

WENHASTON WITH MELLS HAMLET PARISH COUNCIL

Clerk Richard Day

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Minutes of the meeting held in the Village Hall on Wednesday 21st November, 2012.

Present:- Cllr. L. Spindler Chair, Cllr. D. Corbett Vice Chair, Cllr. H. Phillips, Cllr. J. Tate, Cllr. A. Spindler, Cllr. A. Edwards, Cllr. R. Dillaway, Cllr. A. Alder, Cllr. M. Gasper, District Clr. M. Gower, Richard Day Clerk to the Council and 2 Parishioners.

1. Chair welcomed Councillors and Parishioners to the meeting. Apologies were accepted from Cllr.D. Wilkinson.
2. Cllr. Tate declared an interest in agenda item 17 Cllr. L. Spindler and A. Spindler declared an interest in Agenda item 11.
3. PCSO Jamie Newton provided a report, circulated pre meeting to Councillors. Questions were raised by Councillors regarding levels of Police presence in the village. PCSO Newton stressed the importance of reporting incidents via telephone (101) to provide an accurate picture of crime levels. This message should be communicated to Parishioners where possible.
4. No Report.
5. District Cllr. Gower provided an overview of current district topics - EDF/Sizewell proposals and current housing proposals and priorities.
6. Minutes were unanimously approved for 17/10/2012, proposed by Cllr. Corbett and seconded by Cllr. A. Spindler.
7. Clerks Report
 - Tree removal (play area) Anne Westwood has left Suffolk County Council so progress delay. View expressed verbally is that Parish Council as owners can proceed as not in conservation area.
 - Driveway/car park to Pavilion. Awaiting scheme of agreement. Currently being drawn up by SCC along lines requested. This is on a regular diary chaser.
 - Councillor training now organised and date confirmed for 29/11 7pm. Currently one further delegate from neighbouring Parish.
 - Response forwarded to Derek Bryant suggesting children's playground equipment would be purchased with any forthcoming donation. Response recd 19/11/12 and covered under correspondence matters.
 - Letter to Mr Coby followed by meeting confirming that Parish Council would be reviewing grass cutting arrangements and that we would have to curtail expenditure. Finance committee will formulate proposals.



19.12.12

- Letter of appreciation for donation of post for village sign sent to Crispin Chalker.
 - Full Financial Risk Assessment completed presented prior to meeting to Councillors for consideration under agenda item at 21/11 meeting
 - Pro forma document retention policy obtained to be presented to Councillors under agenda item at 21/11 meeting.
8. No matters arising from the minutes.
 9. (i) Following a review of report and subsequent risk assessment of findings. Cllr. R. Dillaway proposed that those issues identified as being of medium risk should be addressed. This was seconded by Cllr. Tate. Clerk will liaise with Suffolk Coastal Services to outline likely cost for budgeting purposes and proceed with the work. It was also noted that some of the areas identified within the skate park had been attended to by the sports committee. Suffolk Coastal Services will be asked to review this work to check adequacy.
(ii) Risk assessment (Financials) has been completed and following proposal by Cllr. Dillaway seconded by Cllr Corbett all Councillors voted in favour of acceptance. Finance committee will meet on 21/12 to agree on implementation strategy and report back at next full meeting of Parish Council. This has been implemented as part of feedback from audit/annual return.
 10. (i) Appn no C/12/2198. This was supported, subject to requested conditions by a majority of 8 to 1.
(ii) Permission re Appn C/12/1856 noted.
(iii) No further correspondence.
 11. Prior to discussion Cllr. L. Spindler and A. Spindler left the meeting. It was proposed by Cllr. Corbett and seconded by Cllr Dillaway that Alistair Spindler is co-opted to the causal vacancy for Parish Councillor. All Councillors present voted in favour. Clerk to attend to necessary administration prior to next meeting.
 12. Cllr L Spindler and Cllr A Spindler rejoined the meeting. Following proposal by Cllr. Dillaway seconded by Cllr Alder it was agreed to implement a document retention policy in line with NALC legal topic note 40 (which will also now be circulated.) All voted in favour. Cllr. Dillaway to suggest suitable date to commence implementation. Cllr. Corbett to provide detail of availability of replacement filing cabinet. (Progress report at next meeting.)
 13. Meeting agreed for Finance Committee 19/12/12 at 11am to produce draft budget for 2013/14 and present at next full meeting of Parish Council.
 14. Proposal for additional salt bin to be purchased and situated at top of hill on Blackheath Road next to dog waste bin from Cllr. Alder, this was seconded by Cllr. Phillips, all voted in favour. (Estimated cost £179.11 plus VAT, 400 litre capacity, green) Clerk to liaise with Highways for permission to site and then arrange purchase. Letter of agreement from 2 Parishioners to manage its use has been received by Parish Council.
 15. Cllr. R. Dillaway provided a report summarising current activities and priorities (copy held on file.)



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16. Cllr. L. Spindler advised that due to delay in responding to questions by Suffolk Coastal District Council to subcommittee meetings had been postponed. Therefore no progress to report. Information has now been received and subcommittee will re-arrange meeting.
17. Cllr Tate left the meeting prior to discussion of this topic . Following proposal by Cllr. Dillaway seconded by Cllr. Corbett it was agreed to proceed with the agreement for assignment of the lease for the Post Office. All voted in favour and this will be signed on behalf of the Parish Council with a covering note outlining why the requested letter of comfort has not been provided (minute ref. 824/15).
18. Cllr. Tate Rejoined the meeting.
Correspondence read out at meeting
- Email response from Derek Bryant re possible donation.
 - Letter from Delphine Proctor re possible development on land adjoining St Michaels Way.
 - Summary of outdoor Play space contributions - (reference made to SCDC Council communication dated 8/11 - now being circulated to Councillors as relevant to projects currently under discussion.)
19. Items in circulation folder (November 2012)
- Suffolk Hedgerow - Final newsletter and survey.
 - SALC - Annual Report 2011/12.
 - EDF Energy - Sizewell C Newsletter.
 - Directory of Resources for voluntary organisations.
 - Suffolk ACRE issue 15 Newsletter.
 - Clerks and Councils Direct November Newsletter.
 - Summary of outdoor play space contributions and current provision within Parish.
 - Sizewell C - INITIAL PROPOSAL DOCUMENTS - (CIRCULATED SEPARATELY).
20. RFO REPORT.
- Balances of accounts prior to entries listed below.
- C/A £1194.82
D/A £15831.43
Total - £17026.25

Outstanding precept payment received (£7300). Transfer to be authorised of surplus funds on current account to deposit (£5000). £35 received in respect of memorial fees/ cemetery. £290 received in respect of advertising from Wenhaston Warbler.

Cheques totalling £975.29 for authorisation this month.

Acceptance of RFO report proposed by Cllr. Edwards and seconded by Cllr. Dillaway. All voted in favour.

21. (i) Christmas Bazaar Village Hall - consideration of donation to be carried forward to next meeting.
- (ii) Street Light at Blackheath Farm entrance requires shading or switching off late at night/ Cllr. Dillaway to provide detail re number for identification purposes Clerk will then pursue for action.

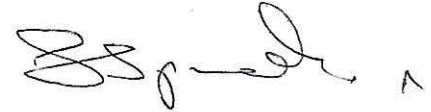


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(iii) Hedge on Playing Field has been severely cut back - letter of request to football club requesting information and advising Parish Council's obligations as trustees.

(iv) Request for a report/update on remaining timescales for sewerage work in village which is running well overdue and causing major inconvenience. Anglian Water to be contacted.

Meeting Closed at 9:30pm.

A handwritten signature in black ink, appearing to be 'S. J. ...', written in a cursive style.

19.12.12