

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 6th June 2018 at 7.50pm.

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

Apologies: Cllr S Webb.

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 D and N Foster declared an interest in the agenda item regarding the 50 50 shop. At this stage, they did not think they had a pecuniary interest as adjacent neighbours due to the asbestos content of the building or the planning status of the building. Cllr Davy declared an interest in the same agenda item as he is a member of Mendlesham Community Council who use the building and Cllr Exley also declared an interest as he was a volunteer for Mendlesham Community Council.

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

3. To approve the draft minutes of the following meetings as a true and accurate record of that meeting:

a) Annual General Parish Council meeting 16.5.18.

Pages 1567-1569 were unanimously approved, signed and dated by the Chairperson.

b) Ordinary Parish Council meeting 16.5.18

Pages 1570-1575 were unanimously approved, signed and dated by the Chairperson.

To note the draft minutes for:

c) Parish Meeting 24.4.18: Pages 466-468 were noted but will be agreed at the 2019 Parish Meeting.

d) AGM for Mendlesham Memorial Playingfields Charity Meeting 16.5.18. Pages 13-14 were noted but will be agreed at the 2019 AGM.

4. SCC/MSDC Cllr Stinger: see reports as appended to these minutes.

Cllr Stringer also reported a complaint and the action he had taken with regard to lack of grasscutting for the path from the Chip Shop to Mayfield Way. Discussion also included a discussion both Cllr Stringer and the Clerk had had with a resident about planting wildflowers on the grass verge for the path between Old Station Road and Glebe Way. It was noted that there were areas of unknown land ownership but agreed improvements to these areas would be welcomed.

Police report: Not available

Public Forum: no members of the public present.

8.20pm Scc/D.Cllr Stringer left.

5. Planning:

a) Applications:

DC/18/02116 Mason Court Sheltered Accommodation, Mason Court, Mendlesham:

Planning application -installation of 4 air source heating pumps to generate 160k for district central heating.

It was unclear from the application documentation if this application was for the installation of 3 or 4 units. It was unanimously agreed to provide comments regarding noise concerns on existing and future residents (development of Old Engine Meadow), noting also the comments of the Senior Environment Officer.

DC/18/01845 Calves Pightle, Chapel Road, Mendlesham:

Application for Listed Building Consent -Replacement of two windows

Unanimously agreed subject to approval from the Heritage Officer.

DC/18/02002 The Laurels, Brockford Road, Mendlesham:

Planning application. Use of land for the stationing of mobile home, creation of gravel drive and shared vehicular access (Retention of)

Unanimously approved with question asked if removal of permitted development rights was applicable so that planning applications would be required for any further development of the site, including the existing house.

b) Results:

DC/18/01486 5 Church Road, Mendlesham: Application for Listed Building Consent- Removal of chimney and re-render the south elevation. Grant

c) Correspondence: nothing to report

d) Any other planning matters: nothing to consider.

6. Reports

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

Financial:

Contact from Internal Auditor, querying level of fidelity insurance -confirmed at £100k. Internal report received and an agenda item. External audit needs to be with external auditors by 10th June.

Revised Neighbourhood Plan:

NPIERS have returned further to the request for a Health Check proposing we appoint Ann Skippers. (*Clerks note: unanimously confirmed*).
Housing report scheduled for 12th June.

Playingfields:

Anti social behaviour for Mendlesham playingfields investigated- nothing seen on CCTV, a Cllr has reported a member of the public has indicated the children who may be responsible but does not want to report it. New fence panel where the old oil tank was removed has been installed.

Application for s123 Cil for new playingfield equipment at Mendlesham Green, submitted and acknowledged by MSDC -we will know outcome by 30th September.

Fire to properties at Mendlesham Green: permission given 29.5.18 to use playingfields for clean up subject to receipt of risk assessments and confirmation of insurance arrangements.

Complaints received re lack of grasscutting at Mendlesham Green playingfields - all circulated, Cllr Stringer helped sort and provided as point of contact to resident wanting to know schedule of cuts.

New Mendlesham project: positive response from Tony Bass re plans, waiting further contact.

Woodland lawn mower -broken. Messrs Downie and Gardener trying to fix and repair. New parts required- cost est to date £120 - have confirmed they are able to send to professional firm as required.

Path alongside St Joseph's Centre :

Contact from a resident wanting to create wildflower areas instead of the rough grass verge. She has spoken to wildlife organisations, including Suffolk Wildlife and Cllr Stringer. Have explained we do not know the ownership arrangements. No request for funding. Community involvement anticipated. (*Clerks note support confirmed*).

Mendlesham Green telephone Box:

Defibrillator installed and waiting NHS confirmation before going live. Electrician also installed a new light. However light does not seem to work and CHT advise that the power supply to the telephone box is not as it should be. All will be fine for summer months and CHT liaising with BT. Site meeting with Cllrs Exley, Ward and Parish Clerk has identified replacement glass, paint and items required. Ordered and received. Also offer of more paint received - to be collected. Page 1577 b

Need to remember to thank and provide pictures of before and after photos and any press communications we have. Risk assessment prepared by R Jones NEBOSH General Certificate. (*Clerks note: unanimously confirmed this risk assessment will be used for this project and can be signed by the Parish Clerk*)

Correspondence:

Further communications from Scouts re new scout hut project- now hoping to appoint a professional fundraiser and project manager. It was noted the Clerk had advised Mendlesham Health Centre of a resident’s concerns about poor signage to the Centre.

Delegated Decisions by Clerk : repairs to Woodland mower costs.

b) Village organisations report: nothing to report

c) Chairs report: : nothing to report

d) Questions to the Chair: A question was asked about an agenda for the forthcoming Housing meeting. It was agreed to discuss Parish Council required items for discussion before the meeting.

7. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

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

000747	180.28	Street cleaning May
000748	777.62	Administration May
DD	34.49	NEST monthly payment
000749	12.31	J Downie Woodland Mower belt
000750	105.23	DI Driver -repairs to Parish Noticeboard
DD	5.50	Google monthly fee
000751	2835.19	Business Services at CAS Ltd -annual insurance premium
000752	325.20	S Jones reimbursement materials for MG Telephone Box
000753	125.90	S Jones reimbursement for PPE equipment for MG Telephone Box
000754	118.29	J Lawes Ltd, fence panel , noticeboard Page 1578

Direct Bank transfer	99.99	From War Memorial deposit account to Mendlesham Parish Council current account - annual insurance premium for 34th War Memorial.
000755	91.99	S Jones reimbursement woodland mower new blades

b) To review internal audit report for Mendlesham Parish Council for the year ending 31.3.18 and any actions required.

The internal audit report had been received and circulated to all Parish Councillors. It was noted that all was found to be in order. Comments for further consideration included:

Changes to General Data Protection regulations and advised this should form part of the Council's risk assessment. This was noted and as an area of risk is already included in the Control Risk Assessment approved 7.2.18, but controls would continue to be revised further to advice from Jayne Cole, CEO, LCAPS, Mendlesham's Data Protection officer for the year commencing 1.4.18 and other information regarding adherence to the statutory requirements.

The comment re blank cheque stubs was noted as cheques being held by the Clerk whilst records were with the Internal Auditor. The stubs had been completed on receipt.

It was noted that the level of fidelity insurance @ £100k is just below the recommended guidelines of year-end balances plus 50% of the precept. It was agreed no further action was required to change the level of insurance at present as some £22,500 (£10k new play equipment at Mendlesham Green, £ 3500 for tree works, £6k Neighbourhood Plan work and £3k Housing Survey) was anticipated as being spent this financial year. However this would be reassessed towards the end of this financial year.

Minute references on the External report had been completed.

c) Any other financial matters: none

8. Playingfield matters:

a) To review internal audit report for Mendlesham Memorial Playingfields Charity for the year ending 31.3.18 and any actions required. The internal audit report had been received and circulated to all Parish Councillors. It was noted that all was found to be in order with no further action required.

b) Any other playingfield matters. None

9. GDPR:

a) Report (Clerk)

Electronic files and paper files now reviewed and deleted as required for both Parish Council and Community Centre Data. Confirmation Community Centre data password protected and stored by Community Centre Co ordinator in a locked filing cupboard.

Parish Council data reorganised. New lock ordered (some £10) which will hopefully lock filing cabinet with sensitive pc data.

Email contact lists for both pc and cc pruned -email sent to the pc personal list, agenda contact list and Community Centre rejuvenation volunteers, confirming we are holding their data, same to be done for CC list and other groups ie NP volunteers, Allotments, War Memorial, staff etc Volunteer list still to be revamped.

Emails disclaimer and Privacy policy link to web site completed on 25th May as per basic requirement of new legislation.

LCAPS phone call confirmed we are correct in advising of information held rather than obtaining written/ express permission. Also confirmed E News subscribers do not need to resubscribe or provide permission as participants subscribe themselves to the system and can automatically subscribe - note this information is not to be used for other purposes. No need to contact Emergency Plan officers at present- can do at review if preferred.

In summary, many hours committed already and more still required before we ask LCAPS to visit and audit.

b) To note and confirm General Data Protection Awareness Checklist.

The checklist was completed and signed by all Councillors present.

Action: Clerk to arrange completion by Cllr Webb

10. Noticeboards:

a) Report from Working Party re new noticeboard.

A report had been received and circulated to all Parish Councillors detailing thoughts and questions to be answered.

b) To confirm proposed location, design and use of new noticeboard.

Two sites were considered with the site the junction of the footpath from Glebe Way to Old Station Road, near the St Joesph's Centre agreed subject to Highways permission as the preferred site. There was discussion about size and materials with a 2 bay wooden sign on legs preferred.

c) To confirm budget of £500 in addition to £350 grant to be received from Lovells. It was noted that further information regarding costs, proposed suppliers and materials were required before a budget could be confirmed. It was also noted that even with the brilliant offer of a grant from Lovells, the balance would come from public money .

Consultation with local residents/potential users of the noticeboard and also with the Parish was also required.

When a detailed proposal re location, size etc was available **Action: Clerk** to consult with Highways.

Action: Working Party to provide a final detailed proposal for a future meeting.

11. To agree a safeguarding policy.

A draft safeguarding policy had been supplied to Cllrs Foster from training officers for a course they had attended arranged by SALC. The draft had then been amended further by the Clerk. Whilst Mendlesham Parish Council either as a Parish Council or as Charity Trustee does not currently hold events involving children or vulnerable adults, the advice had been received that it was strongly recommended such a policy should be held. There was much discussion about this including when a policy would be required as at present the Parish Council or as Trustee of the charities, did not hold events where such a situation could arise. It was noted that Parish Councillors may be involved with other activities or be in a situation whereby such a matter could arise, but that would be with regard to another organisation or personal capacity.

It was agreed to take no further action with regard to a safeguarding policy until circumstances dictate otherwise.

9.30pm an extension to standing orders to 10pm was agreed.

12. 50 50 shop

a) To review paperwork regarding planning history and construction of 50 50 shop.

Papers had been given to the the Clerk, appearing to show that the 50 50 shop was subject to a planning application in the name of Mendlesham Community Council in 1988 and then again 1993. Planning consent shows that permission was granted but expired on 31.3.99 at which time the building should be removed. The reason for this was that " the building is constructed of materials which make it unsuitable for permanent construction".

The planning application also confirms that the building contains asbestos.

b) To agree any actions as required.

Health & Safety Executive information about the duty to manage asbestos had been circulated to all Parish Councillors before the meeting. After discussion it was agreed that of the four essential steps to manage asbestos:

1. Identify if the premises contains asbestos, where it is and in what condition?
2. Assess the risk from the asbestos in the building
3. Make a plan to manage that risk and act upon it

1-3 were already covered from work undertaken by Cllr Exley in April 2017 albeit an annual review was required: **Action: Cllr Exley.**

4. Provide this information to other employers (eg building contractors) who are likely to disturb any asbestos present so that they can put in place appropriate control while the work is being done.

Step 4 was noted as requiring further work including notifying the regular users of the building ie Mendlesham Community Council and Mendlesham Football Club, but also putting signage on the interior and exterior of the building warning all that the building contains asbestos. **Action: Clerk.**

It was agreed that the Parish Council needed to notify MSDC of the potential lack of current planning permission for the building and seek further advice. **Action Clerk** to contact MSDC and also notify the Community Council and Football Club.

12. Any other business:

Then need for CCTV Posters for the Community Centre building and Mendlesham Playingfields was noted. **Action: Clerk.**

Meeting closed at 9.45pm

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