

## **Mendlesham Parish Council**

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 5th July 2017 at 7.30pm.

**1. Present:** Cllrs M Exley ( Chairperson), D Foster, N Foster, D Nunn, H Orton, E Ward, M Watson, and S Jones (Clerk).

**Apologies:** Cllr A Davey, SCC/MSDC Cllr Stringer and Stowmarket Safer Neighbourhood Police.

The Mendlesham Parish Council 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.** Cllrs Denise and Norman Foster declared an interest as they are neighbours to Keepers Cottage, agenda item 5a. It was agreed they would take no part in the item regarding the planning application.

**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 June 2017**

Pages 1491-1496 inclusive were unanimously approved as an accurate record of the meeting, signed and dated by the Chairperson.

7.35pm Cllr Webb arrived.

**4. Police report:** see June Safer Neighbourhood Team report as appended to these minutes.

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

#### **Public Forum:**

No members of the public present.

#### **a) Applications:**

**1465/17 Keepers Cottage, Old Station Road, Mendlesham:** Erection of a garden shed, infill to carport sides and new double doors to carport frontage.

Cllrs Denise and Norman Foster declared an interest as they are neighbours to Keepers Cottage, agenda item 5a. They took no part in discussions or a vote for this application which was unanimously agreed to recommend approval with the comment that the design was considered good.

#### **b) Results:**

**1661/17 Walnut Tree House, Front Street, Mendlesham:** Garage conversion & works to convert carport to garage. French doors to rear following removal of window- grant.

**c) Correspondence:**

To note Planning Appeal for Land adjacent to No 17, Brockford Road, Mendlesham, outline planning permission sought for the erection of two detached dwellings ref APP/W3520/W/17/3175489, MSDC REF 0366/17 and agree any further response.

Noted. A draft letter of further representation plus three new photos of the site had been previously circulated and was unanimously confirmed.

**Action: Clerk**

An extraordinary meeting on 24th July was confirmed to consider a planning application for Elms Farm Mendlesham.

7.45pm A member of the public arrived. The Chairperson offered him the opportunity to speak under a reinstated public forum, but this was declined.

**6. Reports:**

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

**Financial:**

Parish Council records returned from Internal Auditor.

External report ye 31.3.3.17 sent to External Auditor.

CIL payment £67.10 was originally paid in error to another Parish, bank transfer notification now received.

£93.94 Wayleave UK Power Networks received.

**New dog bin:**received and in place.

**Woodland TPO :** advice from MSDC Officer to do nothing under present circumstances.

**Damage to fire hydrant at Mendlesham Green.**

**Correspondence:**

Thank you card received from Angela Lockwood further to parish award. Lloyds Bank.

Details that Financial Services Compensation Scheme has been increased to £85k.

**Delegated Decisions by Clerk :**

Further to circulated correspondance, Zurich Insurance arrangements £1500 approximately to undertake valuation of entire building ( split 50/50 with school). No contact from Parish Councillors disagreeing with proposed arrangement, instructed accordingly.

**b) Report from Village Organisation Representatives.**

Nothing reported.

**c) Police Liaison Meeting.** The Clerk reported further to a Police/Parish Clerk meeting with Stowmarket Safer Neighbourhood Team.Discussion covered when to use 999 and 101 to report crimes and have them investigated.

The Safer Neighbourhood Team asked advised about any incidents within the parish so that they are aware and can prioritise any follow up work.

**d) MSDC Parish Liason meeting**

Cllr Exley reported he and the Clerk had attended this meeting. Agenda items included:

MSDC move to Endeavour House:

- Will have a customer service point at Stowmarket.
- 9 " drop in" offices for staff to use.
- Staff encouraged to not be desk bound.
- Meetings will happen around the district.
- Needham Market Offices will not necessarily be sold to the highest bidder as they need to consider future use and impact on the local community.

Planning:

- New local plan being developed. Consultation expected September/October, Completion Spring 2019.
- Strategic Plan re housing required.
- Need to consider a new town v new housing for all villages?
- Strong comments from audience, that villages receiving lots of applications but processes/responses from consultees such as highways and utilities are insufficient.

**e) Chairs report:** The Chair had nothing to report that was not an agenda item.

**f) Questions to the Chair:** no questions asked.

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

**a) To approve invoices for payment**

The following invoices and bank transfer were unanimously approved for payment.

**Main account**

000638	127.20	Gipping Press -posters for Street Faye
000639	212.59	Glasdon UK Ltd - new dog bin
000640	444.00	Mid Suffolk District Council Litter and Dog bin emptying 1.4.17- 31.3.18 ( excluding new dog bin) nes reimbursement re stationary.
000641	50.00	Fields in Trust Annual membership
000643	139.20	Rialtas Business Solutions annual finance package support.
000644	205.00	Heelis & Lodge internal audit report ye 31.3.17 . Page 1499

DD	5.50	Google monthly fee
000645	154.51	K Hales June salary
000646	767.44	S Jones June salary
000647	589.80	Post Office Ltd PAYE Q1 17
DD	13.57	NEST contribution June 17
000648	16.99	J Downie reimbursement for woodland mower fuel

**b) To review internal auditors report for Mendlesham Parish Council for ye 31.3.17 and agree any actions required.**

The internal audit report prepared by Heelis and Lodge for the year ended 31.3.17 had been received and circulated to all Councillors before the meeting. The report noted " *that cheques No. 000632 – 000641 are missing from the cheque book and stubbs are not completed. The Council should ensure that the details on the cheques correspond with details on the stubb and that loose cheques are secure and not mislaid*".

The Clerk reported that she removed 10 parish council cheques and 5 community centre cheques from the cheque books every year to allow for payment of salaries and urgent invoices whilst the records were sent to the Internal Auditor. Any cheques used were photocopied so that the identify of those signing the cheques could be confirmed at the next audit as the cheque book counterfoils would not be initialed as normal. Once returned the counterfoils were otherwise completed. It was also noted that last year a Councillor had asked where the cheque book was.

It was unanimously agreed that no further actions were required further to the internal audit and the Clerk was thanked and congratulated.

**c) To instruct Community Action Suffolk re a Housing Needs Survey approx. £4k.**

Further to previous discussions, a Housing Needs Survey prepared by Community Action Suffolk for another village in 2016 had been circulated to all Councillors. It was noted that this was a comprehensive and valuable report.

Subject to Community Action Suffolk providing a similar report for Mendlesham, it was unanimously agreed to proceed with a new survey. It was noted this would need to be funded from reserves. **Action: Clerk.**

**d) Any other financial matters:** none

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## **8. Playingfield Matters:**

### **a) To review internal auditors report for Mendlesham Memorial Playingfields Charity for ye 31.3.17 and agree and actions,**

The internal audit report prepared by Heelis and Lodge for the year ended 31.3.17 had been received and circulated to all Councillors before the meeting. It was unanimously agreed that no further actions were required.

### **b) Mendlesham Playingfields:**

#### **i) Report of working party meeting including final consultation report.**

#### **ii) To confirm proposal re phase 1 ie A muga for hire, a childrens muga/area for community use (free), Fitness equipment, Car park works to old tennis court area and project manager**

After discussion about the consultation report, proposals and how this project would need to be taken forward, this was unanimously approved.

### **c) Mendlesham Green playingfields:**

(i) Report and any proposals further to consultation.

Cllrs Orton and Ward had provided a report on the consultation which had been circulated prior to the meeting.

It was agreed Cllrs Orton, Ward and Nunn would now meet on site to consider proposals for a wayforward.

d) Any other playingfield matters: none

## **9. Mendlesham Emergency Plan :**

**a) Report.** Cllr Exley reported the requirements for the Community to manage the Rest Centre for 72 hours with a min of six persons.

This involved logging persons in and out of the centre and helping to provide refreshments. MSDC would provide beds, blankets etc.

### **b) To review plan**

A number of volunteers on the current plan were now unavailable with more volunteers now required.

It was agreed all Councillors would review the requirements and try to identify new persons advising the Clerk accordingly before the next meeting. Cllr Exley would also formally approach the WI regarding help to man the Rest Centre.

**Action: All**

## **10. Electoral review**

**a) Report.** Cllrs Foster reported further to a MSDC meeting they had attended about this matter. A Boundary Commission consultation was underway with a proposal that the MSDC boundary would remain unchanged but the number of wards reduce by six. MSDC Full Council would consider their proposals on 20th July.

Councillors noted that one option could be to split the Mendlesham ward moving the different parishes to other wards.

**b) To confirm consultation response.** It was agreed to respond to the consultation after the next Parish Council meeting, with the benefit of the MSDC proposals. However, if an option to be included in a ward with Wetheringsett was forthcoming, it was considered this would be favourable due to historical and recent projects/ connections with Wetheringsett.

**Action Clerk:** agenda item for next meeting.

## **11. Mendlesham Green Scout Hut**

### **a) Report further to meeting with Scouts.**

Cllrs Exley and Nunn reported further to a meeting with the Scouts. The Scouts had now raised £14k towards the new building and were now forming a committee to fundraise / prepare grant applications and sort any other requirements. A request had been made for a Parish Council representative to join the fundraising committee and Cllr Orton volunteered. It was hoped a building could be in place in one year.

### **b) To confirm works to land and Bus shelter**

Council confirmed instructions to a contractor for a post and rail fence near the Village sign. Cllr Nunn volunteered to add more iron markers for the chain to help improve security at the entrance of the site.

Cllr Nunn reported he would sort the work required to repair the Bus Shelter which was unanimously confirmed.

## **12. Mendlesham Green grassed area**

### **a) To agree maintenance plan for grassed area.**

Bee Orchids which are a protected species had appeared on the grassed allotment area at Mendlesham Green. The maintenance plan for grass cutting the area would now need to be changed, but if this was to include all of the grass area, it would involve creation of a hay meadow May- July and removal of the arisings either by baling or removing manually. Whilst this is allotment land, current demand for allotments were more than covered with other areas of land.

It was agreed to ask the community about this as there could be a need to balance community event requirements and the natural environmental needs of the site.

**Action: Clerk** to ask in the next newsletter.

## **13. Any other business:** none.

Meeting closed at 9.20pm