

MENDLESHAM PARISH COUNCIL
Wednesday 6th February 2019
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. To approve the draft minutes of the following meetings as a true and accurate record of that meeting:

- a) Ordinary Parish Council meeting 9.1.19 (5 mins)

4. SCC/MSDC Cllr Stringer

Police report

Public Forum

(5 mins)

5. Planning

a) Applications:

DC/18/05244 Elms Farm, Old Station Road, Mendlesham: Planning application erection of 1no dwelling. Garage and creation of vehicular access.

DC/19/00305 White Oaks, Norwich Road, Mendlesham: Householder planning application - replace flat roof with pitched roof, conversion of garages into living space, alterations to façade (including weather board cladding) new window and door openings, render over existing stone cladding and erection of 3 by cart lodge with first floor accommodation.

DC/18/05545 Russells, Hobbies Lane, Mendlesham: Planning application. Use of building as a dwelling.

b) Results:

DC/18/05275 Cocketts, Tan Office Lane, Mendlesham: Householder application. Provision of new vehicular access and drive. Granted.

DC/18/05517 Land to North West of, Mason Court (known as Old Engine Meadow), Mendlesham Application under Section 73 of the Town and Country Planning Act- Variation of Condition 3 (Approved plans and documents) of outline Planning Permission 4242/16 to enable alternative vehicular access. Withdrawn.

DC/18/05243 Land at Cay Hill, Mendlesham Green: Outline planning application (Access to be considered) erection of 2no dwellings. Refused.

DC/18/04735 Sunnyside, 6 Front Street, Mendlesham: application for listed building consent replacement of front door. Grant.

DC/18/05184 32 Old Market Street, Mendlesham: Planning application. Erection of a shed in rear garden. Grant.

c) Correspondence:

Draft MSDC Housing Land Supply Position Statement 2018/19 consultation.

d) Report from Revised Neighbourhood Plan committee

e) Any other planning matters: Request from resident adjacent to Mendlesham Playingfields hedge – to remove bordering hedge and replace with fence (30 mins)

MENDLESHAM PARISH COUNCIL
Wednesday 6th February 2019
Old School Room, Mendlesham
Ordinary Meeting
7.30pm

6) Community Land Trusts.

- i) Report
- ii) With Cllr Stringer, Mendlesham initiate meetings with MSDC to secure some of the affordable housing allocations to come forward dedicated to Mendlesham use/ownership.
- iii) Proposal to apply to MSDC for funding with the intention of proceeding to set up a Mendlesham CLT. (10mins)

7. Reports

- a) Clerks report & delegated decisions: Actions taken from last meeting and correspondence received since last meeting.
- b) Village Organisations report
- c) Chairs report
- d) 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 1.4.19. (5 mins)

10. Risk assessment: To review internal control risk assessment and management policy

11. To review the following risk assessments

Mendlesham Woodland
Handyman Risk assessment
Street Cleaning Risk assessment
Playingfield ROSPA reports already reviewed see mins Ordinary meeting 5.12.18 12 p1623
Community Centre Legionnaire checks
Community Centre PAT tests
Community Centre Fire Risk assessment
GDPR Risk assessments.
Lighting of the Beacon Risk Assessment (10 mins)

12. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.19: 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)

13.To appoint LCPAS, Jayne Cole CEO Local Council Advisory Service to undertake the role of Data Protection Officer for Mendlehsam Parish Council wef 25.5.19 @ £150. (5 mins)

14.Mendlesham Playingfields:

To consider quotes obtained and appoint contractor:

- a) New football pitch, Mendlesham: spray weeds and fertilise
- b) Old football pitch, Mendlesham, fertilise. (5 mins)

MENDLESHAM PARISH COUNCIL
Wednesday 6th February 2019
Old School Room, Mendlesham
Ordinary Meeting
7.30pm

15. Mendlesham Community Centre:

- a) Mendlesham Community Centre meeting report and to confirm arrangements and timings' for committee/working party meeting and/or full ordinary meetings
- b) To agree installation of new LED lighting. (5 mins)

16. To agree appoint nominated Parish Council trustees for:

- a) Mendlesham Education Foundation
- b) Mendlesham Church and Town Estate. (5 mins)

17. To review policies

- Best value
- Complaint Procedure
- 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.
- Safeguarding
- GDPR policies including Privacy notice, Information Protection policy Information Security Incident policy, removable Media Policy, Data Protection policy.
- Any others required. (5 mins)

18. Election: to agree distribution of election flyer content and any other events/actions promoting the election. (5 mins)

19.MSDC Community Strategies Consultation: To note and agree response. (5 mins)

20. Parish meeting: To confirm arrangements for the Parish meeting 23rd April 2019. (5 mins)

The meeting will go in to camera and members of the public will leave the meeting due to the sensitive and confidential nature of the next agenda item.

21. To review staff salaries from 1.4.19 as per NALC/NCJ recommendations. (5 mins)

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

Sharon Jones Parish Clerk 1.2.19