

MENDLESHAM PARISH COUNCIL
Wednesday 9th February 2022
Ordinary Meeting
Old School Room, Mendlesham
7 pm

Due to the local situation regarding Covid and the need to protect Parish Councillors and staff, regretfully for this meeting, members of the public able to attend this meeting will be limited. If you wish to attend, please contact the Parish Clerk parishclerk@mendleshampc.org tel 01449 766139 to confirm that you wish to attend and for which agenda items.

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 9th February 2022. 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 minutes of the meeting once approved, are available from the Parish Clerk. 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. (5 mins)

3. Minutes:

To confirm the following as a true and accurate representation

- a) Ordinary Meeting 12.1.22 (5 mins)

4. Co-option: To co-opt a new Mendlesham Parish Councillor (15 mins)

5.

Police report:

SCC/MSDC Cllr Stringer

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

(10 mins)

6. Planning matters:

a) Applications:

DC/22/00106 Walnut Tree House, Front Street, Mendlesham: Householder Application- Construction of solid panel roof to existing conservatory.

DC/22/00430 Mendlesham Manor, Brockford Road, Mendlesham: Application for Listed Building Consent Removal of cement infill panels, timber frame repairs and application of lime render.

DC/22/00473 1 Mead Way, Mendlesham: Householder Application- Erection of single storey infill side extension, construction of new pitched roof to replace existing flat roof, re-position chimney and extension of boundary fence.

b) Results:

DC/21/06588 2 Riverside Cottage, Mendlesham Green: Householder Application: Erection of detached double cartlodge

c) Correspondence

d) Any other planning matters.

(20 mins)

MENDLESHAM PARISH COUNCIL
Wednesday 9th February 2022
Ordinary Meeting
Old School Room, Mendlesham
7 pm

7. Mendlesham Scout Hut:

- a) To review response from Clarke and Simpson regarding Draft Heads of Terms questions (if received) and confirm Draft Heads of Terms.
- b) To agree request from Ist Mendlesham Scouts regarding shed. (10 mins)

8. Jubilee events:

- a) Beacon event Thursday 2nd June
- b) Report and any decisions as required regarding event at Mendlesham Green
- c) Report and proposal regarding Mendlesham event
- d) Any other Jubilee matters (10 mins)

9. Mendlesham's Woodland

- a) To review Annual Tree report (if received)
- b) To agree any actions as required further to the Annual Tree report. (5 mins)

10. Reports

- a) Clerks report & delegated decisions
- b) Other organisation reports.
- c) Chairs report
- d) Questions to the Chair (5 mins each)

11. Mendlesham Parish Council: Financial matters

- a) To confirm payment of invoices
- b) Any other urgent financial matters. (5 mins)

12. Playing fields:

- a) To consider resident request regarding signage re history of Memorial Playingfields.
- b) Any other playingfield matters (5 mins)

13. To commence review of general and financial standing orders (5 mins)

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

15. To review all other risk assessments.

- a) Woodland: hazzard map and risk assessment
- b) Handyman/Volunteer risk assessment
- c) Playingfield Rospa reports: To note new reports commissioned to be delivered March 2022.
- d) Community Centre: pat tests, fire risk assessment, legionnaire checks, Covid risk assessments, to note these checks are now the responsibility of the john Milton Academy Trust.
- e) Risk assessment for lighting the Beacon to be reviewed before planned event 2.6.22
- f) To consider if any other risk assessments are required. (5 mins)

16. 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)

MENDLESHAM PARISH COUNCIL
Wednesday 9th February 2022
Ordinary Meeting
Old School Room, Mendlesham
7 pm

The meeting may go into camera, with members of the public asked to leave whilst the Parish Council considers the following staff matter

- 17. Staff contract:** to confirm the end of probationary period of employment. (5 mins)
18. Any other business: matters of report and future agenda items. (5 mins)

Sharon Jones Parish Clerk 3.2.22