

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 10th January 2018 at 7.30pm.

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

Apologies: Cllr D Nunn and Police.

The Mendlesham Parish Council filming statement was not read out.

2. Declarations of interest:

a) To note Councillors declarations of interest in any of the following agenda items. Cllr Ward and the Parish Clerk declared an interest in the agenda item relating to allotments as they were both allotment holders.

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

3. Minutes: To approve the following minutes as a true record of the meeting

a) Ordinary Parish Council Meeting 6th December 2017.

Pages 1527-1532 inclusive were unanimously approved as an accurate record of the meeting and signed by the Chairperson.

4. Police report: a report, appended to these minutes had been circulated to all Councillors.

SCC Cllr Stringer report: See report as appended to these minutes.

Public Forum: no members of the public present.

5. Planning:

a) Applications:

DC/17/05775, 5 Church Road, Mendlesham. Planning application: Erection of extension on existing garage, replace garage flat roof with a pitched roof and weatherboard the entire garage building. Installation of a downstairs WC. Re roof 20th Century lean to kitchen roof, install roof lights, remove two small windows and remodel the internal gallery kitchen. Remodel first floor bathroom, land and bedroom, divide large bedroom into two and add conservation roof lights to bedroom.

DC/18/05776, 5 Church Road, Mendlesham. Application for listed building consent: Erection of extension on existing garage, replace garage flat roof with a pitched roof and weatherboard the entire garage building. Installation of a downstairs WC. Re roof 20th Century lean to kitchen roof, install roof lights, remove two small windows and remodel the internal gallery kitchen. Remodel first floor bathroom, land and bedroom, divide large bedroom into two and add conservation roof lights to bedroom.

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Councillors considered both applications for this property simultaneously. After consideration, it was unanimously agreed to recommend approval, subject to approval by the Conservation/Heritage officer and with the comment that the change to the garage roof and the application overall would improve the current street scene.

b) Results:

DC/17/05716 Plot 2, Land adjacent to Willow House, Mill Road, Mendlesham. Application for reserved matters , submission of details under Outline Planning Permission 4670/16- Appearance, Layout and Scale for Plot 2. Grant .

c) Correspondence:

An application for Champaigne Tofts and request for an extension was noted.

d) Report further to Neighbourhood Plan meeting 3.1.18

Cllr Exley reported the meeting had reviewed the first draft of the revised plan. Amendments were now being made and revised maps awaited with a further meeting planned for the end of this month.

e) Report re Community Led Housing

Cllrs Exley and Ward reported that further information had been received via email on 20th December. It was unclear who had received this email and it had then not been circulated amongst the Council. It was agreed to check the details and then circulate accordingly. Cllr Stringer reported the MSDC Officer, Julie Abbey-Taylor was willing to support Mendlesham as required.

f) Any other planning matters: none

7. Reports

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

Financial:

Allotment hire fees as at 30.9.17 requested with payment coming in. Note this excludes Mr Clements (£74.40 fee waived) in return for his help throughout the year to keep the site clean.

Training: Clerk has attended following courses:

SLCC Clerks training which included details on new external audit arrangements and was also attended by our internal auditor. Also attending a SALC course on audit later this month.

Also attended Data Protection course run by the Local Advisory Council Service.

MG burial ground: Have reported dog fouling issue to trustees and they have advised they will discuss possibility of gate at their next meeting on 4th Feb. However, we need to make sure any gate fitted does not prevent persons who visit the ground daily in a mobility carriage.

Emergency Plan: our latest revision has now been sent to the County Emergency Planners. We had a generic email from them reporting on procedures for declaring emergencies and when their insurance cover would be applicable. Have spoken to our insurers who have confirmed that with the exception of chain saw use, our insurance would cover pc declaring and managing an emergency, subject to risk assessments, skilled persons undertaking whatever. Details passed on to Cllrs Exley and Nunn as our Emergency Planner Co ordinators and will also be placed in the Emergency boxes.

Delegated Decisions by Clerk: none

b) Village organisations report: nothing reported.

c) Report re Housing Survey: Packs were distributed to the Councillors for delivery.

d) Report re Speed Device Project: Cllrs Exley and Stringer reported the delay due to costs of posts had now been resolved and the project should now progress.

e) Chairs report: nothing to report that was not an agenda item.

f) Questions to the Chair: nothing asked.

8. Playingfield Matters:

Mendlesham Playingfields:

a) To agree timing and funding of future works, including £1425 for panel on tower, surface replacement and slide rejuvenation.

Councillors unanimously agreed the works to replace the panel £1425, with discussion regarding source of finance to be part of the later agenda items regarding budgets and reserves. It was noted that the tower surface would need replacing in due course, but agreed not a concern at present. It was agreed advice should be sort regarding potential improvements to the large Mendlesham slide.

b) Any other playingfield matters. The flooding of the path adjacent to the 50 50 shop was noted and it was agreed a quote should be obtained for works as required.

Mendlesham Green Playingfield

c) Report and proposal re new equipment.

Cllrs Orton and Ward reported that three quotes had been obtained and were in the process of being checked and considered. **Action: Agenda item for next meeting.**

d) Any other playingfield matters: none.

9. Mendlesham Green

Telephone Box

a) Report re consultation

The consultation had provided 20 responses, all in the main, with the exception of one, in favour of retaining and refurbishing the box and using it to house a defibrillator from public funds.

b) To agree wayforward and funding requirements.

There were some detailed responses that required further research.

Cllr Stringer also proposed use of the box as a car battery charging point.

After discussion, it was agreed not to sell the box, but further information and consideration was required before deciding the way forward.

Action: Cllr Ward and the Clerk.

Burial Ground

c) To note up to date position regarding dog fouling and agree way forward (including installation of a gate) .

It was agreed no further action was required at present other than monitor the situation.

10. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

The following invoices were unanimously approved for payment.

000693	72.00	SALC Clerks course re web training and contracts.
000694	3609.60	Playequip -works to Mendlesham Playingfield tower
DD	5.50	Goggle monthly fee
000695	24.21	J Lawes - netting for bridge next to 50 50 shop
000696	85.08	S Jones reimbursement for printer parts
000697	114.07	MSDC Annual Play inspections
000698	234.00	Mendlesham Educational Charity hire of Old School Room July- Dec 17
DD	13.57	NEST dd
DD	35.00	Annual registration Information Commissioner's Office Page 1536

000699	729.90	S Jones Clerk salary Dec
000700	154.51	K Hales St Cleaner salary Dec
000701	59.15	HMRC Q3 PAYE
000702	5632.90	John Milton Academy Trust CCTV and lighting.

To confirm renewal of google licences @£33 pa (monthly £5.50) from 5.3.18 - unanimously agreed.
8.55pm Cllr Stringer left.

b) To consider bank reconciliation report and Management information as at 31.12.17.

Information had been previously circulated to Cllrs with no questions asked. The bank reconciliation reports and statements were checked by Cllr Exley.

c) Three year budget:

A budget up to the financial year ending 31.3.21 had been prepared by the Clerk and circulated in advance of the meeting. The requirement of an increasing precept was noted, but also anticipated would be shared amongst the increasing number of dwellings in the Parish. Councillors confirmed the content of the three year budget.

d) To agree budget for the year commencing 1.4.18:

Further to the agenda items at the November and December meetings, the clerk had updated and circulated in advance of the meeting, the budget to include actuals to 31.12.17. After discussion, it was unanimously agreed to set the budget with a Precept of £35,697 (£35,000). Consideration had been given to increasing the Precept to cover some of the forthcoming and already agreed project work. Whilst in part this could have been done and still kept the tax base the same due to the new numbers of dwellings in the Parish, it was agreed to consider funding some of the project requirements from reserves and grant applications.

e) To consider any reserve requirements:

Whilst noting that this may need to be reviewed again at the year end 31.3.18, the following movements to reserves were agreed.

£1425 works to the Mendlesham Playingfield Tower (see agenda item 8a) would come from general reserves (£41711 as at 31.3.17)

EMR Playingfield Projects: the £10k balance as at 31.3.17 would be used towards the Mendlesham Green Play equipment project, with a further £10k to be transferred from general reserves as at 31.3.18. Page 1537

EMR Mendlesham Green telephone Box; As at 31.3.18 a new EMR would be created with £3k from general reserves.

EMR Neighbourhood Plan: £1300 to be transferred from general reserves as at 31.3.18 to cover the commitment towards printing costs.

EMR Housing Survey: As at 31.3.18 a new EMR would be created with a £4k transfer from general reserves.

f) To agree Precept for year commencing 1.4.18.

The precept authority was completed at £35697 (thirty five thousand, six hundred and ninety seven and signed by Cllr Exley, Cllr Davey, Cllr Ward and the Parish Clerk.

11. To agree any increase for allotment rents.

After consideration it was agreed not to increase the allotment rents.

12. To agree nomination for Buckingham Palace Garden Party

It was agreed Cllr Orton would be nominated.

13. Any other business:

A question was asked about the poor condition of the verge of the path adjacent to St Joesphs.

It was noted the land did not belong to the Parish Council and currently further works to the path were awaited, but once complete this could be discussed again. **Action: Clerk** to diarise for June meeting to review position.