

WRENTHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wrentham Parish Council held at The Village Hall on Monday 23rd May 2022 at 7:30pm

Present: **The Chairman** – Cllr Ian Watson
 Councillors – Cllr Mark Buxton, Cllr Sue Child, Cllr Fran D’Alcorn, Cllr Alison Evans, Cllr Simon Forder, Cllr Lindsay Hanger, Cllr Lucinda Hutson, Cllr Roger Middleditch, Cllr Trevor Oram, Cllr Keith Perry, Cllr David Reeves
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Not Present
 East Suffolk Council – Not Present
 Members of Public – None present

		ACTION
1	ELECTION OF CHAIRPERSON AND SIGNING OF DECLARATION OF OFFICE	
	Nominations for the position of Chairman were invited - Cllr Watson was proposed by Cllr Perry, seconded by Cllr Hanger, All in favour. Declaration of Acceptance of Office signed by Mr Watson.	
2	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr David Fletcher.	
3	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Cllr Trevor Oram – item 14.6 Cllr Lucinda Hutson – item 14.8	
4	ELECTION OF VICE CHAIRPERSON	
	Nominations for the position of Vice Chairman were invited - Cllr Hutson was proposed by The Chairman, seconded by Cllr Buxton, All in favour. Declaration of Acceptance of Office signed by Cllr Hutson.	
5	ELECTION OF TREASURER/PROPER OFFICER	
	This forms part of The Clerk’s job description. Mrs Frances Bullard was nominated by The Chairman, seconded by Cllr Evans, All in favour.	
6	ELECTION OF REPRESENTATIVES OF THE FINANCE COMMITTEE	
	Cllr Forder proposed the existing members remain (Cllr Perry, Cllr Oram, Cllr Hutson, Cllr Fletcher, Cllr Hanger & The Chairman) – Seconded by Cllr Evans – All in favour.	
7	ELECTION OF REPRESENTATIVE TO THE VILLAGE HALL MANAGEMENT COMMITTEE	
	The Chairman proposed the current representatives (Cllr Perry, Cllr Reeves & Cllr Fletcher) continue, seconded by Cllr Forder, All in favour.	
8	ELECTION OF BANK SIGNATORIES	
	Cllr Oram proposed the existing signatories (The Chairman, Cllr Hutson, Cllr Reeves & The Clerk continue, seconded by Cllr Perry, All in favour.	
9	OPEN FORUM	
	None held as no members of public present.	
10	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25th APRIL 2022	
	The minutes of the Parish Council Meeting held on 25th April 2022, having previously been circulated, were proposed as a true record by The Chairman & seconded by Cllr D’Alcorn - All in favour – a copy was signed by The Chairman.	
11	MATTERS ARISING	
11.1	26 High Street – Pedestrian Right of Way – cones have now been replaced - nothing further appears to have happened. The Chairman has tried to speak with Cllr Dunning without success. The Chairman will continue to chase.	IW

11.2	<p>Update re Queen's Platinum Jubilee Plans – Cllr Hutson confirmed all in hand – approx. 270 tickets have been handed out. Help is required to set the event up on Saturday 4th June & clear away afterwards on Sunday 5th June – all volunteers welcome. Ice cream vendor will require paying on the day via cheque – The Clerk will arrange. Residents are being encouraged to walk to the event wherever possible as parking will be limited – there will be a drop off point at the Village Hall and parking at the rear of the Factory Shop. The Clerk will put a notice re parking on the PC Website. Cllr Hutson, Rosie Carter & Cllr Hanger will submit receipts for reimbursement.</p> <p>There will be a Benefice Service on Friday 3rd June at St Nicholas Church – all very welcome – The Clerk will advertise on noticeboard and website.</p>	FB
11.3	<p>Appointment of Trustee to Wrentham Parochial Charity – As discussed at our last meeting, Dr Nigel Drane has stepped down after 37 years service to the Charity, The Chairman has spoken with Cllr Hanger who is happy to become a trustee. The Chairman proposed Cllr Hanger be appointed, seconded by Cllr Hutson, all in favour. The Clerk will make Dr Drane aware.</p>	FB
11.4	<p>Any other Matters Arising Festival of Suffolk Torch Relay – this is coming to Wrentham on 28th May – Jane Samkin will be torch bearer for our leg of the event – The Clerk has put info on the website - please support where possible.</p>	FB
12	HIGHWAYS ISSUES	
12.1	UPDATES RE HIGHWAYS MATTERS, INC ANPR PROJECT	
12.1	No updates to report.	
13	PLANNING	
13.1	<p>DC/22/1569/FUL – 55 Southwold Road – Plans were shared and discussed. Property was originally built in 1868 – this is a very large modern extension. The Chairman proposed approval be recommended, seconded by Cllr Hanger, all in favour. The Clerk will update ESC Planning.</p>	FB
13.2	<p>DC/22/1620/FUL – Long Barn, Mill Lane – Plans were shared and discussed. Cllr Buxton proposed approval be recommended, seconded by Cllr Perry, 11 in favour, 1 abstention. The Clerk will update ESC Planning.</p>	FB
13.3 & 13.4	<p>DC/22/1071/FUL & DC/22/1077/LBC – 32 London Road – Plans were shared and discussed. Cllr Evans proposed approval be recommended, seconded by Cllr Forder, all in favour. The Clerk will update ESC Planning.</p>	FB
13.4	<p>Any further Planning Applications/Matters - None</p>	
14	FINANCE	
14.1	<p>Balances at Bank – £41,192.31 Business Saver Account (WRAC) (Lions donation) - £443.31 Current Account - £30, 191.81 Business Saver Account (CIL) - £10,557.19 The Clerk confirmed SAGE balances with Bank Statements & The Chairman signed these.</p>	
14.2	Account received from Bus Shelter Cleaner - £55	
14.3	Clerk's salary & Clerk's expenses of £41.69 (inc mileage, SAGE)	
14.4	HMRC payment – Nil	
14.5	On Agenda in error – paid last month.	
14.6	Invoice from Trevor Oram for War Memorial maintenance - £198.00	
14.7	Invoice from SLCC for membership - £98.00	

14.8	Receipts for Jubilee Big Lunch refreshments from Cllr Hutson - £555.27	
14.9 14.9.1	Any other accounts received – Invoice from CAS for additional insurance premium to cover new sound system at Village Hall – paid via bank transfer to ensure cover in place - £21.93	
	Above payments 14.3 to 14.9.1 were proposed by The Chairman & seconded by Cllr D'Alcorn, All in favour. Online payments have been raised and will now be approved. The Clerk has received a renewal from the Information Commissioners Office – there is a discount if paid by Direct Debit – Cllr Oram proposed a Direct Debit be set up, seconded by Cllr Hutson, all in favour. The Clerk will progress.	FB
14.10	REPORT FROM WRENTHAM PC FINANCE COMMITTEE MEETING HELD AT 6:30PM ON 23rd MAY 2022	
	The Internal Audit has been completed - Many thanks to Mrs Rosie Carter for completing this so efficiently. The Chairman confirmed that the budget sheet had been reviewed in detail at the Finance Committee Meeting. CIL was discussed – a substantial amount will be received from the Chapel Road development. The Clerk will draw up a notice to consult with residents re how best to spend this – there are already some suggestions – Bus pull ins on Chapel Road – crossing – traffic calming – replacement of VAS with SID. There are some restrictions in place as to what can & can't be done but it is important that views are sought & suggestions explored. The Chairman proposed that as the Accounts have only been received back from the Internal Auditor today their adoption be carried over the June meeting.	
14.11	INTERNAL/EXTERNAL AUDIT (inc approval and signing of the AGAR 1 & 2	
	External Audit – The Chairman confirmed that this year as both 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 – Cllr Hutson proposed the Certificate of Exemption be signed, seconded by Cllr Perry, All in favour – The Clerk will return this to the External Auditor. 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 Cllr Hutson, seconded by Cllr Perry, all in favour. The form was signed. AGAR Section 2 – Accounting Statements – Discussed at the Finance Committee Meeting and in line with the end of year accounts – acceptance proposed by Cllr Hutson, seconded by Cllr Perry, all in favour. The form was signed. The Clerk confirmed she will publish all relevant papers on the PC website along with other data to comply with the Transparency Code.	FB FB
15	Report from Cllr Annette Dunning (SCC) – none received.	

16	Report from Cllr Norman Brooks (ESC) – none received.	
17	CORRESPONDENCE	
17.1	Festival of Suffolk Torch Relay – covered under item 11.4	
17.2	Any further correspondence received –	
17.2.1	Email from ESC re East Suffolk Services – This is the company that has been set up to carry out the work previously undertaken by Norse – more correspondence will follow re the transfer of services.	
17.2.2	Correspondence received from Wrentham Bowls Club – unfortunately there have been some issues with youngsters playing football on the bowls green and ASB in the area, including flooding caused by the tap being turned on. This has been reported to Police, the tap now has a lock & signage has been put in place directing anyone wishing to play football to the football pitch.	
18	ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA	
18.1	The Clerk spoke re the Model Councillor Code of Conduct – In December 2020 the Local Government Association (LGA) approved its new <u>Model Councillor Code of Conduct 2020</u> , with the aim for it to be adopted by all levels of local government, effectively a national Code – detail will be shared with all with a view to adoption at next month’s meeting.	FB
18.2	As previously agreed, Cllr Oram will look at the PC Noticeboard and carry out maintenance work as necessary.	
18	DATE OF NEXT MEETING – Monday 20th June 2022 – 7.30pm – Village Hall preceded by the Annual Parish Meeting at 6:30pm.	

There being no further business the meeting closed at 9.20pm