

**MENDLESHAM PARISH COUNCIL**  
**Ordinary Meeting**  
**Wednesday 5 February 2025 at 7pm**  
**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> To approve minutes of extra ordinary meeting 22.1.25 as a true and accurate representation  | 2 mins        |
| <b>4. Reports</b>  | 10 mins       |
| a) SCC/MSDC Cllr Stringer  |               |
| b) Public forum - to receive written questions and matters of concern  |               |
| <b>5. Planning matters:</b>  | 2 mins        |
| a) Results:  |               |
| DC/24/05191 The Coach House, Church Road, Mendlesham, Stowmarket Suffolk IP14 5SF - Notification of Works to Trees in a Conservation Area - Re- Pollard 1 No. Willow (T1) to old points removing 4-5m of growth. Reduce canopy of 1 No. Eucalyptus (T2) by 5-6m – MSDC as LPA DOES NOT WISH TO OBJECT                    |               |
| DC/24/04846 Suffolk Barns, Norwich Road, Mendlesham, IP14 5NQ - Discharge of Conditions Application for DC/23/01258 - Conditions 3 (Land Contamination) and 4 (Noise Levels) – APPROVED CONDITIONS: 3 PRIOR TO CONVERSION CONDITION: LAND CONTAMINATION. REFUSED CONDITIONS: 4 ONGOING REQUIREMENT REGARDING NOISE LEVEL |               |
| <b>6. Reports</b>  | 2 mins (each) |
| a) Clerks report & delegated decisions   |               |
| b) Chairs report   |               |
| c) Questions to the Chair  |               |
| <b>7. Mendlesham Parish Council: Financial matters</b>   | 10 mins       |
| a) To confirm payment of invoices  |               |
| b) To note the pc bank reconciliation and management report as at 31.01.25   |               |
| c) To confirm renewal of Clerk SLCC membership wef 1.3.25  |               |
| d) Any other urgent financial matters  |               |
| <b>8. To commence review of general and financial standing orders wef 01.04.25</b>   | 5 mins        |
| <b>9. Risk assessments</b>   | 5 mins        |
| a) To review internal control risk assessment and management policy  |               |
| b) To review all other risk assessments  |               |

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|---|---------|
| <b>10. To review effectiveness of Internal Auditor and then propose to appoint for year commencing 1.4.25.</b> To include a review of | 5 mins  |
| a) Independence   |         |
| b) Competence   |         |
| c) Review of relationship with Clerk and Councillors  |         |
| d) Review of audit planning and reporting   |         |
| e) Review of audit scope  |         |
| <br>  |         |
| <b>11. W.I. 100<sup>th</sup> year celebrations</b>  | 5 mins  |
| a) Report   |         |
| b) Agree a way forward  |         |
| <br>  |         |
| <b>12. Anglian Water Sewage Treatment Works</b>   | 2 mins  |
| a) Report   |         |
| b) Any other matters  |         |
| <br>  |         |
| <b>13. Scout Hut</b>  | 10 mins |
| a) Report   |         |
| b) To approve any action required   |         |
| <br>  |         |
| <b>14. Playingfield matters</b>   | 15 mins |
| a) Report on maintenance issues   |         |
| b) To approve any action required   |         |
| c) To approve Annual Cost from Vertas Group Ltd received for Ground Maintenance 01.04.25-31.03.26                                     |         |
| <br>  |         |
| <b>15. Minibus Service</b>  | 2 mins  |
| a) To note amendment to route as approved by provider   |         |
| b) Any other matters  |         |
| <br>  |         |
| <b>16. St Joseph's Centre - To discuss current status, information and any action if required</b>                                     | 15 mins |
| <br>  |         |
| <b>Members of the public will be asked to leave for the following 'in camera' item due to its sensitivity.</b>                        |         |
| <br>  |         |
| <b>17. Staffing matters</b>   | 5 mins  |
| <br>  |         |
| <b>18. Any other business:</b> matters of report and future agenda items  | 2 mins  |

Amy Johnson  
Parish Clerk 31.01.25