

# MENDLESHAM PARISH COUNCIL

Wednesday 8 May 2024

## Ordinary Meeting

After Parish Council Annual meeting and Charity AGM's starting no earlier than 7.30pm

Old School Room Mendlesham

Members of the public may submit comments on any item on the agenda via email to the Clerk or letter to 11 Schools Close, Mendlesham IP14 5UQ, to be received by noon the day before the meeting. 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 and will be published as usual via [www.mendlesham-pc.gov.uk](http://www.mendlesham-pc.gov.uk)

### AGENDA:

- |  |                  |
|--|------------------|
| <b>1. Welcome, apologies for absence, acceptance of apologies and filming speech</b>                                   | 2 mins           |
| <b>2. Interests</b>  | 2 mins           |
| a) To note Councillor's declarations of interest in any of the following agenda items.                                 |                  |
| b) To agree any dispensations regarding any declarations of interest   |                  |
| <b>3. Minutes:</b>   | 2 mins           |
| To confirm the following as a true and accurate representation   |                  |
| a) Extra Ordinary Meeting 17.4.24  |                  |
| <b>4. Reports</b>  | 10 mins          |
| a) Police report   |                  |
| b) SCC/MSDC Cllr Stringer  |                  |
| c) Public forum - to receive written questions and matters of concern  |                  |
| <b>5. Planning matters:</b>  | 2 mins           |
| a) Results:  |                  |
| b) Correspondence:   |                  |
| c) Any other planning matters:   |                  |
| <b>6. Reports</b>  | 2 mins<br>(each) |
| a) Clerks report & delegated decisions   |                  |
| f) Chairs report:  |                  |
| g) Questions to the Chair  |                  |
| <b>7. Mendlesham Parish Council: Financial matters</b>   | 30 mins          |
| a) To confirm payment of invoices  |                  |
| b) To agree requirements regarding annual inspection of assets.  |                  |
| c) To approve Accounts and supporting notes for the year ending 31.3.24, including confirmation of allocated reserves. |                  |
| d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as 31.3.24                                     |                  |
| Annual Governance Statement 2023/24  |                  |
| The Accounting Statement 2023/24   |                  |

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Bank Reconciliation as at 31.3.24

Explanation of Variances

e) To confirm the asset register as at 31.3.24

f) To approve the CIL return to MSDC as at 31.3.24

g) To approve the monitoring system for year ending 31.3.25

h) To appoint the RFO for year ending 31.3.25

i) To consider Governance questions and statements for the year ending 31.3.24

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 31.3.25 on any items required for the Woodland.

**8. Devolution Consultation:** To approve draft response 2 mins

**9. Scout Hut:** To confirm cost and wording for notice of land 'disposal' by way of lease under Local Government Act S123 2 mins

**10. Wild Heritage Suffolk CIC:** 10 mins

a) To note enquiry for any available land for hire/use as a community garden and social hub.

b) To suggest a way forward

**11. National Grid: Norwich to Tilbury** 15 mins

a) Report on Webinar and public consultation attended by councillors

b) Any other matters

**12. Allotments:** To confirm renewal proposal re licence land in front of the Cedars 5 mins

**13. 50 50 Shop building** 5 mins

a) Report: to include fire assessment

b) To agree a way forward

**14. Any other business:** matters of report and future agenda items 2 mins

Amy Johnson  
Parish Clerk 2.5.24