

WRENTHAM PARISH COUNCIL

Minutes of the Annual Meeting of Wrentham Parish Council held at The Village Hall on Monday 18th May 2026 at 7:30pm

Present: **The Vice Chairperson** – Cllr Lucinda Hutson
 Councillors – Cllr Steve Billington, Cllr Mark Buxton, Cllr Alison Evans, Cllr David Fletcher,
 Cllr Simon Forder, Cllr Gerda Gibbs, Cllr Sarah Hancock, Cllr Paul Wren.
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Not Present
 East Suffolk Council – Not Present
 Members of Public – One

1	ELECTION OF CHAIRPERSON & SIGNING OF DECLARATION OF OFFICE	
	Cllr Watson has confirmed he is willing to stand but unable to attend this evening. Cllr Wren proposed that Cllr Hutson be Chairperson – Cllr Hutson thanked Cllr Wren for his nomination but declined to stand. Cllr Fletcher proposed Cllr Watson as Chairperson, seconded by Cllr Hutson, All in Favour. The Clerk will arrange for the Declaration of Acceptance of Office to be signed.	IW/FB
2	ELECTION OF VICE CHAIRPERSON	
	Cllr Evans proposed Cllr Hutson as Vice Chairperson, seconded by Cllr Hancock, All in favour. Cllr Hutson is happy to stand – Declaration of Office signed.	
3	ELECTION OF TREASURER/PROPER OFFICER	
	As this forms part of The Clerk's role the Vice Chairman proposed The Clerk be appointed, seconded by Cllr Hancock, All in favour.	
4	ELECTION OF REPRESENTATIVES TO THE FINANCE COMMITTEE	
	Cllr Hancock proposed existing membership of Cllrs Watson, Hutson, Fletcher & Buxton, seconded by Cllr Evans, All in favour.	
5	ELECTION OF REPRESENTATIVES TO THE VILLAGE HALL MANAGEMENT COMMITTEE	
	The Vice Chairman proposed Cllrs Child, Billington & Gibbs, seconded by Cllr Evans, All in favour.	
6	ELECTION OF BANK SIGNATORIES	
	Existing signatories Cllrs Watson, Hutson & The Clerk were proposed by Cllr Gibbs, seconded by Cllr Buxton, All in favour.	
7	OPEN FORUM	
	Mr Simon Pease spoke re his Retrospective Application for Planning & Listed Building Consent – DC/26/1133/FUL & DC/26/1134/LBC. He explained that he had purchased Field Farmhouse 5 years ago and there was lots of work to do – the majority being repair/restoration. Previous work undertaken in 1948 had resulted in the loss of lots of original features and character which he is now reinstating. The Heritage Officer is fully supportive of these works. The Vice Chairman thanked Mr Pease for his input and advised the application would be discussed under item 16 on the agenda.	
8	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr Ian Watson, Cllr Sue Child, Cllr Roger Middleditch & District Cllr Paul Ashton.	
9	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall.	
10	TO APPROVE THE MINUTES OF THE PC MEETING HELD ON MONDAY 20TH APRIL 2026	
	The minutes of the Parish Council Meeting held on 20 th April 2026, having previously been circulated, were proposed as a true record by Cllr Wren & seconded by Cllr Forder - All in favour – The Vice Chairman signed a copy.	

11	TO APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 20TH APRIL 2026	
	The minutes of the Annual Parish Meeting held on 20 th April 2026, having previously been circulated, were proposed as a true record by The Vice Chairman & seconded by Cllr Gibbs - All in favour – The Vice Chairman signed a copy.	
12	MATTERS ARISING	
12.1	Maintenance Work at Wrentham Old Cemetery – A Working Party took place on Saturday 23 rd April – a very good job was done – thanks to all who volunteered. ESC will collect the waste. The Chairman has purchased 3 sets of loppers for the PC & Community Self Help have agreed to fund these. There will be further maintenance sessions on each Saturday in October.	FB
12.2	Benacre & Kessingland Flood Management Project – Work is on track & the bunds are now being left to settle for 6 months. There is an open event on Friday 10 th July from 6:30pm-8:30pm – Everyone is welcome. The Clerk has shared details with all & will also add details to the PC website.	
12.3	Jubilee Park – Waste Bins/Play Area – The Vice Chairman has spoken with Mr Daniel Cripps of Cripps Developments & they have followed planning guidelines – he is however amenable to the installation of a fence. The Clerk will link with Sarah Shinnie at ESC to get guidance of the best companies to approach for quotes for a fence similar to the one around the toddler area at the Bonsey Gardens play area. Once received quotes will be shared with Mr Cripps. The Clerk has also written to Highways asking that signage be installed to warn drivers they are approaching a play area. The Clerk confirmed she has submitted a request for a dog waste bin at the entrance to Jubilee Park & this has been chased.	FB
12.4	Additional Dog Waste Bins – Chapel Road end of footpath to The Lane, verge opposite Horse & Groom PH, Chapel Road near to Village Pound – The Clerk has submitted the request to ESC and awaits a decision both Cllr Ashton & The Clerk have chased this.	
12.5	Pound Gate – Cllr Fletcher has requested a quote from Matt Newstead and is still trying to contact Andrew Parker.	
12.6	Any other Matters Arising –	
12.6.1	Cllr Gibbs passed on a message from Fiona Anderson asking if anyone is able to assist with setting up for the Village Hall 40 th Celebration on 28 th June – The Vice Chairman volunteered to assist.	
12.6.2	Cllr Fletcher advised the new defibrillator pads have not arrived – The Clerk will chase.	FB
12.6.3	The Clerk advised there is still a small quarter plot allotment available. Cllr Forder asked if Plot 13 had been let as there does not appear to be anything happening on the plot – The Clerk confirmed it was let and will check all is well with the allotment holder.	FB
13	REPORT FROM CLLR JOHN MATTHEWS (SCC)	
	There has been no contact from our new County Councillor – The Clerk will obtain contact details and invite them to future meetings.	FB
14	REPORT FROM CLLR PAUL ASHTON (ESC)	
	Written update received – The Clerk will share with all.	FB
15	UPDATES RE HIGHWAYS MATTERS INC SID/VAS SIGNS	
15.1	VAS –	
15.1.1	Cllr Buxton has now received the new VAS to go on the ANPR pole & it is up and working.	

15.1.2	The new VAS post has been chased.	
15.1.3	Cllr Buxton received an email re extended warranties for the VAS as the 2 year warranty expires soon – the cost of an extended warranty is £199 per annum. After discussion it was agreed not to take out extended warranties.	
15.2	Any other Highways Matters – None.	
16	PLANNING	
16.1	DC/26/1133/FUL & DC/26/1134/LBC – Retrospective Approval for the retention of works of repair and alteration together with the provision of replacement gates to the yard – Field Farmhouse, Cuckolds Green - plans were shared and discussed – Councillors appreciated the very detailed application & noted that the Heritage Officer is supportive. The Vice Chairman proposed that there be no objections, seconded by Cllr Buxton, All in favour. The Clerk will update ESC.	FB
16.2	Any further Planning Applications/Matters – None.	
17	FINANCE	
17.1	Balances at Bank – The Clerk advised bank balances total £116,335.68. £51,109.26 of this is ringfenced CIL monies of which £17,500 is ringfenced for the Village Sign & VAS. The Clerk confirmed SAGE balances with Bank Statements & this has been verified with The Chairman & Cllr Hutson.	
17.2	Invoice from Bus Shelter Cleaner - £55.00	
17.3	Clerk's salary & Expenses of £41.82 (Mileage, SAGE)	
17.4	Quarterly HMRC payment (Jan, April, July, October) – Nil	
17.5	Invoice from Boggis Electrical for Defibrillator Inspection & Testing - £79.84	
17.6	Invoice from Mrs Buckingham for plants for Jubilee Planters - £19.50	
17.7	Any other accounts received –	
17.7.1	Invoice from Stephen Gilbert Plumbing for repairs to allotment standpipe - £192.00	
	Above payments 17.2 to 17.7.1 were proposed by The Vice Chairman, seconded by Cllr Wren, All in favour. The Clerk has raised online payments & these will now be approved.	IW/LH
18	CORRESPONDENCE	
18.1	Email from ESC Election Team re Election Result – has been shared with all.	
18.2	Any Further Correspondence – Email re VANessa Project – previously shared with all – discussion took place and it was agreed that it would be best to avoid visits on a Monday as Time 4 Tea takes place. It was felt that the best place to visit would be neutral ground, ie the Village Hall & ideally at times to accommodate those who are working, ie weekends/evenings. The Clerk will respond.	FB
18.3	Email received from Jenny Riddell Carpenter MP re speeding has been shared with all.	
18.4	Email from Wrentham & Mutford FC – they have reached the final of the Suffolk Senior League and will now play at Portman Road on 21 st May – Councillors wished them well.	
18.5	Email from ESC re Waste Collection App – The Clerk will share with all,	FB
18.6	Email re Local Government Review – has been shared with all.	
19	MATTERS FOR NEXT AGENDA	
19.1	Discussion took place re the new village sign – this should be ready shortly. The Clerk will chase. Once a delivery date is confirmed a plinth will be built for the sign – as previously discussed the flagpole will be moved nearer to the sign – Rosie Carter has suggested that a new, taller flagpole is required. Rosie Carter has also previously asked for the beacon to be reinstated – The Clerk will make enquiries with Rosie to establish where the beacon was previously sited.	FB FB

19.2	Concern was raised regarding the large amount of rubbish accumulating in the garden of 1 Bonsey Gardens – neighbours are concerned this is a fire risk and encouraging vermin. Cllr Ashton is aware. The Clerk will report to Environmental Health.	FB
20	DATE OF NEXT MEETING – Monday 15th June 2026 – 7:30pm preceded by a Finance Committee Meeting at 6:30pm	

There being no further business the meeting closed at 8:52pm