

# WRENTHAM PARISH COUNCIL

## Minutes of the Meeting of Wrentham Parish Council held at The Village Hall on Monday 19<sup>th</sup> January 2026 at 7:30pm

**Present:** **The Chairman** – Cllr Ian Watson  
**Councillors** – Cllr Steve Billington, Cllr Mark Buxton, Cllr Sue Child, Cllr David Fletcher, Cllr Simon Forder, Cllr Gerda Gibbs, Cllr Sarah Hancock, Cllr Lucinda Hutson, Cllr Roger Middleditch, Cllr Paul Wren.  
**The Clerk** – Mrs Frances Bullard (via video conference)  
**Suffolk County Council** – not present  
**East Suffolk Council** – not present  
**Members of Public** – None

<b>1</b>	<b>OPEN FORUM</b>	
	There were no members of public present so no open forum.	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Cllr Alison Evans. The Clerk advised that Cllr Lindsay Hanger, after reflection, has resigned. Thanks were expressed to Lindsay for her time on the council and support to village events. The Chairman has sent a letter to Lindsay. The Clerk will update ESC.	<b>FB</b>
<b>3</b>	<b>PECUNIARY AND OTHER INTERESTS</b>	
	All as Sole Trustee of Village Hall. Item 11.5 – Cllr Mark Buxton	
<b>4</b>	<b>TO APPROVE THE MINUTES OF THE PC MEETING HELD ON MONDAY 15<sup>th</sup> DECEMBER 2025</b>	
	The minutes of the Parish Council Meeting held on 15 <sup>th</sup> December 2025, having previously been circulated, were proposed as a true record by Cllr Hutson & seconded by Cllr Buxton - All in favour – The Chairman thanked Cllr Hutson for Chairing this meeting in his absence & will sign a copy.	<b>IW</b>
<b>5</b>	<b>MATTERS ARISING</b>	
<b>5.1</b>	<b>Maintenance Work at Wrentham Old Cemetery</b> – This is on hold until early Spring. Cllr Ashton will progress a working party.	
<b>5.2</b>	<b>Bonsey Gardens Play Park Refurbishment</b> – Official opening event will take place on Saturday 24 <sup>th</sup> January 2026 – 11am-12:30pm. ESC will be funding cupcakes and drinks and there will be activities on the day. Cllr Hancock made enquiries regarding hot chocolate but unfortunately due to the time of year it is not possible to drive a vehicle onto the play area. Notices have gone on the website, Facebook Page and noticeboards – ESC will do media work. The Chairman thanked Cllr Hancock for co-ordinating this event.	
<b>5.3</b>	<b>Benacre &amp; Kessingland Flood Management Project</b> – Work is ongoing – deliveries are not yet up to full capacity but there have been over 5000 lorry loads to date.	
<b>5.4</b>	<b>Jubilee Park – Waste Bins/Play Area</b> – The Clerk has emailed Cripps Developments twice but there has been no response. The Chairman will seek an update from Cllr Ashton re planning conditions.	<b>IW</b>
<b>5.5</b>	<b>Additional Dog Waste Bins – Chapel Road end of footpath to The Lane, verge opposite Horse &amp; Groom PH, Chapel Road near to Village Pound</b> – The Clerk has chased ESC who had no record of the original request, therefore the request has been resubmitted.	

<b>5.6</b>	<b>Any other Matters Arising –</b>	
<b>5.6.1</b>	Cllr Billington has replaced plaque on tree at Village Hall.	
<b>5.6.2</b>	The Clerk confirmed she wrote to Wrentham Christmas Trees thanking them for the tree donated to the village.	
<b>6</b>	<b>REPORT FROM CLLR ANNETTE DUNNING (SCC)</b>	
	<ul style="list-style-type: none"> <li>No report received.</li> </ul>	
<b>7</b>	<b>REPORT FROM CLLR PAUL ASHTON (ESC)</b>	
	<ul style="list-style-type: none"> <li>No report received.</li> </ul>	
<b>8</b>	<b>UPDATES RE HIGHWAYS MATTERS INC SID/VAS SIGNS</b>	
<b>8.1</b>	<b>VAS Site Assessment – Northern end of High Street –</b> Application has been approved by VAS Team – pole will be installed by end of March.	
<b>8.2</b>	<b>Any other Highways Matters –</b>	
<b>8.2.1</b>	Cllr Buxton keeps a spreadsheet of all VAS/Poles. He plans to fit a bigger solar panel to the Westcotec sign and establish if the charge is then held. A12 South sign has been problematic & Cllr Buxton will continue to investigate.	<b>MB</b>
<b>8.2.2</b>	ANPR was in village this week but unfortunately the battery only lasted for 3.5 days – Cllr Buxton reported this and was told it was due to the high volume of traffic & that although the sign display had stopped working the data would still be gathered. Cllr Buxton has suggested the use of a solar panel to maintain battery life and has checked this would be compatible with ANPR sign. Cllr Buxton proposed that, once ANPR Team confirm they would be happy to use solar panel, a new mini sign and solar panel be purchased from Westcotec at a cost of £4250+VAT. This solar panel could then remain in position and be used to power the ANPR sign. Seconded by The Chairman, All in favour. Cllr Buxton will progress.	<b>MB</b>
<b>8.2.3</b>	Signage is still missing from layby in High Street – await update from Cllr Ashton.	
<b>8.2.4</b>	Cllr Wren spoke re car in single vehicle layby on High Street – this is not taxed, insured or MOT'd. This has been reported to the Police. The Clerk will also report.	<b>FB</b>
<b>8.2.5</b>	Cllr Wren spoke re parking on pavement on Southwold Road & car parking on wrong side of road at night.	
<b>8.2.6</b>	Cllr Billington spoke re bus to Sizewell C – this will stop outside the Bakery and he has already heard that workers will drive to Wrentham to catch the bus. Concerned that this will mean cars are parked in village all day when parking spaces are already in short supply. Cllr Hancock confirmed that on site parking at SZC ends on 6 <sup>th</sup> February 2026 & Park & Ride service opens on the same day. She is aware the bus already stops in Wrentham and is not aware of numbers increasing but will make enquiries.	<b>SH</b>
<b>9</b>	<b>FLOODING MATTERS</b>	
<b>9.1</b>	No issues at present – The Wren is flowing well.	
<b>10</b>	<b>PLANNING</b>	
<b>10.1</b>	<b>DC/25/3582/FUL &amp; DC/25/3583/LBC – Mistletoe Cottage, 43 High St – Fitting of 10 solar photovoltaic panels to face of garage/outbuildings –</b> plans were shared and discussed. It was noted there were no objections from East Suffolk Design & Heritage. The panels are at the rear of the property and not visible from the road. The Chairman proposed the plans be supported, seconded by Cllr Fletcher, All in favour. The Clerk will update ESC.	<b>FB</b>
<b>10.2</b>	<b>DC/25/4886/FUL – 24 Bonsey Gardens – Two storey, pitch roof, side extension with features to match the existing house and a new single</b>	

<p><b>10.3</b> <b>10.3.1</b></p>	<p><b>storey, pitched roof, front porch</b> - plans were shared and discussed. Cllr Hutson proposed the plans be supported, seconded by Cllr Child, All in favour. The Clerk will update ESC.</p> <p><b>Any further Planning Applications/Matters – DC/35/4911/FUL – Old Police House, 41 Mill Lane - Small ground floor extension to rear of west side projection with balcony over accessed from master bedroom, minor elevational changes and retrospective application for existing front porch</b> - plans were shared and discussed. Cllr Wren proposed the plans be supported, seconded by Cllr Buxton, All in favour. The Clerk will update ESC.</p>	<p><b>FB</b></p> <p><b>FB</b></p>
<p><b>11</b></p>	<p><b>FINANCE</b></p>	
<p><b>11.1</b></p>	<p>Balances at Bank – The Clerk advised bank balances total £113,552.85. £55,096 of this is ringfenced CIL monies of which £17,500 is ringfenced for the Village Sign &amp; VAS. The Clerk confirmed SAGE balances with Bank Statements &amp; this has been verified by The Chairman &amp; Cllr Hutson.</p>	
<p><b>11.2</b></p>	<p>Clerk’s salary (Nil expenses – these will be claimed next month)</p>	
<p><b>11.3</b></p>	<p>Quarterly HMRC payment (Jan, April, July, October) – £164.51</p>	
<p><b>11.4</b></p>	<p>Invoice from WAVE (Anglian Water) for Allotment water - £73.28</p>	
<p><b>11.5</b></p>	<p>Any other accounts received –</p>	
<p><b>11.5.1</b></p>	<p>Invoice from Cllr Buxton for VAS battery and brackets - £142.76</p>	
	<p>Above payments 11.2 to 11.5.1 were proposed by The Chairman, seconded by Cllr Hutson, All in favour. The Clerk has raised online payments &amp; these will now be approved.</p>	<p><b>IW</b></p>
<p><b>12</b></p>	<p><b>REVIEW OF PARISH COUNCIL POLICIES/STANDING ORDERS</b></p>	
<p><b>12.1</b></p>	<p><b>Standing Orders</b> – The Clerk has circulated Draft Standing Orders to all using the Model Standing Orders from NALC. The following amendments were agreed –</p> <ul style="list-style-type: none"> <li>○ A footer will be added to show when reviewed and adopted.</li> <li>○ Addition of ‘where applicable’ to the end of Section 5j</li> <li>○ Section 17d – change to 7 days.</li> <li>○ Section 18b – change to annual review</li> </ul> <p>Cllr Buxton proposed adoption of these Standing Orders, seconded by Cllr Gibbs, All in Favour. The Clerk will make amendments and publish.</p> <p>Cllr Gibbs asked if Any Other Business should be on the Agenda – it was agreed The Clerk would change this to ‘Matters for next Agenda.</p>	<p><b>FB</b></p> <p><b>FB</b></p>
<p><b>12.2</b></p>	<p><b>Financial Regulations</b> - The Clerk has circulated Draft Financial Regulations to all using the Model Financial Regulations from NALC. The following amendments were agreed –</p> <ul style="list-style-type: none"> <li>○ Remove Section 2.2 – Risk Management Policy</li> <li>○ Remove Section 2.3 – Risk Assessment</li> <li>○ Section 2.4 – change to read – ‘Each month The Chairman &amp; Vice Chairman verify bank reconciliations (for all accounts) produced by the RFO. This reconciliation, including any exceptions, is documented in the Minutes of the next meeting.</li> <li>○ Section 2.5 – The Clerk and Cllr Buxton will discuss and put measures in place to ensure the ability to access Council computers &amp; records is not lost if an employee leaves or is incapacitated for any reason.</li> <li>○ Section 4.3 – remove ‘along with a forecast for the following three financial years’.</li> <li>○ Section 4.6 – Remove ‘three year forecast’</li> <li>○ Section 4.7 – Remove ‘three year forecast’</li> <li>○ Section 18.1 – Change to annual review</li> </ul>	<p><b>FB/MB</b></p>

	Cllr Hutson proposed adoption of these Standing Orders, seconded by Cllr Fletcher, All in Favour. The Clerk will make amendments and publish.	<b>FB</b>
	The Clerk will draft policies, based on NALC Model Policies to support Standing Orders & Financial Regulations.	<b>FB</b>
<b>13</b>	<b>CORRESPONDENCE</b>	
<b>13.1</b>	Email from SALC re Councillors Code of Conduct Training – previously circulated to all – The Clerk confirmed places have been booked for The Chairman and Cllr Hutson.	
<b>13.2</b>	<b>Any Further Correspondence –</b>	
<b>13.2.1</b>	Email received from Mr Tim Goodwin re deer fencing at allotments – whilst the new deer fencing has been effective the entry gate & boundary fence adjacent to the houses on Southwold Road are low and deer are still gaining access. After discussion it was agreed that Cllr Forder liaise with Cllr Gibbs and obtain a quote from Charles Hall Fencing to address this issue.	<b>SF/GG</b>
<b>14</b>	<b>ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA</b>	
<b>14.1</b>	The Chairman spoke re potential creation of a new reservoir at Wrentham West End by Essex & Suffolk Water – The Clerk will add to next Agenda.	<b>FB</b>
<b>14.2</b>	Update re St Nicholas Church Tower & Bells – The Clerk will add to next Agenda.	<b>FB</b>
<b>15</b>	<b>DATE OF NEXT MEETING – Monday 16<sup>th</sup> February 2026 – 7:30pm.</b>	

There being no further business the meeting closed at 9:30pm