

# WENHASTON WITH MELLS HAMLET PARISH COUNCIL

---

Clerk Richard Day

[1richardday@gmail.com](mailto:1richardday@gmail.com)

Minutes of the Meeting of the Parish Council held on 16/3/22 at 7.30pm. in the Village Hall.

Present; Cllr. P Wildish (Chair) Cllr. C Way Cllr. J Townsend, Cllr. H Phillips. Cllr. K Canham, Cllr. S Mann, Cllr. D Cox, Cllr. C Watson, Cllr. A Musk, County Cllr. Smith, District Cllr. Goldson and Clerk Richard Day.

1. Cllr. Wildish welcomed all to meeting. Apologies for absence were received and accepted from Cllrs. Welby and Stammers
2. There were no declarations of interest.
3. There were no requests for dispensation to vote.
4. Minutes to the meeting held on 16/2/22 were proposed for acceptance by Cllr. Musk seconded by Cllr. Canham and agreed unanimously.

5. Clerk Report:

Renewal premium for Pavilion insurance is due and schedule has been updated to take account of changes and valuations, these include the new defibrillator unit which has been delivered and awaits installation. Premium £348.28 payable under long term undertaking.

Donation received via VHMC from Co op for £400.00 being final contribution towards maintenance and upkeep of defibrillator which Parish Council have agreed to fund in future, letter of acknowledgement forwarded.

I have now received and will forward, the findings of the recent traffic/speed survey within village. There will be an agenda item at next meeting to agree upon future actions.

6. Matters arising from previous minutes: None.
7. Copy of County Cllr. Smith's report is available upon request.
8. Copy of District Cllr. Goldson's report is available upon request.
9. Items carried forward from previous meetings. (i) Jubilee Celebrations planning. Cllr. Musk provided an update and confirmed that provisional arrangements had been made to site the plaque outside but without disturbing the sundial at the Hall. (ii) No progress on a suitable site for the memorial oak. Further investigation and suggestions will be made prior to next meeting. (iii) Internal Control Statement and report to Council was proposed for acceptance by Cllr. Wildish, seconded by Cllr.

*Richard Day*  
20/4/22

Musk and unanimously approved. The adequacy of Internal Audit procedures were also confirmed.

10. PLANNING: (i) DC/22//0561/ARM Proposed erection of 2 Bungalows and garages- approval of appearance landscape and scale on land south of Blackheath Rd. Wenhaston. (No objection) (ii) No further correspondence.

11. Risk assessment:

Updated ROSPA report received and minor issues identified at Sports/play area will be remedied under the maintenance agreement with NORSE. Asset register has been updated and sums assured reviewed. Telephone box will be added upon completion of restoration work and return of box.

12. Cllr. Way volunteered to be contact point/representative for reclaim the rain initiative.

13. Cllr. Wildish updated members on litter picking initiative at sports ground and an agenda item next month will consider a village wide event. Cllr. Townsend was thanked for undertaking the repair to tap at cemetery. The bench was reported as being in poor order and Cllrs. Cox and Mann will investigate options on repair/removal

14. CORRESPONDENCE: An invitation to nominate a Parishioner to represent Wenhaston in a symbolic torch relay as part of the Festival of Suffolk had been circulated to Councillors prior to meeting. Cllr. Way nominated Cllr. Phillips and Cllr. Canham seconded. All voted in agreement.

15. RFO REPORT:

Qtr 4 Expenditure vs Budget analysis will be circulated prior to next meeting together with explanation of significant variances. Following this year end audit procedures will commence and relevant material will be published on website.

Updated NALC Salary scales circulated pre meeting for approval and adoption and are within the estimated figure in budget for next year.

Bank statements are made available for member audit following monthly reconciliation.

Cheques for authorisation total £1883.37 this month and balance at bank prior to issue is £57741.83.

I have requested invoice from NORSE for play area /sports area maintenance costs but this will require separate authorisation if it is to appear in the current year's figures. The amount will be as per the current terms but the specific amount will be advised at the next meeting if invoice presented. Cllr Wildish

*Wildish*  
20/4/22

proposed acceptance of the RFO Report, Cllr .Musk seconded and all voted in favour,

15. Meeting closed at 8.40 pm. Date of next meeting 20/4/22. Date of Annual Parish Meeting 5/5/22 7pm Chair to place notice in Warbler.

Agenda item for next meeting appointment of new trustee for Relief in Need Charity,

*W. Musk*  
20/4/22