

WRENTHAM PARISH COUNCIL

Minutes of the Video Conference Meeting of Wrentham Parish Council held at 7.30pm on Monday 20th April 2020

Present by VC: **The Chairman** – Mr Ian Watson
 Councillors – Mr Mark Buxton, Mr Kevin Cross, Miss Alison Evans, 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
 East Suffolk District Council – Not present
 No members of public

		ACTION
	OPEN FORUM	
	As the meeting was held remotely due to the Coronavirus outbreak there was no open forum. The Clerk has, via the agenda, invited members of public to raise any items with her 24 hrs ahead of the meeting.	
1	APOLOGIES FOR ABSENCE	
	Apologies received and accepted from Ms Fran D’Alcorn, Mr Simon Forder, Cllr Norman Brooks	
2	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Mrs Hutson – items 5.4 & 9.4	
3	MINUTES OF THE PARISH COUNCIL MEETING HELD 17th FEBRUARY 2020	
	The minutes of the Parish Council Meeting held on 17 th February 2020, having previously been circulated, were proposed as a true record by Mr Middleditch & seconded by Mr Perry - All in favour – a copy will be signed by The Chairman.	
4	MINUTES OF THE PARISH COUNCIL EXTRAORDINARY MEETING HELD BY VC ON 25TH MARCH 2020	
	The minutes of the Extraordinary Parish Council Meeting held via Zoom on 25 th March, having previously been circulated, were proposed as a true record by Mrs Hutson & seconded by Mr Cross - All in favour – a copy will be signed by The Chairman.	
5	MATTERS ARISING	
5.1	<p>Update re Coronavirus Covid-19 situation (inc volunteers/food banks etc) – Mr Perry gave an update – there are currently 34 volunteers who have answered approx. 60 requests for help – once matched up volunteers are providing ongoing assistance to residents – no funding or equipment is required at present. The Chairman and Cllr Goldson expressed thanks to Mr Perry & all volunteers for their efforts.</p> <p>Mr Cross spoke re foodbanks – Wrentham is covered by the Trussell Trust Waveney Foodbank at Beccles – any food donations can be left with Sue Albone of 86b Southwold Road. Mr Cross said he feels there is currently not sufficient demand for Wrentham to have a foodbank but suggested the PC could apply for additional funds which could be donated to the Trussell Trust or schemes set up by Southwold Town Council and the Voluntary Help Centre.</p> <p>The Chairman confirmed that the PC currently has three sources of funding available –</p>	

	<ul style="list-style-type: none"> • £1000 of PC monies 'set aside' to support the response to the Coronavirus • Cllr Brooks has offered £200 if needed • Wrentham Parochial Charity can be accessed by residents in times of need. <p>The Chairman said that, given Mr Perry's update & the funds already available, there is not justification to apply for additional funds at present, however this will be reviewed on an ongoing basis.</p> <p>The Chairman asked that Mr Perry contact volunteers to offer reimbursement of expenses & disposable gloves/hand sanitiser if required.</p>	
5.2	S106/CIL Monies – Bench in Oakhill Close – It was agreed, at the February meeting, that the licence would be signed, the Clerk will progress this with the Chairman,	KP FB/IW
5.3	Parish Website Update – Thanks to Mr Cross for keeping this up to date and adding useful links.	
5.4	Alloment Lease – Amended lease, with clause re rabbit fencing removed, has been received. The Clerk will circulate to all – please pass any comments to The Chairman.	FB/All
5.5	Any other Matters Arising – None.	
6	HIGHWAYS MATTERS	
6.1	<p>VAS data – Mr Buxton has not collected data due to work commitments - VAS remain operational.</p> <p>Mr Buxton spoke re the new SID sign – there have been some issues with batteries/solar controller – Mr Buxton hopes these have now been remedied.</p> <p>The Chairman thanked Mr Buxton for his work on the VAS/SID.</p>	
6.2	<p>Cllr Goldson gave an update re ANPR scheme – a bid is being submitted to role this out later in 2020 – the scheme will be administered by SCC.</p> <p>Blackmoor Farm – The Chairman awaits clarification from Highways as to whether a SID can be sited outside a 30mph area.</p> <p>Mantlepiece signs, roundels etc – Cllr Goldson has kindly agreed to fund these in full – The Clerk will seek an update from Highways as to when the work will be done.</p> <p>Church Corner – Cllr Goldson has given the go ahead for Mr Oram to carry out the ditch clearance work.</p> <p>Drainage work at A12/The Lane – Highways have confirmed to The Chairman that this will take place after 8.5.2020.</p> <p>Any highways matters should be logged with Highways using the following link - https://highwaysreporting.suffolk.gov.uk/</p>	FB

7	PLANNING	
7.1	DC/20/1476/FUL – 69 Southwold Road – Plans were shared and discussed – Mrs Hutson proposed to recommend that permission be granted – seconded by Miss Evans– all in favour. The Clerk will advise ESDC.	FB
7.2	Any Further Planning Applications Received – None	
8	FINANCE	
8.1	Balances at Bank – £25,827.87 Business Saver Account (WRAC) (Lions donation) - £443.07 Current Account - £12,833.85 Business Saver Account (CIL) - £12,550.95 The Clerk & Chairman confirmed SAGE balances with Bank Statements. The Clerk will transfer £2000 from the CIL Monies to the current account to cover the payment made to the Village Hall last month when she is able to visit the bank.	FB
8.2	Account received from Bus Shelter Cleaner - £55.00	
8.3	Clerks salary & Clerks expenses of £34.19	
8.4	HMRC payment – Nil	
8.5	Invoice from SALC for Membership - £379.08	
8.6	Any other accounts received –	
8.6.1	Invoice from Boggis Electrical for testing of Defibrillator - £57.00	
8.6.2	Membership of Society of Local Council Clerks - £92.00	
	Above payments 8.2 to 8.6.2 proposed by The Chairman & seconded by Mr Cross - All in favour. The Clerk will arrange for cheques to be signed by The Chairman & Mrs Hutson.	FB
8.7	Internal/External Audit – The Clerk confirmed that completion dates have been extended due to the Covid-19 crisis. The Chairman will liaise with The Clerk to get papers to Mrs Carter for the internal audit. Following this The Clerk will progress the External Audit papers.	IW/FB
9	CORRESPONDENCE	
9.1	Letter received from East Anglian Childrens Hospice seeking donations – After discussion, Mr Fletcher proposed a donation of £50, seconded by Mr Middleditch, all in favour. The Clerk will draw up a cheque for signature by The Chairman & Mrs Hutson.	
9.2	SALC Update – Training Courses – E-Learning – The Clerk advised that there are now several e-learning courses available from SALC – please let her know if you would like more details.	All
9.3	Email from Benacre Company re land on Chapel Road – this land is to be offered for development as per the Local Plan - Mr Cross will add the email to the PC website & make clear that this land was already identified in the Local Plan.	KC
9.4	Email re Civil Parking Enforcement – The Clerk confirmed this has now come into force. She also advised that all car parks in East Suffolk are currently free of charge.	
9.5		
9.5.1	Any further correspondence received – Email received confirming roadworks are to take place on B1127/Guildhall Lane 29.4.2020-3.5.2020 – Mr Cross has updated the PC website.	
9.5.2	Email from Mrs Reeves – Village Hall Accounts have been audited and will be presented at the May Meeting.	
10	ANY OTHER BUSINESS	
10.1	The Clerk advised she had attended a SALC Briefing via Zoom – it confirmed that the actions we have taken to allow PC business to continue are all in order.	

10.2	The Chairman proposed that the PC sign up to Zoom video conferencing for one year, seconded by Mrs Hutson, all in favour. The Clerk will progress.	FB
10.3	Annual Parish Meeting – this will be held in June. The Clerk will distribute reports ahead of the meeting & invite all groups/residents to join via video conference.	FB
11	DATE OF NEXT MEETING – Monday 18 th May 2020 – 7.30pm – via Zoom Preceded by a Finance Committee Meeting at 6:30pm via Video Conference	

There being no further business the meeting closed at 8:45pm