

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council held at The Village Hall on Monday 15th June 2026 at 7:30pm

Present: **The Chairperson** – Cllr Ian Watson
Councillors – Cllr Steve Billington, Cllr Mark Buxton, Cllr Sue Child, Cllr Alison Evans, Cllr Simon Forder, Cllr Gerda Gibbs, Cllr Sarah Hancock, Cllr Lucinda Hutson, Cllr Roger Middleditch, Cllr Paul Wren.
The Clerk – Mrs Frances Bullard
Suffolk County Council – Cllr John Matthews
East Suffolk Council – Cllr Paul Ashton
Members of Public – None

1	OPEN FORUM	
	As no members of public were present an open forum was not held.	
2	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr David Fletcher.	
3	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Cllr Buxton – item 10.8	
6	REPORT FROM CLLR JOHN MATTHEWS (SCC) - Brought Forward	
	- Cllr Matthews introduced himself as the new County Councillor for the Blyth Estuary. He has previously served on Westleton Parish Council so has a good understanding of how parish councils work. He now represents 21 councils and over 9800 residents and is the Chairman of the SCC Pension Fund Committee. - The Chairman spoke re the importance of the relationship between the Parish Council and ESC & SCC Councillors in order to support the most important issues in the village. - The Chairman spoke re the Jubilee Park play area & concern that it is unfenced and close to a busy road. The PC are pursuing installation of a fence and signage to warn drivers they are approaching a play area & would welcome support from Cllr Matthews. - Cllr Matthews advised he has taken up the issue of flooding on Church Corner with Highways. The Chairman advised that the PC contributed to new drains which were installed 5-6 years ago but they are not coping. - Cllr Ashton offered to meet with Cllr Matthews to discuss other issues including a 20mph speed limit for Chapel Road, longstanding issues at the Crossways junction & a possible weight restriction on Chapel Road.	
4	TO APPROVE THE MINUTES OF THE ANNUAL PC MEETING HELD ON MONDAY 18th May 2026	
	The minutes of the Annual Parish Council Meeting held on 18 th May 2026, having previously been circulated, subject to an amendment to item 1 – Cllr Wren did not suggest Cllr Watson be Vice Chairman, were proposed as a true record by Cllr Hutson & seconded by Cllr Buxton - All in favour – The Chairman signed a copy.	
5	MATTERS ARISING	
5.1	Maintenance Work at Wrentham Old Cemetery – Cllr Ashton will chase the removal of waste following the recent working party & arrange for collections following the October working parties – he will explore the possibility of the green waste being chipped and used in lower areas of the cemetery.	PA
5.2	Benacre & Kessingland Flood Management Project – Clay deliveries are likely to be on hold until October as a new licence is required for additional clay extraction from the quarry in Gisleham. Open event - Friday 10 th July from 6:30pm-8:30pm – The Clerk has shared details on the PC website.	

5.3	Jubilee Park – Waste Bins/Play Area – The Clerk has requested quotations from East Suffolk Services for both a metal fence & wooden fence around the play area. 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.	
5.4	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 still awaits a decision both Cllr Ashton will chase again.	PA
5.5	Pound Gate – Cllr Fletcher has requested quotes from Matt Newstead and Andrew Parker.	
5.6	Any other Matters Arising –	
5.6.1	Allotments - The Clerk advised there is still a small quarter plot allotment available. The Clerk has made contact with the licence holder of Plot 13 – all is well and work will progress.	
5.6.2	Village Sign – The Clerk has requested an update re likely delivery date, once this is known a plinth will need to be built. The Clerk will add to the next agenda.	FB
5.6.3	As agreed last month, The Clerk has made Environmental Health aware of concerns re a property in Bonsey Gardens – Cllr Ashton will chase action.	PA
7	REPORT FROM CLLR PAUL ASHTON (ESC)	
	- Local Government Review – SCC have initiated a judicial review pre-action protocol, meanwhile officers continue to engage with the process. - Local Plan consultation email has been shared with all. All existing councils are working together on the new Local Plan. The initial response to the Call for Sites has been published – there is no opportunity to respond at present but this will follow. Scoping Consultation commenced on 10th June – this is an opportunity to comment on the strategy to be adopted. The Clerk will add to next agenda for further discussion – Councillors are asked to send any comments to the Clerk for collation. It was agreed the next PC meeting will commence at 7pm to allow half an hour for this to be fully discussed. - Refuse Collections – additional bins have now been delivered to residents for paper & card – glass bottles, jars & soft plastics can now go in blue bins. The Chairman said manufacturers need to amend their packaging to reflect this as items are still showing as not recyclable. Food Waste bins have also been delivered to residents – these will be collected on a weekly basis – there have been some teething issues and new lorries and crews are in place.	FB All
8	UPDATES RE HIGHWAYS MATTERS INC SID/VAS SIGNS	
8.1	VAS –	
8.1.1	New VAS pole has been installed – this is 20 feet away from the location requested due to gas mains – emails have been received from Mr Yates who lives nearby and is opposed to VAS, his objection was raised during the consultation process but SCC have confirmed that as the sign is not directly outside anyone's property consultation was not required, the Chairman offered to meet with Mr Yates but this was declined. Cllr Buxton will mount VAS sign and record data.	
8.2	Any other Highways Matters –	
8.2.1	The signage re parking restrictions at the layby in the High Street is now back in place and secured with anti-tamper clips.	
9	PLANNING	
9.1	DC/26/1641/FUL - Provision of metal storage container for the purposes of agricultural storage – Land at Guildhall Lane - plans were shared and discussed – Councillors queried why residents of 1 & 2 Church Cottages are not consultees – Councillors were mindful that agricultural buildings can be converted	

	to residential after 10 years – existing shed on this site is used for equestrian purposes not agriculture – there appear to be a growing number of buildings at this site. Cllr Child proposed that a Holding Objection be lodged to allow clarification of whether this development is for agricultural or equestrian use, seconded by Cllr Hutson, All in favour. The Clerk will update ESC.	FB
9.2	Any further Planning Applications/Matters –	
9.2.1	DC/25/3550/FUL – Creation of Vehicular Access, 72 Southwold Road - The Clerk advised that an appeal has been submitted.	
10	FINANCE	
10.1	Balances at Bank – The Clerk advised bank balances total £110,509 - £46,009.26 of this is ringfenced CIL monies of which £12,400 is ringfenced for the Village Sign & VAS. The Clerk confirmed SAGE balances with Bank Statements & this has been verified with The Chairman & Cllr Hutson.	
10.2	Invoice from Bus Shelter Cleaner - £55.00	
10.3	Clerk's salary & Expenses of £50.82 (Mileage, SAGE)	
10.4	Quarterly HMRC payment (Jan, April, July, October) – Nil	
10.5	Invoice from Westcotec for VAS sign - £5100 (paid as agreed at May meeting)	
10.6	Invoice from Mrs Drane for plants for Jubilee Planters - £66.97	
10.7	Invoice from Mrs Wynn for plants for Jubilee Planters - £57.91	
10.8	Any other accounts received –	
10.8.1	Invoice from Cllr Mark Buxton for VAS parts - £62.03	
	Above payments 10.2 to 10.8.1 were proposed by The Vice Chairman, seconded by Cllr Hancock, All in favour. The Clerk has raised online payments & these will now be approved.	IW/LH
10.9	Report from Finance Committee Meeting held at 6:30pm on 15th June 2026 – The Chairman gave an overview. Spending is within means – all additional expenditure has been from CIL monies. The Clerk will publish all documents required under the Transparency Code by 30.06.2026.	FB
10.10	Internal Auditors Report & Adoption of Annual Accounts. The internal audit, completed by Mrs Rosie Carter, has been shared with all - no issues raised. The Chairman summarised the audited Annual Accounts which have been shared with all. Adoption of these accounts was proposed by The Chairman, seconded by Cllr Hutson, All in Favour – The Chairman signed a copy.	
10.11	External Audit Section 1 & 2 of the AGAR3 were shared with all prior to the meeting – no issues raised.	
10.11.1	AGAR3 Section 1 – Annual Governance Statement – The review of the effectiveness of the system of internal control was discussed - SAGE balances to Bank Account and is reviewed by The Chairman & Vice Chairman each month, Funds in the High Interest Account are only transferable back to the account they came from. 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 Cllr Hutson, seconded by Cllr Gibbs, All in favour - The form was signed by The Chairman & The Clerk/RFO – The Clerk will submit to External Auditors.	FB
10.11.2	AGAR3 Section 2 – Accounting Statements – The Clerk has prepared this form and confirmed figures are in line with the end of year accounts – acceptance proposed by Cllr Buxton, seconded by Cllr Wren, all in favour - The form was signed by The Chairman - The Clerk will submit to External Auditors.	FB
11	CORRESPONDENCE	
11.1	Email from Cllr Ashton re Local Plan – covered under item 7. The Chairman is attending a briefing session on 16 th June 2026.	

11.2	Email from Jenny Riddell-Carpenter MP re Potters Bridge All Agency Meeting – The Chairman will attend the meeting on 19 th June 2026.	
11.3	Emails from Mr Yates re VAS – covered under item 8.	
11.4	Email from Cllr Matthews re flooding on Church Corner – covered under item 6.	
11.5	Any Further Correspondence –	
11.5.1	Email received from Mr Pease who is interested in becoming a Parish Councillor – he will attend the next meeting to observe. The Clerk will confirm that he is happy for his application to be shared before sending to all. Following discussion it was agreed The Clerk should share the vacancy on the PC's Facebook page.	FB FB
12	MATTERS FOR NEXT AGENDA	
12.1	Cllr Child spoke re the Village Website – the previous site was maintained by Mrs Sally Walker and had lots of information regarding the village however Sally has decided to step down from running the site, therefore Fiona Anderson has set up a new website which is still in development, currently focus is on the Village Hall but this will be extended to include more information about Wrentham - Cllr Child will be supporting the VHMC to get this set up. The costs to date are £700. The PC have previously paid hosting costs for the website. Thanks were expressed to Sally for taking care of the site for so many years and to Fiona in setting up the new one. Cllr Child will bring more detail to the next meeting.	SC
13	DATE OF NEXT MEETING – Monday 20th July 2026 – 7pm	

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