

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 7th February 2018 at 7.30pm.

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

Apologies: Cllr N Foster and PC Jayne Gardiner.

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. Nothing declared.

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 10th January 2018.

Pages 1533-1538 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. Cllr Fletcher asked about a Mendlesham Neighbourhood Watch. Cllr Nunn reported hare coursing was occurring in the Parish.

The Clerk had attended a Police liaison meeting.

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

Public Forum: no members of the public present.

5. Planning:

a) Applications:

DC/17/06103 Champaignes Toft, Hoggars Road, Mendlesham: planning application -conversion of barn and cartlodge to form 1 No dwelling.

After discussion, this application was unanimously recommended for approval, noting the need for a change of use for what would be redundant buildings.

b) Results:

DC/17/05775, 5 Church Road, Mendlesham. Planning application: Erection of extension on existing garage, replace garage flat roof with a pitched roof and weather board 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. Grant.

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 weather board 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. Grant.

DC/17/06331 The Stackyard Nursery, Old Station Road, Mendlesham- non material amendments for application 2101/09 regarding changes windows and doors. Approved

c) Correspondence:

To note notification of Appeal under Town & Country Planning Act 1990 ref APP/W3520/w/17/3189706 by Mr & Mrs Sanders regarding erection of a two storey dwelling at The Stackyard Nursey, Old Station Road Mendlesham and to agree any further actions. Noted with no further action required.

d) Report further to Neighbourhood Plan meeting 3.1.18. See report as appended to these minutes.

e) To note and confirm content of revised Neighbourhood Plan v 4.2, supporting documents and new maps. Unanimously confirmed.

f) Any other planning matters: Correspondence regarding works at land opposite to Station Fields, Mendlesham was noted.

6. Reports

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

Financial:

2018/19 Precept authority received by MSDC and confirmation of payment confirmed. The Precept £35697 gives the Parish a Council Tax Band D OF £65.67. This is a decrease of -4.12% on 2017/18.

Confirmation of Sport England grant £2075 payment 9.2.18 for New Playingfields Project. Note this is the end of any grant funding from them for this project.

NEST : letter advising wef April 2018 earnings, Employer contribution will increase from 1% to 2%. New worker contribution 3%.

External Audit arrangements: Clerk has attended course by new External Auditors PKF. Arrangements very much same as before (as we are not a Smaller Authority) but they have shortened submission date of receipt of return to 11th June. This is much shorter than before. Page 1540

They will accept requests for extensions, but if granted that would mean Mendlesham will be further towards the back of a queue to meet the statutory deadlines. Notification will be electronic (new) and there is an option to return some accompanying papers electronically. If we are called as part of sample 5% for intermediate review this will be on internal audit and assertion 6 of the external audit- internal audit appointment and scope and assertion 1 year end bank statements to support bank reconciliation.

Deferred grant treatments -Cil treatment still to be finalised- but needs to be EMR.

Street Lighting: Invoice due to 31.3.18 £897.68.

Flooding: Old Station Road.

Two letters from residents received. Cllr Stringer passed onto Highways for comment.

Register of Interests:

MSDC have upgraded their administration system for this. Have responded as Cllr Fletcher's is not showing as published under the new system. All other Cllrs are asked to check their published ROI form and confirm the information is still correct. Will send a link to the registers on both Mendlesham web site and MSDC web site.

Mendlesham Playingfields project: There has been a committee meeting held. It was agreed quotes of the different elements of the project should be obtained to assist in decision making for the way forward. One meeting has taken place.

Correspondence:

Neighbourhood Watch and Suffolk Age UK requests for financial assistance -in diary for March meeting.

Mendlesham Community Council -copied into emails suggesting they may wish to hold picnic event at Mendlesham Green in June. Replied reminding that the area is not being used for such purposes in June this year due to the one year trial to encourage wild flowers.

Questionnaire from Suffolk Highways re community works, response agreed.

Notification from St Mary's Mendlesham re tree works.

Moles: since the Autumn there has been an ongoing issue at Mendlesham Playingfields and the Pest Control Company authorised for three months of visits. Issue has not disappeared- concern is that it will prevent the grass cutter being used in the area concerned. Have authorised a further visit and agreed with Pest Company that they will then advise further re wayforward (they are suggesting we enter into an annual contract).

Delegated Decisions by Clerk : Mole work as above.

b) Village organisations report:

Cllr Davey reported on behalf of Mendlesham Community Council :

Grants made to:

Mendlesham School £400 Early Years Ride on Toys.

Craft sessions at Easter, £200 providing the fee is raised to £5.

Community Centre grant £2000.

Fair plans going well, entertainment booked and £1000 sponsorship from local business.

c) Report re speed device project:

Cllr Exley reported the need for a consultation with adjacent properties.

Only one property affected, from the five proposed sites, but consultation to be extended to 50m of the poles. Memorandum of Understanding to be an agenda item for next meeting.

d) Report on external audit requirements: see Clerks report.

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

f) Questions to the Chair: A question was asked about St Joseph's Centre and it was noted that the Trustees should be contacted accordingly.

It was noted the Housing Survey packs had been collected as required.

7. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

The following invoices were unanimously approved for payment.

000704	38.00	Suffolk Wildlife Trust annual subscription.
DD	13.57	NEST contribution for January.
000705	30.00	Suffolk Preservation Society annual subscription.
000706	166.80	S Jones reimbursement re ink cartridges
000707	1710.00	Play Equip Leisure re Tower at Mendlesham Playingfields refurbishment work
DD	5.50	Google monthly subscription
000708	15.00	John Milton Academy Trust re under charge invoice /chq 000702 re CCTV

		and Security Lights Page 1542
000709	737.44	S Jones January salary
000710	154.71	K Hales January salary
000711	1077.21	Suffolk County Council -Streetlighting 1.4.17-31.3.18
DD	7.00	NWG -water bill for Playingfields water Jul 17-Jan 18 (nb overpayment last period covered majority of cost for this period £20.41)

b) Any other financial matters: none

8. To commence review of general and financial standing orders wef 1.4.18.

The following amendments were unanimously agreed, to be checked and confirmed at the March Meeting.

General standing orders:

15.b xiv To remove the requirements to keep a planning log.

15.b xc To remove words planning committee as planning matters are dealt with by full council.

Financial standing orders:

1.16 insert "one times general reserves, not ear marked reserves".

11 h to change wording to changes in amounts when we will strive to get three estimates to between £3k and £1k. For less than £1K one estimate/price required.

9. Data Protection:

a) Report: A report prepared by the Clerk had been circulated to all Councillors. The report noted the varying guidance and sources currently available/not available. Whilst the statutory requirements were clear, guidance about how this should be implemented proportionately by Parish Councils had only been available from one source of advice.

b) To agree way forward as per report and proposals.

It was unanimously agreed to:

i) Commence the proposed action plan as per the report, noting the need to amend accordingly if further information subsequently received. Cllrs noted the recommendation for dedicated emails addresses for their own work, but this will be at Councillor discretion.

(ii) Appoint LCPAS (Jayne Cole, CEO, Local Council Advisory Service) to undertake the role of Data Protection Officer for Mendlesham Parish Council wef 25th May 2018 for a one year period @ £300.

10. Risk assessment: To review internal control risk and management policy.

The following amendments were unanimously agreed :

Reserves: Earmarked " to delete mention of review at F & GP meetings and insert Consider at budget and final account meetings"

Records: Insert new Risk " Breach further GDPR Bill 2017. Medium risk at present pending further information/ implementation and bedding in of processes. Consider should then be low risk. Management of risk currently Trained Clerk. Appointment of independent DPO. Insurance cover requirement currently being raised with Insurers.

Rest of document confirmed and unanimously agreed.

11. To review risk assessments:

The following were unanimously confirmed as follows:

All to have dates and review dates changed.

Mendlesham Woodland: subject to insertion of permissions required re animals. Woodland officer had confirmed still following procedures.

Handyman Risk assessment: confirmed, no other amendments.

Street Cleaning Risk assessment: confirmed, no other amendments.

Playingfield ROSPA reports : already reviewed see mins Ordinary meeting 4.10.17 p1521 no 8

Community Centre Legionnaire checks: it was noted these checks were not currently being done, with Cllr Exley to take forward. Otherwise confirmed, no other amendments. **Action: Cllr Exley**

Mendlesham Cookery Club risk assessment: noted these were received regularly as an insurance requirement, but as Cookery Club is not a Parish Council or Community Centre responsibility, the content is for the Cookery Club organisers to review/ implement.

Community Centre PAT tests: It was agreed that a professional contractor rather than volunteers should be appointed to undertake the yearly checks.

Community Centre Fire Risk assessment : confirmed, no other amendments. However, it was noted Mendlesham Preschool had items outside the building that needed to be removed. **Action: Clerk.**

12. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.18: 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.

Unanimously confirmed, noting Heelis and Lodge were qualified and experienced to undertake this role with no conflicts of interest. The relationship with the Clerk was good and whilst councillors do not normally get involved with contacting the internal auditor direct, there was no reason to anticipate any difficulties in such a situation. Subject to any recommendations regarding access to Parish Council records further to the change of External Auditor and a reduction in the time available to send the External return, it was agreed the form of audit planning, reporting and scope should remain unchanged ie undertaken after the May meeting when the accounts were finalised and before the deadline for the External report.

13. Playingfield Matters:

Mendlesham Playingfields:

- a) Mole control report: see Clerks report.
- b) Any other playingfield matters. Mendlesham footballers had asked about harrowing/rolling the new pitch and had been advised this was the wrong time of the year.

Mendlesham Green Playingfield

- c) Report and proposal re new equipment.

Cllrs Orton and Ward reported on the three quotes which had been obtained on as much of a like for like basis as possible. A preferred supplier was unanimously appointed.

Action:Clerk to make grant applications for the balance of funds required (£12,201) with £10k already confirmed as available from Parish Council funds. To request permission from Mendlesham Church and Town Trust as landowners.

- d) Any other playingfield matters: none

14. Mendlesham Green

Telephone Box

- a) Report: The consultation responses and a report by Cllr Ward covering the current position and up to date information had been circulated, noting that further investigation was required to establish if the telephone box still had an electricity supply or if one needed to be supplied.

- b) To agree wayforward as per report and proposals.

After discussion, it was unanimously agreed to:

- i) Refurbish the box, in situ, using volunteers subject to protective clothing and implementation of a risk assessment. This would include new glass for the windows.
- ii) Work with Community Heart Beat trust to install one of their recommended defibrillators, noting CHT do not provide funding.
- iii) If required, to install new electricity connection- to include the possibility of changing the one phase supply to three phase, which could

then be used for community events on the Green and Battery Charging if subsequently later agreed.

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9.10pm SCC/D.Cllr Stringer left after confirming the Mendlesham Parish Litter pick would be 24th March.

15. Burial Ground

a) To note up to date position regarding dog fouling, if advised further to Trustee meeting 5.2.18 and agree way forward as required. Nothing further received. It was noted that the Burial Ground was not the responsibility of the Parish Council, albeit the recipient of resident complaints about this matter.

16. To review policies:

The policies and any proposed amendments had been circulated to all Parish Councillors. The following were unanimously confirmed en bloc.

- Best value
- Complaint Procedure
- Disciplinary Procedure
- Employee Grievance
- Information Guide under model publication scheme adopted 10.12.08 .
- Meeting document
- Mendlesham Community Engagement Statement
- Mendlesham Equal Opps Policy
- Model Publication
- Parish Noticeboard Use
- Policy re grants
- Public use of grassed allotment area

The following policies were also unanimously confirmed, subject to the following amendments/actions.

Records retention and dispersal policy: further to reviewing model policy as supplied by LCAPS re GDPR, to keep existing Mendlesham policy content and template, with addition of LCPAS opening paragraph, Insurance policies to be kept for 2 years and removal of of Planning Index of Applications.

Social Media Policy. New policy agreed further to model policy as supplied by LCAPS re GDPR, personalised to Mendlesham.

Recruitment and Selection Policy: existing confirmed but with addition Of LCAPS model policy re retention of applicant data.

Action: Clerk to circulate amended policies to Cllrs for checking.

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Any others required. It was noted more policies were likely to be Required further to GDPR. **Action: Clerk**

17. To confirm arrangements for Parish Meeting Tuesday 24th April 2018. Cllr Orton volunteered to coordinate the Parish Awards and content for the evening, as before, noting she would not be able to attend the event itself. This was unanimously approved and welcomed.

18. Notice Boards

Cllr D Foster reported that she had asked Lovell (Station Fields developer) if they would provide a new noticeboard for the area with a possible location opposite the site near St Joseph's. The Clerk reported that whilst the Parish Council had designated powers to put up notice boards, this would need to be on public land or with the landowners permission. A safe site would need to be identified. Councillors also noted that provision of a noticeboard for this area of the village could lead to requests for other areas and there would be a parish council responsibility for ongoing maintenance and replacement .

Action: Clerk to ask Lovells again as nothing had been heard.

19. Any other business: matters of report and future agenda items. It was agreed that Mendlesham Scouts should be chased about their progress regarding provision of a new scout hut. A question was asked about the Old Station Road water problems. The Clerk reported Cllr Stringer was in communication with Suffolk County Council Highways but was unfortunately not present to report further.