

# WENHASTON WITH MELLS HAMLET PARISH COUNCIL

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Clerk Richard Day

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Minutes of the meeting of the Parish Council held on 19/2/25 at 7.30pm in the Village Hall.

Present; Cllr. A Musk (Chair), Cllr. J Townsend (Vice chair) Cllr. M Wilkinson, Cllr. D Stammers, Cllr. G Leech, Cllr. K Canham, Cllr. C Way, Cllr. S Cooke, County Cllr. R Smith, 1 Parishioner and Clerk Richard Day.

1. Chair welcomed all to meeting, apologies for absence accepted on behalf of Cllrs. Cushion and Mann and District Councillors Wakeling and Keys-Holloway
2. No declarations of interest made.
3. There were no requests for dispensation to vote.
4. The minutes of the meeting held on 15/1/25 were proposed for acceptance by Cllr. Wilkinson seconded by Cllr. Cooke and unanimously approved.
5. CLERK REPORT:  
All matters are covered within agenda headings below.
6. No matters arising from previous minutes.
7. Copy report by County Cllr. Smith is available from Clerk.
8. District Councillors' report had been provided and circulated prior to meeting.  
A copy is available from Clerk
9. Carried forward items. (i) The proposal to donate £700 to the Village Hall agreed at the previous meeting will now be amended to £100 as funds have been made available from County Cllr. Smith's enabling budget for the project. This was unanimously supported ii) Clerk updated members on the response to the advertisement of the co-option of an additional Parish Councillor. It was agreed that an invitation would be extended to the interested parishioner to attend the next meeting.
10. (i) The Internal Control Statement together with a summary of the test reviews and findings had been circulated to members following completion by the nominated member. Fidelity cover has been reviewed at insurance cover renewal and is appropriate to current requirements. Cllr. Cooke proposed acceptance and signature on behalf of the Council, Cllr Canham seconded and this was unanimously approved. (ii) In connection with the above the effectiveness of internal audit had already been approved at an earlier meeting. (iii) SALC would be re-appointed as auditors as a result of the above. This has already been the subject of a minute in the records. The formal letter of engagement has therefore been approved.

*A Musk*

*19/3/25*



11. Clerk provided an updated Risk Assessment Summary with outstanding matters.

The following are the areas which still require clarification/action.

Play area/Sports area. Awaiting confirmation of start date from contractors for remedial work requested, this work will be followed by full ROSPA inspection,

Pavilion. Awaiting confirmation of current status of electrical appliance testing / certification from football club.

Allotments. Awaiting copy of updated risk assessment and insurance details from allotment association.

Further lockable cabinet required for document storage of Parish records at remote site

All other matters reviewed and deemed satisfactory. See also agenda item 10(i) re internal control systems.

12. PLANNING.(i) DC/250061/FUL. Orchard Lea. Hall Rd, Wenhaston. Change of use to annexe to part time holiday let, construction of garden room, demolition of conservatory. Decision to support ratified unanimously. (ii)DC/25/0092/FUL. Double storey rear extension at Blackheath Cottage, Blackheath Rd. Wenhaston. Decision to support ratified unanimously. (iii) DC/24/1743/FUL. Development of B2 outbuildings to residential self builds at Oak Hill. Halesworth Rd. Wenhaston. Unanimously supported. (iv) DC/25/0039/FUL. Extension and conversion of garage to provide annex accommodation at White Lodge, The Street, Wenhaston. Unanimously supported. (v) Councillors had been copied in on other planning related correspondence concerning an existing and pending application for information purposes. No action is required.

13. No reports.

14. CORRESPONDENCE (i)A letter of thanks has been received from Solebay Care Fund Trustees following the recent donation approved by Council. (ii) Wilder Wenhaston Group had forwarded an environmental report on the condition of the River Blyth following their monitoring activities. This was circulated to Councillors prior to the meeting and was much appreciated and it was agreed to include as a future agenda item to discuss further. (iii) A request to sponsor the Annual Parish Show in the village had been received. It was agreed to include on the next agenda by which time the Council's request for acknowledgement of sponsorship on advertising material and banners etc will be made by Cllr. Cooke to organisers

15. RFO REPORT:

Balance held at bank is £47,593.13 which is prior to authorisation of payments totalling £1303.70 this month. Accounts have been reconciled to spreadsheet records and are available for monthly member audit,

Report proposed for acceptance by Cllr. Cooke seconded by Cllr. Way and unanimously approved.

*A Musk*  
19.3.25



16. Meeting closed at 8.15pm. Date of next meeting 19/3/25

A musk

19.3.25