

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 8th February 2017 at 8pm.

**1. Present:** Cllrs M Exley ( Chairperson), A Davey, D Foster, N Foster, D Nunn, H Orton, E Ward, M Watson, S Webb and S Jones (Clerk).  
SCC/MSDC Cllr A Stringer.

**Apologies:**None required.

The Chairperson reported that Cllr M Favager had resigned due to personal reasons. Cllr Favager was thanked for his work as a Councillor. The filming statement was not read out as no members of the public were present.

### 2. Declarations of interest:

**a) To note Councillor's declarations of interest in any of the following agenda items.** None declared.

**b) To agree any dispensations with regard to declarations of interest.** Not required.

**3. Police report:** The January newsletter had been previously circulated and was noted.

**SCC/MSDC Stringer:** See Cllr Stringer's reports as appended to these minutes.

**Public Forum:** No members of the public present.

**4. Minutes:-** to approve for accuracy and as a true record of

**a) Ordinary meeting** held on 11th January 2017.

Pages 1458-1462 inclusive were approved as an accurate record of the meeting, signed and dated by the chairperson.

### 4.Planning:

#### a) Results:

**2596/16 & 2597/16 ( LBC) Thatched Cottage, Mill Road,**

**Mendlesham:** Erection of a single side extension following the demolition of an existing detached outbuilding: Granted.

**c) Correspondence:** Cllr Stringer had reported the application relating to Old Engine Meadow, Mendlesham would go before the Mid Suffolk District Council planning committee on 22 February. It was agreed Cllr Exley would attend and speak on behalf of Mendlesham Parish Council.

A new planning application had been received and it was agreed an Extra Ordinary meeting to consider comments for this application would be held Monday 20th February. Cllr Stringer reported that he was available for this meeting, but needed to declare an interest as he had a commercial relationship with the applicant.

Cllrs Exley and Stringer reported a meeting with a potential developer for land known locally as the " Bird Shed" near the junction of Brockford Road and Oak Farm Lane.

## **5. Reports:**

a) Clerks report & delegated decisions: Actions taken from last meeting and correspondence received since last meeting.

### **Financial:**

Confirmation VAT refund claim for 1.4.16- 31.12.16 £ £1725.77 paid.

Confirmation Woodland grant £ 171.60 paid.

Allotment hire fees still coming in -will chase those still to be paid.

**MSDC Cleansing grant** claim to Dec 16 sent off .

**Scout Hut:** letter received from another resident concerned about "untidy" site.

### **Correspondence:**

**Bus Stop:** Resident contact about safety/poor lighting at bus stop at Old Station Road. Galloway bus failed to stop.

**DEFRA:** Notice under Regulation 5 ( 3a) (b) of the Nitrate Pollution Prevention Regulations 2015, as amended.

**Essex & Suffolk Water :** non household customers can now choose their supplier of water and sewage services.

Requests for support from: Suffolk Accident Rescue Service, Suffolk Age UK and CAB. Agenda item for March meeting.

### **Delegated Decisions by Clerk :**

Community Centre school has a pest problem. Pest control arranged and confirmed to School, Community Centre would pay half the costs. Also asked Mr Gardiner to arrange to cover up hole in roof in bottle store area to prevent pests getting into the building.

It was unanimously agreed if required, that the Parish Council owned projector screen could be used by the Mendlesham Camera Club and stored at the Old School Room, under the key control of Mr Favager.

b) Village organisations report: it was noted a request would be received from Mendlesham Film Club for a cupboard in the Community Centre Small Hall cupboard. The umbrella licence had been renewed for a further twelve months.

c) Report on Neighbourhood Plan: see Mr Moore's report as appended to these minutes.

d) Chairs report:

Cllr Exley reported that he had reviewed the flooding at the entrance to the Mendlesham Playingfields and now considered the proposal as detailed at the last meeting would not solve the issue. There was a need to wait for the outcome of the Suffolk County Council flooding investigations. Cllr Stringer and Cllr Exley had reviewed potential sites for the traffic indicator sign for Mendlesham and Mendlesham Green. Cllr Exley would review the Mendlesham Green locations with Cllr Ward. **Action.**

It was then proposed and unanimously agreed that Cllrs Exley and Ward should have delegated authority to communicate with Suffolk County Council to seek approval for the proposed sites. **Action.** Page 1464

e) Questions to the Chair: none.

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

a) To agree invoices for payment

The following invoices were unanimously approved for payment.

000587	21.41	S Jones reimbursement stationery -new folders for final np .
000588	38.00	Suffolk Wildlife Trust renewal annual membership Power of Competence
000589	10.00	Belinda Allen reimbursement re overpayment of allotment fees for y/e 30.9.16
000590	193.11	Thurlow Nunn Standen Ltd - mower repairs
DD	5.50	Google monthly fee
000591	143.00	Mendlesham Educational Foundation hire fees July- Dec 16
000592	150.70	K Hales salary Jan plus tax rebate
000593	737.47	S Jones Jan salary
000594	30.00	Suffolk Preservation Society annual membership Power of Competence
000595	9.00	S Jones reimbursement photocopying Suffolk Records

**b) Proposal to join membership of Suffolk Preservation Society £30pa.** Unanimously confirmed.

**c) Proposal to transfer balance of " old" Mendlesham Memorial playingfields bank account to the "new" and then issue closure instructions for the "Old"** Unanimously confirmed.

**d) Any other financial matters.** Nothing

**7. To commence review of general and financial standing orders with effect from 1.4.17.** Unanimously confirmed with no amendments required.

**8. Risk assessment: To review internal control risk and management policy.** Unanimously confirmed with no amendments required.

**9. To review the following risk assessments:**

The following risk assessments were reviewed with no amendments, other than the date of review required.

**Mendlesham Woodland**

**Handyman Risk assessment**

**Street Cleaning Risk assessment: Action Clerk** to obtain a signed copy from the Street Cleaner.

**Playingfield Rospa reports:** already reviewed see mins 5.10.16 page 1444.

**Community Centre Legionnaire checks**

**Mendlesham Cookery Club risk assessment**

**Community Centre PAT tests:** It was agreed to employ a professional contractor to undertake the community centre checks this year, as required and also Mendlesham Community Council checks with Mendlesham Community Council to provide reimbursement for their equipment. **Action: Clerk.**

**Community Centre Fire Risk assessment:** amendments were unanimously agreed.

**Community Centre rejuvenation decorating party risk**

**assessment:** It was unanimously agreed to lapse this risk assessment as the activities were already included as part of the Handyman Risk assessment.

**10. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.17:**

**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.**

After discussion, including a review of a-e), it was unanimously agreed to appoint Internal Auditor, Heelis & Lodge for the year commencing 1.4.17.

**11. Playingfields:**

**a) Report from working party regarding improvements at Mendlesham Memorial Playingfields.**

CLIs Foster reported that the working party had reviewed the outcome of the recent consultation. Generally a good response had been received, but there was underrepresentation from the 20-50 age group. Further consultation work with this age group would be pursued. The suggestions received to date had been reviewed, with some considered non viable. Further car parking, a new MUGA and outdoor gym were current possibilities.

A budget for production of brochures as required of £250 was agreed, albeit it was noted all expenditure needed to be approved by the full Parish Council. This expenditure would come from the existing Playingfield budget.

It was also agreed that the Parish Council should have a stall as in previous years at the Mendlesham Street Fayre.

**b) Report re Mendlesham Green Playingfields improvements**

Cllrs Ward and Orton presented a questionnaire for future use/improvements to the Mendlesham Green Playingfield and it was unanimously agreed this should be circulated in May.

**c) Any other playingfield matters.** None

**13. Street name and Numbering: to discuss residents request re signage and name of U5212 as " Buces Hill".**

After discussion, including noting that many roads and properties in the Parish ( including Mendlesham Green village) did not have road names and signs and there was a cost to public money for this, it was unanimously agreed that the proposal to rename the U5212 should not proceed. However the residents were able to erect their own sign for the drive leading up to the barns and with landowners permission as required.

9.05pm Meeting went to go into camera, although no members of the public were present.

**14. To discuss a potential claim of ownership with regard to a particular property.**

After report and discussion, it was unanimously agreed to continue to research and seek legal advice regarding registration of ownership with the Land Registry.

**15. Any other business: matters of report and future agenda items.** Cllr Stringer reported the Mendlesham litter pick would be 25th March.

Meeting closed 9.30pm

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