

**MENDLESHAM PARISH COUNCIL**  
**Wednesday 8<sup>th</sup> July 2020**  
**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 they must contact the Clerk to the Council to register their interest to attend/speak by 5pm Monday 6th July 2020.

Members of the public may still submit comments on any item on the agenda via email to the Clerk: [parishclerk@mendleshampc.org](mailto:parishclerk@mendleshampc.org) or letter to Honeysuckle, Hockey Hill, Wetheringsett IP14 5PL , to be received by noon Wednesday 8<sup>th</sup> July 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) Ordinary Parish Council meeting 3.6.20
- b) To note draft minutes Annual General Meeting 27.5.20 of Mendlesham Memorial Playingfields Charity for accuracy- to be confirmed at next meeting of charity. (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/20/02539 Land adjacent Riverside Cottages Mendlesham Green.** Application under Section 73 of the Town and Country Planning Act for DC/19/02283 for variation of condition 2 (Approved Plans and Documents).

**DC/20/02631 16 Old Market Street, Mendlesham.** Application for works to tree/s in a Conservation Area- H1-conifer hedge to be reduced by 1-2m in height, H2 -conifer hedge to be reduced by 3-4m in height to allow more light into the garden, T1 Conifer tree to be reduced, T2 Apple Tree to be reduced and shaped, T3 Yew tree to have small overhanging limbs reduced back to the boundary.

**b) Results:**

**c) Correspondence:**

**DC/20/01550 and DC/20/01551 Boundary Farm, Cotton Road Mendlesham.** Receipt of notifications both applications have been withdrawn.

**d) MSDC Development Control B meeting 8.7.20** – report re decision for DC/19/05915 Land North East, of Chapel Road, Mendlesham. Cllrs Stringer and Exley

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## e) Any other planning matters

(20 mins)

### 6. Reports

- a) Clerks report & delegated decisions
- b) Report from working party re open spaces maintenance (Cllr Exley)
- c) Report further to meetings regarding properties adjacent to Mendlesham Green Allotment land. (Cllrs Nunn and Ward)
- d) Chairs report
- e) Questions to the Chair

(2 mins each)

### 7. Mendlesham Parish Council: Financial matters

- a) To confirm payment of invoices.
- b) To review management information and bank reconciliation as at 30.6.20
- c) To note re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 25.6.20.
- c) Any other financial matters.

(10mins)

**8. Request for memorial plaque for Mr Roger Keeble**, proposed location plinth of Mendlesham Village sign.

(5 mins)

**9. Mendlesham Scouts:** request to erect 12@6x 17'9 metal garage type building at Mendlesham Green, to replace existing sheds.

(5 mins)

### 10. Staff matters:

- a) Report from working party.
- b) To adopt NALC Good Employer Guide
- c) To adopt Mendlesham appraisal documents/procedure and appoint representative(s) of Mendlesham Parish Council to undertake appraisals with employees.
- d) To note requirement to review/update employee contracts and ensure financial responsibilities are able to be fulfilled in case of need.
- e) To agree way forward.

(10 mins)

### 11. Consultations:

- a) LGA Code of conduct- to agree response
- b) Proposed Fire/Police station for Stowmarket- to agree response

(5 mins)

### 12. Playingfields

- a) To note reopening of Playequipment areas wef 4.7.20 and risk assessment measures in place for Covid 19 mitigation.
- c) To appoint Playequip Leisure to undertake Rospa inspections and minor remedial maintenance work for 2020/2021.
- d) Mendlesham MUGA and WSA projects: update report and financials
- e) To agree additional works/quotes at Mendlesham Playingfields as follows:
  - i) Car park works: Trench, ducts
  - ii) Tree trimming
  - iii) New power supply to flood lights
  - iv) Any other works to be agreed
- f) Mendlesham Preschool Garden:
  - i) To agree clearance works, including hire skips and disposal of tyres
  - ii) To approve new fencing and gates (est £3100 fencing, gate £1168)

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g) Any other playingfield matters

(15 mins)

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

(2mins)

Sharon Jones Parish Clerk 2.7.20