

## WRENTHAM PARISH COUNCIL

**Minutes of the Meeting of Wrentham Parish Council  
held at The Village Hall on Monday 17<sup>th</sup> April 2023 at 7:30pm**

**Present:** **The Chairman** – Cllr Ian Watson  
**Councillors** – Cllr Mark Buxton, Cllr Simon Forder, Cllr Lucinda Hutson, Cllr Keith Perry, Cllr David Reeves, Cllr Paul Wren  
**The Clerk** – Mrs Frances Bullard  
**Suffolk County Council** – Not present  
**East Suffolk Council** – Not present  
**Members of Public** – None present.

		<b>ACTION</b>
<b>1</b>	<b>OPEN FORUM</b>	
	There was no open forum as no members of public were in attendance.	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Cllr David Fletcher, Cllr Trevor Oram, Cllr Roger Middleditch, Cllr Lindsay Hanger, Cllr Sue Child & Cllr Alison Evans.	
<b>3</b>	<b>PECUNIARY AND OTHER INTERESTS</b>	
	All as Sole Trustee of Village Hall – The Chairman spoke re the Village Hall Trustees – with Cllr Reeves standing down there will need to be a new person appointed as Lead to complete the annual return for the Charity Commission. The Clerk will add to the May Agenda. Cllr Hutson – Item 10.6 Cllr Wren – Item 9.3	<b>FB</b>
<b>4</b>	<b>MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th MARCH 2023</b>	
	The minutes of the Parish Council Meeting held on 13 <sup>th</sup> March 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.	
<b>5</b>	<b>MATTERS ARISING</b>	
<b>5.1</b>	<b>26 High Street</b> – Good to see work appears to be progressing, scaffolding has been removed & the façade has been painted.	
<b>5.2</b>	<b>Maintenance Work at Wrentham Old Cemetery</b> - Cllr Brooks has not received a response to his email re the pathway & fallen gravestones etc. It is likely this work will not progress until after July when ESC take on the maintenance contract from Norse. The most important thing is for the PC to obtain a copy of the Service Level Agreement so they can decide if further work needs to be funded – The Clerk will ask Cllr Brooks for a copy of this.	<b>FB</b>
<b>5.3</b>	<b>Dyer Terrace Footpath Repair</b> - repair of the path has been completed & the grass edges have been infilled. To be removed from Agenda.	<b>FB</b>
<b>5.4</b>	<b>Any other Matters Arising –</b>	
<b>5.4.1</b>	Cllr Forder spoke re dead tree branches that are overhanging onto the Bus Shelter in the High St. The Chairman will try to establish ownership of the property & The Clerk will then send a letter giving them a deadline to remove the branches, if no action is taken the PC will arrange for the work to be carried out.	<b>IW</b>
<b>5.4.2</b>	Cllr Wren advised that ESC have cleared the leaves from around the blocked drain at the junction of Locks Lane & the A12 but Highways have	<b>FB</b>

5.4.3	not cleared the drain itself. The Clerk will chase this. Cllr Perry spoke re potholes on the A12 – one outside Benacre Hall and another opposite Wood Lane. The Clerk will plot these on the Highways Map.	FB
5.4.4	The Clerk reported the issue of the traffic lights in the centre of the village being misread by drivers exiting Southwold Road to Dynniq (the company SCC use to manage any traffic light issues) who advised they would make a visit to site and try to remedy the issue. The Clerk will chase this – Cllr Forder is happy for his contact details to be given if they wish for him to attend.	FB
5.4.5	Rough Sleeping at St Nicholas Church – following this being raised last month The Clerk made contact with ESC who advise they have a Community Intervention Team who need to be made aware of all incidents of rough sleeping or homelessness so that the appropriate support can be given and referrals made. They do not support local initiatives with blankets etc as this can prevent people getting the help they need. They further advised Bridge view in Commercial Road, Lowestoft is open Mon-Fri 10-3pm & anyone who is in need will be able to get food, housing advice etc. All incidents, whether at The Church or elsewhere, should be reported to ESC by calling 0333 016 2000 or emailing <a href="mailto:dutytorefer@eastssuffolk.gov">dutytorefer@eastssuffolk.gov</a>	
5.4.6	The Clerk confirmed the electrical safety testing of the defibrillator will take place on 18 <sup>th</sup> April 2023.	
6	<b>Report from Cllr Annette Dunning (SCC)</b> – written report submitted for Annual Parish Meeting.	
7	<b>Report from Cllr Norman Brooks (ESC)</b> – written report submitted for Annual Parish Meeting.	
8	<b>HIGHWAYS ISSUES</b>	
8.1	<b>UPDATES RE SID/VAS SIGNS/REPLACEMENT POLES</b>	
8.1.1	We have the new VAS. The Clerk has ordered the replacement poles (Southwold Road, outside Wrentham House & A12 at southern entrance to village). These will take approx. 14 weeks.	
8.1.2	Safety Camera Van – The Clerk made enquiries as to whether visits are still being made to Wrentham & was advised regular visits are ongoing.	
9	<b>PLANNING</b>	
9.1	<b>DC/23/1169/LBC – Retention of bathroom – Moat Farm, West End –</b> This application has been withdrawn – however it was noted that there were no objections from Councillors.	
9.2	<b>DC/23/0728/LBC &amp; DC/23/0727/FUL – Small scale rear extension to an existing, modern, non-listed extension requiring disability access and heat-loss improvements – Wren House, 1 High Street –</b> plans were shared & discussed. The Chairman proposed a response of no objections & that Councillors were happy it was in the hands of the Conservation Officer, seconded by Cllr Hutson, All in favour. The Clerk will update ESC Planning.	FB
9.3	<b>DC/23/1267/FUL - Single storey front and rear extensions including internal remodelling – 60 Southwold Road –</b> plans were shared and discussed. Cllr Perry proposed a response of no objections, seconded by Cllr Forder, All in favour (Cllr Wren abstained). The Clerk will update ESC Planning.	FB
9.4	<b>Any further Planning Applications/Matters –</b> None	

<b>10</b>	<b>FINANCE</b>	
<b>10.1</b>	Balances at Bank – £53,554.28 Business Saver Account (WRAC) - £1.01 - Current Account - £18,978.42 - Business Saver Account (CIL) - £34,574.85 The Clerk confirmed SAGE balances with Bank Statements.	
<b>10.2</b>	Account received from Bus Shelter Cleaner - £55.00	
<b>10.3</b>	Clerk's salary & Expenses of £41.69 (SAGE & Mileage)	
<b>10.4</b>	Quarterly HMRC payment – Nil	
<b>10.5</b>	Invoice from SALC for annual membership - £404.45	
<b>10.6</b>	Any other accounts received –	
<b>10.6.1</b>	Invoice from SLCC for membership - £112.00	
<b>10.6.2</b>	Invoice from Cllr Hutson for Coronation Event supplies - £135.59	
	Above payments 10.2 to 10.6.2 were proposed by The Chairman & seconded by Cllr Forder, All in favour (The Vice Chairman abstained due to a declared interest). Online payments have been raised by The Clerk and will be approved by The Chairman/Vice Chairman.  Councillors resolved to hold a confidential discussion in relation to payment of an invoice for works carried out earlier today to remedy a water leak at the Allotments. Councillors resolved to approve payment of the invoice should it be received before the next meeting – further details of this will be included in the minutes of the next PC Meeting.	
<b>10.7</b>	<b>INTERNAL &amp; EXTERNAL AUDIT</b>	
	Papers are with Rosie Carter to conduct the Internal Audit – this, along with the External Audit will be considered at a meeting of the Finance Committee before being presented for approval at the June PC Meeting.	
<b>10.8</b>	<b>TO SET A DATE FOR A FINANCE COMMITTEE MEETING</b>	
	It was agreed to hold a Finance Committee Meeting ahead of the PC Meeting on Monday 19 <sup>th</sup> June 2023.	
<b>11</b>	<b>ELECTIONS – 4<sup>th</sup> MAY 2023</b>	
	The Clerk confirmed, as previously advised, there will be an Uncontested Election in Wrentham as there were 11 candidates for 13 seats. The vacant seats will be filled by co-option in due course.  District Elections will take place on 4 <sup>th</sup> May 2023.  Election Notices are displayed on the PC Noticeboard and website.	
<b>12</b>	<b>CORRESPONDENCE</b>	
<b>12.1</b>	Email from Cllr Hutson re Coronation Event – Cllr Hutson advised 235 tickets have now been allocated – some have been held for The Band, Dance Group & Martial Arts display. Plans are well in hand. There will be free BBQ & ice creams – a cash only bar will be run by The Horse & Groom PH. Bunting will be put up on 29 <sup>th</sup> April – all assistance welcome.	
<b>12.2</b>	<b>Email from Cllr Dunning re 'skirting' along A12 footpath</b> – The Clerk will confirm this does still need doing on the left hand side as you head South. Clyffton House have now cut their hedge back from the footpath – there is still one section on the righthand side of the gate which will be cut by Benacre Co.	<b>FB</b>
<b>12.3</b>	<b>Any further correspondence –</b>	
<b>12.3.1</b>	The Clerk advised she received a letter from Kristine Brown who, along with her late Husband, visited Wrentham from Wrentham Massachusetts many years ago. She had fond memories of their visit and now that Wrentham Massachusetts have produced T-Shirts as part of their 350	

	years celebrations she wanted to share one with us. The Clerk will thank Mrs Brown for this kind gesture. Cllr Reeves will also make contact.	<b>FB</b>
<b>12.3.2</b>	Email from Cllr Fletcher – he has several box files that are going spare – if anyone would like these please get in touch.	
<b>12.3.3</b>	Email from Dr Nigel Drane re tree work at Village Hall – Dr Drane advised that the Tree Surgeon had not yet been able to undertake the work and asked that the PC take this job back on as he is very busy with Village Hall etc. The Chairman will progress this with Dr Drane.	<b>IW</b>
<b>13</b>	<b>ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA</b>	
<b>13.1</b>	Cllr Wren advised the grass verge where the PC Noticeboard stands has not been cut for some time. The Clerk will ask for this to be addressed.	<b>FB</b>
<b>13.2</b>	It was noted that this will be Cllr Reeves last meeting after over 39 years' service on the Parish Council including 21 years as Chairman. All present expressed thanks to Cllr Reeves for his service and devotion to Wrentham where he has lived and worked all his life – his knowledge will be greatly missed.	
<b>14</b>	<b>DATE OF NEXT MEETING – Annual Meeting of the Parish Council - Monday 22<sup>nd</sup> May 2023 – 7:30pm</b>	

There being no further business the meeting closed at 8:55pm