

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 4th October 2017 at 7.30pm.

1. Present: Cllrs M Exley (Chairperson), A Davey, D Foster, N Foster, E Ward, M Watson and S Jones (Clerk) and two members of the public.

Apologies: Cllrs Nunn and Orton. Stowmarket Safer Neighbourhood Team.

The Mendlesham Parish Council filming statement was read out.

2. Declarations of interest:

a) To note Councillor's 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.

7.35pm SCC/MSDC Cllr Stringer arrived.

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

a) Ordinary Parish Council Meeting 6th September 2017.

Pages 1510-1516 inclusive were unanimously approved as an accurate record of the meeting and signed by the Chairperson.

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

7.40pm Cllr Webb arrived

SCC Cllr/ DCllr Stringer:

See County and District reports as appended to these minutes.

It was agreed the Boundary Review proposals would be an agenda item for the next meeting. **Action: Clerk.**

Public Forum: nothing raised.

5. Planning:

a) Applications:

DC/17/03672 2 Cay Hill Bungalows, Mendlesham Green: Full Planning Application

Change of use of agricultural land to residential garden and siting of 2 no. storage containers (retention of)

The proposal to paint the containers and move to less visible part of the site was noted and approved.

After discussion it was unanimously agreed not to recommend change of use to residential garden for the current agricultural land. This was because the existing designated garden land was already a large plot, there was no reason to change the current agricultural designated land and to do otherwise would detract from open countryside.

DC/17/04760 2 St Marys Gardens, Mendlesham: Householder Application

Conversion of loft and garage space to ancillary residential accommodation to include 6 No rooflights and 2 No dormers
Unanimously approved as not affecting others.

b) Results:

DC/17/03906 Four Chimneys, Old Station Road, Mendlesham: Householder Application Two Pitch Roof Front Dormer Windows and Rear Dormer - grant

DC/17/03572 Latin Hall, Brockford Road, Mendlesham :

Application under Section 73 of the Town and Country Planning Act -to remove condition 6 (surface water discharge prevention details) attached to planning permission 3084/16 (Erection of 2no. dwellings including associated works) grant

c) Correspondence:none

d) To note Planning Inspectorate decision

APP/W3520/W/17/3175489 re Land adjacent 17 Brockford Road, Mendlesham and agree any actions.

Noted with no further actions agreed.

e) Babergh and Mid Suffolk Joint Local Plan consultation: Cllr Exley reported he had attended a consultation event which had stressed the importance of responding to the consultation. There was a need to check the scoring/category of Mendlesham village.

6. Reports

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

Financial: Notification of payment of 2nd half of Precept £17500.

Neighbourhood Plan: Contact from Stradbroke and information provided. Terry Moore attending Fressingfield pc meeting 3.10.17. Terry and Clerk attending Wetheringsett pc meeting 6.11.17.

Meeting with MSDC proposed 8th or 9th November.

Station Fields and highway/path changes:

Path along St Joseph's Centre has areas that appear to be collapsing. Contacted developer -they will either sort or arrange for responsible organisation to sort.

Mendlesham Playingfields project:

Meeting with Tony Bass, MSDC Strategic Leisure Advisor 20.9.17. Waiting report from Tony regarding proposals, will then arrange a meeting with him, all Parish Councillors and Committee members. Page 1518

Bank mandates: Cllr Watson now authorised signatory for Parish Council Bank accounts.

Footpaths:

Lots of communication between SCC regarding issues with uncut paths around Mendlesham Green. Terry Moore (our footpath officer) keeping us aware. Further to conversations with Cllr Stringer have asked footpath group if the appropriate equipment was available (power sycthe) they would be willing to do this work?

PAYE: Notification will no longer be able to make employer payments via the Post Office .

Correspondence:

An email from a resident disagreeing about the decision to encourage a wildflower meadow at Mendlesham Green and the telephone box consultation was noted.

Request from St Marys PCC re grant funding. **Action: Clerk** an agenda item for next meeting.

Delegated Decisions by Clerk :Printing costs for NP consultation.

b) Village organisations report: Mendlesham Community Council report by Cllr Davey noted.

c) Young persons report. Cllrs Foster reported that they were organising in a personal capacity, a Christmas Craft event, for three age groups of children over a weekend in December. The meeting with The Mix about engaging Mendlesham children and linking activities for children in the area was to be arranged. **Action: Clerk** an agenda item for the next meeting.

d) Mendlesham Playingfields report further to meeting re new project. Cllr Exley reported that a meeting had taken place with Tony Bass, MSDC about the project. A report was awaited from Tony, who would then attend a meeting to be arranged, including all Parish Councillors and representatives of the committee to discuss further.

e) Report re meeting with Community Action Suffolk re Housing Survey Cllr Exley reported he and the Clerk had met with a representative from Community Action Suffolk to discuss and agree the Housing Survey which would take place early in the New Year.

8.30pm A member of the public arrived.

f) Report re meeting with Suffolk. Cloud and to confirm proposed actions Cllr Davey reported that a meeting had taken place and the decision made to change the Mendlesham web site to Suffolk Cloud. This would be more flexible and accessible with less administration.

g) Chairs report : Residents of Mill Road had asked if the Parish Council would cut the boundary hedge between their properties and the Mendlesham Playingfield. **Action: Clerk** to ask Cllr Nunn.

h) Questions to the Chair: A Councillor had received complaints from parents about grassclippings left around the Mendlesham Playequipment with children then playing with them.

After discussion it was agreed no further action was required as any changes to grasscutting arrangements was likely to cost more.

7. Mendlesham Parish Council Financial matters:

a) To agree invoices for payment

The following invoices were unanimously approved for payment.

000667	240.00	BDO LLP External audit ye 31.3.17
000668	19.00	Mendlesham Community Centre hall hire
000669	228.00	Bury Turf -grass seed new playing field
000670	154.51	K Hales Sept salary
000671	767.24	S Jones Sept salary
dd	13.57	Nest monthly pension contribution
dd	5.50	Google docs monthly fee
000673	39.42	S Jones reimbursement stationary
000674	24.75	Post Office Ltd PAYE Q2

b) To receive External Audit report for the year ending 31.3.17 and agree actions.

The External audit for the year ending 31.3.17 had now been completed and certificate held. The conclusion of audit was published on the Parish Noticeboards and web site as required.

The return was qualified with an accompanying report indicating that there had been either a breach of proper practises or legislation. The issue was that an incorrect figure for the year had been entered into box 9 (total fixed assets and investments) and should be £220,390.

The recommendation was that in future errors or omissions are not included in the Accounting Statements. No other matters came to the attention of the Auditors BDO LLP.

After discussion it was agreed the Chairperson and Clerk would meet before the Parish Council meeting approving the accounts/audit for an additional check to the current procedures of circulating the documentation to all Parish Councillors before the meeting and also considering thoroughly during the meeting.

c) To review management information and position at bank.

Management information as at 30th September was noted with no matters of concern. The position at the bank as at 30th September was noted and confirmed by Cllr Watson.

d) Any other financial matters:

Payment of PAYE by a new direct debit was unanimously confirmed.

8. Playingfield Matters:

Mendlesham Playingfields:

a) To note Rospa inspection report 14.8.17 and agree actions. Noted all matters except Tennis Courts which are due to be replaced, low or very low risk. However, a meeting with Play Equip had taken place and a quote was due for maintenance and works to be completed under guarantee for:

- Safety chain for Nest swing
- Raising Nest swing
- Repairs to see saw seating
- Replacement works to the Tower
- Replacement seats for roundabout.

Action: Clerk

It was agreed to instruct the Mole Catcher.

Mendlesham Green Playingfield

b) To note Rospa inspection report 14.8.17 and agree actions.

All items mentioned are low or very low risk. A site meeting had taken place with Playequip and a quote obtained £1217 for works as per the Rospa report. This was unanimously agreed.

c) Provision of new equipment.

A quote had been requested from Playequip for a roundabout, nest swing and climbing frame.

It was agreed to instruct the Mole Catcher.

9. Any other business: matters of report and future agenda items.

Nothing reported.

Meeting closed at 8.45pm

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