

## WRENTHAM PARISH COUNCIL

**Minutes of the Annual Meeting of Wrentham Parish Council  
held at The Village Hall on Monday 20<sup>th</sup> May 2024 at 7:30pm**

**Present:**   **The Chairman** – Cllr Ian Watson  
               **Councillors** – Cllr Mark Buxton, Cllr Sue Child, Cllr David Fletcher, Cllr Simon Forder, Cllr Lucinda Hutson, Cllr Keith Perry, Cllr Paul Wren  
               **The Clerk** – Mrs Frances Bullard  
               **Suffolk County Council** – Cllr Annette Dunning  
               **East Suffolk Council** – Cllr Paul Ashton (part meeting)  
               **Members of Public** – Two present.

		<b>ACTION</b>
<b>1</b>	<b>ELECTION OF CHAIRPERSON &amp; SIGNING OF DECLARATION OF OFFICE</b>	
	The Chairman invited nominations for the position of Chairman. Cllr Forder proposed Cllr Watson, seconded by Cllr Hutson, All in Favour. Cllr Watson is happy to stand – Declaration of Acceptance of Office signed.	
<b>2</b>	<b>ELECTION OF VICE CHAIRPERSON</b>	
	The Chairman proposed Cllr Hutson, seconded by Cllr Buxton, All in favour. Cllr Hutson is happy to stand – Declaration of Office signed.	
<b>3</b>	<b>ELECTION OF TREASURER/PROPER OFFICER</b>	
	As this forms part of The Clerk’s role the Chairman proposed she be appointed, seconded by Cllr Forder, All in favour.	
<b>4</b>	<b>ELECTION OF REPRESENTATIVES TO THE FINANCE COMMITTEE</b>	
	Cllr Hanger has expressed a desire to leave the Finance Committee. Cllr Child proposed existing membership of Cllrs Watson, Hutson, Perry, Fletcher & the addition of Cllr Buxton, seconded by Cllr Wren, All in favour.	
<b>5</b>	<b>ELECTION OF REPRESENTATIVES TO THE VILLAGE HALL MANAGEMENT COMMITTEE</b>	
	Cllrs Perry, Child & Fletcher were proposed by The Chairman, seconded by Cllr Forder, All in favour.	
<b>6</b>	<b>ELECTION OF BANK SIGNATORIES</b>	
	Cllrs Watson, Hutson & The Clerk were proposed by Cllr Buxton, seconded by Cllr Wren, All in favour.	
<b>7</b>	<b>ELECTION OF TRUSTEES TO WRENTHAM CHARITY</b>	
	The Chairman has reviewed the rules and clarified there does not need to be 1 appointment per year, he proposed Cllr Fletcher, Mrs Rita Perry, Cllr Hanger & Cllr Evans be appointed for a 4 year term, seconded by Cllr Child. All in favour.	
<b>8</b>	<b>(Meeting Suspended) OPEN FORUM</b>	
	Mrs Jacqui Wynn spoke re the Chapel Road Development – road closures, roadworks etc are having a great impact on nearby residents. The verges on the Bonsey Gardens side of the road are in very poor condition and the footpath is again in need of skirting. With all the road works the school bus is struggling to find a place to stop. Jacqui has approached the developers and was told the PC will receive CIL monies which should cover the cost of any remedial work needed however she believes CIL monies should be used to enhance the village not put right the mess left by developers. Cllr Dunning said she would be happy to go back to the developers and request a site meeting. Skirting of the footpath was previously funded by the PC due to the long SCC waiting list – Cllr Dunning said she would be supportive of skirting work and would push for this if required. The Chairman will meet with Jacqui to better understand the issues.  Mrs Sarah Hancock spoke re DC/24/1388/P3Q – her family have lived at The Red House since 2011 – the land in question is a 3.8 acre woodland with a loose box stable. Sarah has extensive knowledge of the history of this land/building and its	

	<p>use. The application is to change the use of the land and building from agricultural to dwelling. Sarah explained her objections – the loose box &amp; land has never been in agricultural use so does not fall under Prior Approval Permitted Development. Planning permission was granted to build the loose box for domestic use and it has been used to store hay on a domestic basis. The existing building is not suitable for conversion. The Chairman thanked Sarah for her comments and explained this will be discussed under Planning later in the meeting.</p> <p><b>Meeting reconvened.</b></p>	
<b>9</b>	<b>APOLOGIES FOR ABSENC/E</b>	
	Apologies were received and accepted from Cllr Alison Evans, Cllr Lindsay Hanger, Cllr Roger Middleditch.	
<b>10</b>	<b>PECUNIARY AND OTHER INTERESTS</b>	
	All as Sole Trustee of Village Hall Cllr Forder – Item 19.5 Cllr Buxton – Item 19.7	
<b>11</b>	<b>TO APPROVE THE MINUTES OF THE PC MEETING HELD ON MONDAY 15<sup>TH</sup> APRIL 2024</b>	
	The minutes of the Parish Council Meeting held on 15th April 2024, having previously been circulated, were proposed as a true record by Cllr Hutson & seconded by Cllr Buxton - All in favour – The Chairman signed a copy.	
<b>12</b>	<b>TO APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 15th APRIL 2024</b>	
	The minutes of the Annual Parish Meeting held on 15 <sup>th</sup> April 2024, having previously been circulated, were proposed as a true record by Cllr Buxton & seconded by Cllr Wren - All in favour – The Chairman signed a copy. The Clerk will upload copies of reports embedded in the minutes to the PC Website.	<b>FB</b>
<b>13</b>	<b>MATTERS ARISING</b>	
<b>13.1</b>	<b>26 High Street</b> – Cllr Dunning spoke re the provision of a bin store and said it is now too late for this to happen as the developer has now drawn up paperwork for the associated properties. She said a bin store has not been incorporated into plans as the developer has not had confirmation from Cllr Ashton that the refuse collectors will collect the bins from a bin store. The Chairman suggested waiting for an update from Cllr Ashton & it was agreed Cllr Ashton & The Chairman will visit the site to explore options.	
<b>13.2</b>	<b>Maintenance Work at Wrentham Old Cemetery</b> – The Chairman met with Mrs Rosie Carter, Cllr Hutson, & Cllr Ashton at the Old Cemetery. Cllr Ashton has taken away the request for hedges and overgrowth from the Yew trees to be cleared. Once the pathway is cut it will not be in too bad a condition. ESC have placed a sign on the gate saying throughout the season path edges and main access paths will be cut and other areas will be left to nature. The Chairman thanked Cllr Fletcher for carrying out repairs to the Rev'd Bonsey memorial. Cllr Ashton leads on 'East Suffolk is Amazing – Let's Keep it that Way' – this will extend to all outdoor spaces across East Suffolk.	
<b>13.3</b>	<b>Bonsey Gardens Play Park Refurbishment</b> – Results of the public consultation are awaited – Cllr Ashton will chase these.	
<b>13.4</b>	<b>Jubilee Planters</b> – The Clerk thanked Cllr Buxton for distributing leaflets seeking volunteers to maintain the planters. Mrs Jane Drane will continue to tend the planter on Southwold Road and is willing to take on those at the Northern end of the village. Mrs Molly Buckingham has agreed to look after the ones at the Southern end which were previously tended by her late husband.	
<b>13.5</b>	<b>Discussion re CIL spending – to include Village Sign and Flag Pole – Village Sign</b> - The Clerk has made enquiries with 2 companies and shared the findings with Councillors.	

	<p><b>VILLAGE SIGN PEOPLE</b> – based in Great Hockham, Norfolk <a href="#">Village Sign People</a>  Single Sided Cast Aluminium – from £5476 (inc 5” oak post) – longest lasting  Pierced Metal – 5mm steel plate – from £6075  Hand carved Oak sign poa  Free pencil sketch of initial design. Approx 12-15 months delivery</p> <p><b>SIGNS OF THE TIMES</b> – based in Bedfordshire <a href="#">Village Sign Price Guide July 2022.cdr (signsofthetimes.co.uk)</a>  Many of our village signs are cast in polyurethane but we also cast in glass reinforced plastic (grp) and aluminium.  Others are composite – constructed from the above and a variety of materials including steel and aluminium. We have refurbished signs that are cast in any one of these materials and constructed from other various materials such as sheet metal and ABS.  Sometimes mounted on steel brackets which have a sleeve to fit over an oak or steel post.  Small charge for artwork (refunded if order placed). Prices range from £3800 to £8750 (inc oak post)</p> <p>The Clerk has emailed former Cllr Caroline Grantham to see if she still has a copy of the design previously drawn up &amp; awaits a response. After discussion it was agreed The Clerk should make enquiries with the Norfolk local sign maker and report back to Councillors next month. <b>Meeting Suspended.</b> Sarah Hancock suggested engaging residents to assist with the design of the sign. <b>Meeting reconvened.</b> Cllr Buxton suggested metal poles be considered – The Clerk will include in her enquiries.</p> <p><b>Flag Pole</b> - The Clerk has contacted Mr Trevor Oram who is happy to quote for moving the flag pole – it was agreed to do this when the new Village Sign is in place.</p> <p>Before leaving the meeting Cllr Dunning was asked –</p> <ul style="list-style-type: none"> <li>• Is there any update re the Lorry Route &amp; Chapel Road – Cllr Dunning advised there isn't.</li> <li>• Whether she could provide any further detail re setting up a Himalayan Balsam Working Party – The Clerk has emailed Halesworth Town Clerk &amp; awaits a response – Cllr Dunning advised Rachel Kellett leads on this and she will ask her to send guidance to The Clerk.</li> </ul> <p><b>VAS</b> – Cllr Buxton has received a quote – the cost of solar panels has risen by £100. Cllr Buxton spoke re Elancity signs which he has seen in use at Halesworth – they appear to be of good design and approx. £1000 cheaper than those purchased previously. Cllr Buxton will make contact with Halesworth Town Clerk to see if they are happy with the service from Elancity. Cllr Forder suggested an additional VAS be placed in Chapel Road near the new development.</p>	
13.6	<p><b>To consider moving to gov.uk email address</b> – NALC are encouraging councils to move to a Gov.uk email - Cllr Buxton &amp; The Clerk attended a briefing to better understand the process – Cllr Buxton has made enquiries with our existing provider and there will be minimal costs in transferring. Cllr Buxton proposed this move be progressed, seconded by The Chairman, All in favour. Cllr Buxton will progress.</p>	FB
13.7	<p><b>Village Hall Accounts (carried from Annual Parish Meeting)</b> – The Village Hall year end accounts have now been received. They were discussed at the Finance Committee Meeting. The Village Hall is doing very well and has many regular</p>	MB

	bookings. They ended the year with an £8000 surplus. The Chairman proposed that the Parish Council do not make a donation for Capital projects this year but remain supportive as and when projects arise, seconded by Cllr Hutson, All in favour.	
<b>13.8</b>	<b>Any other Matters Arising –</b>	
<b>13.8.1</b>	<b>Missing Footpath Marker on Southwold Road –</b> The Clerk has reported and received a response saying this will be given attention.	
<b>13.8.2</b>	<b>Entry Signs at Northern end of Village –</b> The Clerk contacted Highways to obtain a quote for the replacement of these. Highways have advised our Local Highways Engineer will be in touch.	
<b>13.8.3</b>	<b>Dog Waste Bin at entrance to Footpath No 7, Southwold Road –</b> Cllr Wren advised the bin has been replaced but has no bag in it so is going to be very unpleasant when it comes to being emptied – The Clerk will advise ESC.	<b>FB</b>
<b>14</b>	<b>REPORT FROM CLLR ANNETTE DUNNING (SCC) –</b> report circulated to all.	
	Already covered.	
<b>15</b>	<b>REPORT FROM CLLR PAUL ASHTON (ESC)</b>	
	Already covered.	
<b>16</b>	<b>HIGHWAYS ISSUES</b>	
<b>16.1</b>	<b>UPDATES RE SID/VAS SIGNS/REPLACEMENT POLES</b> Cllr Buxton has collected & installed the repaired signs and new batteries. Cllr Buxton plans to add solar power in future – when this happens the poles will need upgrading. Cllr Buxton spoke re an oak tree on Southwold Road which obscures the VAS – The Chairman has spoken to the resident and they will arrange for it to be pruned.	
<b>16.2</b>	<b>Any Other Highways Matters –</b>	
<b>16.2.1</b>	Cllr Forder spoke re a car parking on the pavement near the Doctor's Surgery – they are believed to be new residents – Cllr Forder will try and speak with them before any formal action is taken.	<b>SF</b>
<b>17</b>	<b>FLOODING MATTERS</b>	
<b>17.1</b>	<b>River Wren – desilting etc -</b> The Clerk advised nothing more has been heard from the Environment Agency re desilting the river downstream of the Village Hall.	
<b>17.2</b>	<b>Emergency Plan –</b> carried to next month.	
<b>18</b>	<b>PLANNING</b>	
<b>18.1</b>	<b>DC/24/1569/FUL – 60 London Road – Demolition of rear conservatory, construction of new single storey rear extension with warm roof and raise existing flat roof to match new extension –</b> Plans were shared and discussed – Cllr Perry proposed there be no objections and approval be recommended, seconded by Cllr Child, All in favour – The Clerk will update ESC.	<b>FB</b>
<b>18.2</b>	<b>DC/24/1478/TCS – 21 Southwold Road – Eucalyptus Tree – 4-5m whole tree reduction -</b> Plans were shared and discussed – There were no objections.	
<b>18.3</b>	<b>DC/24/1388/P3Q – Building and Land North of Falcon Inn Road, West End – Prior Approval to Dwellings – Change of use of the building and land from an agricultural building to a residential dwelling -</b> Plans were shared and discussed – The applicant is applying under permitted development of an agricultural building to a dwelling. Cllr Hutson proposed the PC place a Holding Objection to allow clarification of the facts as it is disputed that the land/building has ever been in agricultural use and therefore would not qualify for Class Q Permitted Development, seconded by Cllr Buxton, All in favour – The Clerk will update ESC. It was also noted that there was a condition in the 1979 Planning Permission that the loose box was only for use in connection with The Red House – since then the house has been sold but the land retained.	<b>FB</b>

18.4	<b>Any further Planning Applications/Matters –</b> None.	
19	<b>FINANCE</b>	
19.1	Balances at Bank – £94,286.58 Business Saver Account (WRAC) - £1.01 - Current Account - £61,610.83 - Business Saver Account (CIL) - £32,674.74 The Clerk confirmed SAGE balances with Bank Statements. She is currently locked out of the online banking system and awaiting a new card – once this is received she will move the latest CIL monies to the CIL account.	FB
19.2	Account received from Bus Shelter Cleaner - £55.00. The Clerk advised that sadly Mrs Newson has passed away – Mr Newson is willing to continue to clean the bus shelters.	
19.3	Clerk's salary & Expenses of £122.82 (SAGE & Mileage)	
19.4	Quarterly HMRC payment – £2.06 adjustment	
19.5	Invoice from Mr Simon Forder – grass cutting - £140.00	
19.6	Invoice from Westcotec – VAS repairs/batteries - £799.80	
19.7	Any other accounts received –	
19.7.1	Mileage claim from Cllr Buxton in relation to VAS repairs - £81.00.	
19.7.2	The Clerks laptop is damaged, Cllr Buxton has reviewed, it is over 6 years old and a replacement is needed. The Chairman proposed up to £600 be spent on a replacement, seconded by Cllr Fletcher, All in favour. Cllr Buxton/The Clerk will progress.	MB/FB
	Above payments 19.2 to 19.7.2 were proposed by The Chairman & seconded by Cllr Fletcher, All in favour (2 abstained due to declared interests). Online payments will be raised & approved by The Chairman/Vice Chairman.	IW/LH
19.8	<b>UPDATE FROM FINANCE COMMITTEE MEETING HELD AT 6.30PM MONDAY 20<sup>TH</sup> MAY 2024</b>	
	The Chairman gave an update. Management & Audited Accounts have been shared with all.  The Chairman has reviewed all CIL income and expenditure – a Draft CIL report was shared with all – The Chairman has identified 2 items that should have been included on the 2022/23 CIL Report – <ol style="list-style-type: none"> <li>1. VAS Signs purchased in Feb 2023 - £8402.23</li> <li>2. Part of the donation to the VH for capital projects was spent on a new window for the main hall - £3,096.00</li> </ol> These items have been added to the 2023/24 report. The Chairman proposed this report be submitted to ESC, seconded by Cllr Buxton, All in favour. The Clerk will progress.	FB
19.9	<b>INTERNAL AUDITORS REPORT 2023/24 &amp; ADOPTION OF ANNUAL ACCOUNTS 2023/24</b>	
	Internal Audit has been completed by Rosie Carter – there were no issues raised. Thanks were expressed to Rosie for conducting the audit in such an efficient manner.  The Audited Accounts were reviewed in full at the Finance Committee Meeting & their adoption is recommended. Adoption was proposed by Cllr Buxton, seconded by Cllr Wren, All in Favour. The Chairman signed a copy.  The Clerk confirmed she will ensure all documents required by the Transparency Code are published on the PC Website by 30.06.2024.	FB
19.10	<b>EXTERNAL AUDIT 2023/24</b>	
19.10.1	<b>AGAR3 – 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>19.10.2</b>	<b>AGAR3 - Section 2 – Accounting Statement</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>20</b>	<b>CORRESPONDENCE</b>	
<b>20.1</b>	<b>Email from Cllr Wren re impact of Sizewell C</b> – Cllr Wren said that now it has been confirmed that Pontins at Pakefield will be used to house Sizewell C workers this will impact on traffic through Wrentham. There will also be an impact from the transportation of abnormal loads from the docks in Lowestoft to Sizewell. The Chairman thanked Cllr Wren for raising this issue.	
<b>20.2</b>	<b>Any Further Correspondence –</b>	
<b>20.2.1</b>	<b>Email from Mr Javes - Footpath outside 90 Southwold Road</b> – plants are obscuring the footpath – Cllr Wren said he has also noted this when walking his dogs – Cllr Hutson advised this is a Benacre property and she will speak with the tenant.	<b>LH</b>
<b>20.2.2</b>	<b>Email from Cllr Dunning – Grass Cutting Schedule</b> – The Clerk will share with all and add to website.	<b>FB</b>
<b>20.2.3</b>	<b>Email re next meeting of Carlton Colville, Kessingland &amp; Surrounding Parishes Group</b> – this takes place at Marram Green on 5 <sup>th</sup> June and the focus will be on play and outdoor spaces. If any Councillor wishes to attend please advise The Clerk.	<b>All</b>
<b>21</b>	<b>ANY OTHER BUSINESS/MATTERS FOR NEXT MONTHS AGENDA</b>	
<b>21.1</b>	Cllr Child gave an update regarding the bells at St Nicholas Church – experts have assessed the bells and they are in good enough condition to move forwards – a team of 6 bell ringers will visit and test. There are no associated costs at present & Cllr Child will keep Councillors updated.  The Chairman thanked all for their attendance & support at such a long meeting.	
<b>22</b>	<b>DATE OF NEXT MEETING - Monday 17th June 2024 – 7:30pm</b>	

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