

# WENHASTON WITH MELLS HAMLET PARISH COUNCIL

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Clerk Richard Day

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Minutes of the meeting of the Annual Meeting of the Parish Council held on 21/5/25 at 7.30pm in the Village Hall.

Present; Cllr. A Musk (Chair), Cllr. S Mann, Cllr. G Leech, Cllr. C Way, Cllr. T Cushion, Cllr. F Desborough, Cllr. S Cooke, Cllr. M Wilkinson, County Cllr. R Smith, District Cllr. G Wakeling 1 Parishioner and Clerk Richard Day.

1. Cllr. Musk was re appointed Chair following proposal by Cllr. Cooke seconded by Cllr. Wilkinson and unanimously supported,
2. Cllt. Townsend was re elected as vice chair following proposal by Cllr. Leech seconded by Cllr. Mann and unanimously supported.
3. Chair welcomed all to meeting. Apologies were received and accepted from Cllrs. Stammers, Townsend, Canham and District Cllr. Keys-Holloway.
4. There were no declarations of interest.
5. There were no requests for dispensation to vote. *Lev*
6. The minutes of the meeting held on 16/4/24 were proposed for acceptance by Cllr. Cooke seconded by Cllr. Wilkinson and unanimously approved.

7. CLERK REPORT.

The Internal Audit has been satisfactorily concluded and published to the website. I shall include a review of the document on the next agenda and we can agree any actions required at that time. (Copy documents forwarded to members.)

The external audit documents have now been prepared and forwarded following completion of the above.

I have arranged two delegate slots at the meeting at the Village Hall on 23/5/25 which will provide information regarding the proposed changes to County/District Councils. Cllr Cushion and myself will attend.

Agreement reached for the work to be done at sports area, this will be undertaken on Thursdays weekly until completion. As soon as I have a commencement date then arrangements can be made for the on site facilities to be available.

8. None
9. The Councillor Code of Practice was re issued and adopted by a unanimous vote.
10. The updated version of Standing Orders was issued and adopted by a unanimous vote
11. The updated version of Financial Regulations was issued and adopted by a unanimous vote
12. Following a unanimous vote the existing arrangements for the advisory groups (Emergency Planning, Planning. School Liaison, Offshore and significant

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*26/6/25*



infrastructure projects, Village Hall Representative and Internal Control monitoring) would remain as per the current arrangements and details provided on the Parish Council website.

13. Cllr. Mann proposed re appointment of Elaine Day as Responsible Financial Officer, Cllr. Cooke seconded and this was unanimously approved.
14. Cllr. Leech proposed SALC were re- appointed as Internal Auditors, Cllr. Cooke seconded and this was unanimously approved.
15. There were no items carried forward from previous meetings.
16. PLANNING. (i) Correspondence ref DC/24/3444/OUT. Land at Bickers End, Blyford Lane Wenhasston. A provisional date has been advised regarding referral to Committee for determination of the above application. Cllr. Way volunteered to present the Parish Council's objection to the proposals and a summary document outlining the position was unanimously accepted for this purpose. (ii) No further planning correspondence.
17. Letter of thanks received following the recent donation made to Halesworth Dementia Carers Fund,
18. No reports from Parish Council Representatives on external committees.
19. RFO REPORT Reconciled balance at Bank is £52900.02 and statements are available for member audit. Included within this figure is precept first payment of £13448.50 and VAT reclaim of £1109.50. Payments for authorisation total £8759.65 this month and these are not included in the above figures. Report proposed for acceptance by Cllr.Way seconded by Cllr. Cushion and Seconded by Cllr. Cooke.
- 20, Meeting Closed at 7.45. NEXT MEETING THURSDAY 26/6/25

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Summary of payments for authorisation at meeting dated 21/5/25.

Salary and related costs £316.57

Salary costs £644.95

JG Wing £430.00

Kompan Ltd £7071.73

Vertas Ltd £258.00

SALC £38.40

Total £8759.65

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