

## WRENTHAM PARISH COUNCIL

### Minutes of the Meeting of Wrentham Parish Council held at The Village Hall on Monday 19<sup>th</sup> June 2023 at 7:30pm

**Present:** **The Chairman** – Cllr Ian Watson  
**Councillors** – Cllr Mark Buxton, Cllr Alison Evans, Cllr Simon Forder, Cllr Lucinda Hutson, Cllr Roger Middleditch, Cllr Keith Perry, Cllr Paul Wren  
**The Clerk** – Mrs Frances Bullard  
**Suffolk County Council** – Not present  
**East Suffolk Council** – Cllr Paul Ashton  
**Members of Public** – One present.

		<b>ACTION</b>
<b>1</b>	<b>OPEN FORUM</b>	
	The Chairman welcomed all and invited Mr David Hooper to speak – Mr Hooper would like to see additional trees planted in the Oak Hill Close area – The Chairman said the PC would be supportive, however residents would need to be consulted and as the PC do not own the land it would be subject to agreement from ESC. Cllr Ashton said he would be happy to take any proposals to ESC. Mr Hooper will provide more detail of his proposals with The Clerk.	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Cllr Sue Child, Cllr David Fletcher, Cllr Lindsay Hanger.	
<b>3</b>	<b>PECUNIARY AND OTHER INTERESTS</b>	
	All as Sole Trustee of Village Hall Cllr Forder – item 10.5	
<b>4</b>	<b>TO APPROVE THE MINUTES OF THE ANNUAL PC MEETING HELD ON MONDAY 22<sup>nd</sup> MAY 2023.</b>	
	The minutes of the Parish Council Annual Meeting held on 22 <sup>nd</sup> May 2023, having previously been circulated, were proposed as a true record by Cllr Forder & seconded by Cllr Perry - All in favour – The Chairman signed a copy.	
<b>5</b>	<b>MATTERS ARISING</b>	
<b>5.1</b>	<b>26 High Street</b> – No further updates – The Clerk will contact Cllr Dunning to see if revised costings have been received for work on the footpath area.	<b>FB</b>
<b>5.2</b>	<b>Maintenance Work at Wrentham Old Cemetery</b> – Cllr Ashton has visited the Cemetery – the former gravel path is very overgrown and needs mowing/re-laying. He advised that ESC take over all works previously undertaken by Norse from 1 <sup>st</sup> July 2023 and the Cemetery is on the list of works. The Chairman thanked Cllr Ashton for his support in this.	
<b>5.3</b>	<b>Fitting of gas struts to the trapdoor on the Village Hall Stage</b> – Cllr Forder has this in hand and has ordered parts – he will forward receipts to The Clerk.	<b>SF</b>
<b>5.4</b>	<b>CIL Monies – Review of Suggestions</b> – Consultation with residents has been ongoing for one year – <ul style="list-style-type: none"> <li>• VAS – these have been purchased and upgraded poles are on order.</li> <li>• Bus Pull-In on Chapel Road – The PC have requested that Cllr Dunning facilitate a meeting with SCC Highways to see if this is possible.</li> <li>• Play Area – The Clerk will contact ESC for an update.</li> <li>• Oakhill Close – marked parking bays – Cllr Ashton agreed to explore this.</li> <li>• Improved Evening Transport links – Cllr Ashton agreed to raise this with the relevant department.</li> </ul>	<b>FB</b>

	<ul style="list-style-type: none"> <li>Village Sign – this was discussed some years ago but put on hold due to costs. Now we have CIL monies we will add it to the list.</li> <li>Flagpole at Village Hall – to consider relocation.</li> </ul>	
<b>5.5</b>	<b>Any other Matters Arising –</b>	
<b>5.5.1</b>	Cllr Evans signed her Declaration of Acceptance of Office and this was countersigned by The Clerk.	
<b>5.5.2</b>	Crashmap – a site which was highlighted by a member of public last month appears to take its data from the Dept of Transport.	
<b>5.5.3</b>	Overgrown footpath on approach to Five Bells PH – The Chairman & Cllr Hutson will review this on their walk around the village on 27 <sup>th</sup> June 2023.	<b>IW/LH</b>
<b>6</b>	<b>REPORT FROM CLLR ANNETTE DUNNING (SCC) –</b> no report received.	
<b>7</b>	<b>REPORT FROM CLLR PAUL ASHTON (ESC) –</b> <ul style="list-style-type: none"> <li>Following the Elections ESC is made up of Green/Liberal Democrat &amp; 1 Independent – they are seeking to form a coalition &amp; there is a genuine desire to involve all parties. A new Chief Executive, Chris Bally, has been appointed &amp; he has a new Senior Management Team.</li> <li>Cllr Ashton is Cabinet Member for IT, Customer Service (inc complaints), Assets, Data Protection, Freedom of Information &amp; will sit on the Northern Planning Committee – he clarified that he can have conversations with PCs re planning matters but will not express bias.</li> <li>Cllr Ashton will be seeking views on Community Partnerships &amp; Neighbourhood Plans at a later date.</li> <li>Work on Gull Wing Bridge in Lowestoft is on target.</li> </ul>	
<b>8</b>	<b>HIGHWAYS ISSUES</b>	
<b>8.1</b>	<b>UPDATES RE SID/VAS SIGNS/REPLACEMENT POLES</b> SCC have confirmed the replacement poles were ordered on 25.04.23. (Southwold Road, outside Wrentham House & A12 at southern entrance to village). These will take approx. 14 weeks.	
<b>8.2</b>	<b>CROSSWAYS JUNCTION UPDATE –</b> There was another collision there this week and the damaged car remains in the Village Hall car park. The PC await a response from Cllr Dunning re a meeting with Highways where all options can be explored.	
<b>9</b>	<b>PLANNING</b>	
<b>9.1</b>	<b>DC/23/1754/LBC &amp; DC/23/1921/FUL – 5 High Street –</b> Plans were shared and discussed. The Chairman proposed the approval of this application be recommended, seconded by Cllr Perry, All in favour. The Clerk will update ESC.	<b>FB</b>
<b>9.2</b>	<b>Any further Planning Applications/Matters –</b>	
<b>9.2.1</b>	<b>DC/23/2320/FUL – 1 Eagle Court -</b> Plans were shared & discussed. Cllr Perry proposed the approval of this application be recommended, seconded by Cllr Forder, All in favour. The Clerk will update ESC.	<b>FB</b>
<b>9.2.2</b>	The Clerk advised that ESC are holding a Planning Forum on Friday 7 <sup>th</sup> July, 9:30am at High Lodge, Darsham – if anyone wishes to attend please let The Clerk know.	<b>All</b>
<b>10</b>	<b>FINANCE</b>	
<b>10.1</b>	Balances at Bank – £57,997.59 Business Saver Account (WRAC) - £1.01 - Current Account - £23,421.73 - 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 £41.70 (SAGE & Mileage)	
<b>10.4</b>	Quarterly HMRC payment – £71.60	
<b>10.5</b>	Invoice from Simon Forder for Village Hall Grass Cutting - £140	
<b>10.6</b>	Annual Donation to Wrentham Village Hall - £4,300.00	

<b>10.7</b>	Invoice from Filmbank Media for Children's Film Show - £164.40	
<b>10.8</b>	Invoices from Dr Nigel Drane for Childrens Film Show – flyers & refreshments - £29.09	
<b>10.9</b>	Any other accounts received – None.	
	Above payments 10.2 to 10.8 were proposed by The Chairman & seconded by Cllr Evans, All in favour (1 abstained due to declared interest). Online payments have been raised by The Clerk and will be approved by The Chairman/Vice Chairman.	<b>IW/LH</b>
<b>10.10</b>	<b>UPDATE FROM FINANCE COMMITTEE MEETING HELD AT 6:30pm 19.06.2023</b>	
	The Chairman advised the Finance Committee had met and reviewed the Budget Sheet in full – exceptional items were - purchase of VAS – CIL funding of drain work at Village Hall & the receipt of CIL Monies in connection with the Chapel Road development.  The Clerk confirmed arrangements are in place for all documents required under the Transparency Code to be published on the PC Website by 30.06.2023.	
<b>10.11</b>	<b>INTERNAL &amp; EXTERNAL AUDIT</b>	
<b>10.11.1</b>	<b>Internal Auditors Report</b> – The Clerk confirmed that the internal audit had been conducted by Mrs Rosie Carter – no issues were raised. Thanks were expressed to Rosie for conducting the audit in such an efficient manner.	
<b>10.11.2</b>	<b>Adoption of Annual Accounts</b> - A copy of the Draft accounts has previously been circulated to all – Cllr Hutson proposed they be adopted, seconded by Cllr Perry, All in favour – these were signed by The Chairman & The Clerk/RFO.	
<b>10.11.3</b>	<b>AGAR Section 1 – Annual Governance Statement</b> – 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 & Councillors were in agreement with responses. Acceptance was proposed by The Chairman, seconded by Cllr Hutson, All in favour - The form was signed by The Chairman & The Clerk/RFO – The Clerk will submit to External Auditors.	<b>FB</b>
<b>10.11.4</b>	<b>AGAR Section 2 – Accounting Statements</b> – The Clerk has prepared this form – The Chairman confirmed figures are in line with the end of year accounts – acceptance proposed by The Chairman, seconded by Cllr Hutson, all in favour - The form was signed by The Chairman - The Clerk will submit to External Auditors.	<b>FB</b>
<b>11</b>	<b>CORRESPONDENCE</b>	
<b>11.1</b>	<b>Any further correspondence</b> – The Clerk has received an email from ESC to chase the Election Expenses Form for Cllrs Middleditch & Child – these have now been submitted.	
<b>12</b>	<b>ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA</b>	
<b>12.1</b>	Cllr Wren spoke re the dog waste bin at the entrance to Footpath No 7 along Southwold Road – the grass is very overgrown. The Clerk will flag on Highways Map and recirculate the link to all so they can report such matters direct to SCC.	<b>FB</b>
<b>12.2</b>	Cllr Forder spoke re the hedge at Clyffton House – this is still very overgrown and obstructing the footpath. The Chairman said nothing further can be done until September due to the possibility of there being nesting birds.	
<b>12.3</b>	Cllr Forder spoke re HGVs using The Larches to access 26 High Street to deliver materials – Cllr Evans said the fence panel & gates have been completely removed to provide this access. Cllr Ashton will review the original planning permission to see what access was agreed.	

12.4	Cllr Forder spoke re damaged posts/railings around the Crossways car park – The Clerk will report these to ESC.	FB
12.5	The Clerk reminded all that they can email her during the month, or report issues direct to ESC/SCC themselves, rather than waiting until the next PC Meeting. The Clerk will ensure there are links on the PC Website to report issues.	FB
13	<b>DATE OF NEXT MEETING - Monday 17<sup>th</sup> July 2023 – 7:30pm</b>	

There being no further business the meeting closed at 9:15pm

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