

MENDLESHAM PARISH COUNCIL
Wednesday 4th March 2020
Old School Room, Mendlesham
Ordinary Meeting
7.00pm

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.

(5 mins)

3. To approve the draft minutes of the following meeting as a true and accurate record of that meeting:

- a) Extra ordinary Parish Council meeting 24.2.200

(5 mins)

4.

Police report:
SCC/MSDC Cllr Stringer
Public Forum

(10 mins)

5. Planning

a) Applications:

DC/20/00502 Mendlesham Hall, Hoggars Road, Mendlesham: Listed Building Consent- replacement of all windows, doors and porch. Creation of access to kitchen. Removal/replacement of cement based render in lime.

DC/20/00819 Land adjacent to Riverside Cottage, Mendlesham Green: Non material amendment to application DC/19/02283 Gable ends to be brickwork instead of previously approved render.

DC/20/00512 Westwood Hall Farm, Clockhouse Lane, Stonham Parva: Application for prior notification or forestry development- proposed building, Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6- erection of agricultural building. To note consultation request received but due to short time scales, Mendlesham unable to reply.

b) Results:

DC/19/05281 Fir Tree Farm, Mendlesham Green Application for listed Building Consent- Installation of lift. Grant.

DC/19/05916 Land to North West of, Mason Court, (Known as Old Engine Meadow) Mendlesham.

Discharge of conditions application for 4242/16:

Condition 4 (Landscape Protection), Approved

Condition 8 (Fire Hydrants), Approved

Condition 9 (Refuse Provision), Approved

Condition 13 (Highways), Approved

Condition 19 (part discharge) (Surface Water Drainage Details) – Refused.

DC/20/00435 48 Middy Close, Mendlesham Larger Householder Extension Application to determine if prior approval is required for a Proposed Larger Home Extension.... Erection of single storey rear extension – confirmation prior approval is not required and free to carry out development.

c) Reports:

MSDC Development Control Committee B 4.3.20 DC/18/03147 Land off Old Station Road and Glebe Way, Mendlesham

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- d) Correspondence: to include Notification of Appeal reference: APP/W3520/W/19/3227306**
Land adjacent to 17 Brockford Road, Outline application for the erection of 8 dwellings with associated works including vehicular access, provision of a pedestrian link, infrastructure and landscaping. **1.4.20 The Blackbourne Community Centre, Elmswell.** To agree representation and additional correspondence as required.

(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) Chairs report
- d) Questions to the Chair

(2 mins each)

7. Mendlesham Parish Council Financial matters

- a) To agree invoices for payment
- b) To review management information and bank reconciliation as at 29.2.20
- c) To confirm proposed transfers between ear marked reserves and general reserves
- d) To agree the proposed asset register as at 31.3.20
- e) To consider grant requests.
- f) To pay Clerk annual payment of £150 for use of home as an office (mins 25.3.09 p805)
- g) To consider Governance questions and statements for the year ending 31.3.20 (FSO 1.5 Effectiveness of Internal Control (pc and charities).
- h) To note arrangements for Asset Inspection.
- i) Any other financial matters.

(30 mins)

8. Standing Orders:

- a) To ratify financial standing orders orders wef 1.4.20
- b) To review general standing orders wef 1.4.20

(5 mins)

9. Mendlesham Green: track to 1-4 Mill Terrace/ Vine Cottage

- a) Report (Cllr Nunn and Orton)
- b) Proposal

(10 mins)

10. Community assets: to consider registration of

- a) Mendlesham Green Playingfields
- b) Any other asset.
- c) To note and confirm any actions required regarding " The Green" allotment land at Mendlesham Green.

(10 mins)

11. Data Protection Officer: To appoint Sharon Jones, Parish Clerk to undertake the role of Data Protection Officer for Mendlesham Parish Council, Mendlesham Community Centre Charity and Mendlesham Playingfields Charity with immediate effect to the 25.5.21. (5 mins)

12.To review policies:

- Best value
- Complaint Procedure
- Disciplinary Procedure
- Employee Grievance

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- Information Guide under model publication scheme adopted 10.12.08
- Meeting document
- Mendlesham Community Engagement Statement
- Mendlesham Equal Opportunity 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 and Data Protection
policy.

(10 mins)

13. Any other business: matters of report and future agenda items.
Sharon Jones Parish Clerk 27.2.20

(2mins)