

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council held at The Village Hall on Monday 19th December 2022 at 7:30pm

Present: **The Chairman** – Cllr Ian Watson
 Councillors – Cllr Mark Buxton, Cllr Sue Child, Cllr Alison Evans, Cllr David Fletcher, Cllr Simon Forder, Cllr Lindsay Hanger, Cllr Lucinda Hutson, Cllr Roger Middleditch, Cllr Keith Perry, Cllr Paul Wren (part meeting)
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Not Present
 East Suffolk Council – Cllr Norman Brooks
 Members of Public – Two present

		ACTION
1	OPEN FORUM	
	<p>The Chairman welcomed all & invited members of public to speak.</p> <p>Ms Nicky Oram from Field Farm Fisheries spoke re their planning application (item 9.1). The application is to increase the number of touring caravan pitches from 9 to 15. There will be no changes to access. Full toilet & shower facilities are in situ. Fire points are in place & all electrics will be professionally tested each year before opening. Pre-planning application advice has been sought.</p> <p>Mr Paul Wren spoke re his application to be co-opted, this has been shared with all, there were no questions.</p>	
2	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr David Reeves & Cllr Trevor Oram.	
3	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Cllr Simon Forder – item 10.5 & 10.6	
4	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17th OCTOBER 2022	
	The minutes of the Parish Council Meeting held on 21 st November 2022, having previously been circulated, were proposed as a true record by Cllr Hutson & seconded by Cllr Middleditch - All in favour – The Chairman signed a copy.	
5	MATTERS ARISING	
5.1	Parish Councillor Vacancy – Mr Paul Wren left the room whilst Councillors discussed his application for co-option. The Chairman proposed Mr Wren be co-opted, seconded by Cllr Child, all in favour. Mr Wren rejoined the meeting and acceptance of office paperwork was duly completed, The Clerk will submit this to ESC.	FB
5.2	26 High Street – scaffolding is still in place which means vehicles continue to use The Larches to access Palmers Lane. The Clerk will establish the access rights on the original planning application for the Palmer's Lane development.	FB
5.3	Warm Rooms/Community Support – Time 4 Tea continues to be well attended. Cllr Brooks is happy to provide funding for an additional day but volunteers would be needed to run this. Cllr Hutson spoke re Adnams Meet Up Mondays & Warm Wednesdays – free hot drinks are provided. The Clerk will make contact with Adnams & The Five Bells PH to see if they are participating and if so offer to promote this via the PC Website.	FB

5.4	Clearance of The Wren/Trees at Village Hall – the VHMC have undertaken some clearance – the large willow tree & conifers on the boundary with the Factory Shop will need professional attention – Cllr Oram has agreed to visit and assess the work required before quotations are sought.	
5.5	Village Hall Broadband – Cllr Buxton has reviewed the existing service & will link with Cllr Perry & Mr Barry Hughes to look at moving to VDSL service.	
5.6	Maintenance Work at Wrentham Old Cemetery - Norse conducted a site visit w/c 5 th December – The Clerk has sought an update as to what work they will be undertaking. Cllr Brooks advised that services will be in house (ESC) from April 2023 which should assist in getting work done.	
5.7 5.7.1	Any other Matters Arising – Thanks were expressed to Cllr Oram and Cllr Middleditch for donating & erecting the Christmas Tree. Thanks were also expressed to the Knit & Natter group for the crocheted tree which is on display at the front of the Village Hall. The Clerk wondered whether a permanent Christmas Tree could be planted in the village centre – advice will be sought from Cllr Oram.	FB/TO
6	Report from Cllr Annette Dunning (SCC) – none received.	
7	Report from Cllr Norman Brooks (ESC) – <ul style="list-style-type: none"> Enforcement Action at Marsh Farm – Cllr Brooks has a meeting tomorrow with the Portfolio Holder & Head of Planning. Reports have been received that the Fire Service attended a large fire in the area at 2am on 13th December. ESC currently drafting budgets for next year – these will go to Full Council in early January 2023 – no nasty surprises are expected. Gull Wing Bridge, Lowestoft – work continues to go well and within contingency budget – there was a slight delay due to reinforcement work on the coffer which has in turn led to a 6 week delay due to crane availability. Waveney Drive has now reopened. Fibre Broadband – Fibre will be delivered to the whole of Lowestoft. In Wrentham it is currently to the poles but not yet to individual homes. Warm Rooms – the team are very busy getting these set up across the region – biggest barrier is lack of volunteers. Cllr Brooks continues to push highways projects and improvements to rail links. <p><i>Cllr Brooks was thanked for his support & left the meeting.</i></p>	
8	HIGHWAYS ISSUES	
8.1	UPDATES RE HIGHWAYS MATTERS	
8.1.1	Cllr Buxton will bring further detail to the next meeting re SID signs. The Chairman would like to purchase 2 signs in January & more later in the year.	
8.1.2	The Clerk has used the SCC Highways Reporting Tool to raise a request to allow the PC to use of the existing electric supply on 2 poles – no response has been received – she will contact Cllr Dunning and ask that this be chased.	FB
8.1.3	ANPR cameras will be in the village from 9-16 January 2023.	
8.1.4	Cllr Perry spoke of his concern re the Chapel Road/A12 junction & the potential increase in issues when the housing development is complete.	
8.1.5	Cllr Middleditch spoke re streetlights not working in Priory Road – The	

	Clerk has reported these but some are still not working. The Clerk will chase.	FB
8.1.6	It was noted that Highways have been marking the potholes on Falcon Inn Road so hopefully they will be repaired.	
9	PLANNING	
9.1	DC/22/4473/FUL- Field Farm Fisheries - shared and discussed – this is a very tidy & well-maintained site & brings visitors & income to the village – there were no objections. The Chairman proposed that approval be recommended, seconded by Cllr Fletcher, All in favour. The Clerk will update ESC.	FB
9.2	Any further Planning Applications/Matters – None	
10	FINANCE	
10.1	Balances at Bank – £64,507.85 Business Saver Account (WRAC) - £1.01 - Current Account - £29,985.77 - Business Saver Account (CIL) - £34,521.07 The Clerk confirmed SAGE balances with Bank Statements.	
10.2	Account received from Bus Shelter Cleaner - £55.00	
10.3	Clerk's salary & expenses of £42.88	
10.4	Quarterly HMRC payment – £72.80	
10.5	Invoice from Simon Forder for gardening work - £45.00	
10.6	Invoice from Simon Forder for Village Hall gardening - £75.00	
10.7 10.7.1	Any other accounts received – The Clerk confirmed she now has the bank details for the charities it was agreed to donate to last month and will raise these payments.	
	Above payments 10.2 to 10.6 were proposed by Cllr Buxton & seconded by Cllr Fletcher, All in favour, Cllr Forder abstained due to expressed interest. Online payments have been raised by The Clerk and will be approved by The Chairman/Cllr Hutson.	
10.8	Community Infrastructure Funds – to review suggestions for spending – The Clerk spoke re a leaflet she has received from her local Parish Council seeking views of residents re CIL spending – she has created a tailored version of this for use in Wrentham.	
10.9	Report from Finance Committee Meeting held at 6:30pm & setting of Precept for 2023/24 – The Chairman gave a summary of the Finance Committee Meeting – current financial position was reviewed along with the Draft Budget & Reserves - CIL monies will allow further projects to be undertaken for the benefit of the village – sufficient reserves are in place – support to the Village Hall to continue with a £4300 donation for capital projects. The Chairman spoke re risks, procedures and policies which are in place to ensure we have adequate financial controls – SAGE – online banking with dual authorisation required for payments – Finance Meetings – internal & external audit etc. It was agreed controls in place are adequate. The proposal from the Finance Committee is to request a Precept of £18,388.06 which will show a 0% change on resident's Council Tax bills – this was proposed by The Chairman & seconded by Cllr Forder, all in favour. The Clerk will submit the request to ESC.	FB
11	CORRESPONDENCE	
11.1	Email from Cllr Hutson re HM King Charles III Coronation Event – Sunday 7th May 2023 – a planning meeting has been held – the event will be similar to this year's successful Platinum Jubilee Event – The Horse & Groom PH have agreed to run the bar – there will be a free BBQ – Support is requested from the Parish Council. The Chairman proposed financial support up to £1500, seconded by Cllr Perry, all in favour.	

11.2	Email confirming the appointment of External Auditor – The Clerk confirmed PKF Littlejohn have been appointed to conduct the External Audit. This year, due to CIL income, we will undergo a full audit.	
11.3	Email from SALC re Clerk’s Election Briefing – The Clerk advised she has signed up for an Election Briefing on 17 th January 2023 – this is free of charge.	
11.4	Any further correspondence – None.	
12	ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA	
	The Chairman thanked all for their support during 2022.	
13	DATE OF NEXT MEETING – Monday 16th January 2023 – 7:30pm	

There being no further business the meeting closed at 9:00pm

DRAFT