

# WENHASTON WITH MELLS HAMLET PARISH COUNCIL

---

Clerk Richard Day

[clerk@wenhastonmells-pc.gov.uk](mailto:clerk@wenhastonmells-pc.gov.uk)

Minutes of the meeting of the Annual Meeting of the Parish Council held on 20/5/26 at 7.30pm in the Village Hall.

Present; Cllr. A Musk (Chair), Cllr. J Townsend, Cllr. F Desborough, Cllr. S Cooke, Cllr. M Wilkinson, Cllr. K Canham., District Cllrs. G Wakeling and Keys-Holloway and Clerk Richard Day.

1. Cllr. Musk was re appointed Chair following proposal by Cllr. Canham seconded by Cllr. Wilkinson and unanimously supported,
2. Cllr. Townsend was re elected as vice chair following proposal by Cllr. Musk seconded by Cllr. Wilkinson and unanimously supported.
3. Chair welcomed all to meeting. Apologies were received and accepted from Cllrs. Stammers, Leech, Cushion, Way, Mann and County Cllr. Dunning
4. There were no declarations of interest.
5. There were no requests for dispensation to vote.
6. The minutes of the meeting held on 16/4/26 were proposed for acceptance by Cllr. Canham seconded by Cllr. Cooke and unanimously approved.
7. CLERK REPORT.  
The Internal Audit work was submitted during the course of the month and a full review undertaken and the resultant report will now be circulated to members for review. The report will be posted to the website and included within next month's agenda for any required actions to be agreed. There are no major issues to report at this stage.  
Work will now commence to prepare and forward the documentation to external auditors for sign off.
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 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. Cooke proposed re appointment of Elaine Day as Responsible Financial Officer, Cllr. Canham seconded and this was unanimously approved.

A Musk

17.6.26

14. Cllr. Wilkinson 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. DC/26/1562/FUL. Retrospective application to site mobile home for temporary occupation and associated works. Councillors unanimously felt unable to support this. Clerk to outline reasons in a response to the planning authority.
17. CORRESPONDENCE.
- (I) Village Show. Councillors unanimously approved renewal of the sponsorship of the Village Show. Clerk to confirm to Committee and forward £250 to assist with costs.
- (II) Volunteers in Village. It was proposed that PC should acknowledge and thank the volunteers who regularly assist with various matters and tasks in the Village. Clerk to write on behalf of the Council.
- (iii) Wilder Wenhaston. River Blyth. Pollution monitoring. Correspondence circulated to members
18. No reports from Parish Council Representatives on external committees.
19. RFO REPORT.
- Prior to payments due this month balance at bank is £59309.25 and this has been reconciled to spreadsheet records and made available for member audit. Payments for authorisation total £3187.39 this month and are not included in the above figure. Amounts credited to the accounts and are included are as follows
- |                            |           |
|----------------------------|-----------|
| Precept initial payment    | £14950.   |
| Donation re Memorial Bench | £550.00.  |
| VAT Refunded               | £1860.86. |
| Allotment rental 2025/26   | £250.00.  |
- (EMD 20/5/26)
- The report was proposed for acceptance by Cllr. Musk, seconded by Cllr Cooke and unanimously approved.

20, Meeting Closed at 8.30 NEXT MEETING 17<sup>th</sup> June 7.00 pm.

A Musk

17-6-26

WENHASTON WITH MELLS PARISH COUNCIL.

SUMMARY OF PAYMENTS FOR APPROVAL MAY 2026.

EM DAY £657.32

GLASDON UK LTD. £1788.62

CAS LTD. £108.00

KOMPAN LTD. £331.34

RICHARDDAY £302.11

TOTAL £3187.39

*A must*

*17.6.26.*

*17.6.26*

*17.6.26*