



WYVERSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting on Tuesday 8th July 2025

Present: Cllrs K Garton, K Horrigan, A Ingleson, S Williams, J Wilshaw, B Wilson

In attendance: Kate Webster (Clerk), Cllr A Mellen (in part)

1. Apologies and approval of absences

Apologies had been received and were accepted from Cllr Grundy.

2. To receive declarations of interests

Cllr Horrigan declared an interest in agenda item 6 (a) planning application DC/25/02454 – see below

3. To consider requests for dispensations

None received

4. To approve as accurate the minutes of the last meeting

Minutes of the meeting held on 13th May 2025 were approved as an accurate record and signed accordingly

5. To receive reports from the District and County Councillor

Cllr Mellen's reports had been previously circulated and copies can be requested from the clerk.

He gave brief updates on the following matters – local government reorganisation; the middle school planning application; planning enforcement at Grange Farm, Potash Lane.

He will chase MSDC Planning Dept re: Five Acre Holiday Camp

6. Planning matters:

a) DC/25/02454 - works to facilitate conversion of barn to holiday let at Grange Farm Barn. This is an amended/ re-application DC/25/01396 and the members once again voted to support the application and hoped that MSDC Planning would comply. **Clerk to respond accordingly**

b) decisions made by MSDC

DC/25/00055 – self build dwelling at Five Acre Holiday Camp - **refused**

7. Finance matters:

a) clerk's report

the clerk reported balances of £3662 (current account) and £1878 (savings account). These amounts include £1635 CIL and £1120 VAT reclaimed from 24-25

b) payments made since the last meeting

£22.50 to Village Hall for hire of hall for litter pick; £200 to Trevor Brown for internal audit

requests for payment/donations received

*i) £85.50 to Village Hall for future meetings – **on hold until the end of the financial year***

ii) a request had been received from Bacton Primary School to fund a trip. Clerk had requested more information and also suggested Wyverstone Town Trust but no reply received

*iii) a request to fund a replacement battery for the defibrillator – **more info needed (Cllr Williams)***

c) review of the internal auditor's report

the clerk reported an error on the external audit form reviewed at the previous meeting – £9442 had been mistyped as £9942. This was subsequently rectified, authorised by the Chairman and the correct figure had been submitted

Other recommendations (correct publishing of audit information on the website and the adoption of .gov domain and email) to be investigated and costed by the clerk. Members approved some training for the clerk to enable clearer and better organised information on the website.

8. Correspondence received

Details of the local government review survey was distributed. Other emails had already been forwarded.

9. Progress reports on matters from previous meetings

*i) **dog waste bin** for the end of the footpath next to the old Middle School has been ordered and delivery awaited.*

*ii) **waste land behind Sorrel Green** – a resident had reported this as a fire hazard due to dry state of the undergrowth- no further action by PC as this is private land*

There being no further business, the Chairman closed the meeting.

Date of next meeting – amended from 9th to 2nd September 2025.