

MENDLESHAM PARISH COUNCIL
Wednesday 10th March 2021
Ordinary Meeting 7.00pm

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 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
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 10th March 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) Ordinary Parish Council meeting 10.2.21 (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/20/05495 Land SouthEast of Low Road Farm, Mendlesham Road, Wetheringsett Cum Brockford Planning Application: - Change of use of land as a Gypsy and Traveller site for stationing of 1no mobile home and 1 no touring caravan; erection of hardstanding

DC/21/00293 Mendlesham Hall, Hoggars Road, Mendlesham, Stowmarket Planning Application -Erection of grain storage shed.

DC/21/00973 Perkins Farm, Tan Office Lane, Mendlesham Full Planning Application -Change of use of land and erection of a detached holiday let (following removal of existing building) and siting 4no holiday pods; Erection of cartlodge to serve Perkins Farm.

DC/21/01077 Land North of, Mill Road, Mendlesham Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a Building for Agriculture or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 -Erection of agricultural/horticultural building, including polytunnels, bund and track.

DC/21/01048 Cherrygate Farm, Norwich Road, Mendlesham Planning Application -change of use of land and buildings from poultry unit to structural insulated panels manufacturer (Class B2)

MENDLESHAM PARISH COUNCIL

Wednesday 10th March 2021

Ordinary Meeting 7.00pm

DC/21/01142 Elms Farm, Station Road, Mendlesham Householder Planning Application - Creation of access to the highway (following removal of boarded fencing).

b) Results:

DC/20/05838 Windrush House Hobbies Lane Mendlesham Householder Application -Erection of single storey rear extension (following demolition of conservatory) and extension to existing flat roof. Grant.

DC/21/00419 White Oak Farm, Norwich Road, Mendlesham Discharge of Conditions Application for DC/19/01690- Condition 3 (Details of Illumination).

c) Correspondence:

d) Consultations:

- i) SALC Consultation re Design Codes

(30 mins)

6. Road direction signs for Mendlesham Health Centre

a) Report Cllr Stringer

b) Recommendation by Parish Council

(5 mins)

7. Reports

a) Clerks report & delegated decisions

b) Other organisation reports

c) Chairs report

d) Questions to the Chair

(5 mins each)

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices (received and due before 31.3.21).

b) To note bank reconciliation and management information to 28.2.21

c) To confirm proposed transfers between earmarked reserves and general reserves to include Clerk time for Mendlesham CLT work.

d) To agree the proposed asset register as at 31.3.21

e) To consider grant requests

f) To pay Clerk annual payment £150 for use of home as an office (mins 25.3.09 p805)

g) To consider Governance questions and statements for the year ending 31.3.21 (FSO 1.5 Effectiveness of Internal Control (pc and charities)

h) To note Asset Inspection. Cllr Ward. (*Report and any actions to be an agenda item for another meeting*).

i) Any other financial matters: to include bank reconciliation for Mendlesham Memorial Playingfields Charity. (15 mins)

9. Standing Orders: To ratify general standing orders and financial standing orders wef 1.4.21. (5 mins)

10. Registration of Community Assets:

a) To note registration of Mendlesham Kings Head PH and Mendlesham Green Playingfield.

b) Report and proposal regarding other asset applications (Cllr Allen)

(5 mins)

11. Tenders re land at Mendlesham Green:

a) To discuss request to sell part of land relating to Tender A

b) Tender A: review bids and confirm preferred bid.

c) Tender B: review bids and confirm preferred bid.

d) Any other matters relating to tender/ land

MENDLESHAM PARISH COUNCIL
Wednesday 10th March 2021
Ordinary Meeting 7.00pm

12. Allotment Noticeboard: to confirm repairs required and location. (Cllr Ward) (5 mins)

13. Proposed Sale of Mendlesham Community Centre:

To confirm Parish Council support as required, to deliver a new village hall, if the sale of Mendlesham Community Centre by Mendlesham Community Centre Charity to Suffolk County Council is agreed. (5 mins)

14. Playingfields

MUGA/ WSA

- a) To confirm opening of MUGA for hire (as previously agreed) and also if area is to be open to the public to use or not from 29TH March, subject to confirmation area can legally be opened.
- b) To confirm opening of WSA from 29TH March, subject to confirmation area can legally be opened. To also confirm removal of security fencing and installation of disabled ramp rail, signage and table tennis tables.
- c) To agree reimbursement process/payment to the Project Manager.
- d) To agree maintenance contract with Sports Courts Ltd.
- e) Any other matters regarding MUGA/WSA project.
- f) Sale of mower
- g) 15.2.21 Damage and repair of playingfields
- h) Any other playingfield matters. (15 mins)

15. Parish meeting: to confirm date, virtual or physical location of meeting. (5 mins)

16. 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 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.
- Website Accessibility Statement
- Protocol for Virtual meetings
- Any others required? (5 mins)

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

Sharon Jones Parish Clerk 5.3.21

MENDLESHAM PARISH COUNCIL
Wednesday 10th March 2021
Ordinary Meeting 7.00pm