

# WENHASTON WITH MELLS HAMLET PARISH COUNCIL

---

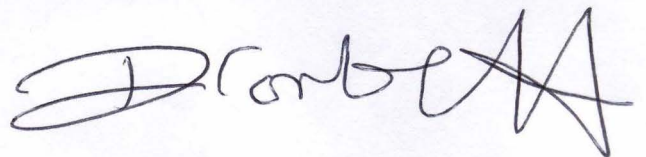
Clerk Richard Day

[richard@daymilldown.fsnet.co.uk](mailto:richard@daymilldown.fsnet.co.uk)

Minutes of the meeting held in the Village Hall on Wednesday 20th May 2015.

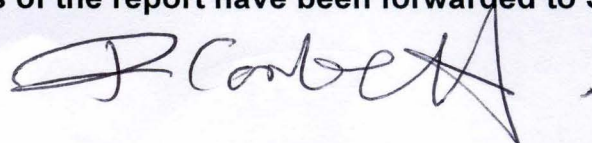
Present; Cllr. D. Corbett (Chair), Cllr. L. Spindler, Cllr. H. Phillips, Cllr. A. Edwards, Cllr. A. Alder, Cllr. A. Musk, Cllr. D. Stammers, Cllr. C. Watson, Cllr. J. Hewett, County Cllr. M. Gower, District Cllr. R. Catchpole, Richard Day Clerk and three Parishioners.

1. Following proposal by Cllr. Edwards, seconded by Cllr. Alder, Cllr. Corbett was re elected chair. This was unanimously agreed.
2. Chair welcomed new Councillors and brief introductions were made. There were no apologies for absence.
3. There were no declarations of interest.
4. There were no request for dispensation to vote.
5. (i) Minutes for the meeting 15/04/15 were proposed for acceptance by Cllr. Alder, seconded by Cllr. Edwards and unanimously agreed by those Councillors present at the earlier meeting.  
(ii) Minutes for the meeting 29/04/15 were proposed for acceptance by Cllr. Phillips, seconded by Cllr. Spindler and unanimously agreed by those Councillors present at the earlier meeting.
6. Clerk's Report
  - The agreed work to add names to the War Memorial will be completed by Masters of Woodbridge. This firm completed the previous work and in any event it has been impossible to obtain further quotes for the job, due to the very specialist nature.
  - Work on the driveway to sports field remains scheduled for 26/27/28 May.
  - The long awaited work to remove the remains of the roundabout in the children's' play area has been completed. I have also obtained updated ROSPA Inspection reports, which are being circulated. This will be an agenda item for next month given the condition of the skate park. In the interim I have asked the Sports Club for their input. I have requested costings from NORSE for the work as highlighted. REFER TO AGENDA ITEM 13(ii)
  - Clerk on holiday 4/6 to 14/6. E/mail contact in emergency will be available.
7. None.



17.6.15

8. Parish Council has two vacancies and it is possible to co-opt at the next meeting (agenda item.) This will be publicised and Parish Councillors were requested to support the initiative to secure suitable persons, subject to the qualification criteria. The following Councillors were appointed to the roles listed.
- (i) Vice Chair - Cllr. Spindler. Proposed by Cllr. Corbett seconded by Cllr. Phillips. All voted in favour.
  - (ii) Transport Liaison Officer - Cllr. Hewett. Proposed by Cllr. Watson seconded by Cllr. Musk. All voted in favour.
  - (iii) SALC representative - not filled (Clerk will be liaison.)
  - (iv) Parish Council representative on Village Hall Management Committee - Cllr. Watson proposed by Cllr. Hewett seconded by Cllr. Alder. All voted in favour.
  - (v) Finance committee to remain as Cllr. Spindler. Cllr. Corbett, Cllr. Phillips and RFO proposed by Cllr. Edwards seconded by Cllr. Alder. All voted in favour.
  - (vi) Parish Council representative of Commons Committee (also comprising SWT and Commons Group) Cllr. Spindler proposed by Cllr. Phillips seconded by Cllr. Corbett. All voted in favour.
  - (vii) R.F.O Richard Day proposed by Cllr. Corbett, seconded by Cllr. Hewett. All voted favour.
  - (viii) Sizewell Parish Liaison Officers. Cllrs. Corbett and Spindler were proposed by Cllr. Alder, seconded by Cllr. Edwards. All voted in favour.
  - (ix) SALC re appointed as internal auditor - proposed by Cllr. Corbett seconded by Cllr. Phillips. All voted in favour.
9. Adoption of Councillor code of Practice was proposed by Cllr. Spindler, seconded by Cllr. Alder. All voted in favour. Copies provided to all Councillors.
10. Adoption of standing orders were proposed by Cllr. Phillips and seconded by Cllr. Spinder. All voted in favour. Copies provided to all Councillors.
11. Financial Regulations were proposed for adoption by Cllr. Hewett, seconded by Cllr. Edwards. All voted in favour. Copies provided to all Councillors.
12. A copy of the report is available from the Clerk.
13. (i) No decision was made regarding Parish Council's role as publisher of Wenhaston Warbler as volunteer support is required from the Village to ensure production continues (carry forward to June agenda.)
- (ii) Cllr. Corbett proposed meeting the request from Wenhaston Sports Club for £500 towards insurance costs of skate park. This was seconded by Cllr. Alder and all voted in favour.
  - (iii) Clerk advised that ROSPA reports indicated repairs were required to the skate park. Copies of the report have been forwarded to Sports Club



17.6.15

for action/comment and cost estimates requested from NORSE. Reports are being circulated (action to be agreed at June meeting, agenda item.)

14. A progress report was provided regarding the Neighbourhood Planning Scheme. Cllr. Alder proposed that Parish Council proceeded with website as demonstrated, this was seconded by Cllr. Hewett. All voted in favour.

15. No report available.

16. None.

17. Draft minutes of APM circulated pre-meeting.

**18. Correspondence for circulation**

- ESTA Newsletter.
- Agenda and Draft Minutes re Neighbourhood Plan co opted sub group meeting 19/5/15.
- Letter of introduction from Raymond Catchpole, District Councillor, Wenhaston and Westleton Ward. SCDC.
- Clerks and Councils Direct May newsletter.
- LAIS Update 150428.
- ROSPA INSPECTION REPORTS. (To be Agenda item JUNE)

**19. Correspondence read at meeting**

- Letter from Parishioner regarding overgrown hedges on corner of St Michaels Way /Narrow Way. ACTION. Letter to house owner requesting action and acknowledgement to parishioner confirming action and suggesting follow up via District Council re environmental issues also raised.

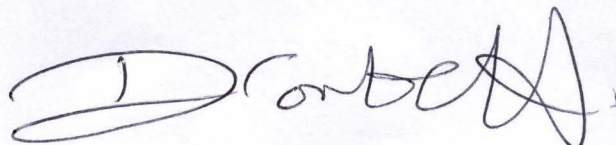
**20. RFO Report**

- Cheques totalling £ 2597.76 await approval this month. Funds received total £355.00 (Advertising Wenhaston Warbler) Balances of accounts prior to issue of cheques Current a/c £17993.47 Base Rate Tracker £2001.82 Base Rate Reward £17896.91 Total £37892.20. (Precept funds are included.)
- Internal audit has been satisfactorily completed and documentation collected. External audit commences 6/6/15 and preparations have been completed to provide requested information by requested date.

The RFO report was proposed for acceptance by Cllr. Hewett, seconded by Cllr. Phillips all voted in favour.

21. Letters of thanks to be sent to recently retired Councillors and Mary Henry, for her work on behalf of Wenhaston Warbler.

Meeting closed at 9:10pm. Next meeting 17/06/15.



17.6.15.