

WENHASTON WITH MELLS HAMLET PARISH COUNCIL

Clerk Richard Day

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Minutes of the meeting of the Parish Council held on 19/11/25 at 7.30pm in the Village Hall.

Present; Cllr. A Musk (Chair), Cllr. J. Townsend, Cllr. C Way, Cllr. K Canham, Cllr. F. Desborough Cllr. M Wilkinson, Cllr. Stammers, County Cllr. Smith, Clerk Richard Day and 1 Parishioner

1. Chair welcomed all to the meeting. Apologies received and accepted from District Cllr. Wakeling and Cllrs. Leech, Cooke Cushion and Mann
2. Cllr. Way declared an interest in agenda item 16(i) and would take no part in discussion of the subject matter
3. There were no requests for dispensation to vote.
4. The minutes of the meeting held on 15/10/25 were proposed for acceptance by Cllr. Canham seconded by Cllr. Musk and unanimously approved.
5. CLERK REPORT. Emergency expenditure incurred this month as a result of the failure of the Parish Council laptop which was obsolete and for which a reserve had been set aside to cover the cost. Clerk has purchased the replacement on behalf of the Parish Council and will reclaim cost as per Financial Regulations approved. Cost £788.99 prior to vat reclaim.

A full review of charges and fees charged by the Parish Council has been undertaken and built into a draft budget for 2026/27. This will be circulated to members prior to the next meeting for review and comment prior to approval. Following agreement the precept requirement can be finalised. Both matters will appear as agenda items for December meeting.

An article was placed in the Warbler regarding a possible permanent acknowledgement of the service to Wenhaston by the late Heather Phillips MBE. Agenda item for next meeting to review responses.

6. None.

7. A copy of County Cllr. Smith's report is available from the Clerk

8. A copy of District Cllrs' report is available from the Clerk.

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9. An updated summary on progress for funding has been supplied by the Village Hall Management Committee in respect of the kitchen/café refurbishment. The amount will be a maximum of £5k and Cllrs. unanimously approved this amount should be factored into draft budget/precept planning and confirmed, subject to the conditions already outlined to the village hall management committee, at the December meeting.
10. Local Plan. Call for sites. Publicity material has been displayed and details provided to Councillor following the recent request from East Suffolk Council.
11. PLANNING. (i) DC/25/3806/FUL. Rear extension and conservatory with storage, wc and shower and garden room at Hybanks, Bramfield Rd. Wenhaston. Decision to support ratified unanimously. (ii) DC /25/4194/FUL. Installation of conservatory at rear of Blyth Lodge, Narrow Way, Wenhaston. Unanimously supported.
12. Councillors expressed appreciation for the voluntary work undertaken to tidy the War Memorial prior to the Remembrance Sunday Service and wreath laying. A donation of £100 was proposed by Cllr. Stammers to the Poppy Appeal, this was seconded by Cllr. Wilkinson and unanimously approved.
13. A summary document outlining the current internal control arrangements for the Parish Council had been prepared and circulated to members prior to the meeting together with an Internal Control Report for their review and comment. Following proposal by Cllr. Stammers, seconded by Cllr. Way it was proposed that the internal control procedures were effective and that the document should be signed to this effect. This was unanimously approved.
14. Clerk had reviewed the current Parish Council policies for effectiveness and update where necessary. A Bio Diversity Plan will now be investigated with the collaboration with the Wilder Wenhaston Group and the matter carried forward to a future agenda upon receipt of draft recommendations from the group and after further investigation by Clerk. It will also be necessary to draft a policy for future approval in respect of Assertion 10 of the 2025 Practitioner's guide. This covers management of data protection, IT systems and digital presence. (Carry forward item to future agenda)
15. No reports from Committee Members/Groups

16. CORRESPONDENCE:

- (i) Wenhaston Allotment Association requested a downward review of their rent at rent review. Councillors declined to support the request and Clerk will write outlining reasons and possible alternative solutions.
- (ii) Request for donation (SARS) Cllr. Stammers proposed a donation of £200.00 was made on behalf of the Parish Council, Cllr. Canham seconded and this was unanimously agreed.

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17. RFO REPORT: Payments for authorisation total £ 2676.21 this month and balance at bank prior to these payments is £50324.08. This has been reconciled and is available for member audit. RFO Report proposed for acceptance by Cllr. Canham, seconded by Cllr Musk and unanimously agreed.

18. Meeting closed 8.45. Date of next meeting 17TH December 2025.

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