

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council held at the Village Hall at 7.30pm on Monday 18th March 2019

Present: **The Chairman** – Mr Ian Watson
 Councillors – Mr Mark Buxton, Ms Fran D’Alcorn, Mr David Fletcher, Mrs Lucinda Hutson, Mr Roger Middleditch, Mr Trevor Oram, Mr Keith Perry, Mr David Reeves
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Cllr Tony Goldson accompanied by Mr Norman Brookes
 Waveney District Council – Not present
 0 members of public

		ACTION
	OPEN FORUM	
	As there were no members of public present there was no open forum.	
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Mr Kevin Cross & Miss Alison Evans. Mrs Caroline Grantham has decided to resign from the Council – her letter of resignation was shared with all – the Chairman expressed disappointment and expressed thanks to Mrs Grantham for her contribution to the Council. The Clerk will advise WDC.	FB
4.4	Co-Option of Mr Trevor Oram (brought forward)	
	Mr Trevor Oram was co-opted at the February meeting – he signed his Declaration of Office which was countersigned by The Clerk.	
2	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Mrs Hutson – item 6.1	
3	MINUTES OF THE PC MEETING HELD 18th FEBRUARY 2019	
	The minutes of the PC Meeting held on 18 th February 2019, having previously been circulated, were proposed as a true record by The Chairman & seconded by Mr Fletcher - All in favour – a copy was signed by The Chairman.	
4	MATTERS ARISING	
4.1	S106/CIL Monies – Bench in Oakhill Close – Email received from Mr Tony Rudd at WDC – he advised that he is still waiting for the Legal Dept to agree the licence. He suggested that he send a copy for the PC to sign and he will then pass this to the Legal Department for signature/finalisation. After discussion it was agreed that we follow this process and to assume that WDC will sign the licence – Mr Buxton proposed that the PC go ahead with siting the bench, seconded by Mr Oram, all in favour – Mr Fletcher will contact the builder to have the concrete base installed.	DF
4.2	Parish Website Update – The Chairman reminded all of the procedure for updating the website, all items are to be approved at PC meetings, urgent matters can be published with the approval of The Clerk, The Chairman or Vice Chairman – there are some scans of historic minutes books that have been uploaded to the website that have not been approved – Mrs Hutson agreed to review these and make contact with Mr Cross.	LH
4.3	Safeguarding Policy – this has been circulated to all by The Clerk, Ms D’Alcorn suggested a couple of edits – The Clerk will amend and bring to the next meeting for adoption. The policy requires that a designated Safeguarding Lead be appointed – The Chairman proposed that this be The Clerk, seconded by Mrs Hutson, all in favour. The Clerk will book appropriate training.	FB FB

4.5	Play Area - Since Mr Tyack has left the PC there has not been any work on the play park – the play park itself is owned by WDC. Cllr Goldson suggested that the PC ask WDC if they can take the park over – The Chairman said this has been discussed before but not proceeded with due to the costs/responsibilities involved. Mr Oram said he is happy to inspect the park on a monthly basis and feed any issues back to the PC Meeting.	TO
4.6	Any other Matters Arising – None.	
5	HIGHWAYS MATTERS	
5.1	Mr Buxton has not yet circulated the latest data but will do so – data viewed and discussed.	
5.2	FEEDBACK FROM MEETING WITH HIGHWAYS/SCC/POLICE	
	<p>Notes from meeting displayed and discussed.</p> <p>Flooding – Church Corner – Highways have raised a 20 day work order which means the problem will be addressed shortly. They are also arranging a site visit and Mr Watson has offered to attend. Mr Robinson has provided plans of the work to improve drainage on the A12 – a start date is being sought by Highways Engineer Denise Mortimer.</p> <p>Speeding – feedback awaited from David Chenery, Safety & Speed Management Engineer – SCC, regarding Average Speed Cameras. Cllr Goldson spoke re Spexhall ANPR Trial – he is still hoping to be able to trial this further in Wrentham – he is challenging the decision by Police not to roll out further. Mr Buxton has obtained quotes for ‘slow down’ signs – these are £2495 (solar powered) or £1995 (battery powered).</p> <p>At the joint meeting it was stated that a Traffic Survey is required as a starting point to address speeding matters – Mr Buxton proposed 2 traffic surveys – one on Southwold Road and one on the A12 – these cost £310 for the first survey and slightly less for subsequent surveys – seconded by Mrs Hutson – all in favour – The Clerk will progress.</p> <p>Crossings – all options were discussed – David Chenery will advise re costs and legality.</p> <p>Cllr Goldson advised that he has asked for the Fiveways crossroads to be included in the response to the Sizewell Development Consultation as the increase in traffic will have an impact.</p> <p>The Clerk will ask Highways to provide more detail, ie costs, in relation to additional signage and parking spaces.</p> <p>The Chairman said the notes from this meeting will be circulated to all and added to the website, these will be used to answer queries from residents about road safety issues.</p>	FB
6	PLANNING	
6.1	DC/19/0090/TCA – Reduce crown and deadwood from Oak tree, 2 Priory Road - Plans were shared and discussed – there were no objections to this work taking place.	
6.2	Any further planning applications received None	
7	FINANCE	
7.1	Balances at Bank – £31,635.73 Business Saver Account (WRAC) (Lions donation) - £442.03 Current Account - £16,046.29 Business Saver Account (CIL) - £15,147.41	

	The Clerk updated all re the cheque which was issued for £55.00 and then cleared through the bank as £550.00 – the £495 has now been refunded to the Current Account. The Clerk confirmed SAGE balances with Bank Statements this was signed off by The Chairman.	
7.2	Account received from Bus Shelter Cleaner - £55	
7.3	Clerks salary & Clerks expenses of £21.44	
7.4	HMRC payment – £5.20	
7.5	Donation to SARS - £50	
7.6	Donation to East Anglian Air Ambulance - £50	
7.7	Invoice from Mrs Walker for hosting of Village Website - £42.71	
7.8	Invoice from Mr Buckingham for Gardening - £67.50	
7.9	Invoice for Hire of Village Hall for PC Meetings - £132.00	
7.10	Invoice for Hire of Village Hall for Youth Club - £525.00	
7.11	Invoice for Clerks and Councils Magazine - £36.00	
7.12	Any other accounts received – None	
	Above payments 7.2 to 7.11 proposed by The Chairman & seconded by Mr Middleditch, All in favour. Cheques signed by The Chairman & Mrs Hutson.	
7.13	Internal Audit 2019 - The Clerk has spoken with Mrs Rosie Carter who will undertake the Internal Audit.	
7.14	VAT Reclaim – The Clerk will progress and liaise with Mrs Maureen Reeves to include the Village Hall invoices.	FB
7.15	To agree a date for a Finance Meeting – This will take place in May ahead of the Annual General Meeting.	
8	CORRESPONDENCE	
8.1	Any further correspondence received –	
8.1.1	Email from Mrs Wynn – Footpath skirting - displayed and discussed. We have previously chased this – we are on the list for work but not a priority. It was believed the work mentioned in Kessingland is being undertaken by volunteers – Mr Reeves said a resident in Wrentham is clearing some path edges himself.	
8.1.2	Email from Mrs Wynn – PC Assets – Mrs Hutson will review and discuss photos on website with Mr Cross.	LH
8.1.3	Email from Mr Robinson – displayed and discussed. Flooding was discussed under item 5.2. Meadowlands issues are in the hands of Planning Enforcement. Milestone – The Clerk will try and establish who owns this and ask that it is given some attention.	FB
8.1.4	Email received from SALC re Area Meetings – shared with all.	
8.1.5	Email received from East Suffolk Council re new Council – shared with all.	
9	ALLOTMENTS	
	The Clerk advised allotment rents are due at the end of March – The Chairman proposed no change to rent, seconded by Mr Fletcher, all in favour. The Clerk will arrange collection of rent.	FB
10	ELECTIONS – 2nd MAY 2019	
	The Clerk has displayed the Notice of Election. Nomination papers were distributed – the deadline for delivery to WDC (Riverside) is 4pm on 3 rd April 2019. Elector Numbers are available from The Clerk if required. The Clerk will share further information as it comes though.	FB
11	ANY OTHER BUSINESS	
	None.	
12	DATE OF NEXT MEETING – Monday 15th April 2019 – 7.30pm – preceded by the Annual Parish Meeting at 6.30pm – The Clerk will send letters seeking reports from groups.	FB

There being no further business the meeting closed at 9.33pm.

Visit our website - www.wrentham.org.uk