

MENDLESHAM PARISH COUNCIL
Wednesday 16TH May 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. SCC/MSDC Cllr Stinger

Police report
Public Forum

(10 mins)

4. Planning:

a) Applications:

DC/18/01486 5 Church Road, Mendlesham : Application for Listed Building Consent- Removal of chimney and re-render the south elevation.

b) Results:

DC/18/00951 Elms Farm, Old Station Road, Mendlesham: Householder Planning Application- creation of vehicular access, dropped kerb and construction of ramp. Grant

Appeal to The Planning Inspectorate ref APP/W3520/W/17/3189706 The Stackyard Nursery, Old Station Road, Mendlesham MSDC ref 1428/17. Appeal Dismissed.

c) Correspondence:

- d) Mendlesham Housing Survey
- e) Any other planning matters:

(10 mins)

6. Reports

- a) Clerks report & delegated decisions: Actions taken from last meeting and correspondence received since last meeting.
- b) Village organisations report
- c) Parish Meeting
- d) Chairs report
- e) Questions to the Chair

(2 mins each)

7. Mendlesham Parish Council Financial matters

- a) To agree invoices for payment
- b) To confirm Asset Register as at 31.3.18
- c) To agree requirements regarding inspection of assets 2018/2019.
- d) To approve Accounts and supporting notes for the year ending 31.3.18, including confirmation of allocated reserves.
- e) External Audit: To approve for External Auditors, PKF Littlejohn LLP, as at 31.3.18
Annual Governance Statement 2017/18
The Accounting Statement 2017/18
Explanation of Variances
Bank reconciliation statement
- f) To approve monitoring system for the year ending 31.3.19
- g) To appoint RFO for year ending 31.3.19
- h) To note Heelis & Lodge appointed as Internal Auditors for year ending 31.3.19
- i) To decide level of insurance cover and pay requested premium.
- j) Proposal to authorise the Woodland Officer to spend up to £250 until 31.3.19, on any items required for the Woodland.

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- k) Proposal to authorise the Woodland Officer to instruct contractors with regard to pest control for 4 days work, cost approx. £60 per day.
- l) Proposal to allow Cllr Nunn, Cllr Exley, Brian Gardiner and John Downie (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.
- m) Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playingfields for 4 days work cost approx. £60 per day.
- n) Any other financial matters.

(30mins)

8. Playingfield matters:

- a) Report re Mendlesham Street Fayre
- b) To note complaint received from Mendlesham Community Council and agree further actions as required
- c) To confirm proposed user agreement with Mendlesham Football Club
- d) To consider quote for works to gateway to Playingfields gate, to path to 50 50 shop.
- e) Any other playingfield matters.

(20 mins)

9. GDPR:

- a) Report (Clerk)
- b) To approve the following policies with effect from 25.5.18
 - Privacy notice
 - Information Protection Policy
 - Information Security Incident Policy
 - Removable Media Policy
 - Data Protection Policy
- c) To confirm consents required to hold personal data for Parish Councillors, Allotment Holders, Community Centre personal hirers, Emergency Plan officers, Employees and any others as identified.

(20 mins)

10. Noticeboards:

- a) To note damage to Parish Noticeboard outside Old School Room, Mendlesham (5 mins)
- b) To agree working party site meeting for proposed new noticeboard.

The meeting will now go into camera as the following agenda item relates to confidential staff matters.

Members of the public will be asked to leave

11. To note 2018-19 ALCC and SLCC National Salary Award for Mendlesham employees.

(10 mins)

12. Any other business: matters of report and future agenda items.

(2mins)

Sharon Jones Parish Clerk 8.5.18