

WENHASTON WITH MELLS HAMLET PARISH COUNCIL

Clerk Richard Day

richard@daymilldown.fsnet.co.uk

Minutes of the meeting held in the Village Hall on Wednesday 21st January 2015.

Present; Cllr. D. Corbett (Chair) Cllr. L. Spindler (Vice Chair), Cllr. H. Phillips, Cllr. R. Dillaway, Cllr. J. Tate, Cllr. D. Wilkinson, Cllr. M. Gasper, Cllr. A. Edwards, Cllr. A. Alder, County Cllr. M. Gower, Richard Day Clerk and 8 Parishioners.

1. Apologies had previously been accepted on behalf of Cllr. Alan Spindler, Cllr. Alastair Spindler did not attend the meeting.
2. Cllr. D. Wilkinson declared an interest in agenda item 11 (i). Cllr. Corbett declared an interest in agenda item 11 (ii).
3. There were no request for dispensation to vote.
4. The minutes to the meeting of 17/12/14 were proposed for acceptance, subject to correction of a typing error section 8 (i) (section 106 monies not 32) by Cllr. Alder, seconded by Cllr. Gasper and unanimously approved.
5. Proposal from Cllr. Alder to suspend the meeting to allow Parishioner to speak was seconded by Cllr. Wilkinson at 7:50pm. This was unanimously approved. Meeting re-opened at 8:00pm. Cllr. Alder proposed that Parish Council should submit a Neighbourhood Planning Designation application. This was seconded by Cllr. Wilkinson - all voted in favour after debate.
6. Clerk's Report
 - School. Requested that donation claimed and work completed by early March
 - Surgery.. Response obtained. Surgery will be fortnightly but service under constant review .Care commissioners audit/Facilities/ Cost / Equity of access to GPSs for all patients are factors impacting decision.
 - Annual Parish Meeting. Date should be outside period of purdah for PC i.e. after 7th May.
 - Flooding Bramfield Road. Response received from SCC and letter requesting action sent to landowner. (Provided copy prior to meeting)



18/2/15

- Attended Election workshop / training at SALC . Summarised content.
7. There were no other matters arising from the minutes.
 8. A copy of the report is available from the Clerk.
 9. (i) Following response Clerk to investigate the possibility of either 20mph limit and/or speed bumps on Narrow Way.
(ii) A copy of the update/report provided will be made available by Cllr. Gasper upon request.
(iii) Costing still awaited (carry forward to February agenda)
 10. A copy of the report of available from the Clerk.
 11. (i) Cllr Wilkinson left the meeting room prior to debate of this item. Following debate appn DC/14/3860/FUL was unanimously rejected, Clerk to summarise rationale to SCDC Planning.
(ii) Cllr. Wilkinson returned to meeting, Cllr. Corbett left meeting, Cllr. L. Spindler assumed Chair temporarily. Appn DC/14/4052 was unanimously supported.
 12. Cllr. Corbett returned to meeting and resumed Chair. It was reported that a shortfall was likely on cost of hard surface to driveway at Sports/Playarea and further information would be obtained by Clerk prior to next PC meeting to ascertain the exact position in terms of cost and shortfall. Parish Council may approach other users for contribution.
 13. Cllr. Wilkinson proposed closure of the meeting to allow a Parishioner to speak, this was seconded by Cllr. Edwards and unanimously supported. Upon re-opening the meeting and after debate Cllr. Wilkinson proposed that Wenhaston Warbler should move towards independence from the Parish Council, subject to satisfactory terms of reference being agreed between the editorial team and the Parish Council. This was seconded by Cllr. Corbett and unanimously agreed. This was to be carried forward to the next meeting by which time the editorial team will provide the draft agreement/terms of reference.
 14. Correspondence read at meeting
 - Request from W/I for assistance with cost of adding the missing names to War Memorial . . ACTION: Parish Council have agreed in principle but Clerk to contact W/I and request formal approach to Parish Council with full details for consideration at next meeting.
 - E/mail from Parishioner regarding unauthorised boundary extension. ACTION. Clerk to write to householder requesting comment/action.
 - E/Mail from Parishioner re SHLAA allocation of sites, preferred options and numbers (Document circulated prior to meeting) ACTION. Parish Council to agree on response to SHLAA consultation at next meeting.



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- Copy letter from Parishioner opposing proposed development at Coles Hill/Blyford Lane.

15. Correspondence for circulation

- Financial Risk Assessment Summary 2014/15. Satisfactorily concluded...(Agenda item at next meeting for acceptance by Parish Council.)
- ESTA Bulletin. Issue 131
- Clerks and Councils Direct Jan 2015 issue.
- SCDC Core Planning Strategy. Consultation Document. (Already provided in E/mail format)

16. RFO Report

- All Risk Assessment work has been completed and satisfactorily concluded. A copy of the Financial Risk Assessment Summary with action/review dates is being circulated this month. Given current level of reserves the Fidelity Guarantee is adequate.
- Cheques for approval total £ 1211.34 this month. Credits paid to the account total £515.00 (Warbler advertising) Balances of accounts Prior to cheque issue. C/Ac £9953.31 Base Rate Tracker £15850.86 Base Rate Reward £4037.57. Total £29841.24.
- Cumulative figures for expenditure vs budget to 31/12/14 are provided confirming expenditure is broadly in line with plan. Variance to plan covered by notes. (Funds held in specific reserve to cover)
- Cllr Alder has completed the quarterly audit of Bank reconciliations and signed off as satisfactory.

The RFO report was proposed for acceptance by Cllr. Dillaway and seconded by Cllr. Edwards. All voted in favour.

17. (i) Requests received from Halesworth Campus to present on developments prior to next meeting - agreed.
- (ii) Comments/responses to SCHLAA to be agreed at February meeting following circulation of document.

Meeting closed at 9:30pm. Next meeting 18th February 2015.



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WENHASTON WITH MELLS PARISH COUNCIL.

Cheques for approval and signature January 2015.

RICHARD DAY	£93.62
WVHMC	£37.00
EASTERN FACILITIES MANAGEMENT	£362.00
LEISTON PRESS	£176.00
RICHARD DAY	£542.72
TOTAL	£1211.34

A handwritten signature in black ink, appearing to read "D. Carbell". The signature is stylized and written in a cursive-like font.

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(Figs to 31/12/14)

Category	Q3 Pro Rata Budgeted Expenditure	Q3 Net Actual Expenditure
Clerks Costs	5994	6002
Admin/General Expenditure	1350	1514
Audit Fees	261	282
Grass Cutting	1851	1624
Insurance	825	602
Subscriptions	414	322
Training	375	90
Rates (net)	174	217
Play Equipment Inspection/repair Dogs etc	900	789
Section 137/133/19	1314	4271
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	13458	15713
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NOTES

- i) Excludes items to be allocated from reserves. (legal Fees re Allotment Land)
- ii) Excludes Printing Costs of Wenhaston Warbler as these are offset by receipts for advertising. Also excludes payments to SWT as these are covered by RPA receipts.

Notes re Significant variance to plan

- **Admin – Includes payment made re purchase of cinema equipment (Re-imburement of expenditure totalling £213) Covering funds held over in specific reserve.**
- **Sections 137/133/19 – Includes donation totalling £2821 for purchase of cinema equipment for V Hall (Funds held in specific reserve from previous year)**
- **Rates is net figure after contribution from Football Club.**