

MENDLESHAM PARISH COUNCIL
Wednesday 10 January 2024
Ordinary Meeting
Old School Room, Mendlesham
7 pm

Members of the public may 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 10 January 2024. 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 www.mendlesham-pc.gov.uk

AGENDA:

1. Welcome, apologies for absence, acceptance of apologies and filming speech. (2 mins)

2. To note Cllr Hyde's Acceptance of Office and Register of Interest. (2 mins)

3. 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)

4. Minutes:

To confirm the following as a true and accurate representation

- a) Ordinary Meeting 13.12.23 (5 mins)

5.

Police report:

SCC/MSDC Cllr Stringer

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

(10 mins)

6. New Scout Hut Project

- a) To note the latest project report.
- b) To ask any questions of Scout Hut representatives present,
- c) To confirm appointment of Birketts LLP to represent Mendlesham Parish Council to:
 - i) provide legal advice of disposal of land est fees £1,000 plus vat.
 - ii) To act in relation to the Agreement for Lease to Mendlesham 1st Scout Group est fee £5,000 plus VAT and disbursements.
- d) Any other matters (10 mins)

7. Planning matters:

- a) Applications:
- b) Results:
DC/23/00305 Land adjacent to 17 Brockford Road, Mendlesham: Full Planning Application – Change of Use of land for grazing of horses, and erection of stables with new vehicular access. Refused.
- c) Correspondence:
- d) Any other planning matters. (5 mins)

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8. Reports

- a) Clerks report & delegated decisions
- b) Bus Services Mendlesham report (Cllrs Foster)
- c) Other organisation reports.
- d) Chairs report:
- e) Questions to the Chair (2 mins each)

9. Parish Clerk

- a) To note the appointment of Peter Grogan as Mendlesham Parish Council wef 1.1.24.
- b) To appoint Peter Grogan as Data Protection Officer for Mendlesham Parish Council wef 1.1.24
- c) To appoint Peter Grogan as Responsible Finance Officer wef 1.4.24.
- d) To confirm Mobile phone /data plan with Giff Gaff £8/10 per month, payment by Direct Debit.
- e) To note the existing Parish Council printer needs replacing and to confirm a budget of £200 for a replacement.
- f) To confirm any training courses as required.
- g) Any other Clerk requirements to include membership Society of Local Council Clerks (5 mins)

10. Mendlesham Parish Council: Financial matters

- a) To confirm 1x MS365 Business Basic purchased 19.12.23 @ £64.24
- b) To confirm payment of invoices
- c) To note management and bank reconciliation reports as at 31.12.23.
- d) To consider any reserve requirements
- e) To complete the budget process for Mendlesham Parish Council for the year commencing 1.4.24.
- f) To consider CIL Expenditure for monies already received.
- g) To set the Precept for the year commencing 1.4.24 and complete Precept Billing Authority.
- h) To consider a three-year budget.
- i) To note back pay arrangements and review staff Spinal points wef 1.4.24.
- j) To confirm Pride in Your Place grant expenditure.
- k) Any other financial matters (30 mins)

11. Playing field matters:

50 50 shop and football store building complex:

- a) Report of information obtained and actions undertaken with regard to closure of the building due to believed broken asbestos panel.
- b) Any other playing field matters (5 mins)

12. Allotment fees: to review wef year commencing 1.10.24 (5 mins)

13. Mendlesham's Woodland

- a) To review completion of works further to the Haydens report 2.2.22
- b) Any other woodland matters. (5 mins)

14. Emergency Plan:

- a) To commence a review. (5 mins)

15. Consultations:

- a) BMSDC draft Scrap Metal Policy. Consultation ends 5.2.24
- b) BMSDC draft Sexual Entertainment Policy. Consultation ends 5.2.24 (5 mins)

16. Parish Meeting 15.4.24: To confirm admin arrangements (5 mins)

17. Any other business: matters of report and future agenda items. (2 mins)
Peter Grogan Parish Clerk 5.1.24