham Market

Proposal: Change of use of premises - A2 (professional & finance services) to living accommodation, involving internal alterations.

The Planning Committee **Objected** to this application on the grounds of loss of

Commercial/Retail premises on The Hill. It was agreed as the village have been trying to promote business on The Hill that the Planning Committee need to be seen to be consistent when an application involves loss of Retail/Commercial Space within The Hill.

The Committee also requested to see evidence that the property has been marketed.

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

**10.1 Applications considered since the last meeting cont…**

**Application Ref: DC/16/0021/TPO**

Address: Land Adjacent to No. 43 Dallinghoo Rd, Wickham Market

Proposal: T1 Oak – Remove deadwood over 25mm stem diameter, reduce length over extended branches overhanging garden (plot 2) by up to 2m, crown thin by up to 10% by removing potentially weakly attached and defective branches.

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

* It was felt as it is not yet known what damage these trees have suffered due to the building development works that the Planning Committee would prefer to monitor how the trees fair over this coming year and should no damage be noted then a further application to prune any over-hanging braches would be acceptable.
* The Planning Committee felt the proposed crown thinning was not suitable for this tree.

This application has been **Granted** by SCDC with 2 Conditions.

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

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

Location: 43 Dallinghoo Rd, Wickham Market

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

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

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

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

No decision has been made by SCDC, to date.

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

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

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

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

This application has been **Granted** by SCDC with 2 Conditions.

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

Location: Ridge Cottage, Valley Rd

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

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

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

Location: 34 Dallinghoo Rd, Wickham Market

Proposal: Erection of garage/cart lodge, to garden

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

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

This application has been **Granted** by SCDC with 2 conditions.

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

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

Proposal: Proposed erection of 2 no. two-storey detached dwellings (revised scheme)

The Planning Committee **Unanimously Objected** to this application**. This application has been Granted by SCDC (Decision notice not yet available online).**

**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