

## WRENTHAM PARISH COUNCIL

### Minutes of the Annual General Meeting of Wrentham Parish Council held at the Village Hall at 6.30pm on Monday 20<sup>th</sup> May 2019

**Present:**     **The Chairman** – Mr Ian Watson  
                   **Councillors** – Mr Mark Buxton, Mr Kevin Cross, Miss Alison Evans, Mr David Fletcher, Mrs Lucinda Hutson, Mr Trevor Oram, Mr David Reeves  
                   **The Clerk** – Mrs Frances Bullard  
                   **Suffolk County Council** – Not Present  
                   **Waveney District Council** – Not present  
                   **2 members of public**

		<b>ACTION</b>
<b>1</b>	<b>ELECTION OF CHAIRPERSON</b>	
	The Clerk welcomed all and asked for nominations for the position of Chairman. Mr Watson was proposed by Mr Reeves, seconded by Mrs Hutson, all in favour. Mr Watson confirmed he was happy to remain in this position but reminded all that he would also welcome stepping down if anyone wants to stand next year.	
	<b>OPEN FORUM</b>	
	The Chairman welcomed all and invited them to speak about any matters on the Agenda. No issues raised. One member of public interested in co-option. Open forum closed.	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Miss Fran D'Alcorn, Mr Keith Perry & Cllr Tony Goldson.	
<b>3</b>	<b>PECUNIARY AND OTHER INTERESTS</b>	
	All as Sole Trustee of Village Hall.	
<b>4</b>	<b>ELECTION OF VICE CHAIRPERSON</b>	
	Mrs Hutson was proposed by Miss Evans, seconded by Mr Buxton, all in favour. Mrs Hutson confirmed she was happy to take this position.	
<b>5</b>	<b>ELECTION OF TREASURER/PROPER OFFICER</b>	
	The Clerk was nominated by Mr Watson, seconded by Mrs Hutson, all in favour.	
<b>6</b>	<b>ELECTION OF REPRESENTATIVES OF THE FINANCE COMMITTEE</b>	
	Mr Cross still feels there should be no separate Finance Committee. He feels all Councillors should have an input. Mr Oram said he would be happy to join the Finance Committee. After discussion, The Chairman proposed that the Finance Committee continues with the same members as last year with the addition of Mr Oram, this was seconded by Miss Evans. 7 in favour - All nominated confirmed they were happy to remain on the committee (Mr Perry had previously confirmed by email). The Finance Committee will therefore comprise The Chairman, Mrs Hutson, Mr Reeves, Mr Perry, Mr Fletcher, Mr Cross & Mr Oram.	
<b>7</b>	<b>ELECTION OF REPRESENTATIVE TO THE VILLAGE HALL MANAGEMENT COMMITTEE</b>	
	Mr Perry, Mr Reeves & Mr Fletcher were nominated by The Chairman, seconded by Mr Oram, all in favour. Mr Reeves & Mr Fletcher confirmed they are happy to continue in this position. (Mr Perry had previously confirmed by email).	

<b>8</b>	<b>ELECTION OF BANK SIGNATORIES</b>	
	Mr Watson, Mr Reeves & Mrs Hutson proposed by Mr Oram, seconded by Miss Evans, all in favour.	
<b>9</b>	<b>SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE</b>	
	Forms were signed by all and countersigned by The Clerk. The Clerk will get forms signed by Mr Perry & Miss D'Alcorn.	<b>FB</b>
<b>10</b>	<b>MINUTES OF THE ANNUAL PARISH MEETING HELD 15<sup>TH</sup> APRIL 2019</b>	
	The minutes of the Annual Parish Meeting held on 15 <sup>th</sup> April 2019, having previously been circulated, were proposed as a true record by The Chairman & seconded by Mrs Hutson - All in favour – a copy was signed by The Chairman.	
<b>11</b>	<b>MINUTES OF THE PC MEETING HELD 15<sup>TH</sup> APRIL 2019</b>	
	The minutes of the PC Meeting held on 15 <sup>th</sup> April 2019, having previously been circulated, were proposed as a true record by Mr Buxton & seconded by Miss Evans - All in favour – a copy was signed by The Chairman.	
<b>12</b>	<b>MATTERS ARISING</b>	
<b>12.1</b>	<b>S106/CIL Monies</b> – Bench in Oakhill Close – Mr Cross feels this should not be progressed before being approved by the District Council. Mr Oram proposed The Clerk will email the District Council saying that we are still happy to sign the agreement but will go ahead with siting the bench in 14 days if nothing is heard to the contrary, seconded by Mrs Hutson, all in favour. Mr Fletcher advised the original builder is no longer able to provide the concrete base. Mrs Hutson suggested purchase of the bench first. Mr Cross will make enquiries as to where Southwold Town Council purchased their benches on the harbourside & report back. The Chairman proposed an amount of £500 be set aside for the bench, seconded by Mr Fletcher, all in favour.	<b>FB</b>  <b>KC</b>
<b>12.2</b>	<b>Parish Website Update</b> – The Chairman and Vice Chairman will meet and review the website content. Mr Cross has added flooding contact details and the election results.	<b>IW/LH</b>
<b>12.3</b>	<b>Play Area</b> – Mr Oram has visited the play park – the grass is very overgrown. Having spoken to a resident whilst there concerns were expressed re the safety of the park as users feel vulnerable as the bushes surrounding it are very high. The Clerk will contact Waveney Norse to ask that the area be given attention. Community Self Help Scheme discussed – this could be used to improve the area if volunteers were found. Mr Oram suggested the area in front of the Chinese Takeaway could also be given attention and suggested local gardeners may be willing to maintain the area in return for advertising. <i>Meeting suspended</i> - Member of public said this would give local businesses a chance to support the community in return for advertising - <i>Meeting reconvened</i> . Mr Fletcher feels it would be a good idea to adopt the flowerbeds and grass cutting in the play area. The Chairman will speak to Cllr Goldson regarding this.	<b>FB</b>  <b>IW</b>
<b>12.4</b>	<b>Fly Tipping at Village Hall/Bottle Banks</b> – The Clerk has been in touch with Waveney Norse – their enforcement officer has offered to meet at the Village Hall and give advice re fly tipping/enforcement. The Clerk had suggested a bin for empty boxes etc but Dr Drane felt this would only add to the problem – Mr Reeves said the VHMC already pay £574 per annum for their refuse collection. He feels the amount of rubbish being left is minimal and easily cleared away by the caretaker. The Chairman said signage is in place, CCTV would be over the top. It was agreed that The Clerk would forward the email from the Enforcement Officer to Dr Drane so that someone from the VHMC could meet with him.	<b>FB</b>

12.5	<p><b>Any other Matters Arising</b> Mr Cross suggested advertising the Councillor vacancies to try and attract applicants. The Chairman said two people have already expressed interest in being co-opted which would leave just 1 vacancy. We will consider advertising in Journal, website, parish magazine &amp; Facebook Community Forum if necessary.</p>	
13	<p><b>HIGHWAYS MATTERS</b></p>	
13.1	<p>VAS data shared – speed of 85mph recorded in middle of day – very concerning – possible glitch.</p>	
13.2	<p><b>UPDATES RE HIGHWAYS MATTERS, INC FLOODING ISSUES</b></p>	
	<p>Two week traffic survey completed by Highways on A12 &amp; Southwold Road – results will be sent shortly.</p> <p>Mr Buxton has contacted Highways re using the poles from the previous speed cameras and awaits response. Mr Buxton spoke re ‘smiley face’ signs – solar powered units are approx. £600 more expensive which is why he is making enquiries re mains power from the poles. It was agreed S106/ CIL monies could possibly be used to fund signs. Mr Buxton will bring a proposal to the next meeting.</p> <p><b>Church Corner</b> – email from Mrs Worts expressing concern at quality of work – TO has spoken with resident who was very upset that Waveney Norse entered his land and started work without permission. The ditch they have dug appears to run uphill! The flooding problem continues - all agreed it is an accident waiting to happen – The Clerk will contact Highways asking that the full scheme be completed sooner rather than later. The Chairman queried access to the problem area – Mr Oram said a track runs along the edge – the ditches were last cleared by Mr Middleditch some 10-15 years ago. The Old Cemetery belongs to the District Council so access should not be a problem.</p> <p><b>Flooding – A12/The Lane</b> – Highways advise that works will start in the next quarter.</p> <p><b>Mantlepiece signage</b> discussed – quotation received from Highways for approx. £5777 which covers both the A12 and Southwold Road. The Chairman proposed that The Clerk approach Cllr Goldson re match funding of this scheme, seconded by Mr Buxton, all in favour. The Clerk will also confirm whether CIL money could be used for this project.</p> <p><b>Parking</b> – the idea of adding laybys in Chapel Road was put to Highways – their response was not favourable – they cited the following reasons –</p> <ul style="list-style-type: none"> <li>• It is not our policy to provide off street parking facilities.</li> <li>• The area where people are currently parking, where it is creating the visibility issues, is opposite and within 10m of junctions and therefore in contravention of the Highway Code and therefore they should not be parking there. It does not appear to be a good location for a layby.</li> <li>• The Street Light would probably need moving and from previous experience they will probably insist on a new column if it is intended to be moved. This will not be cheap.</li> <li>• Any utilities/services in the verge would probably be laid to verge specification depths and therefore service /utility diversions may be required to ensure that the minimum cover depths are maintained according to the HAUC spec.</li> <li>• If a layby were constructed visibility would still be an issue to a lesser extent.</li> <li>• Any vehicle movements in and out of the layby could present safety</li> </ul>	<p>FB</p> <p>FB FB</p>

	<p>concerns being close to and opposite junctions and in conflict with vehicles turning out of these junctions.</p> <ul style="list-style-type: none"> <li>• The grass verge appears to be on a slope although it is difficult to determine exactly from Street View. If so the verge / footway left behind the layby would require some form of support structure to span the difference in levels. Egress and door opening on to the verge / footway would therefore be difficult due to the difference in levels.</li> <li>• Adjacent properties seem to either have off street parking facilities or the use of a parking area behind their properties so there seems little justification to provide further parking facilities.</li> <li>• Has consideration been given to implementation of junction protection markings to eliminate the troublesome parking in this area as this would be a cheaper option ?</li> </ul>	
<b>14</b>	<b>PLANNING</b>	
<b>14.1</b>	<b>Any Further Planning Applications Received – DC/19/1068/COU – 5 High Street</b> – Application permitted without objections – The Clerk will query why Parish Council's objections were not noted. She will contact planning for clarification re future wording.	<b>FB</b>
<b>15</b>	<b>FINANCE</b>	
<b>15.1</b>	<p>Balances at Bank – £35,158.00  Business Saver Account (WRAC) (Lions donation) - £442.25  Current Account - £19,560.79  Business Saver Account (CIL) - £15,154.96</p> <p>The Clerk confirmed SAGE balances with Bank Statements.</p>	
<b>15.2</b>	Account received from Bus Shelter Cleaner - £55	
<b>15.3</b>	Clerks salary & Clerks expenses of £17.39	
<b>15.4</b>	HMRC payment – £22.60 – full year paid	
<b>15.5</b>	Invoice for repair to allotment standpipe - £55.00	
<b>15.6</b>	Invoice from G Buckingham for gardening - £81.00	
<b>15.7</b>	Any other accounts received – None	
	Above payments 15.2 to 15.6 proposed by The Chairman & seconded by Mr Fletcher, All in favour. Cheques signed by The Chairman & Mrs Hutson.	
<b>15.8</b>	<b>To receive accounts from Wrentham Village Hall (carried from APM)</b> – Draft accounts shared and discussed. £800 of COIF shares sold to fund CCTV. The Chairman asked that 'Donation' be added to lines 37 & 38. He also asked that Mr Reeves pass thanks on to Maureen & Rosie for a well-presented set of accounts.	<b>DR</b>
<b>15.9</b>	<b>External Audit 2019</b> – To be reviewed at Finance Committee Meeting and brought to June meeting for signing.	<b>FB</b>
<b>15.10</b>	<b>Purchase of lockable storage cupboard for Parish Clerk</b> – The Clerk explained that she holds a quantity of papers at her home and needs secure storage for these. A suitable cupboard/bookcase will cost £231.47 (inc VAT) – The Chairman proposed that The Clerk purchase this, seconded by Miss Evans, all in favour. The Clerk will order and reclaim next month.	<b>FB</b>
<b>16</b>	<b>CORRESPONDENCE</b>	
<b>16.1</b>	<b>Email from East Suffolk Council – World of planning event</b> – The Clerk to book a place for Mr Cross on 6 <sup>th</sup> June 2019.	<b>FB</b>
<b>16.2</b>	<b>Email from Lowestoft Town Council – Councillor Training Events</b> – email circulated to all – no uptake.	

16.3	<b>Email re Online Register of Interests</b> – There is now a new Online Register of Interests. The Clerk will enter details into the system and Councillors will receive an email asking them to complete the Register of Interests – completion of this is compulsory for all Councillors.	FB/All
16.4	<b>Email from Mrs Wynn re skirting of pavements</b> – The Clerk raised this again with Highways and received the following response - <i>The location is on a list of future potential schemes for footway skirting (to remove the verge which has encroached onto the footway) which are prioritised according to need and available resources. The location does not currently meet the intervention criteria in the Highways Maintenance Operation Plan and pedestrians are able to use the footway without stepping into the carriageway. However, the location will continue to be monitored through cyclic safety inspections.</i> After discussion it was agreed this may be an area where the Community Self Help Scheme could be used.	
16.5	<b>Email from Mrs Wilson re junction of A12/Southwold Road/Mill Lane</b> – Mrs Wilson was asking what the PC intend to do to make the junction safer. This has previously been discussed and raised with Highways. No solutions have been found to date although the PC continue to look at options for the area in front of the Chinese Takeaway.	
16.6	<b>Email from Mr Buxton re Emergency Radios and Hi-viz jackets</b> – Mr Buxton has been storing these – it was agreed to sell the radios as they are now outdated and the PC no longer hold a licence to operate them – The Chairman proposed that Mr Cross sell these on Ebay, seconded by Mr Fletcher, all in favour. The hi-viz jackets will be stored in the PC cupboard at the Village Hall.	KC
16.7	<b>Email from Mr Robinson re District &amp; County Councillors/APM</b> – Cllr Goldson responded directly to this.	
16.8 16.8.1	<b>Any further correspondence received – Letter from Suffolk County Council re Community Self Help Scheme</b> – details have been shared with all and can be found here <a href="https://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme/">https://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme/</a>	
17	<b>ANY OTHER BUSINESS</b>	
17.1	The Chairman confirmed that Superfast Broadband appears to have reached Wrentham – it is working at his house.	
17.2	The Chairman thanked all who attended the village litter pick – approx. 8 sacks of rubbish were collected – special thanks to young Miss Olivia Buxton for her assistance.	
18	<b>DATE OF NEXT MEETING – Monday 17<sup>th</sup> June 2019 – 7.30pm</b>	

There being no further business the meeting closed at 8.50pm.