

**MENDLESHAM PARISH COUNCIL**  
**Wednesday 5<sup>th</sup> May 2021**  
**Ordinary Meeting**  
**After Parish Council Annual meeting and Charity AGM's starting no earlier than 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 5<sup>th</sup> May 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.**

**Police report:**

**SCC/MSDC Cllr Stringer**

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

(10 mins)

**4. Planning**

**a) Applications:**

**DC/21/02512 Boundary Farm, Cotton Road, Mendlesham:** Application to determine if a 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 general purpose agricultural building for storage of straw.

**b) Results:**

**c) Correspondence:**

- d) Any other planning matters

( 5 mins)

**5. Reports**

- a) Clerks report & delegated decisions
- b) Other organisation reports
- c) Chairs report
- d) Questions to the Chair

(5 mins each )

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

- a) To confirm payment of invoices
- b) To agree requirements regarding annual inspection of assets.

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- c) To approve Accounts and supporting notes for the year ending 31.3.21, including confirmation of allocated reserves.
- d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as 31.3.21  
Annual Governance Statement 2020/21  
The Accounting Statement 2020/21  
Bank Reconciliation as at 31.3.21  
Explanation of Variances
- e) To confirm the asset register as at 31.3.21
- f) To approve the CIL return to MSDC as at 31.3.21
- g) To approve the monitoring system for year ending 31.3.22
- h) To appoint the RFO for year ending 31.3.22
- i) To consider Governance questions and statements for the year ending 31.3.21 (FSO 1.5 Effectiveness of Internal Control (pc and charities)
- j) To note the level of insurance cover and pay as requested
- k) Proposal to authorise the Woodland Officer to spend up to £250 until 31.3.22 on any items required for the Woodland.
- l) Proposal to authorise the Woodland Officer to instruct Contractors with regard to Pest Control as and when required for 4 days works, cost approx. £100 per day.
- m) Proposal to allow Cllrs Nunn, Exley or Gardiner (individually) to purchase items in respect of emergency playing field or community centre repairs up to £100 as required.
- n) Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playing fields for 4 days work cost approx. £100 per day. (20mins)

### 7. Quiet Lanes

- a) Consultation responses: to note
- b) Report (Cllr N Foster)
- c) Proposal to confirm submission of two schemes:
  - i) U5217 /Hoggars Road
  - ii) Oak Farm Lane/Wash Lane/ Tan Officer Lane
- d) To agree financial contribution towards the Quiet Lanes scheme (10mins)

**8.Resolution to delegate to Sharon Jones, Parish Clerk, authority to make all decisions on behalf of Mendlesham Parish Council** as considered necessary and record as such, in accordance with the requirements of Part 2 of the Openness of Local Government Bodies Regulations 2014, from 7<sup>th</sup> May until 17<sup>th</sup> May 2021 or until physical meetings or virtual meetings can legally take place.

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

Sharon Jones Parish Clerk 29.4.21