

WRENTHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wrentham Parish Council held at The Village Hall on Monday 17th May 2021 at 7:30pm

Present: **The Chairman** – Mr Ian Watson
 Councillors – Mr Kevin Cross, Miss Alison Evans, Mr David Fletcher, Mr Simon Forder, Mrs Lindsay Hanger, Mrs Lucinda Hutson, Mr Roger Middleditch, Mr Trevor Oram, Mr David Reeves.
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Cllr Annette Dunning
 Waveney District Council – Not Present
 Members of Public – One person present.

		ACTION
1	ELECTION OF CHAIRPERSON AND SIGNING OF DECLARATION OF OFFICE	
	Nominations for the position of Chairman were invited - Mr Watson was proposed by Mrs Hutson, seconded by Mr Middleditch, All in favour. Declaration of Acceptance of Office signed by Mr Watson. The Chairman welcomed all to the first face to face PC meeting in over a year, he thanked everyone for their support and welcomed Cllr Annette Dunning to her first meeting as Suffolk County Councillor.	
	OPEN FORUM	
	Mrs Wynn spoke re the recently installed bench, she feels it is ugly and of no use to residents unless a path is also installed. The Chairman said this bench was initially requested by Mrs Wynn and had been discussed at several meetings over a very long timeframe, neighbouring residents were consulted and site visits were made before the site was agreed with WDC. The main delay was due to WDC taking a very long time to send through the licence for siting the bench on it's land. If Mrs Wynn would like to suggest a site for a further bench then the PC will support this. Mrs Wynn was angry and disappointed in the actions of the PC and left the meeting.	
2	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Mr Mark Buxton, Miss Fran D'Alcorn, Mr Keith Perry & Cllr Norman Brooks	
3	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall.	
4	ELECTION OF VICE CHAIRPERSON	
	Nominations for the position of Vice Chairman were invited - Mrs Hutson was proposed by The Chairman, seconded by Miss Evans, All in favour. Declaration of Acceptance of Office signed by Mrs Hutson.	
5	ELECTION OF TREASURER/PROPER OFFICER	
	This forms part of The Clerk's job description. Mrs Bullard was nominated by The Chairman, seconded by Mr Oram, All in favour.	
6	ELECTION OF REPRESENTATIVES OF THE FINANCE COMMITTEE	
	Mr Cross said he still believes there should not be a separate Finance Committee, we are a small PC with a small budget and he feels it is unnecessary. Mr Cross said with a large amount of CIL due from Chapel Road development all Councillors should be involved in financial decisions. The Chairman said the Finance Committee does not make decisions but makes recommendations to the full PC Meeting. Mr Cross proposed the Finance Committee should be discontinued – no Secunder. The Chairman invited views from all – after discussion Mr Middleditch proposed that the Finance Committee continue with existing members (Mr Perry, Mr Cross, Mr Oram, Mrs Hutson, Mr Fletcher & The Chairman) with the addition of Mrs Hanger – Seconded by Miss Evans – All in favour.	

7	ELECTION OF REPRESENTATIVE TO THE VILLAGE HALL MANAGEMENT COMMITTEE	
	The Chairman proposed the current representatives (Mr Perry, Mr Reeves & Mr Fletcher) continue, seconded by Mrs Hutson, All in favour.	
8	ELECTION OF BANK SIGNATORIES	
	Mr Fletcher proposed the existing signatories (The Chairman, Mrs Hutson, Mr Reeves & The Clerk (pending) continue, seconded by Miss Evans, All in favour.	
9	(DUPLICATION OF DECLARATIONS OF INTEREST)	
10	MINUTES OF THE PARISH COUNCIL MEETING HELD BY VC ON 22nd APRIL 2021	
	The minutes of the Parish Council Meeting held by VC on 22 nd April 2021, having previously been circulated, were proposed as a true record by The Chairman & seconded by Miss Evans - All in favour – a copy was signed by The Chairman.	
11	MINUTES OF THE ANNUAL PARISH MEETING HELD BY VC ON 22nd APRIL 2021	
	The minutes of the Annual Parish Meeting held by VC on 22 nd April 2021, having previously been circulated, were proposed as a true record by The Chairman & seconded by Mr Reeves – 9 in favour, 1 abstention as not present – a copy was signed by The Chairman.	
12	MATTERS ARISING	
12.1	<p>Update re Coronavirus Covid 19 situation <i>Meeting suspended to allow Cllr Dunning to speak</i> Cllr Dunning said all is going well within the County and second vaccinations progressing well.</p> <p>Mr Cross asked if Cllr Dunning will take on Cllr Goldson's previous portfolio – Ms Dunning said she is not able to engage with Cllr Goldson but would hope to pick things up. The Clerk asked if this would include the ANPR project – Cllr Dunning said she is not entirely sure at present but would hope so.</p> <p>Cllr Dunning will arrange a meeting with all the PC Chairs in her area & engage re future spending. <i>Meeting reconvened</i></p>	All
12.2	<p>PC Website – to raise any items for amendment/update – Election results have been shared. The Chairman said one resident was very upset and felt that some content was politically motivated – The Chairman is confident that only factual articles are published but we must be sensitive to concerns. The Chairman asked Councillors to visit the website and give views/monitor content.</p>	
12.3	<p>Chapel Road Development – update from Public Meeting held (by VC) on 10th May 2021 – Discussion re HGVs using Priory Road/Chapel Road – Mark Nolan is engaging with Highways re improved signage. Mr Oram spoke re the attenuation pond – if a 1/100 year event happens then the worst of the flood water will arrive from inland 24-48 hours later, where will this excess water end up? Mr Reeves believes the water drains to the pond and overflows to open land (dry ditch) which then joins the river. The Clerk will contact Mr Nolan to establish if this is the case. Mr Fletcher said the public meeting went very well and it was a productive, professional meeting. The Chairman said all issues had been captured on the log and responses will be sought from the Developer.</p>	

	Minutes and updated log have been circulated to all and Mr Cross will add to PC website.	
12.4	Any other Matters Arising None.	
13	HIGHWAYS MATTERS	
13.1	VAS Monthly Data – Apologies received for tonight’s meeting from Mr Buxton – he will share the data with all.	
13.2	UPDATES RE HIGHWAYS MATTERS, INC FLOODING ISSUES	
13.2.1	Discussion re Chapel Road – it was felt that it should be a 30mph limit all the way to St Nicholas, street lighting suggests this. This is recorded on the Development Log and will be pursued.	
13.2.2	Guildhall Lane – sinkhole/potential badger sett – this work is still ongoing. The Clerk will share the detail with Cllr Dunning.	FB
14	PLANNING	
14.1	Any further Planning Applications/Matters None	
15	FINANCE	
15.1	Balances at Bank – £40,901.42 Business Saver Account (WRAC) (Lions donation) - £443.27 Current Account - £29,902.00 Business Saver Account (CIL) - £10,556.15 The Clerk confirmed SAGE balances with Bank Statements & The Chairman signed these. The Clerk confirmed the monies paid in January for the Oak Hill Close bench are to be transferred from the CIL monies – she will transfer this and the £300 CIL money received for Meadowside between accounts when online banking is in place.	FB
15.2	Account received from Bus Shelter Cleaner - £55	
15.3	Clerk’s salary & Clerk’s expenses of £363.18 (inc mileage, stamps, printer ink & Zoom subscription)	
15.4	HMRC payment – Nil	
15.5	Any other accounts received –	
15.5.1	Invoice from Mrs Angela Day for plants for Jubilee Planters £41.48	
15.5.2	Payment to Village Hall for their portion of VAT reclaim - £3121.81	
	Above payments 15.2 to 15.5.2 were proposed by The Chairman & seconded by Mrs Hanger, All in favour. Cheques were signed by The Chairman & Mrs Hutson.	FB
15.6	ONLINE BANKING APPLICATION	
	The Chairman & Vice Chairman are progressing the online banking application.	
15.7	REPORT FROM WRENTHAM PC FINANCE COMMITTEE MEETING HELD AT 6:30PM ON 17TH MAY 2021	
	The Internal Audit has been completed by Mrs Rosie Carter. The Chairman confirmed that previously circulated accounts had been reviewed in detail. Support to the Village Hall totalled £6300 (37% of total spending). The Chairman proposed adoption and approval of the accounts, seconded by Mrs Hutson, All in favour. The Accounts were signed off by The Clerk and The Chairman.	
15.8	INTERNAL/EXTERNAL AUDIT (inc approval and signing of the AGAR 1 & 2	
	Many thanks to Mrs Rosie Carter for completing the Internal Audit so efficiently. External Audit – The Chairman confirmed that this year as income/expenditure are below £25,000 we can declare ourselves exempt from a Limited Assurance Review –he read the criteria for this exemption to all Councillors – Mrs Hutson proposed the Certificate of Exemption be	

	<p>signed, seconded by Mr Reeves, All in favour – The Clerk will return this to the External Auditor.</p> <p>AGAR Section 1 – Annual Governance Statement – the review of the effectiveness of the system of internal control was discussed (SAGE balances to Bank Account and is reviewed by The Chairman each month, Risks are reviewed on an ongoing basis – annual review of Insurance, Asset Register regularly reviewed – Every item of expenditure is approved at a full Council Meeting) & controls were felt to be adequate – The Chairman went through this form line by line - acceptance proposed by Mr Cross, seconded by Miss Evans, all in favour. The form was signed.</p> <p>AGAR Section 2 – Accounting Statements – Discussed at the Finance Committee Meeting and in line with the end of year accounts – acceptance proposed by Mrs Hutson, seconded by Mr Middleditch, all in favour. The form was signed.</p> <p>The Clerk confirmed she will publish all relevant papers on the PC website along with other data to comply with the Transparency Code.</p>	<p>FB</p> <p>FB</p>
16	CORRESPONDENCE	
16.1	Any further correspondence received – None.	
17	ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA None.	
18	DATE OF NEXT MEETING – Monday 21st June 2021 – 7.30pm – Main Hall of Village Hall (subject to Covid restrictions)	

There being no further business the meeting closed at 8:50pm