

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 7th March 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, S Jones (Clerk) and three members of the public.

Apologies: Cllr D Nunn. It was noted SCC/MSDC Cllr A Stringer would be late.

The Mendlesham Parish Council filming statement was read out.

2. Declarations of interest:

a) To note Councillors declarations of interest in any of the following agenda items. Cllr Davey declared a non pecuniary interest in the planning application for 56 Ducksen Road as his partner was a relative (cousin) of the applicant. Cllr Davey also declared an interest in the cricket match agenda item as he would play and Cllr Watson declared an interest as her husband was involved organising the event.

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 7th February 2018.

Pages 1539-1547 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: It was agreed to defer this agenda item until Cllr Stringer arrived.

Public Forum: The Chairperson advised that members of the public were able to speak at the time for planning agenda items. Nothing raised.

5. Planning:

a) Applications:

DC/18/00545 56 Ducksen Road, Mendlesham: outline planning application (All matters reserved). Erection of a semi-detached two storey dwelling and formation of parking area and new vehicular access. The meeting was opened to allow members of the public to speak. After discussion an objection response was unanimously approved on the basis that:

-There will be a loss of residential amenity, including light for the occupants of nos 52,54 and 56 Ducksen Road and Noah's Rest.

-Comments from the residents of Noah's Rest forwarded to both MSDC and the Parish council were asked to be taken into account with regard to concerns re overlooking of their living room side window and loss of light to their solar panels .

A suggestion was also made asking if approval is forthcoming, for consideration what can be done to reduce or eliminate this, possibly avoiding a gable end to the roof by requiring a hipped end and fitting of obscured glass to any end windows.

- 6.27 Supporting statement " The development can be accommodated without giving rise to detrimental impacts on the existing dwelling , 56 Ducksen Road" is incorrect. No 56 will require changes to doors and windows.

-Whilst we understand the principles of outline permission, without considering the required changes to no 56 and how that dwelling will be left as a suitable property for residents, we do not think outline permission for a new dwelling should be granted.

-Whilst we understand a planning notice of this application has been fixed on a post in the area, the residents of 52,54 and 56 have not received a personal notification of this application and have only just become aware of the application, having a very short time to respond to MSDC in a personal capacity. Whilst the statutory requirement for notification may have been fulfilled, we do not believe this is normal practice?

DC/18/00417 Fleece Cottages, 67 Front Street, Mendlesham: Notification of works to trees in a Conservation Area -(T1) Norway Maple- Fell. Unanimously supported.

8.05pm Three members of the public left.

DC/18/00633 Latin Hall, Brockford Road, Mendlesham: Application under section 73 of the Town and Country Planning Act -Erection of 2 no dwellings including associated works without compliance with Condition 5 (Landscaping) of planning permission 3084/16. It was unanimously agreed to support this application with the following comment: " We understand as part of 3084/16, the hedging adjacent to the highway should also be reinforced with native planting and screening which is not the situation at present."

b) Results:

4242/16 Land to North West Of, Mason Court (Known as Old Engine Meadow) Mendlesham: Application for outline planning permission (include access only) for the erection of 28 dwellings. Grant. Noted.

c) Correspondence:Nothing received.

d) Report re Neighbourhood Plan:

Cllr Exley reported two committee meetings had taken place, 20th and 27th March with minutes circulated.

e) To confirm appointment of Jonathan Crane, Place to undertake a scoping report (est £500) and if required SEA Environmental report est £5,000 to be funded by Cllr Stringer's Locality Grant.

Unanimously confirmed.

f) Any other planning matters: nothing to report.

6. Reports

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

Financial:

VAT return 1.4.17- 28.2.18 sent. £2794.45.

Street Cleaning grant: confirmation of payment £357.18 1.3.18 for Q3 received. Application for Q4 sent £357.18.

£2075 received re Sport England grant for New Playingfields project.

Internal Audit arrangements: Auditor has confirmed ability to undertake audit and have documents available ready to send to External Auditor for 10th June.

Mendlesham Green Playingfield New Equipment:

Grant applications sent to Mendlesham Community Council, Mendlesham Educational Charity and SCC/D.Cllr Stringer. Letter asking for permission to install to Mendlesham Town and Land Trust. Community Council and Mendlesham Charities meeting this month.

Mendlesham Green Telephone Box:

Have established one phase electricity is still supplied to the box. Costs for installing three phase, if possible are thought will be significant. Cllr Stringer has confirmed he does not wish to pursue this at present. Now need to contact Community Heartbeat Trust, sort our paint, glass and whatever else is required.

St Joseph's: Recent contact with Trustees re building. Meeting to be arranged.

Noticeboards: Have emailed Lovell contact about provision of a new noticeboard and chased re verge along path to Glebe Way from St Joseph's. No reply to date.

Dog Fouling:

Contacted MSDC to see if they have any further advice/if we are doing all that we can. Advised no dog warden. Promised someone would call me back -have not. Correspondence received and circulated regarding Hobbies Lane - other than provision of new dog bin and finding a location cannot think of a solution?

Complaint from resident at Mendlesham Green re fouling outside her house.

Problems at Mendlesham Green burial ground seem ongoing- nothing heard from Trustees.

ICO: confirmation of Data protection renewal- expiry 16.2.19

Nest Swing at Mendlesham:

Contacted by resident concerned the “hinge” was moving/bent. He had provided photos so contacted the Play supplier who confirm the “hinge” was designed to move and that the swing was in no danger of falling. However the company would check when in the area. Mr Gardiner also checked the swing and was satisfied with the situation/play company explanation.

Broadband:

Contacted by a resident at Mendlesham Green with information about a scheme supplying broadband. Cllr Stringer checked with Suffolk Broadband and was advised Mendlesham Green should benefit from an upgrade before Easter. No further action proposed at present.

Braybrooke Close and Ducksen Road signs near road junctions:

Contacted by a resident regarding poor state of repairs. In correspondence with MSDC planning policy about replacement/repair.

Correspondence:

Details of UK Parliament weeks/events

Mendlesham Community Council: information about booking a stand for Street Fayre day (*Clerks note: agreed not required this year*).

Delegated Decisions by Clerk : none

b) Village organisations report: nothing to report.

c) Chairs report: Meeting with the Trustees of St Joseph's Centre had taken place. Cllrs confirmed Cllrs Exley and Nunn should represent Mendlesham Parish Council and the parish interest for this ongoing matter, noting at present confidentiality regarding this matter was essential.

d) Questions to the Chair: nothing asked.

7. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

The following invoices were unanimously approved for payment.

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| DD | 13.57 | NEST contribution for February |
| 000713 | 2000.00 | Mendlesham Community Centre re Mendlesham Community Council grant. |
| 000714 | 58.58 | S Jones reimbursement re2 Vault Privacy hard drives (GDPR) |
| 000715 | 737.44 | S Jones re February salary |
| 000716 | 154.51 | K Hales re February salary |
| 000717 | 240.00 | RSA Pest Management Services |

| | | |
|--------|--------|--|
| 000718 | 465.98 | S Jones expenses August 17-February 18 |
| 000719 | 150.00 | S Jones annual working from home payment (mins 25.3.09 p 805) |
| DD | 13.50 | Google docs monthly fee & Domain registration renewal. |
| 000720 | 150.00 | Suffolk Association of Local Councils training |

b) To review management information and position at bank. Management information and the bank reconciliation as at 28.2.18 had been previously circulated. No questions were asked and Cllr Davey checked the bank statements to the reconciliation.

c) To confirm proposed transfers between ear marked reserves and general reserves. No further requirements identified further to item 10e, page 1537, Ordinary minutes 10.1.18.

d) To agree proposed asset register as at 31.3.18. Total value £220,601 noted and confirmed.

e) To consider grant requests. The following were unanimously approved:
 £500 Mid Suffolk CAB (LGA 1972, s142) (chq no 000721)
 £200 Age UK Suffolk (Power of Competence) (chq no 000722)
 £125 East Anglian Air Ambulance (Power of Competence) (chq no 000723)
 £125 Suffolk Accident Rescue (Power of Competence) (chq no 000724)
 £200 St Elizabeth Hospice (Power of Competence) (chq no 000725)
 £100 East of England Ambulance Service re Mendlesham and Wickham Skeith First Responders (Power of Competence) (chq no 000726)

f) To pay Clerk annual payment £150 for use of home as an office. (mins 25.3.09 p805). Unanimously agreed

h) To note current salaries. Salaries details for the Parish Clerk, Street Cleaner and Community Centre co ordinator had been previously circulated to all Councillors and were noted accordingly. The Chairperson signed a paper copy of the details for the records.

i) To consider Governance questions and statements for the year ending 31.3.18 (FSO 1.5 Effectiveness of Internal Control) The Clerk read out the statements from Section 1, the Annual Governance statement 2016/17 and the Councillors unanimously confirmed that for the year ending 31.3.18, there was effective internal control for both Mendlesham Parish Council and for both charities, Mendlesham Community Centre and Mendlesham Memorial Playingfields Charity for which the parish council is sole trustee.

j) To note arrangements for Asset Inspection. Cllr Ward, Cllr Davey and the Clerk to undertake 7th April 2018.

k) To agree any actions further to quote for gate entrance to Mendlesham Playingfields. An estimate for this work had been received. It was agreed to defer this as an agenda item, pending a report of the cause and remedy for the flooding, anticipated shortly by Cllr Stringer from Suffolk County Council.

l) Any other financial matters. It was noted spare parts for the litter bins needed to be ordered. **Action Clerk**

The Clerk was also authorized to order/spend on items for the refurbishment of the Mendlesham Green telephone box.

8. To confirm amendments to General and Financial Standing Orders with effect from 1.4.18. Cllrs unanimously confirmed the alterations to the standing orders were correct further to the last meeting.

9. Speed Device Project .

a) Report re speed device project. Cllr Exley reported that a consultation had taken place involving neighbours to the four proposed sites at: Chapel Road, near the Health Centre, Mendlesham Church Road Mendlesham towards the end of the graveyard Mendlesham School/Station Fields site, Mendlesham Near Fir Tree Farm, Mendlesham Green.

b) To agree to enter into Memorandum of Understanding with Suffolk County Council for the project. A draft Memorandum had been circulated and in principle was confirmed as satisfactory, noting the need for an up to date Memorandum before signature.

10. Data Protection:

a) Report: The Clerk reported the electronic files had been reviewed, with paper files to still be done. Systems for data backup had been reviewed.
b) To agree contract with Local Council Advisory Service: unanimously agreed for one year, signed by Cllrs Exley, Ward and the Parish Clerk.

11. Playingfields:

a) To discuss and agree hire terms for Mendlesham Community Cricket Match.
Cllrs Davey and Watson, provided information about the proposed match, which is a return annual match between Finningham and Mendlesham. The event was welcomed as good for the community and a different sport/use for Mendlesham Playingfields. The need for a person/organisation to undertake responsibility for the event and complete the Mendlesham Playingfields User agreement document was agreed. The need for the users to consider their potential liabilities, including the need for insurance and risk assessment was noted as the Parish Council insurance covered public liability for the Parish Council, maintaining the land for playingfield use only.

It was suggested that this may be an event that could come under Mendlesham Community Council, with both Councillors to discuss further with the Community Council and report back accordingly at the next Parish Council meeting.

b) To agree Playingfield hire agreement, (excluding Mendlesham Football Club). Unanimously agreed with a name change to Memorandum of Understanding. **Action: Clerk**

c) Any other playingfield matters: none.

12. CIL

a) Report: Cllr Exley reported that he and the Clerk had attended a MSDC meeting covering draft proposals of how S123 monies could be accessed for community projects.

b) To review consultation responses.

Councillors reviewed the consultation responses from the events October 2017 about priorities for the Mendlesham CIL funds spend. 53 responses had been received. The most preferred subjects for spend were as follows: Community Centre and Playingfield site

Woodland

Grants to village organisations

Bus shelter

Footpath clearing

50 50 Shop replacement

Allotments

Battery Storage

Village Entrance Gates.

It was unanimously agreed that subject to review, the subjects for CIL spend should be :

1. Mendlesham Community Centre and Playingfield site
2. Woodland.

c) To commence Mendlesham Community Infrastructure Investment Plan (PIIP). It was unanimously agreed to commence a Mendlesham PIIP for the Mendlesham Community Centre and Playingfield and Mendlesham's Woodland. **Action: Clerk.**

9.30pm It was unanimously agreed to suspend standing orders and continue the meeting until 10pm if required. The meeting went into camera: due to the commercial and confidential nature of the following agenda item.

13. To discuss licence over Parish Council owned land for a new resident.

It was unanimously agreed to issue a new licence for access over Parish Council owned land to the anticipated new property owners for a property at Mendlesham Green. This would be on the same terms as the current licence, including all Mendlesham Parish Council legal fees to be covered by the existing or new owners of the property concerned. It was also noted that the track needed to be return to its original state as per photos held on record in 2013 when the first licence was granted. **Action: Clerk.**

9.35pm Cllr Stringer arrived and presented his reports as appended to these minutes. No questions were asked.

14. Any other business: none

Meeting closed at 9.50pm

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