

## **Mendlesham Parish Council**

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 6th February 2019 at 7.30pm.

**1. Present:** Cllrs M Exley ( Chairperson), A Davey, N Fletcher, D Foster, N Foster, M Watson, S Jones (Clerk), SCC/D. Cllr Stringer and one member of the public.

**Apologies:** Cllrs D Nunn, E Ward, H Orton, S Webb and Stowmarket Safer Neighbourhood Team Police.

The Chairperson welcomed everyone to the meeting.

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.

### **3. To approve the draft minutes of the Ordinary meeting 9.1.19 as a true and accurate record of that meeting:**

Pages 1624-1630 inclusive were unanimously approved, signed and dated by the Chairperson.

**4. SCC/MSDC Cllr Stringer:** See reports as appended to these minutes.

**Police report:** The Stowmarket Safer Neighbourhood report for January/February had previously been circulated. Cllrs Foster had attended a "County Lines" Police meeting and circulated a report.

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

**Public Forum:** nothing raised.

### **5. Planning**

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

**DC/18/05244 Elms Farm, Old Station Road, Mendlesham:** Planning application erection of 1 no dwelling. Garage and creation of vehicular access.

It was unanimously agreed to recommend refusal of this application due to the need to protect Elms Farmhouse ( Grade 2\* listed) and its historic setting, including the garden. The application is also outside the Mendlesham settlement boundary. If approved, the landscaping proposals should be implemented.

#### **DC/19/00305 White Oaks, Norwich Road, Mendlesham:**

Householder planning application -replace flat roof with pitched roof, conversion of garages into living space, alterations to façade (including weatherboard cladding) new window and door openings, render over existing stone cladding and erection of 3 by cart lodge with first floor accommodation.

Unanimously recommended for approval noting the property is not overlooked.

**DC/18/05545 Russells, Hobbies Lane, Mendlesham: Planning application. Use of building as a dwelling.**

It was unanimously agreed to recommend refusal of this application. Planning application decision 3249/16 includes a restriction preventing physical separation of this property into two dwellings on the basis it would affect the amenity of future owners. Council could see no reason for this to have changed. The property is outside the settlement boundary and there is a need to protect the amenity of future owners.

**DC/19/00369 Boormalt, Old Station Road, Mendlesham:** Full Planning permission erection of a security fence incorporating one gate and replacing three gates.

This application had not been included and published as an agenda item for this meeting so a formal consultation decision could not be made. It was agreed that a request for an extension to consider this application at another meeting was not required.

**b) Results:**

**DC/18/05275 Cocketts, Tan Office Lane, Mendlesham:** Householder application. Provision of new vehicular access and drive. Granted.

**DC/18/05517 Land to North West of, Mason Court (known as Old Engine Meadow), Mendlesham** Application under Section 73 of the Town and Country Planning Act- Variation of Condition 3 (Approved plans and documents) of outline Planning Permission 4242/16 to enable alternative vehicular access. Withdrawn.

**DC/18/05243 Land at Cay Hill, Mendlesham Green:** Outline planning application (Access to be considered) erection of 2 no dwellings. Refused.

**DC/18/04735 Sunnyside, 6 Front Street, Mendlesham:** application for listed building consent replacement of front door. Grant.

**DC/18/05184 32 Old Market Street, Mendlesham:** Planning application. Erection of a shed in rear garden. Grant.

**DC/18/05434 Land adjacent to Jasmine Cottage, Hobbies Lane, Mendlesham:** Application for reserved matters. Submission of details under outline planning permission 0712/17. Appearance, Layout, Scale and Landscaping for erection of a two storey dwelling with garage. Grant.

**c) Correspondence:**

**Draft MSDC Housing Land Supply Position Statement 2018/19 consultation.** Noted with no response required.

Correspondence regarding confusion between Mendham and Mendlesham for consultation of planning matters was noted.

**d) Report from Revised Neighbourhood Plan committee.** Draft minutes of the meeting 22.1.19 had been circulated. No response received from AECOM.

**e) Any other planning matters:** Request from resident adjacent to Mendlesham Playingfields hedge – to remove bordering hedge and replace with fence. After discussion it was unanimously agreed not to support the request.

## **6) Community Land Trusts.**

**i) Report :** A report had been circulated to Councillors prior to the meeting and was discussed accordingly. It was unanimously agreed to proceed to set up a Mendlesham CLT subject to set up costs funded by a grant application to Mid Suffolk District Council.

Potential trustee Volunteers included Cllr Exley, Cllr N Foster, SCC/MSDC Cllr Stringer and Mr Moore. It was noted the Clerk would need to initially undertake the role of Secretary.

**Action: Clerk.** Those Councillors not present, particularly Cllrs Orton and Ward should be asked if they wished to be Trustees and continue their involvement with this project. Cllr Foster would withdraw if required. The Mendlesham Church and Town Trust should also be asked if they could supply a Trustee.

8.50pm Cllr Stringer and the member of the public left.

**ii) With Cllr Stringer, Mendlesham initiate meetings with MSDC to secure some of the affordable housing allocations to come forward dedicated to Mendlesham use/ownership.**

It was unanimously agreed to ask Cllr Stringer to arrange a meeting.

**iii) Proposal to apply to MSDC for funding with the intention of proceeding to set up a Mendlesham CLT.** Unanimously agreed.

## **7. Reports**

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

**Financial:** Street cleaner grant application sent off with copy for September application ( not received by MSDC)

£260 UKPN cheque received for damaged post at Mendlesham Green.

Confirmation of receipt of precept 2019/20 received from MSDC of £37,700.00. This will be paid to the Parish in two instalments, 50% in April 2019 and 50% in September 2019. This precept gives the Parish a Council Tax Band D amount of £68.23. This is an increase of 3.90% on 2018/19.

**Mendlesham Green Playingfields:** Playequip to check new roundabout.

**Scout Hut:** New chain and padlock in place . MSDC grasscutting advised.

**New Noticeboard: ordered.** Query re location and installation, working party to review and return to pc as required.

**New dog bin** at Old Station Road/ Path to Glebe Way. Ordered.

**Mendlesham Playingfields:**

25 Remembrance oak trees planted re WWI lost with school children.  
Contacted Playequip re muddy places under swings -advice as ROSPA report low risk - do nothing, options would make situation worse rather than better.

50 shop windows: Footballers do not want glass in their window replaced -happy to have boarded up. After site inspection thought no need to replace glass at moment, keep under review. Window is "protected" by mesh/ interior boarding which makes replacement of glass not straightforward. (*Clerks note: confirmed no action re glass, Cllr Exley to board football store window*)

"Nudged" re potential contractor visits for new project and MSDC re question of paying for project manager from S106. MSDC (Tony Bass/Sarah Carter) advised we should "include the cost for the project manager in the overall cost for the project when completing the paperwork for use of the s106 funds. He( Tony) has stated that he considers that as this is an essential part of delivery of the project it is a legitimate element as long as it is proportional to the overall costs of the project" .

**Correspondence:**

Thank you from Seafarers UK re Remembrance collection.

Requests for grant support received from Suffolk Accident Rescue Service and Suffolk Age UK -agenda item for next meeting.

**Delegated Decisions by Clerk :** Completed £3k MSDC Locality grant application re LED lighting.

Further to MSDC Project Manager info, have asked resident if he would consider?

**b) Village Organisations report:** A report from the recent Mendlesham Community Council meeting had been previously circulated and was noted.

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

**d) Questions to the Chair:** none

**8. Mendlesham Parish Council Financial matters****a) To agree invoices for payment**

The following payments were unanimously agreed.

000815	169.00	Mendlesham Educational Foundation hire of Old School Room Jul-Dec 18
000817	67.00	Gipping Press Ltd election flyers
000818	200.00	Heelis and Lodge internal audit ye 31.3.18 ( note playingfield charity audit -no charge) I
000819	162.53	S Jones reimbursement stationary
dd	33.83	NEST contributions January
000820	787.41	January admin plus tax rebate
000821	169.30	January street cleaning plus tax rebate
000822	30.00	Suffolk Preservation Society annual membership renewal
DD	5.50	Google docs monthly fee
000823	10.00	Suffolkbiz web site security fee
000824	4043.00	John Milton Academy Trust replacement Hall doors reimbursement . Mendlesham CIL expenditure.
000825	38.00	Suffolk Wildlife Trust annual membership

**b) Any other financial matters.** None

**9.To commence review of general and financial standing orders**

**wef 1.4.19.** Reviewed with no changes proposed.

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

Reviewed with no changes proposed.

**11. To review the following risk assessments**

**Mendlesham Woodland**

**Handyman Risk assessment**

**Street Cleaning Risk assessment**

**Playingfield ROSPA reports** already reviewed see mins Ordinary meeting 5.12.18 12 p1623

**Community Centre Legionnaire checks**

**Community Centre PAT tests**

**Community Centre Fire Risk assessment**

**GDPR Risk assessments.**

**Lighting of the Beacon Risk Assessment**

All reviewed with no changes proposed other than dates of review. A revised plan of the Woodland was agreed. It was noted the Community Centre Fire Risk assessment would need amendments following completion of the Fire Risk works and would also need to be approved by the Community Centre Charity. **Action: Clerk.**

**12. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.19: 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. It was agreed the form of audit planning, reporting and scope should remain unchanged

**13. To appoint LCPAS, Jayne Cole CEO Local Council Advisory Service to undertake the role of Data Protection Officer for Mendlesham Parish Council wef 25.5.19 @ £150.**

Unanimously approved.

**14. Mendlesham Playingfields:**

**To consider quotes obtained and appoint contractor:**

**a) New football pitch, Mendlesham: spray weeds and fertilise**

**b) Old football pitch, Mendlesham, fertilise.**

A contractor to undertake this work was appointed.

**15. Mendlesham Community Centre:**

**a) Mendlesham Community Centre meeting report and to confirm arrangements and timings' for committee/working party meeting and/or full ordinary meetings .** It was unanimously approved that a review of hire fees, hire agreement and agenda items requiring more time and information for consideration, should be undertaken at full Community Centre meetings, arranged on separate evenings to the Ordinary Parish Council meetings. Short Community Centre meetings to approve invoices for payment and urgent matters would continue on the same evening as the Ordinary Parish Council meetings if required. **Action: Clerk** to arrange Community Centre meeting to review hire fees.

Cllrs Foster reported they had attended a CAS/MSDC Conference and had obtained lots of information about grants, albeit capital rather than revenue funding.

**b) To agree installation of new LED lighting.** The Clerk reported historic quotes obtained for the Main Hall were some £4k but further information would be obtained to see if this could be reduced. A Councillor proposed the Small Hall should be the subject of this project not the Main Hall. This will be an agenda item for another meeting.

**16. To agree appoint nominated Parish Council trustees for:**

**a) Mendlesham Education Foundation:** Mr Ray Fenning was unanimously appointed .

**b) Mendlesham Church and Town Estate.** Mr John Downie was unanimously appointed.

9.30pm An extension to standing orders to 10pm was unanimously approved.

**17. To review policies**

- **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**
- **Records retention and dispersal policy**
- **Recruitment and Selection Policy**

- **Social Media Policy.**
- **Safeguarding**
- **GDPR policies including Privacy notice, Information Protection policy Information Security Incident policy, removable Media Policy, Data Protection policy.**

The above policies were reviewed with no amendments required.

**18. Election: to agree distribution of election flyer content and any other events/actions promoting the election. Action Clerk:** to determine nomination dates and advise accordingly. A " Drop in" event for those interested in standing for Council was agreed.

**19.MSDC Community Strategies Consultation: To note and agree response.** Noted ,no response required.

**20. Parish meeting: To confirm arrangements for the Parish meeting 23<sup>rd</sup> April 2019.** The need to find a subject for the meeting was noted and to be considered.

*The meeting went in to camera, although no members of the public were present, due to the sensitive and confidential nature of the next agenda item.The Clerk left the room.*

**21. To review staff salaries from 1.4.19 as per NALC/NCJ recommendations.**

The following was unanimously agreed with effect from 1.4.19 and further to the 2019-2020 National salary award (new SCP's) :

Mendlesham Community Centre Co ordinator SCP4 ( to be confirmed at next Community Centre meeting)

Mendlesham Street Cleaner SCP2

Parish Clerk SCP24.

The clerk returned to the room.

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

A question was asked about SID not working. The Chairperson reported it was working, but had been turned so that it did not display information whilst at an unauthorised location in order to collect data.



