


# WRENTHAM PARISH COUNCIL

## Minutes of the Meeting of Wrentham Parish Council held at The Village Hall on Monday 17<sup>th</sup> July 2023 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  
**The Clerk** – Mrs Frances Bullard (via Teams)  
**Suffolk County Council** – Cllr Annette Dunning  
**East Suffolk Council** – Cllr Paul Ashton  
**Members of Public** – Four present.

		<b>ACTION</b>
<b>1</b>	<b>OPEN FORUM</b>	
	<p>The Chairman welcomed all and invited members of public to speak.</p> <p>Ann Clifford spoke regarding youngsters riding electric scooters in the Larches, she is concerned that they are endangering themselves and residents with mobility issues – The Clerk advised issues can be reported to Police via 101 or their online reporting tool – the link to this is on the PC Website.</p> <p>Ann Clifford spoke re the ongoing issue of vehicles using The Larches to access 26 High Street – she has spoken to the site manager who raised this with the owner, he advised the fence/gate will be replaced next week.</p> <p>Jackie from Black Dog Deli thanked all for their support since the shop opened. They are getting lots of customers from out of the area and would like to put signs up, as you enter the village, directing people where to park – the VHMC have agreed that the front section of the Village Hall Car park can be used by visitors. Jackie will be linking with Planning to ensure the signs are compliant.</p> <p>Chris Levett spoke re his planning application to change the door &amp; windows at 11a High Street. The existing wooden door/windows are rotten and he will be replacing with grey UPVC. The windows will be sash windows rather than the existing Georgian style. The Chairman suggested Chris try to obtain a picture of the house prior to the installation of the existing windows to show the new style is in keeping.</p> <p>Neil Foskett spoke re his planning application for change of use of the cart lodge at The Old Guildhall – the upstairs will become an Air BnB run by his wife – there will be no external changes – the income from this will support the upkeep of The Old Guildhall. The Chairman said he notes the Conservation Officer has responded online and raised some questions – Neil said the cart lodge is very secluded with no near neighbours, there is plenty of parking and the space will only be suitable for letting to a maximum of two people with no children or dogs allowed, the change of use is due to his wife no longer needing a home office.</p>	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	
	No Apologies were received.	
<b>3</b>	<b>PECUNIARY AND OTHER INTERESTS</b>	
	<p>All as Sole Trustee of Village Hall</p> <p>Cllr Forder – item 5.2</p> <p>Cllr Hutson – item 9.1 as owner of neighbouring property.</p>	

4	<b>TO APPROVE THE MINUTES OF THE PC MEETING HELD ON MONDAY 19<sup>th</sup> JUNE 2023.</b>	
	The minutes of the Parish Council Meeting held on the 19 <sup>th</sup> June 2023, having previously been circulated, were proposed as a true record by Cllr Hutson & seconded by Cllr Buxton - All in favour – The Chairman will sign a copy.	<b>IW</b>
5	<b>MATTERS ARISING</b>	
5.1	<b>26 High Street</b> – Cllr Dunning advised the work will be done on the original costings – she will send a copy to The Clerk & Chairman. She expects the work to begin shortly. Cllr Dunning asked Cllr Ashton if he was aware of the request for ESC to collect waste bins from Palmers Lane properties from a bin store rather than roadside – this is due to the access issues for the bin lorry – Cllr Ashton will look into this. The Chairman spoke re the use of the emergency access in The Larches – this has been going on for some time – he understands the gate/fence should be reinstated next week and asked that residents keep The Clerk updated.	
5.2	<b>Fitting of gas struts to the trapdoor on the Village Hall Stage</b> – Cllr Forder has this in hand and should be completed in the next two weeks – he will forward receipts to The Clerk.	<b>SF</b>
5.3	Covered during open forum & under 5.1	
5.4	<b>Report from Asset Register Review</b> – The Chairman & Cllr Hutson walked around the village and reviewed all assets – the Asset Register, which has been updated to reflect their findings, was shared with all -	
5.4.1	<b>Dog Waste Bin at entrance to Bonsey Gardens</b> – it was agreed this is not needed as there is already a waste bin in place.	
5.4.2	<b>New Bin in layby as you enter village from the South</b> – it was felt that a bin should be installed in the layby between Guildhall Lane & Pyes Hall Farm as a lot of litter seems to accumulate there.	
5.4.3	<b>Repainting of bench on A12 near Priory Road</b> – Cllr Forder will undertake repainting of the bench & submit an invoice to The Clerk.	<b>SF</b>
5.4.4	<b>Replacement of bench at Wrentham Cemetery</b> – the existing bench at the Old Cemetery is in very poor condition & needs replacing.	
5.4.5	<b>Flower bed outside Chinese Takeaway</b> – Cllr Forder & Trevor Oram will cut this back & submit an invoice to The Clerk.	<b>SF</b>
	<b>Other issues raised –</b>	
	<ul style="list-style-type: none"> <li>The Asset Register lists a grit bin at the junction of Oakhill Close &amp; Chapel Road – this is not there. The Clerk advised that Cllr Tony Goldson agreed to fund a bin for this location – she will make enquiries as to whether this was ever done.</li> </ul>	<b>FB</b>
	<ul style="list-style-type: none"> <li>The Grit bin at Bonsey Gardens junction with Chapel Road was dirty &amp; The Chairman has now cleaned this.</li> </ul>	
	<ul style="list-style-type: none"> <li>The litter bin at the Crossways bus shelter is often overflowing, possibly due to takeaway containers – The Clerk will ask if this can be replaced with a bigger bin.</li> </ul>	<b>FB</b>
	<ul style="list-style-type: none"> <li>Cllr Forder advised the bench in the new Cemetery is also in poor condition – this would be the responsibility of ESC but it is unlikely they would replace this.</li> </ul>	
	<ul style="list-style-type: none"> <li>It was noted that three allotment plots were in a poor state &amp; very overgrown – The Clerk has written to the allotment holders asking that they give attention to their plots as per the terms of their licence. Cllr Forder has been asked by an allotment holder if bees can be kept on the allotments – he will direct the allotment holder to The Clerk to discuss.</li> </ul>	
	<p><i>Meeting suspended to allow member of public to speak.</i></p> <p>Neil Foskett advised the retaining wall at the side of the Chinese Takeaway is in</p>	

<p>5.4.6 5.4.7</p> <p>5.5</p>	<p>very poor condition and looks like it may fall onto the footpath – Cllr Forder said it appears to be being damaged by roots from an Ash tree. The Chairman will obtain pictures of the issue. <i>Meeting reconvened.</i></p> <p><b>Overgrown footpath at end of Bonsey Gardens –</b> The Clerk has reported this.</p> <p><b>Damaged posts &amp; rails at Crossways Car Park –</b> The Clerk has reported this to ESC.</p> <p>Cllr Hutson proposed spending a maximum of £1500 to purchase two benches (Old &amp; New Cemetery). She further proposed spending a maximum of £1000 on two new waste bins (Crossways bus shelter &amp; A12 layby) subject to ESC agreement, The Chairman seconded this, All in favour. The Clerk will progress.</p> <p><b>Any other Matters Arising –</b> The Clerk has spoken to ESC re improvements to the play area at Bonsey Gardens – she was advised this is being discussed at Cabinet in July. The Chairman spoke re high hedges around the play area – there seem to be two hedges with a large gap between them that could attract unwanted behaviour. The Clerk will speak to ESC for an update and to see if one of the hedges could be reduced/removed.</p>	<p>IW</p> <p>FB</p> <p>FB</p>
<p>6</p>	<p><b>REPORT FROM CLLR ANNETTE DUNNING (SCC) –</b> written report shared –</p> <div style="text-align: center;">  <p>Cllr Dunning -Parish Report Wren</p> </div> <p>copy herewith</p> <p>Cllr Dunning stressed the importance of not disposing of batteries in waste bins – especially Lithium batteries from disposable vapes etc - there has been another fire at a Suffolk recycling centre - All batteries should be disposed of either at recycling centres or in collection points at most large stores where they are sold.</p> <p>There was a discussion re the PC’s request for Cllr Dunning to facilitate a meeting with Highways. Cllr Dunning is not in favour of this as she feels all matters have already been discussed and addressed.</p> <p>The request for a bus pull in in Chapel Road was raised – Cllr Dunning said as far as she was aware this is not able to be progressed. The Chairman explained that he had met with a Highways Engineer who had agreed to revisit this matter if it was again logged on the Highways Map, this was done but nothing has happened since.</p> <p>Cllr Hutson spoke re concerns following accidents at Crossways junction – Cllr Dunning said nothing has changed since her previous meeting with Highways – there is no budget for any works at this junction. The Clerk asked if the reason is purely financial or are there also legalities re what can be done on the A12. The Chairman said we need to get to the point where we have conclusive reasons as to why work to reduce the amount of accidents cannot be considered, whether that reason be financial or legalities. Cllr Dunning said statistics and infrastructure do not support any alterations to the junction. Cllr Dunning urged that all accidents be reported to Police/SCC.</p> <p>Cllr Wren spoke re the culvert bridge on Chapel Road being damaged by HGVs using Chapel Road. The PC raised concern re HGVs using Chapel Road during the SCC Lorry Route Review but no action was taken. Cllr Dunning asked that photos of damage be submitted – The Chairman will obtain these. Cllr Buxton said that Sat Navs direct HGVs to use Chapel Road as it is a B road whereas Guildhall Lane is a C road, however Guildhall Lane is far more suitable for HGVs to exit onto the A12 than Chapel Road. Cllr Dunning agreed to look into this.</p>	<p>IW</p>

	Cllr Wren asked what time the Safety Camera Team start work as there are particular problems with speeding early in the morning on Southwold Road. The Clerk said previously we had been able to make local police aware and they would change shifts to visit early in the morning.	
7	<p><b>REPORT FROM CLLR PAUL ASHTON (ESC)</b> – Cllr Ashton advised -</p> <p>Grants of up to £2000 are available to support the set up of School Uniform Banks – closing date is 28<sup>th</sup> July 2023. Cllr Child suggested this is best located within schools, many of whom already have schemes in place.</p> <p>ESC Letting Services are looking to work with private landlords on a subsidised rent scheme – landlords are being sought at present.</p> <p>Cemetery maintenance – pictures of the issues at Wrentham Cemetery have been passed on and it is hoped work will be done soon.</p> <p>Work is ongoing re additional tree planting at Oakhill Close – The Chairman &amp; Cllr Hutson looked at the area during their Asset review and any additional planting would need to bear in mind the proximity to gardens.</p> <p>Cllr Forder asked if there was any update re Planning enforcement at Marsh Farm – The Chairman gave an overview the previous issues for the benefit of Cllr Ashton – The Clerk will seek an update.</p>	FB
8	<b>HIGHWAYS ISSUES</b>	
8.1	<p><b>UPDATES RE SID/VAS SIGNS/REPLACEMENT POLES</b></p> <p>Cllr Hutson will ask that attention be given to trees near Locks Lane that are overhanging the VAS.</p>	
8.2	<p><b>CROSSWAYS JUNCTION UPDATE –</b></p> <p>Covered under item 6.</p>	
9	<b>PLANNING</b>	
9.1	<p><b>DC/23/2315/FUL – The Old Guildhall – Change of use of cart lodge first floor home office/amenity space to be used as holiday accomodation</b> – Plans were shared and discussed. The Chairman proposed the approval of this application be recommended, seconded by Cllr Buxton, All in favour. The Clerk will update ESC.</p>	FB
9.2	<b>Any further Planning Applications/Matters –</b>	
9.2.1	<p><b>DC/23/2669/FUL – 11a High Street -</b> - Plans were shared &amp; discussed. The Chairman proposed that the PC ask the Conservation Officer to review the materials being used to ensure they are in keeping – there was no seconder. Cllr Fletcher proposed the approval of this application be recommended with no objections, seconded by Cllr Hutson, All in favour. The Clerk will update ESC.</p>	FB
10	<b>FINANCE</b>	
10.1	<p>Balances at Bank – £59,021.50 - Business Saver Account (WRAC) - £1.01 - Current Account - £24,373.55 - Business Saver Account (CIL) - £34,646.94</p> <p>The Clerk confirmed SAGE balances with Bank Statements.</p> <p>The Clerk advised that she has completed the annual CIL report – she will query whether interest received from CIL monies is also ringfenced.</p>	FB
10.2	Account received from Bus Shelter Cleaner - £55.00	
10.3	Clerk's salary (Expenses will be claimed in Sept)	
10.4	Quarterly HMRC payment – Nil	
10.5	Invoice from Mrs Wynn for planters - £61.77	
10.6	Any other accounts received –	
10.6.1	The Clerk advised the VAT Refund has now been received – the portion to pass onto the Village Hall is £4239.63.	
10.6.2	As there is no meeting in August The Clerk has raised payments for Clerk's Salary & the Bus Shelter Cleaner payment to take place on 21 <sup>st</sup> August 2023.	

	Above payments 10.2 to 10.6.2 were proposed by The Chairman & seconded by Cllr Hanger, All in favour. Online payments have been raised by The Clerk and will be approved by The Chairman/Vice Chairman.	IW/LH
<b>10.7</b>	<b>TO APPROVE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19<sup>TH</sup> JULY 2023</b>	
	The minutes of the Parish Council Finance Committee Meeting held on the 19 <sup>th</sup> June 2023, having previously been circulated, were proposed as a true record by The Chairman & seconded by Cllr Hutson - All present in favour – The Chairman will sign a copy.	IW
<b>10.8</b>	<b>PARISH COUNCIL INSURANCE – RENEWAL DUE 1.10.2023</b>	
	The Clerk will obtain 3 quotations and ask re long term deals. These quotes, along with the renewal will then be considered at the September meeting.	FB
<b>11</b>	<b>CORRESPONDENCE</b>	
<b>11.1</b>	<b>Community Partnership Meeting – 19<sup>th</sup> July 2023 – Southwold Town Council Office</b> – The Clerk has asked if this meeting can be joined remotely but unfortunately it cannot. If anyone wishes to attend please let The Clerk know.	All
<b>11.2</b> <b>11.2.1</b>	<b>Any further correspondence –</b> The Chairman has received an email from Cripps Developers to advise they are working with ESC to promote affordable housing – anyone interested is urged to contact the Housing Team at ESC. They are also providing opportunities for first time buyers under the Government’s First Homes Initiative – applicants should contact Cripps Developments’ Sales Advisor. The Clerk will ask if there is a poster that can be shared on the website/noticeboard, if this is forthcoming then Cllr Hanger or Cllr Child will also share on the Next Door app to reach as a wide an audience as possible.	FB SC/LHa
<b>11.2.2</b>	The Clerk received a letter from Mrs Wynn expressing concern re the play area, Chapel Road development & the budget for planters. She also thanked the PC for their support with the purchase of cases for the craft group’s wall hangings. The Clerk will respond advising Mrs Wynn that all matters have previously been discussed by the PC and the outcome of these discussions is recorded in the Minutes which are published on the PC website.	FB
<b>11.2.3</b>	The Clerk has received an email from ESC advising that an invoice will shortly be issued for the Uncontested Election – she anticipates this will be £123.42 & will bring to the September Meeting.	FB
<b>12</b>	<b>ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA</b>	
<b>12.1</b>	Cllr Fletcher advised he had to break the lock on the Village Pound in order to gain access to undertake maintenance. Thanks expressed to Cllr Fletcher for undertaking this task.	
<b>13</b>	<b>DATE OF NEXT MEETING - Monday 11<sup>th</sup> September 2023 – 7:30pm</b>	

There being no further business the meeting closed at 9:50pm