

# WENHASTON WITH MELLS HAMLET PARISH COUNCIL

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Clerk Richard Day

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Minutes of the meeting held in the Village Hall on Wednesday 17<sup>th</sup> October 2012.

Present:- Cllr. L. Spindler Chair, Cllr. D. Corbett Vice Chair, Cllr. H. Phillips, Cllr. J. Tate, Cllr. A. Spindler, Cllr. D. Wilkinson, Cllr. A. Edwards, Cllr. R. Dillaway, District Cllr. M. Gower and Richard Day, Clerk to the Council.

1. Chair welcomed the Councillor to the meeting and accepted apologies from County Cllr. R. Leighton, Cllr. M. Gasper and Cllr. A. Alder.
2. Cllr. Tate declared an interest in agenda item 12.
3. No report.
4. No report.
5. The minutes to the meeting of 19th September were unanimously approved after proposal from Cllr. Corbett seconded by Cllr. Phillips.
6. Clerks Report
  - Phone Box re-painting. Agreement obtained for clean-up and re-painting. The latter will be completed March- September 2013 (volunteers not allowed.)
  - 3 Quotes received (verbal) for removal of trees next to Children's playground. Crispin Chalker at maximum £500 lowest. I have forwarded Parish Council's proposals and rationale to Anne Westwood – no response [ despite chaser] received yet. (Carry forward to November agenda.)
  - On-going and exhaustive correspondence continues with Suffolk County Council regarding a scheme of contribution from them towards cost of repair and maintenance of driveway/car Park to playing field (Carry forward item.)
  - Requested actions re SCDC re proposed strategy for 3 Wenhaston Commons completed following September meeting.
  - Meeting completed on 20/9 with solicitors for guidance re proposed transfer of lease of Post Office (see later Agenda item.)
  - Salt bin refills requested 25/9 call reference 2746913.
  - Email response already forwarded to councillors matters in hand for October action by SCC.
  - Letter forwarded to Occupier, Sunnyside, Blyford Lane requesting action re hedge incursion.

  
21.11.12

- Further request re the entrance to Back Road from Coles Hill. Cutting back required (Ref 2743421 20/9.)
  - Request made 24/9 for progress on A12 Flood Wall and Sluice Project to SCC (no response received to date.)
  - Email forwarded to Rev. Renard expressing concern at late notification to Parish Council of date of Cemetery Consecration.
  - Email forwarded 20/9 ref 2743435 to Highways expressing concern at lack of signage at St Michaels Way/ Narrow Way junction.
7. There were no matters arising from the minutes.
  8. Re Pavillion Driveway and Car Park. This is covered in Clerk's report. Clerk will continue to press for decision, carry forward to next agenda.
  9. (i) Appn C12/1845 -Parish Council unanimously supported this application.  
(ii) Appn C/12/1211 re conversion of 7-14 Narrow Way Wenhaston unto 3x2 bedroom units has been approved by SCDC.
  10. Clerk to write inviting potential co-opted parishioner to next meeting.
  11. ROSPA report circulated. This has highlighted areas requiring attention/repair Clerk to liaise with Suffolk Coastal Services re provision and councillors to view report and agree on priorities at next meeting (this is addition to any proposed upgrade/replacement of equipment) Carry forward to November agenda.
  12. The Annual Return was presented to Parish Council. Following proposal by Cllr Tate, seconded by Cllr Corbett the Annual Return has been approved and accepted unanimously by the Parish Council. The issues arising report was also presented and a risk assessment will be completed prior to the next meeting and will form the basis of an action plan to be agreed at that time. Carry forward to November agenda.
  13. No meeting of Village Hall Management Committee has been held since previous Parish Council meeting, hence no report.
  14. Cllr. L. Spindler updated Councillors following recent subcommittee meeting. A lease is being adapted up for review - it is hoped that a draft will be available at the next meeting. Further questions have been posed to SWT and SCDC requesting confirmation/clarification of various issues. Responses expected to be available at next subcommittee meeting 10am 1/11/12 (carry forward to November agenda.)
  15. Prior to discussing this item, Cllr. Tate left the meeting room. It was proposed by Cllr. Dillaway and seconded by Cllr Edwards that a supporting solicitors letter was provided confirming that the proposed informal letter of transfer from Mr & Mrs Tate is sufficient to legally assign the existing lease for the unexpired term on the same terms and conditions. All voted in favour. Clerk to request Mr & Mrs Tate provide this via solicitor.



21.11.12

16. Cllr. Tate returned to the meeting room.

Correspondence read out at meeting.

- Email from Derek Bryant re the estate of the late K Roberts.
- Email from Hopkins Homes Ltd requesting meeting to discuss proposals to progress with development of Land off St Michaels Way, Wenhaston.
- Email from SALC with suggested dates for Councillor training.
- Invite to Budget Review meeting 12/11 from Suffolk Coastal 6:30pm-8:30pm Leiston Community Centre.

Actions Agreed.

- Clerk to respond to email from Derek Bryant suggesting children's playground equipment (possibly a new roundabout) as a suitable use for donation.
- Clerk to invite representatives of Hopkins Homes Ltd to speak prior to meeting proper on 21/11, their update and views re potential progression of the Land off St Michaels Way Wenhaston (This is in response to a request from Hopkins Homes Ltd.)
- It was agreed to arrange the external training for 29/11 following confirmation of Village Hall/ trainer availability.

17. Correspondence for Circulation.

- EDF Energy Sizewell C September Newsletter.
- Email from Hopkins Homes Ltd outlining matters they wish to discuss with Parish Council re Land of St Michaels Way, Wenhaston (Councillors to familiarise with content prior to proposed meeting.)
- LA151344 re Section 106 Town and Country Planning Act.
- LA15 – up to date/summary.
- Email response from customer services payphones regarding request for cleaning and painting of kiosk.
- Confirmation of Planning Permission re C/12/1411 – Conversion of 7-14 Narrow Way into 3x2 Bedroom Units.

18. Report from RFO - This was proposed for acceptance by Cllr. Dillaway and seconded by Cllr. Corbett. All voted in favour.

- Expenditure vs. Budget figures provided for H1 2012/13.
- Cheques to be issued this month total £777.45.
- Receipts £100 – (Burial Fee.)
- Balances prior to the above

C/A £1,668.27

D/A £15,829.40

Total £17,497.67

19. Following the Finance Committee Report and a previous review of workload it was proposed by Cllr. Dillaway and seconded by Cllr. Wilkinson that Clerk's contracted hours would be increased to 13 per week (this can be achieved within current budgetary arrangements.) All voted in favour . A further review will be undertaken when budget is set

for 2013/2014. The Clerk will investigate and review the current arrangements and frequency of grass cutting given that this area of expenditure is currently over budget. Carry forward to November agenda.

20. - Concern expressed re parking issues within village causing traffic hazards. Clerk to request confirmation of Police Representative for Village and request attendance at future Parish Council meeting to address.

- Cllr. L. Spindler was pleased to advise that the village sign had now been re-erected. A letter of appreciation to be sent to Chrispin Chalker who kindly donated the post to the village.

- Request from Cllr. Dillaway that agenda for November meeting should include a review of the Parish Council document retention policy.

- Request from Cllr. Dillaway for consideration of purchase of additional salt bin for Blackheath Road (agenda item for November.)

21. Date of next meeting 21st November 2012.

Meeting closed at 9:30pm.

A handwritten signature in blue ink, appearing to be 'L. Spindler', written in a cursive style.

21.11.12.

**ANNUAL BUDGET****H1 Pro Rata  
Budget****H1 Actual  
Expenditure**

Clerk Salary	£5,000	£2,500	£2,154
Admin	£750	£375	£356
Hall Hire	£200	£100	£92
Audit	£270	£135	£141
Broadband/Telephone	£132	£66	£114
Grass Cutting	£2,200	£1,100	£2,384
Insurance	£1,300	£650	£719
Subscriptions	£320	£160	£287
Training	£800	£400	£321
Rates	£220	£110	£34
Play Equipment/ Inspections/ Playing field mole control			
Doggy Bags	£900	£450	£54
Donations			
<b>S137,S133, S159</b>	<b>£2,500</b>	<b>£1,250</b>	<b>£561</b>
	<b>£14,592</b>	<b>£7,296</b>	<b>£7,217</b>

**Notes**

1. Expenditure/Income re Wenhaston Warbler not included. At present broadly neutral.
2. All figures to nearest £.

+/-  
Variance

£-346

£-19

£-8

+£6

+£48

+£1284

+£69

+£127

£-79

£-76

£-396

£-689

£-79