

WRENTHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wrentham Parish Council held by Video Conference at 7:30pm on Monday 18th May 2020

Present: **The Chairman** – Mr Ian Watson
 Councillors – Mr Mark Buxton, Mr Kevin Cross, Miss Alison Evans, Mr Simon Forder, Mr David Fletcher, Mrs Lucinda Hutson, Mr Trevor Oram, Mr Keith Perry, Mr David Reeves
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Not Present
 Waveney District Council – Cllr Norman Brooks
 No members of public

		ACTION
	The Chairman welcomed all and reminded them that this meeting was not being recorded, individuals wishing to record meetings must declare their intention.	
1	ELECTION OF CHAIRPERSON	
	The Chairman asked for nominations for the position of Chairman. Mr Watson was proposed by Mr Reeves, seconded by Mrs Hutson. Mr Cross said he too would like to stand for Chairman. The Clerk shared a confidential poll - all Councillors voted – results shared – 9 in favour of Mr Watson, 1 in favour of Mr Cross. Mr Cross offered congratulations to Mr Watson who confirmed he is happy to continue as Chairman. The Clerk will arrange for Acceptance of Office to be signed.	FB
2	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Miss Fran D’Alcorn & Mr Roger Middleditch.	
3	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Mrs Hutson – item 10.3	
4	ELECTION OF VICE CHAIRPERSON	
	Mrs Hutson was proposed by Mr Watson, seconded by Miss Evans. Mr Cross said he too would like to stand for Vice Chairman. The Clerk shared a confidential poll - all Councillors voted – results shared – 9 in favour of Mrs Hutson, 1 in favour of Mr Cross. Mr Cross offered congratulations to Mrs Hutson who confirmed she was happy to continue as Vice Chairman. The Clerk will arrange for Acceptance of Office to be signed.	FB
5	ELECTION OF TREASURER/PROPER OFFICER	
	The Clerk was nominated by Mr Watson, seconded by Mrs Hutson, all in favour.	
6	ELECTION OF REPRESENTATIVES OF THE FINANCE COMMITTEE	
	Mr Cross still feels there should be no separate Finance Committee as this is a small PC with limited budget. He feels every Councillor should be on the committee. The Chairman confirmed any Councillor can attend & observe Finance Committee Meetings and all issues discussed are taken to the main PC meeting for approval. The Chairman proposed that the Finance Committee continues, this was seconded by Mr Perry, 9 in favour – 1 against. The Chairman proposed that membership remain as at present – himself, Mrs Hutson, Mr Perry, Mr Fletcher, Mr Cross & Mr Oram - All nominated confirmed they were happy to remain on the committee – seconded by Mr Cross, All in favour.	

7	ELECTION OF REPRESENTATIVE TO THE VILLAGE HALL MANAGEMENT COMMITTEE	
	Mr Perry, Mr Reeves & Mr Fletcher were nominated by Mrs Hutson, seconded by Mr Buxton, all in favour.	
8	ELECTION OF BANK SIGNATORIES	
	Mr Watson, Mr Reeves & Mrs Hutson are happy to continue to act as signatories – Mr Reeves suggested a further signatory be added - Mr Oram proposed by Mr Buxton, seconded by Mr Fletcher, all in favour. The Clerk will progress with Barclays.	FB
9	MINUTES OF THE PARISH COUNCIL MEETING HELD BY VC ON 20TH APRIL 2020	
	The minutes of the Parish Council Meeting held on 20 th April 2020, having previously been circulated, were proposed as a true record by The Chairman & seconded by Mr Oram - All in favour – a copy will be signed by The Chairman.	FB
10	MATTERS ARISING	
10.1	<p>Update re Coronavirus Covid-19 situation – Mr Perry confirmed he is receiving less calls at present – volunteers paired up with those in need continue to assist. Mr Perry offered expenses/gloves/sanitiser to all volunteers – none requested at present. The Chairman thanked Mr Perry & all volunteers for their continued support to the community.</p> <p>Email received from Reydon Parish Clerk seeking donations to Voluntary Help Centre – Mr Cross suggested we donate and seek match funding from ESDC. After discussion The Chairman proposed a donation of £200 to the VHC and £200 to The Waveney Foodbank (Trussell Trust), seconded by Miss Evans, all in favour. The Clerk will raise cheques for signature.</p> <p>Cllr Brooks said he will happily donate £200 to Wrentham PC in support of this donation/Covid-19 response – The Clerk will progress paperwork.</p> <p>Mr Cross will continue to promote the help available to residents on the PC Website.</p>	FB
10.2	Parish Council Website – Mr Cross will update as agreed.	KC
10.3	Allotment Lease - Lease has been circulated to all Councillors – no objections raised – The Chairman proposed it be signed, seconded by Mr Perry, all in favour. The Clerk will progress.	FB
10.4	Any other Matters Arising None	
11	HIGHWAYS MATTERS	
11.1	<p>VAS data shared – speeding has increased – highest speed of 105mph on London Road. Average speed on London Road has risen from 37mph to 42.5mph. Numbers of vehicles are down by approx. two thirds. Average speed on Southwold Road is up by approx. 4mph with numbers of vehicles down by three quarters.</p> <p>Community Speedwatch are unable to operate at present.</p> <p>Police Camera Van in village today.</p> <p>MB continues to work on SID sign – looks likely that it will have to be returned to manufacturer.</p>	

11.2	UPDATES RE HIGHWAYS MATTERS, INC FLOODING ISSUES	
	<p>New signage and roundels now in place. Thanks to Cllr Goldson for partially funding this.</p> <p>Item 14.1 – Emails from Mr Harvey discussed – it is apparent that vehicles speed up before they exit the village, in the same way they do at the southern end. CSW would be unable to operate at this location as it is less than 300m from a 60mph limit. It was agreed The Clerk will approach Highways to see what can be done, repainting of roundels etc.</p> <p>Flooding – A12/The Lane – the PC were told this would be done after 8.5.2020 – when is it likely to be done? Cllr Brooks will seek an update.</p> <p>Church Corner – TO has undertaken work as agreed by Cllr Goldson – awaiting jetting of pipes. Thanks to Mr Oram for his assistance on this.</p>	NB
12	PLANNING	
12.1	DC/20/1553/FUL – The Old Coach House, off Bank Mews – plans circulated to all and discussed – no objections – The Chairman proposed approval be recommended – seconded by Mrs Hutson – all in favour – The Clerk will update Planning.	FB
12.2	Any Further Planning Applications Received – None	
13	FINANCE	
13.1	<p>Balances at Bank – £33,514.38</p> <p>Business Saver Account (WRAC) (Lions donation) - £443.07</p> <p>Current Account - £20,520.36</p> <p>Business Saver Account (CIL) - £12,550.95</p> <p>The Clerk confirmed she has now transferred £2000 from CIL monies to Current Account to cover the payment previously made to the Village Hall.</p> <p>The Clerk confirmed SAGE balances with Bank Statements.</p>	
13.2	Account received from Bus Shelter Cleaner - £55	
13.3	Clerks salary & Clerks expenses of £165.77 (inc Zoom subscription)	
13.4	HMRC payment – Nil	
13.5	Any other accounts received –	
13.5.1	Information Commissioner - £40.00 annual fee	
13.5.2	Wave – Allotment Water Bill - £23.80	
	Above payments 13.2 to 13.5.2 proposed by The Chairman & seconded by Mr Oram, All in favour. The Clerk will arrange for cheques to be signed by The Chairman & Mrs Hutson.	FB
13.6	Report from Wrentham PC Finance Committee Meeting held 18.5.2020 at 6:30pm The Chairman summarised discussions at the Finance Committee Meeting – <ul style="list-style-type: none"> • SAGE software working well • Internal audit completed by Rosie Carter without any issues Draft accounts & Internal Audit report shared with all and discussed	
13.7	External Audit – The Clerk has previously circulated the Audit Return. The Chairman confirmed that this year as income/expenditure are below £25,000 we can declare ourselves exempt from a Limited Assurance Review – therefore The Clerk read the criteria for this exemption to all Councillors – Mrs Hutson proposed the Certificate of Exemption be signed, seconded by Mr Fletcher, all in favour – The Clerk will arrange signature by The Chairman	FB
13.7.1	AGAR Section 1 – Annual Governance Statement – the review of the effectiveness of the system of internal control was discussed at the Finance Committee Meeting & controls were felt to be adequate – The Chairman	

	went through this form line by line - acceptance proposed by The Chairman, seconded by Mr Perry, all in favour. The Clerk will arrange signature by The Chairman.	FB
13.7.2	AGAR Section 2 – Accounting Statements – Discussed at the Finance Committee Meeting and in line with the year end accounts – acceptance proposed by The Chairman, seconded by Mrs Hutson, all in favour. The Clerk will arrange signature by The Chairman.	FB
	The Clerk will submit papers to PKF Littlejohn, External Auditors.	FB
	The Clerk confirmed she will publish all relevant papers on the PC website along with other data to comply with the Transparency Code.	FB
14	CORRESPONDENCE	
14.1	Covered under 11.2	
14.2	Any further correspondence received –	
14.2.1	The Clerk advised she had received a call from a resident concerned that the footpath between Chapel Road & The Lane is being used by cyclists – this is causing a danger to residents and cyclists – The Clerk has reported via the Highways Map.	
14.2.2	The Clerk advised she has received a call from a resident re parking enforcement in the village. On road parking has now moved to civil enforcement via SCC rather than the Police. Cllr Brooks is the County lead for parking & confirmed that initially warning notices will be issued but this will change to penalty notices from 25.5.2020.	
14.2.3	The Clerk received a card of thanks re the planters in front of the VH & bus shelter – she has passed these thanks on to Mrs Wynn.	
15	ANY OTHER BUSINESS	
15.1	Overgrown verges were discussed – Cllr Brooks advised The Clerk should email James Mullender at ESDC to ask that these are cut.	FB
15.2	The Chairman said that now we are confident in video conferencing future meetings should be open to the public to observe – The Clerk will amend the Agenda.	FB
15.3	The Clerk confirmed the Annual Parish Meeting will take place on 15 th June 2020 – she will contact all groups to encourage attendance.	FB
16	DATE OF NEXT MEETING – Monday 15th June 2020 – 7.30pm – preceded by the Annual Parish Meeting at 6:30pm.	

There being no further business the meeting closed at 9:15pm