

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council held by Video Conference at 7:30pm on Monday 16th November 2020

Present: **The Chairman** – Mr Ian Watson
 Councillors – Mr Kevin Cross, Miss Alison Evans, Mr David Fletcher, Mrs Lindsay Hanger, Mrs Lucinda Hutson, Mr Roger Middleditch, Mr Trevor Oram, Mr Keith Perry, Mr David Reeves
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – not present
 Waveney District Council – not present
 No members of public

		ACTION
	The Chairman welcomed all and reminded them that the meeting is not being recorded, anyone wishing to record the meeting must declare this in advance. Mrs Hanger was welcomed to her first meeting since co-option.	
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Mr Mark Buxton, Miss Fran D’Alcorn & Mr Simon Forder.	
2	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. The Chairman – item 7.5 & 7.6 Mrs Hutson – item 7.7 Mr Oram – item 7.9	
3	MINUTES OF THE PARISH COUNCIL MEETING HELD BY VC ON 19th OCTOBER 2020	
	The minutes of the Parish Council Meeting held by VC on 19 th October 2020, having previously been circulated, were proposed as a true record by Mrs Hutson & seconded by Mr Perry - All in favour – a copy will be signed by The Chairman.	FB
4	MATTERS ARISING	
4.1	Update re Coronavirus Covid-19 situation – Mr Perry advised there have been some requests for assistance which have been dealt with. More volunteers may be needed – Mrs Hanger and Miss Evans confirmed they are happy to assist.	
4.2	Parish Council Website – No issues – the site is much improved – thanks to Mr Cross for this.	
4.3	Asset Register – Mr Cross has completed a survey of assets and made recommendations of work to be done. Following discussion it was agreed - <ul style="list-style-type: none"> • War Memorial – replace wooden posts and chain link – Mr Oram will link with Mr Forder and provide a quote for this work. • Some items, eg waste bins, benches etc , are owned by ESC/SCC etc – to avoid confusion the register will be updated to show those assets owned by third parties in brackets. • The Clerk will add locations for VAS poles. 	TO FB FB
4.4	Bench for Oakhill Close – The Chairman has taken delivery. Mr Cross and Mr Forder are meeting on Wednesday morning to confirm location. The concrete will need 2-3 weeks to go off fully before the bench is sited.	
4.5	Report from Chairman re Clerk’s Appraisal – this was conducted by The Chairman and Mrs Hutson on 30 th October 2020. The Chairman confirmed all are happy with the current position and thanked The Clerk for her hard	

	work for the Council.	
4.6	Update from VHMC – inc update re car park opening – Mr Robinson will open the car park gate at 7am and close in the evenings. The Chairman thanked the VHMC for arranging this. There have been some issues with CCTV being tampered with and this will be discussed at the VHMC AGM next week. The Village Hall is Covid compliant for when it reopens.	
4.7	Any other Matters Arising None.	
5	HIGHWAYS MATTERS	
5.1	VAS Monthly Data – no data this month. Mr Buxton has now received the repaired SID sign back from the manufacturer – he will now trial it.	
5.2	UPDATES RE HIGHWAYS MATTERS, INC FLOODING ISSUES	
	No issues.	
6	PLANNING	
6.1	Minutes of Planning Meeting held Monday 2nd November 2020 - The minutes of the Parish Council Meeting held by VC on 2 nd November 2020, having previously been circulated, were proposed as a true record by The Chairman & seconded by Mr Perry - All in favour – a copy will be signed by The Chairman.	FB
6.2	Any further Planning Applications/Matters	
6.2.1	DC/20/3895/FUL (discussed in full at the October PC Meeting) – an email has been received from Mr Roger Gurr expressing concern re this application – this was discussed. The PC raised the issue of the entrance to the field being created and causing flooding on Falcon Inn Road. In July 2019 it was logged on the SCC Highways Map and emails and photographs were exchanged with Mark Nicholls at Highways. Mr Gurr has raised his concerns with Planning directly.	
7	FINANCE	
7.1	Balances at Bank – £34,345.04 Business Saver Account (WRAC) (Lions donation) - £443.25 Current Account - £23,346.16 Business Saver Account (CIL) - £10,555.63 The Clerk confirmed SAGE balances with Bank Statements.	
7.2	Account received from Bus Shelter Cleaner - £55	
7.3	Clerks salary & Clerks expenses of £13.34	
7.4	HMRC payment – Nil	
7.5	Invoice from Mr Watson for litter pick equipment - £95.06	
7.6	Invoice from Glasdon for bench (paid by Mr Watson) - £551.28	
7.7	Donation to Royal British Legion for wreath (2020 & 2019) – The Clerk advised that the PC have not been charged for the remembrance wreath from last year – these are paid for by way of donation. After discussion a donation of £50 was proposed by Mr Fletcher, seconded by Mr Reeves, all in favour.	
7.8	Invoice from Mrs Hickford for CSW hi-vis jacket - £50.34	
7.9	Any other accounts received –	
7.9.1	Invoice from Mr Oram for skirting of verges in Chapel Road - £183.60. Mr Oram said there may be more areas where skirting is required – Mr Forder will advise. Mr Oram will spray the area in front of the Chinese takeaway to kill weeds.	
	Above payments 7.2 to 7.9.1 were proposed by Mrs Hutson & seconded by Miss Evans, All in favour. The Clerk will arrange for cheques to be signed by The Chairman & Mrs Hutson.	FB

7.10	<p>Update from Finance Committee Meeting held at 6:30pm on 16th November 2020 – The Chairman advised that ESC have requested the setting of the precept be delayed until January 2021. The PC are in a good position financially and would like to do more for the village. An increase of 3.08% would be required to maintain the same precept amount as this year – initial thoughts are that a 5% increase would be in order to maintain status quo and allow some more projects, this would include some jobs that have traditionally been done by ESC/SCC but due to cutbacks they are not being done.</p> <p>Mr Cross said he picked up on the suggestion that a Caretaker could be appointed at the Village Hall, this could be very costly. Mr Reeves said this is only an idea at present and will be discussed more fully at the AGM. Ideally the VHMC would like to attract more volunteers as several are ready to step down.</p> <p>The Chairman spoke re risks, procedures and policies which are in place to ensure we have adequate financial controls – SAGE – 2 signatories on cheques – Finance Meetings – internal & external audit etc. It was agreed controls in place are adequate and appropriate for the size of the council.</p> <p>A further Finance Committee Meeting will be held in January 2021.</p>	
8	CORRESPONDENCE	
8.1	<p>Email from Angela Masters re Village Christmas Tree – unfortunately Ms Masters has not joined the meeting – however the Finance Committee discussed her email. Mrs Hutson has agreed to lead on the Christmas decorations this year. Mr Middleditch will sort out the base for the tree with Mr Forder. Mr Middleditch will visit Rosie Carter to look at her trees – they may have grown too large to use. Mr Oram said if that is the case he is happy to donate a tree. Mrs Hutson will look at the electrics and ensure they are safe. The Chairman proposed that a budget of £200 be allocated for lights etc, seconded by Mr Oram, all in favour. It was agreed that every effort would be made to get the tree in place by 1st December. The PC will discuss the village decorations next Summer to allow time for planning. The Clerk will update Ms Masters.</p>	FB
8.2	<p>Email from ESC – Neighbourhood CIL Report – The Clerk confirmed that £300 has received in relation to Meadowside, Priory Road. She will transfer this from the Current Account to the CIL monies.</p>	FB
8.3	<p>Email from Terry Stork of Pub is The Hub re Horse & Groom PH – The Clerk will draft letter of support and wish them well during these difficult times.</p>	FB
8.4	<p>Email from ESC re Council Tax Base and 2021/22 Precept – covered in Finance Committee Meeting and item 7.10.</p>	
8.5	<p>Any further Correspondence –</p>	
8.5.1	<p>Email received from Barrie Atkins re football pitch fence – The Clerk will respond and copy in Mrs Hutson as Landlord.</p>	FB
8.5.2	<p>Email from ESC re Annual Rough Sleeper Count – this will take place on 18th November 2020.</p>	
8.5.3	<p>Email from Mr Robinson re 26 High Street – Mr Robinson has written to ESC & SCC re the parking which results in pedestrians having to step into the A12. The PC fully support Mr Robinson in raising these concerns, they</p>	

	have previously written to Mr Harvey but have not received a response. The land at 26 High Street goes right up to the A12 but there is a footpath shown on development plans. The parking issue is being compounded by enforcement of the parking restrictions in the High Street layby.	
9	ANY OTHER BUSINESS	
	None.	
10	DATE OF NEXT MEETING – Monday 21st December 2020 – 7.30pm – by Video Conference	

There being no further business the meeting closed at 9:20pm