

**MENDLESHAM PARISH COUNCIL**  
**Wednesday 7<sup>th</sup> February 2018**  
**Old School Room, Mendlesham**  
**Ordinary Meeting**  
**7.30pm**

**AGENDA:**

**1. Welcome, apologies for absence and filming speech.**

**2. To note Declarations of Interest:**

- a) To note Councillor's declarations of interest in any of the following agenda items.
- b) To agree any dispensations with regard to declarations of interest.

**3. Minutes:** To approve the following minutes as a true record of the meeting:

- a) Ordinary Parish Council Meeting 10<sup>th</sup> January 2018 (5 mins)

**5. Police report**

**SCC/MSDC Cllr Stinger**

**Public Forum**

(10mins)

**6. Planning:**

**a) Applications:**

**DC/17/06103 Champaignes Toft, Hoggars Road, Mendlesham:** planning application - conversion of barn and cartlodge to form 1 No dwelling.

**b) Results:**

**DC/17/05775, 5 Church Road, Mendlesham.** Planning application: Erection of extension on existing garage, replace garage flat roof with a pitched roof and weather board the entire garage building. Installation of a downstairs WC. Re roof 20<sup>th</sup> Century lean to kitchen roof, install roof lights, remove two small windows and remodel the internal gallery kitchen. Remodel first floor bathroom, land and bedroom, divide large bedroom into two and add conservation roof lights to bedroom - grant .

**DC/18/05776, 5 Church Road, Mendlesham.** Application for listed building consent: Erection of extension on existing garage, replace garage flat roof with a pitched roof and weather board the entire garage building. Installation of a downstairs WC. Re roof 20<sup>th</sup> Century lean to kitchen roof, install roof lights, remove two small windows and remodel the internal gallery kitchen. Remodel first floor bathroom, land and bedroom, divide large bedroom into two and add conservation roof lights to bedroom- grant.

Dc/17/06331 The Stackyard Nursery, Old Station Road, Mendlesham- non material amendments for application 2101/09 regarding changes windows and doors. Approved

**c) Correspondence:**

To note notification of Appeal under Town & Country Planning Act 1990 ref APP/W3520/w/17/3189706 by Mr & Mrs Sanders regarding erection of a two storey dwelling at The Stackyard Nursey, Old Station Road Mendlesham and to agree any further actions.

**d) Report further to Neighbourhood Plan meeting 3.1.18** (Cllr Exley and Mr Moore)

**e) To note and confirm content of revised Neighbourhood Plan v 4.2, supporting documents and new maps.** (Cllr Exley)

**f) Any other planning matters**

(30 mins)

**7. Reports**

a) Clerks report & delegated decisions: Actions taken from last meeting and correspondence received since last meeting.

b) Village organisations report:

c) Report re speed device project (Cllr Exley)

d) Report on external audit requirements (Clerk)

e) Chairs report

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f) Questions to the Chair (2 mins each)

**8. Mendlesham Parish Council Financial matters**

- a) To agree invoices for payment
- b) Any other financial matters. (5 mins)

**9. To commence review of general and financial standing orders wef 1.4.18.**

**10. Data Protection:**

- a) Report
- b) To agree way forward as per report and proposals. (10 mins)

**11. Risk assessment:** To review internal control risk and management policy. (5 mins)

**12. To review the following risk assessments**

- Mendlesham Woodland
- Handyman Risk assessment
- Street Cleaning Risk assessment
- Playingfield ROSPA reports : already reviewed see mins Ordinary meeting 4.10.17 p1521 no 8
- Community Centre Legionnaire checks
- Mendlesham Cookery Club risk assessment
- Community Centre PAT tests
- Community Centre Fire Risk assessment (10 mins)

**13. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.18:** To include review of

- a) Independence
- b) Competence
- c) Review of relationship with clerk and councillors
- d) Review of audit planning and reporting.
- e) Review of audit scope. (5 mins)

**14. Playingfield Matters:**

**Mendlesham Playingfields:**

- a) Mole control report
- b) Any other playingfield matters.

**Mendlesham Green Playingfield**

- c) Report and proposal re new equipment ( Cllrs Orton and Ward).
- d) Any other playingfield matters. (10 mins)

**15. Mendlesham Green**

**Telephone Box**

- a) Report (Cllr Ward)
- b) To agree wayforward as per report and proposals. (10 mins)

**16. Burial Ground**

- a) To note up to date position regarding dog fouling, if advised further to Trustee meeting 5.2.18 and agree way forward as required. (5 mins)

**17. To review policies**

- Best value
- Complaint Procedure

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- Disciplinary Procedure
- Employee Grievance
- Information Guide under model publication scheme adopted 10.12.08 .
- Meeting document
- Mendlesham Community Engagement Statement
- Mendlesham Equal Opps Policy
- Model Publication
- Parish Noticeboard Use
- Policy re grants
- Public use of grassed allotment area
- Records retention and dispersal policy
- Recruitment and Selection Policy
- Social Media Policy.
- Any others required. (10 mins)

**18. To confirm arrangements for Parish Meeting Tuesday 24<sup>th</sup> April 2018.** (5 mins)

**19. Parish Noticeboards** (Cllr D Foster). (5 mins)

**20. Any other business:** matters of report and future agenda items. (2mins)

Sharon Jones Parish Clerk 31.1.18