

WRENTHAM PARISH COUNCIL

**Minutes of the Annual Meeting of Wrentham Parish Council
held at The Village Hall on Monday 22nd May 2023 at 7:30pm**

Present: **The Chairman** – Cllr Ian Watson
Councillors – Cllr Mark Buxton, Cllr Sue Child, Cllr David Fletcher, Cllr Simon Forder, Cllr Lindsay Hanger, Cllr Lucinda Hutson, Cllr Roger Middleditch, Cllr Keith Perry, Cllr Paul Wren
The Clerk – Mrs Frances Bullard (via Microsoft Teams)
Suffolk County Council – Not present
East Suffolk Council – Not present
Members of Public – Eight present.

		ACTION
1	ELECTION OF CHAIRPERSON & SIGNING OF DECLARATION OF OFFICE	
	Cllr Watson invited nominations for the position of Chairman. Cllr Hutson proposed Cllr Watson, seconded by Cllr Buxton, All in Favour. Cllr Watson is happy to stand – Declaration of Acceptance of Office signed.	
2	SIGNING OF DECLARATIONS OF OFFICE	
	All Councillors present signed Declaration of Acceptance of Office, these were witnessed & will be signed by The Clerk. The Chairman proposed that Cllr Evans sign her Declaration of Acceptance of Office at the June PC Meeting, seconded by Cllr Buxton, All in favour.	FB AE
3	ELECTION OF VICE CHAIRPERSON	
	The Chairman proposed Cllr Hutson, seconded by Cllr Buxton, All in favour.	
4	ELECTION OF TREASURER/PROPER OFFICER	
	As this forms part of The Clerk's role the Chairman proposed she be appointed, seconded by Cllr Wren, All in favour.	
5	ELECTION OF REPRESENTATIVES TO THE FINANCE COMMITTEE	
	Cllrs Watson, Perry, Hutson, Fletcher & Hanger were proposed by The Chairman, seconded by Cllr Wren, All in favour.	
6	ELECTION OF REPRESENTATIVES TO THE VILLAGE HALL MANAGEMENT COMMITTEE	
	Cllrs Perry & Fletcher were proposed by The Chairman, seconded by Cllr Wren, All in favour.	
7	ELECTION OF BANK SIGNATORIES	
	Cllrs Watson, Hutson & The Clerk were proposed by Cllr Child, seconded by Cllr Hanger, All in favour. The Clerk will make arrangements for David Reeves to be removed as signatory.	FB
8	(Meeting Suspended) OPEN FORUM	
	<p>Beverley Heley spoke Crossways junction – there was an accident involving 2 cars on 10th May – she feels the increase in traffic from the new development in Chapel Road will make the junction even harder to negotiate. The 30mph limit is not adhered to and there seems to be confusion as to who has right of way at the crossroads. She believes the pedestrian crossing needs to be moved. She appreciates funding may be an issue but would like solar traffic lights to be considered at the junction.</p> <p>Cllr Hutson said the PC are also concerned about this junction but sometimes it's not about budget being available as there are regulations re what can and can't be done on the A12. The Clerk said unfortunately KSI's (Killed & Seriously Injured) are used to decide whether alterations are needed to highways and when this has been queried in the past Wrentham does not meet the criteria. The Chairman said there is no denying the junction can be difficult to negotiate.</p> <p>There is also a petition for a Bypass which has some 75 signatories.</p>	

	<p>Alan Yeadon said there used to be a roundabout at Crossways – why can there not be another one? The Chairman said this was many years ago and these days with HGVs there would not be sufficient space for a roundabout. Mr Yeadon suggested Accident Blackspot signage could help.</p> <p>Andrew Carr said the biggest problem is that 30-40% of traffic exiting Chapel Road is HGVs – they are also causing damage to the old bridge on Chapel Road. The Clerk said this issue was raised to SCC through their Review of Lorry Routes last year but they did not support the PC suggestion of action being taken to re-route lorries along Guildhall Lane.</p> <p>The Chairman said in the 1980’s a scheme was drawn up to put traffic lights at the crossroads but when a public meeting was held 80 out of 120 residents voted against the scheme.</p> <p>The Chairman advised that a few years ago representatives of the PC met with Highways/SCC Councillor/Police to discuss traffic issues in the village. He would like to repeat this to see what solutions can be offered to address the current issues.</p> <p>Cllr Hanger said during the planning process for the Chapel Road development concerns were raised re increased traffic using this junction but unfortunately it was deemed adequate by Highways/Planning.</p> <p>Beverley Heley spoke re CrashMap – a system on which all road accidents are logged. The Clerk will try to establish where data is collected from.</p> <p>Alan MacDougall said when joining the A12 from Southwold Road there are no 30mph signs & he feels these would help. Cllr Buxton said the presence of streetlights indicates a 30mph limit.</p> <p>The Chairman thanked all for their input – the PC are fully supportive of improvements being made to the Crossways junction and The Clerk will ask our County Councillor, Annette Dunning, to facilitate a meeting with Highways so they can make suggestions of what is a viable solution to this problem. There is clearly high feeling regarding this amongst residents.</p> <p>Any further issues can be emailed to The Clerk and the minutes of this meeting will be published on the PC Website.</p> <p><i>Meeting resumed.</i></p>	<p>FB</p> <p>FB</p>
9	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr Alison Evans, SCC Cllr Annette Dunning, ESC Cllr Paul Ashton.	
10	PECUNIARY AND OTHER INTERESTS	
	<p>All as Sole Trustee of Village Hall Cllr Hutson – Item 19.11 Cllr Watson – Item 19.7 & 19.8 Cllr Hanger – Item 19.9</p>	
11	TO APPROVE THE MINUTES OF THE PC MEETING HELD ON MONDAY 17TH APRIL 2023 & THE EXTRAORDINARY MEETING HELD 25TH APRIL 2023.	
	<p>The minutes of the Parish Council Meeting held on 17th April 2023, having previously been circulated, were proposed as a true record by Cllr Hutson & seconded by Cllr Hanger - All in favour – The Chairman signed a copy. The minutes of the Extraordinary Meeting held on 25th April 2023, having previously been circulated, were proposed as a true record by The Chairman & seconded by Cllr Buxton, All in favour – The Chairman signed a copy.</p>	

12	TO APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 17TH APRIL 2023	
	The minutes of the Annual Parish Meeting held on 17 th April 2023, having previously been circulated, were proposed as a true record by Cllr Buxton & seconded by Cllr Wren - All in favour – The Chairman signed a copy. The Clerk will upload copies of reports embedded in the minutes to the PC Website.	FB
13	MATTERS ARISING	
13.1	26 High Street – Update received from Cllr Dunning – professional services have been ordered to start work on the footpath area in front of 26 High Street.	
13.2	Maintenance Work at Wrentham Old Cemetery – The Clerk will brief Cllr Ashton (ESC) re the request for maintenance work at the Old Cemetery and ask him to take this matter up. She will also ask that he obtains a copy of the Service Level Agreement with ESC.	FB
13.3	Election of Trustee to Wrentham Village Hall Charity – The Chairman explained that since David Reeves has left the Council there needs to be another Trustee appointed to the Village Hall Charity. The Chairman is already a Trustee and will complete the annual return to the Charity Commission. The Chairman proposed Cllr Perry become a Trustee, seconded by Cllr Hutson, All in favour. The Chairman will update David Reeves.	IW
13.4	Any other Matters Arising –	
13.4.1	The Clerk will circulate an email to all to try and arrange a (self-funded) meal with David & Maureen Reeves at the Wangford Plough to mark his long service to the PC & Parish.	FB
13.4.2	The Clerk will circulate a link to all to the SCC Highways map so they can log potholes, etc.	FB
14	UPDATE FROM KING CHARLES III CORONATION EVENT	
	This was a fabulous event and much enjoyed by all. The Chairman has sent a letter of thanks to all involved. The total cost for the event was £1777.03 and will be within budget after VAT has been reclaimed. A learning point for any future events is that tickets will be given for free ice creams etc as there were many more served than numbers in attendance.	
15	REPORT FROM CLLR ANNETTE DUNNING (SCC) – report circulated to all.	
16	REPORT FROM CLLR PAUL ASHTON (ESC) – Apologies received from Cllr Ashton as he was already committed to other meetings – he will try to attend the June meeting.	
17	HIGHWAYS ISSUES	
17.1	UPDATES RE SID/VAS SIGNS/REPLACEMENT POLES SCC have confirmed the replacement poles have been ordered (Southwold Road, outside Wrentham House & A12 at southern entrance to village). These will take approx. 14 weeks from 25.04.23.	
17.2	Email from Beverley Heley re Crossways junction – covered during Open Forum.	
17.3	Cllr Forder spoke re Pedestrian Crossing on A12 – The Clerk has spoken to Dynniq (who maintain crossings for SCC) and they have said there is nothing more they can do to the light to make it less visible when exiting Southwold Road. This will be raised at the meeting with Cllr Dunning & Highways. Cllr Forder also believes it may help if the white lines are refreshed at the junction.	
18	PLANNING	
18.1	DC/23/1808/FUL – Construction of rear extension with pitched roof to existing side garage and loft conversion with pitched dormer to the front elevation – 11a Mill Lane - Plans were shared & discussed. Cllr Wren felt scaffolding could impinge on access lane to Bowls/Tennis Club. The Chairman	

	proposed there be no objections to this application, seconded by Cllr Buxton, All in favour. The Clerk will update ESC.	FB
18.2	Any further Planning Applications/Matters –	
18.2.1	DC/23/1809/FUL - Creation of pitched roof dormer to front elevation- Mill Cove, 15 Mill Lane - Plans were shared & discussed. The Chairman proposed there be no objections to this application, seconded by Cllr Buxton, All in favour. The Clerk will update ESC.	FB
19	FINANCE	
19.1	Balances at Bank – £60,255.49 Business Saver Account (WRAC) - £1.01 - Current Account - £25,679.63 - Business Saver Account (CIL) - £34,574.85 The Clerk confirmed SAGE balances with Bank Statements.	
19.2	Account received from Bus Shelter Cleaner - £55.00	
19.3	Clerk's salary & Expenses of £82.19 (SAGE & Mileage)	
19.4	Quarterly HMRC payment – Nil	
19.5	Receipts from Angela Day for plants for Jubilee Planters - £28.90	
19.6	Receipt from Chris Mead for CSW jackets - £33.60	
19.7	Receipt from Ian Watson – Timpsons – Plaque for Bench - £52.99	
19.8	Receipt from Ian Watson – Picture Frames (David Reeves) - £63.00	
19.9	Invoice from Randolph Hotel – Coronation Event - £500.42	
19.10	Invoice from Tania Boast – Coronation Event - £23.31	
19.11	Invoice from Lucinda Hutson – Coronation Event - £57.71	
19.12	Invoice from Wren Tree Surgery – VH Trees - £225.00	
19.13	Invoice from Glasdon – Bench (David Reeves) - £721.43	
19.14	Invoice from Boggis Electric – Defib testing - £69.60	
19.15	Any other accounts received – None.	
19.15.1	The Clerk advised that the following accounts had previously been approved and paid – Stephen Gilbert – Plumber – Allotments - water leak - £258.00 Communicorps – Freedom Scroll (David Reeves) - £108.66 Lamarti Ice Cream – Coronation Event - £1060.00	
	Above payments 19.2 to 19.14 were proposed by Cllr Buxton & seconded by Cllr Wren, All in favour (3 abstained due to declared interests). Online payments have been raised by The Clerk and will be approved by The Chairman/Vice Chairman.	
19.6	INTERNAL & EXTERNAL AUDIT	
	Papers for Internal Audit have been completed by Rosie Carter. The Clerk will complete External Audit papers and these will be considered at a meeting of the Finance Committee before being presented for approval/sign off at the June PC Meeting.	
20	CORRESPONDENCE	
20.1	Email from Cllr Wren re layby in High Street – parking restrictions – Cllr Wren had noticed there are parking restrictions on the layby where the Community 1 st Responder parks his van & asked if dispensation can be given for him to park there. The Clerk will make contact with Chris to see if he already has this.	FB
20.2	Any further correspondence –	
20.2.1	Email from Rosie Carter re Village Hall Main Hall Stage Trap Door – there is an access hatch to the under-stage storage, this is very heavy and somewhat dangerous. The storage area houses equipment for Wrentham Band & the Village Hall. Rosie has suggested that gas struts be installed to make lifting the door easier and also to prevent it from falling. PC are happy to support. Cllr Forder will look into cost of fitting gas struts. Cllr Perry will discuss with Dr Drane.	SF KP

20.2.2	Email from Dr Drane re Childrens Film Show – Nigel would like to hold a Children’s Film Show during half term and is seeking financial support from the PC – Cllr Hutson proposed a budget of £200 to cover the Licence and refreshments, seconded by Cllr Hanger, All in favour. The Clerk will update Dr Drane.	FB
20.2.3	Email re next Community Partnership Meeting for Carlton Colville & surrounding parishes – this will be held at Southwold Town Council Offices on 7 th June 2023 at 6pm. If anyone is able to attend please let The Clerk know.	All
20.2.4	Email from Mr Michael Charles re bench at corner of Green Lane, Covehithe – this bench is in very poor condition – Mr Charles is happy to undertake repairs – Cllr Hutson will try and establish who owns the bench.	LH
20.2.5	The Chairman was contacted by a resident who is concerned re the overgrown hedge at Clyffton House – this was trimmed earlier in the year – The Chairman will review in the Autumn.	
21	ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA	
21.1	Cllr Hanger spoke re footpath from Wrentham to the Five Bells PH – this is very narrow due to an overgrown hedge. Cllr Hanger will advise The Clerk of the address concerned so a letter can be sent.	LHa
21.2	Cllr Fletcher spoke re the Village Pound – he is happy to creosote the gate & will liaise with David Reeves to get the key.	
21.3	Cllr Fletcher advised that a very mature tree at his home sadly has a fungal disease and will need to be heavily pollarded.	
21.4	Cllr Wren spoke re grass at Dyer Terrace & High Street not being cut – The Clerk advised, according to the Grass Cutting Schedule this was due to be done w/c 8 th May 2023.	
21.5	Cllr Wren spoke re land at the junction of Locks Lane & A12 – there is a fallen fence – Cllr Hutson will ask this is given attention.	LH
22	DATE OF NEXT MEETING - Monday 19th June 2023 – 7:30pm – Preceded by a Finance Committee Meeting at 6:30pm	

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