

**MENDLESHAM PARISH COUNCIL**  
**Wednesday 5<sup>th</sup> February 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 20.1.20

(5 mins)

**4.**

**Police report:**  
**SCC/MSDC Cllr Stringer**  
**Public Forum**

(10 mins)

**5. Planning**

**a) Applications:**

**DC/20/00176 Bendalls Farm, Hobbies Lane, Mendlesham** -Householder Planning Application - erection of extension to existing outbuilding

**b) Results:**

**DC/20/00115 Playingfield, Old Station Road, Mendlesham:** Discharge of conditions application for DC/19/04769- Condition 3 (Prevention of Light Pollution).

**DC/20/00042 Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development (England) Order 2015- 48 Middy Close, Mendlesham,** Erection of single storey rear extension. Refused.

- c) Reports:** Meetings 13.1.20 with planning application applicants.

**d) Correspondence:**

(15 mins)

**6. Open spaces maintenance:**

- a) To discuss and agree way forward with regard to Mendlesham Parish Council accepting ground maintenance responsibilities for:

- i) Old Engine Meadow

- ii) Other existing or future open spaces within the Parish that are not owned by Mendlesham Parish Council.

( 10 mins)

**7. Mendlesham Revised Neighbourhood Plan:**

- a) Report

- b) To confirm request to Mid Suffolk District Council to commission an updated Habitat screening report, noting MSDC should pay for the basis report but any costs over and above would be payable by Mendlesham Parish Council.

- c) Any other NP business.

**8. Mendlesham Community Centre grant project:**

**Water improvements**

- a) To consider three options regarding direct hot water machine and decide.

- b) To agree need for a water softener

- c) To note improvement works for tanks, emersions etc

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d) To note confirmation of £3500 Locality grant availability and agree any additional grant funding from Mendlesham Parish Council.

**9. New Sound system** for Parish Council and Community Centre use and additional equipment for projector system.

a) To confirm

b) To note confirmation of £ 3200 Locality grant availability (10 mins)

**10. 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)

**11. Mendlesham Parish Council Financial matters**

a) To agree invoices for payment

b) Any other financial matters. (5 mins)

**12. Playingfields:**

**Mendlesham:**

a) Report on project

b) To sign contracts for Wheel Sport Area

c) To agree Premises licence amendment re sale and consumption of alcohol on Mendlesham Playingfield ( 10 mins)

**13. To commence review of general and financial standing orders wef 1.4.20** ( 10 mins)

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

**15. To review all other risk assessments** ( 10 mins)

**16. To review effectiveness of internal Auditor**, Heelis and Lodge and then propose to appoint for year commencing 1.4.20: To include review of:

a) Independence

b) Competence

c) Review of relationship with Clerk and Councillors

d) Review of audit scope (5 mins)

**17. Parish Meeting:** To confirm arrangements for the Parish Meeting 14<sup>th</sup> April 2020. (5 mins)

The following items will be held in camera, ie members of the public will be asked to leave as it is sensitive employee information .

**18. To review staff salaries from 1.4.20** (5 mins)

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

Sharon Jones Parish Clerk 29.1.20