



Wingfield Parish Council

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Unconfirmed minutes of Wingfield Parish Council Meeting

Held on 11th September 2024 7.30 pm at Syleham and Wingfield Village Hall

Present:	Lee Smith (LS)	Chairman
	Melanie Murray (MM)	Councillor
	Dennis Murray (DM)	Councillor
	Robin Feavearyear (RF)	Councillor
	Anthony Jolly (AJ)	Councillor
	Guy Mathias (GM)	Councillor (Co-opted on 11/09/24)
	Lavinia Hadingham (LaH)	MSDC Ward Member for Fressingfield
	Lesley Hastie (LH)	Clerk

Attendees: Residents 4

Item No	Agenda title	Action
24.01	Chairman's Welcome	
a.	LS welcomed people to the meeting	
24.02	Apologies for absence	
a.	None	
24.03	Signing of the minutes and financial accounts for July 3rd 2024 meeting as a true record	
a.	Councillors agreed the minutes and financial accounts presented at the July 2024 meeting, including the Annual Financial Report 2023-24, as a true and accurate record.	
24.04	Declaration of interest in any item on the agenda	
a.	DM declared an interest in the item 'Sponsorship of signs for community shop'.	
	Issues for discussion	
24.05	Co-option of councillor LS welcomed the two candidates to the meeting. LH explained the co-option process and offered each of the candidates the opportunity to address the council about the skills and experience they could bring to	

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	<p>the council. Both candidates addressed the council. A vote was taken by councillors. GM received the majority of the votes (5:1). A formal resolution was taken by councillors to co-opt GM onto the council. LS thanked both candidates.</p>	
24.06	<p>New Clerk appointment and training</p> <p>LH explained that she would be completing the SALC Clerk Basic Training course in September and that the cost would be split between Syleham Parish Council and Wingfield Parish Council. The cost to the council is £57.60.</p>	
24.07	<p>Bank Signatures</p> <p>LS explained that a bank mandate had been completed to add two additional signatories to the bank account and to request online banking. LS, MM and LH will be signatories. Cheques will still require two signatories.</p>	
24.08	<p>Sponsorship of signs for Wingfield Community Shop</p> <p>DM explained that the community shop had asked whether the council could donate funds for the installation of a community shop sign at the triangle at a cost of £170/pair to help advertise the location of the shop. Councillors agreed to provide funding of £170.</p>	
24.09	<p>Website Update Plan</p> <p>LH explained that following the sad death of the Parish Council's previous clerk, the administration permissions for the website were no longer available as the passwords could not be found. Advice from the original site developer is to move the site to a new domain. This is expected to take 4-6 weeks. In the meantime, the current editor will continue to update the website. The new site will use Wordpress and LH and MM will learn how to edit the site. Councillors were content with this approach.</p>	
24.10	<p>Status Reports</p>	
a)	<p>Damaged village signs</p> <p>MM reported that she had contacted the council regarding the damaged directional signs however Suffolk County Council did not have the budget to replace them. They would however replace damaged speed limit signs. GM mentioned that Hoxne had new directional signs and asked that the clerk contact Hoxne Parish Council to find out whether Suffolk County Council had paid for these or whether Hoxne Parish Council had.</p> <p>ACTION POINT</p>	LH
b)	<p>Condition of telephone box</p> <p>MM reported that the telephone box needed straightening and repainting. LS said that he would complete a site visit it to assess what needed to be done. ACTION POINT</p>	LS

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24.11	Clerk's report	
24.12	<p>Finances LH presented the AGAR report to the council and the income and expenditure for 2023/24. These were approved by the council. LH confirmed that a qualified accountant had been appointed to act as the independent auditor.</p> <p>LH provided copies of the accounts for 2024 and said that there were two outstanding invoices: SALC Membership £197.33 and the Clerk Training £57.60. These would be paid as soon as the new mandate was in place.</p>	
24.13	<p>Planning LH reported that there had been three Planning Decision Notices issued relating to work being carried out at Wingfield College:</p> <ul style="list-style-type: none"> • DC/24/03608 - Conditions applied to work on the roof • DC/24/03609 - Conditions applied to underground work – archaeology and photographic recording • DC/24/03625 – Conditions applied to work on trees. <p>LH confirmed that all notices had been emailed to councillors.</p> <p>LH reported that a planning application had been received yesterday relating to land at St Martins Farm, Church Road, Wingfield for the demolition of the existing agricultural barn and the erection of one self-build sustainable dwelling, landscaping and new access (DC/24/04004). The application was discussed by councillors and it was agreed that they had no objections and were supportive of the application. LH said that she would provide a response to the consultation on behalf of the council.</p> <p>ACTION POINT</p>	LH
24.07	Public Session	
a.	<p>Flower beds/planters: MM reported that residents had volunteered to maintain the planters and had asked the council for a donation of £125 towards the cost of plants and materials. Councillors were in favour of providing funding. LH to send a Grant Awarding Form to residents.</p> <p>ACTION POINT</p>	LH
b.	<p>Funding for signage: AJ mentioned that funding had been provided for old signage. LS said that the accounts would be checked to see if the cheques had been cashed. ACTION POINT</p>	MM/LH
c.	<p>David Young Memorial: LS informed councillors that a memorial was being held for David Young on Saturday 5th October 4-6 pm at Syleham and Wingfield Village Hall. Invitations were given to councillors and MM agreed to put a notice in the village noticeboard. ACTION POINT</p>	MM
d.	<p>Defibrillator: Councillors agreed that the defibrillator would be on the agenda for the next Parish Meeting.</p>	

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e.	<p>Items from residents:</p> <p>A member of the public asked that the council ensure that the website was kept up to date particularly in terms of dates of meetings. ACTION POINT</p>	LH
f.	<p>LaH said that she had forwarded the Report to Parishes for August and September. LH confirmed that these had been emailed to councillors.</p>	

There being no other business, the Chair thanked those present for their contribution and closed the meeting at 20:04.

Date of next meeting: 7:30 pm Wednesday 20th November at Syleham and Wingfield Village Hall.

Chair: Date: