

MENDLESHAM PARISH COUNCIL
Wednesday 3rd June 2020
Ordinary Meeting 7pm

Please note this will be a virtual meeting via Google meet. Should members of the public/press wish to attend this meeting they must contact the Clerk to the Council to register their interest to attend/speak by 5pm Monday 1st June 2020.

Members of the public may still submit comments on any item on the agenda via email to the Clerk: parishclerk@mendleshampc.org or letter to Honeysuckle, Hockey Hill, Wetheringsett IP14 5PL , to be received by noon Wednesday 3rd June 2020. 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) Annual Parish Council meeting 13.5.20
- b) Ordinary Parish Council meeting 13.5.20 (5 mins)

4.

Police report

SCC/MSDC Cllr Stringer

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

(10 mins)

5. Planning

a) Applications:

DC/20/01950 Whitehouse Farm, Whitehouse Lane, Earl Stonham Planning application: Use of building as a motor vehicle repair and servicing garage and MOT Vehicle Testing Centre

DC/20/01980 Mendlesham Hall, Hoggars Road, Mendlesham Listed Building Consent- Minor alterations comprising the reinstatement of roof dormer windows, the insertion of a new first floor window and a porch to the house.

b) Results:

c) Correspondence:

d) Any other planning matters:

(10 mins)

6. Mendlesham's Revised Neighbourhood Plan

- a) To note committee meeting 26.5.20
- b) Report (Cllr Exley)
- c) To approve the proposed draft Revised Neighbourhood Plan version 4.4 May 2020 and proposed content regarding the draft SEA report.
- d) To confirm that these documents including supporting documents should be immediately published on the Mendlesham web site with paper copies as made available as soon as it is safe to

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do so and forwarded to Mid Suffolk District Council.
(10 mins)

7. Reports

- a) Clerks report & delegated decisions
- b) Chairs report
- c) Questions to the Chair

(2 mins each)

8. Mendlesham Parish Council Financial matters

- a) To confirm payment of invoices.
- b) To note receipt of Internal Audit report for Mendlesham Parish Council for the year ending 31.3.20 and confirm any actions required.
- c) To agree requirements regarding inspection of assets 2019/2020/2021 as soon as safe to do so.
- d) To approve Accounts and supporting notes for the year ending 31.3.20 including confirmation of allocated reserves.
- e) External Audit: To approve for External Auditors, PKF Littlejohn LLP, as at 31.3.20
Annual Governance Statement 2019/20
The Accounting Statement 2019/20
Explanation of Variances
Bank reconciliation statement
- f) To approve monitoring system for the year ending 31.3.21
- g) To appoint RFO for year ending 31.3.21
- h) To note Heelis & Lodge appointed as Internal Auditors for year ending 31.3.21
- i) To confirm level of insurance cover and pay requested premium.
- j) Proposal to authorise the Woodland Officer to spend up to £250 until 31.3.21, on any items required for the Woodland.
- k) Proposal to authorise the Woodland Officer to instruct contractors with regard to pest control for 4 days work, cost approx. £100? per day. (current authority £60 per day)
- l) Proposal to allow Cllr Nunn, Cllr Exley, Brian Gardiner and John Downie (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.
- m) Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playingfields for 4 days work cost approx. £100 per day (current authority £60 per day).
- n) To confirm process for checking/authorising on line payments of invoices.
- o) Any other financial matters.

(30mins)

9. Mendlesham Community Council representative. To appoint Cllr Exley in place of Cllr Davey. (2 mins)

10. Mendlesham Parish Council Finance and General Purposes Advisory Committee

To authorise Cllr Norman Foster to join the committee in place of Cllr Davey. (2 mins)

11. Playingfields

- a) MUGA and WSA projects: update
- b) To confirm delegation to Project Manager to authorise trench works (two quotes obtained) and suspend financial standing orders regarding 3 quotes in view of current Covid Emergency and short timescales for the work to be undertaken as part of the project works.
- c) To confirm actions taken with regard to grant for playingfields maintenance via Mendlesham Football Club.
- d) Any other playingfield matters

(10 mins)

12. Any other business: matters of report and future agenda items.

(2mins)

Sharon Jones Parish Clerk 27.5.20