

WENHASTON WITH MELLS HAMLET PARISH COUNCIL

Clerk Richard Day

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Minutes of the meeting of the Parish Council held on 17/9/25 at 7.30pm in the Village Hall.

Present; Cllr. A Musk (Chair), Cllr. J Townsend (Vice Chair), Cllr. S Mann, Cllr. S Cooke, Cllr. C Way, Cllr. F Desborough, Cllr. D Stammers, Cllr. K Canham and Clerk Richard Day.

1. Chair welcomed all to the meeting. Apologies received and accepted from Cllrs. Leech, Cushion and Wilkinson
2. There were no declarations of interest. (Cllr. Cooke is chair of the Village Hall Management Committee but will be providing information only and no decision will be made under agenda item 9 (i) pending receipt of further information.)
3. There were no requests for dispensation to vote.
4. The minutes of the meeting held on 20/8/25 were proposed for acceptance by Cllr. Canham seconded by Cllr. Musk and unanimously approved.
5. **CLERK REPORT.**
Work will commence 18/9/25 on refurbishing / repainting the outside gym and sports area.

Re occurring problems with service failure on dog waste bin emptying have again been highlighted and also a broken support post and footpath sign near to cemetery has been reported. Remedial action awaited.

Parish Council webpage will no longer be updated and maintained following the decision by the current administrator to stand down. I suggest a formal letter of thanks is sent on behalf of the Parish Council for the tremendous support provided. I will arrange for the administration to be undertaken by the website provider as soon as possible.

6. None.
7. No report from County Cllr. Smith
8. No District Cllr. Report.
9. Cllr. Cooke confirmed that a consultation meeting had been arranged for all interested parties to outline the plans for the proposed kitchen and café area at the Village Hall. There will be opportunity for constructive comment and opinion together with an explanation of the current suggested upgrade. The meeting will take place on 30th September at 7pm in village Hall. A general discussion then took place to determine the criteria required by the Parish Council in order to consider any request for financial support. Following proposal by Cllr. Stammers, seconded by Cllr Musk Clerk will confirm in writing to the Village Hall Management Committee that the following will be required. (i) Sight of at least 3 quotations for the work. (ii) Confirmation that a thorough review of all options has been investigated and that adequate

consultation with interested parties, particularly current users of the facilities, has been undertaken. (iii) Confirmation to be provided to PC of details of all grant funding availability. This will include source, amount and date of availability and take the form of letters of offer. (iv) Upon receipt the Parish Council will consider a request for financial support. The proposal was unanimously supported.

10. Details of a Suffolk County Council Thermal Imaging Project had been circulated to Cllrs. pre meeting. Cllr. Townsend volunteered to represent the PC if the project was made available to Wenhaston. Wilder Wenhaston have indicated possible interest and Clerk will advise the outcome of the PC application as soon as this is confirmed.
11. Clerk advised the meeting that the Parish Council had been informed that Employer duties required by the Pensions Regulator had been met and confirmation was held on file to this effect.
12. Clerk confirmed that levels of cover, scope of cover and asset details had been reviewed and checked. The renewal premium for Parish Council insurance policy was proposed for acceptance by Cllr. Musk, seconded by Cllr. Way and unanimously approved in order for Clerk to arrange. Premium £1062.91.
13. (i) Refer to agenda item 15 below. No further correspondence.
14. No reports from Committee Members / representatives.
15. **CORRESPONDENCE.**

Correspondence in respect of planning applications has been circulated to members pre meeting together with responses where appropriate made on behalf of the Parish Council.

Items of correspondence received from 3 parishioners regarding the proposed improvements and the design for the kitchen area at the Village Hall. Responses have been sent and members copied in. See also agenda item 9(i)

16. RFO REPORT.

Balance at bank is £42357.44. This is prior to authorisation of payments totalling £3712.18. Monthly reconciliation has been made with statements and is available for member audit. In addition to the payments above collection of £137.47 will also be made by direct debit in respect of allotment water rates. Report proposed for acceptance by Cllr. Way seconded by Cllr. Mann and unanimously supported.

17. Meeting closed 8.20. Date of next meeting 15th October 2025.