

**MENDLESHAM PARISH COUNCIL**  
**Wednesday 10<sup>th</sup> February 2021**  
**Ordinary Meeting 7.30pm**

Please note this will be a virtual meeting via Google meet. Should members of the public/press wish to attend this meeting please use this link, [meet.google.com/tgt-tkgd-nnu](https://meet.google.com/tgt-tkgd-nnu) or telephone (GB) +44 20 3956 4444 PIN: 476 709 038#

Mendlesham Parish Council has a protocol for attending virtual meetings, if you wish to receive a copy, please email the Clerk [parishclerk@mendleshampc.org](mailto:parishclerk@mendleshampc.org)  
Members of the public may still submit comments on any item on the agenda via email to the Clerk: or letter to Honeysuckle, Hockey Hill, Wetheringsett IP14 5PL, to be received by noon Wednesday 10<sup>th</sup> February 2021 2021. Any individual submitting comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. It should also be noted that answers to any submissions may not be forthcoming during the meeting itself.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes of the meeting will be published, once approved, as usual via <https://mendlesham.suffolk.cloud/>

**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) Extra Ordinary Parish Council meeting 20.1.21 (5 mins)

**4.**

**Police report:**

**SCC/MSDC Cllr Stringer**

**Public Forum** – to receive written questions and matters of concern.

(10 mins)

**5. Planning**

**a) Applications:**

**DC/20/05818 Boundary Farm Cotton Road Mendlesham.** Full Planning Application. Conversion of and extension to diary building to form annexed accommodation ancillary to host dwelling (re-submission of withdrawn application DC/20/01550) Re- Consultation . Application restarted due to receipt of revised Site Location Plan COT092-S1-B on 3.2.2021.

**DC/20/05819 Boundary Farm Cotton Road Mendlesham.** Application for Listed Building Consent- Works to facilitate conversion and extension to diary building to form annexed accommodation ancillary to host dwelling (re-submission of withdrawn application DC/20/01551). Application restarted due to receipt of revised Site Location Plan COT092-S1-B on 3.2.2021.

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**b) Results:**

**DC/20/05832 Fleece Cottages, Front Street, Mendlesham:** Application for works to trees in a conservation area, T1 (Field Maple) reduce crown by 3m.T2 (Ash) reduce and balance crown and raise canopy. T3 (Norway Maple) reduce south side of crown  
Ash T2 (12M high, 350 mm dia) reduce the East side of the crown overhanging Keepers Cottage by up to 2 metres (not top) and balance remainder of crown as required. Raise canopy all around to crown break level.

Norway Maple T3 (12M high, 300 mm dia) reduce south side of crown overhanging Old Telephone Exchange by up to 2 metres (not top).

Field Maple T1 (9M high, 350mm dia) reduce the crown of the tree back to the most recent points of reduction (3 metres).

Does not wish to object

**DC/20/05945 3 Old Orchard, Mendlesham.** Application for works to tree in a Conservation Area- cut back Walnut tree in rear garden as branches overhang neighbouring property. Does not wish to object

**DC/20/05230 Wicks Farm Potters Lane Mendlesham** Full application- Change of use of agricultural land to equine use and construction of menage. Grant.

**c) Correspondence:**

( 10 mins)

**6. Reports**

a) Clerks report & delegated decisions

b) Other organisation reports

c) Chairs report

d) Questions to the Chair

(5 mins)

**7. Mendlesham Parish Council: Financial matters**

a) To confirm payment of invoices.

b) Report and request for Mendlesham Parish Council to financially assist youth event to paint the Wheel Sport Area slopes. (Cllrs F Foster and Cllr Orton)

c) Request from Woodland working party for approx. £50 for works to entrance ( Cllr Gardiner)

d) To minute Cllr Allen, Cllr Gardiner and Mrs J Gardiner as Parish Council volunteers undertaking street bin emptying to be covered under MPC insurance cover.

e) Any other financial matters.

(15 mins)

**8. Playingfields**

**Mendlesham Memorial Playingfields**

a) Report and proposal regarding installation of high-rise nets, further to new information available. (Cllr Allen).

b) To agree wayforward re volunteer offer to manage hire bookings for Mendlesham Playingfields.

c) Any other playingfield matters.

(10mins)

**9. Allotments:**

a) To agree tender process for two grazing licence tenancies at Mendlesham Green. (5 mins)

**10. Quiet Lanes:** Report and decision regarding way forward/3<sup>rd</sup> location. (Cllr N Foster)

(5 mins)

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**11. To commence review of general and financial standing orders wef 1.4.21** (5 mins)

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

**13. To review all other risk assessments.** (5 mins)

**14. To review effectiveness of Internal Auditor,** Heelis & Lodge and then propose to appoint for year commencing 1.4.21. 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)

**15. To agree process to consider request from Mendlesham Scout Group** regarding length of term of proposed lease for new building. (5 mins)

**16. Any other business:** matters of report and future agenda items. (5 mins)

Sharon Jones Parish Clerk 5.2.21