

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 9th January 2019 at 7.30pm.

1. Present: Cllrs M Exley (Chairperson), N Fletcher, D Foster, N Foster, D Nunn, H Orton, E Ward, S Jones (Clerk), SCC/D.Cllr Stringer and one member of the public.

Apologies: Cllrs A Davey, M Watson 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.

Cllr Ward and the Clerk declared a pecuniary interest in the agenda item regarding allotment fees as they were both allotment holders.

7.35pm Cllr Webb arrived.

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

3. To approve the draft minutes of the Ordinary meeting 5.12.18 as a true and accurate record of that meeting:

Pages 1618-1623 inclusive were unanimously approved, signed and dated by the Chairperson.

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

It was agreed that a Parish Council comment would be forwarded to Suffolk County Council further to their consultation on proposed cuts to their grant to Citizens Advice. Details would also be circulated via E News.

Action Clerk No questions asked.

Police report: The December report had been previously circulated and was noted.

Public Forum: No questions asked.

5. Planning

a) Applications:

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

It was unanimously agreed that as reported by Suffolk County Council Rights of Way and Suffolk County Council Highways, without a plan of the proposed access, this was an incomplete application and, a decision could not be made.

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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. It was unanimously agreed to recommend approval with no comments.

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.

It was unanimously agreed not to support this application as there were significant concerns with regard to the proposed access arrangements to the highway and particularly the current access to Mendlesham Health Centre.

Whilst it was noted proposed access 3 had a wider splay onto the highway, to have two new accesses for Old Engine Meadow and the current access, including pedestrian, to Mendlesham Health Centre was not appropriate or safe for such a short distance. The narrowness of the highway and the proximity of the bend was noted. The proposed " loop" and two accesses for the development was thought to encourage rat runs and joy riding.

b) Results:

DC /18/04709 Land adjacent to Willow House (Adjacent to New dwellings under construction) Mill Road, Mendlesham. Erection of 1.5 storey dwelling and detached double garage using existing vehicular access. – granted

DC/18/04646 3 Glebe Way, Mendlesham Erection of a single storey side extension – granted.

DC/18/03956 Land on Mendlesham Road: Change of use of agricultural land to breeding kennels and stationing of a domestic mobile home including a new vehicular access to the highway -refused.

DC/18/03957 Land on Mendlesham Road: Change of use of agricultural land to site a domestic mobile home including a new vehicular access to the highway -refused.

c) Correspondence received:

Development along part of Brockford Road. Update from MSDC Planning Enforcement.

Letter received re proposed new development, Chapel Road site- response letter to be sent on same terms as to other similar requests from Planning Consultants, ie not within settlement boundary, not in accordance with adopted Neighbourhood Plan and asking to respect and wait for Revised Neighbourhood Plan. **Action: Clerk.**

PP-07465476 A140 roundabouts and link road- noted.

d) Any other planning matters

A meeting with proposed developers for land next to Old Engine Meadow on 20.12.18 was noted. **Action: Clerk** to circulate agreed notes of the meeting, once available.

Building work being undertaken in Mendlesham village was noted and questioned. **Action: Cllr Exley** to check and advise if a MSDC Planning Enforcement report should be sent.

6. Mendlesham's Woodland, tree planing and grasscutting.

a) To consider purchase of a power sycthe for woodland and rights of ways. Cllr Exley reported that it appeared a basic machine could be purchased £750-£1,000 with a machine able to use attachments, approximately £2500.

It was agreed that a basic machine costing up to £1k should be purchased but noted external funding or use of Parish Council reserves would need to be agreed/obtained. **Action: Clerk** diarise for April meeting to consider finance.

b) To discuss new locations for tree planting, including Mendlesham Playingfields. It was agreed a small number of small trees (6-10) should be planted on the Parish Council owned playingfield at Mendlesham, along the boundary with Station Fields. **Action: Cllr Exley.**

Planting of 25 Remembrance trees at Mendlesham Playingfield: it was noted trees were now available and provisional dates had been requested from Mendlesham Primary School.

c) Any other woodland/grasscutting matters: none

7. Playingfields:

a) Mendlesham Playingfields: Cllr Nunn reported he had inspected the condition of the new pitch and considered when appropriate, ie March/Spring, the grass needed spraying and fertilising. **Action Clerk:** to seek a quote from Bury Turf Care to also include fertiliser for the Community Centre owned football pitch.

b) Mendlesham Playingfields:

The Clerk reported, following concerns and as reported in the recent ROSPA report, the surface underneath nest swing equipment was low and at times muddy. An estimated quote had been obtained for £7153 re a wet pour surface. It was unanimously agreed not to proceed with this, as finances and priorities would not suffice. **Action: Clerk** to seek a quote to lift the grass matting and raise the surface for the equipment.

c) Any other matters: it was noted the new roundabout at Mendlesham Green was too stiff for the younger children to push. **Action: Clerk** to ask suppliers to check.

The 50 50 shop had broken glass in the windows: **Action Clerk** to ask footballers if they needed a window in the football store and then seek quotes as required.

8. Reports

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

Mendlesham Green Playingfields:

Further contact MSDC re making good damage to playing field further to works to houses following fire and installation of new play equipment. Details to follow.

New equipment: grant monies received £500 Mendlesham Education Foundation, £2,000 Mendlesham Community Council, £7201 Mid Suffolk District Council Capital Grant. Request to Cllr Stringer £2500 re locality grant sent.

New Scout Hut: Scouts have confirmed they have a legal team and Architect helping on voluntary basis. Called for volunteers.

Neighbourhood Plan: Cambridge University research interviewed 13.12.18 re NP as part of a national NHS commissioned project. Have asked for report as and when available.

Allotments: New licence over path at Mendlesham Green completed. Outstanding ID formalities for pcellrs, but progress being made re certification of ID.

Invoices year end 30.9.18 issued and funds starting to be received.

Waiver of fees £74.40 Mr Clements for help in keeping plots clean (*Clerks note: confirmed*)

Tinkers Meadow/Green Spaces protection action group: letter sent and follow up telephone call re Mendlesham experiences with a Neighbourhood Plan.

Community Land Trust: Not an agenda item this time as meeting with Lavenham Parish Council Chairman 15.1.19.

Neighbourhood Plan: provisional meeting 22.1.19 subject to AECOM and Jon Crane completing work as promised.

Parking: Contact from resident re cars parked in white lines at junction of Mayfield Way/Chapel Road. Stowmarket Safer Neighbourhood Team advised and to monitor.

New Noticeboard: Working group have now agreed design of board/supplier and how it will be managed at Old Station Road/ Path to Glebe Way.

Mendlesham Green telephone box: understand glazing completed. Need to chase re power supply status as light not working and CHT should be liaising with BT re inadequate supply. Need to agree any internal works such as noticeboards, confirm with Scouts a " cleaning day " (*Clerks note agreed in the Spring*) and sort out publicity.

Mendlesham telephone box removed and site cleared.

Correspondence: nothing of significance, all circulated.

Delegated Decisions by Clerk : none for Parish Council.

- b) Village Organisations report: no reports available.
- c) Chairs report: nothing to report that is not an agenda item.
- d) Questions to the Chair: none

9. Mendlesham Parish Council Financial matters

- a) To agree invoices for payment.

The following payments were unanimously agreed.

DD	5.50	Google monthly fee
000803	48.76	S Jones reimbursement stationary printer cartridge
000804	39.56	J Michell woodland first aid kit reimbursement
000805	116.90	MSDC 2 ROSPA inspections re playingfields
000806	88.48	S Jones reimbursement stationary printer imaging unit
DD	33.83	NEST monthly payment
000807	1750.00	PCC of St Marys pcc - 2nd half tree grant Power of Competency
000808	31.29	Merchant Navy Fund donation (£125.15 total collected Remembrance event at Mendlesham Green)
000809	31.29	RAF Benevolent Fund (as 808)
000810	31.29	The Royal Naval Association (as 808)
000811	31.29	ABF The Soldiers Charity (as 808) NB 1p over spend between 808-811)
000812	169.10	Dec Street Cleaning
000813	964.41	Dec administration plus tax rebate
DD	£33pax2	Renewal of google licenses 4/3/19
DD	£8pa	Renewal of google domain name 2/2/19 Page 1628

DD	40.00	ICO annual renewal data controller (£40 less £5 deduction as paid by DD).
000814	67.80	J Lawes Ltd, chain, padlocks, sealer

b) To consider bank reconciliation report and management report as at 31.12.18. Noted with no questions asked

c) To consider three year budget: A proposal had been prepared and previously circulated by the Clerk and was unanimously confirmed.

d) To complete budget process for Mendlesham Parish Council for the year ending 31.3.20. Further to agenda items for previous meetings October, November and December:

A proposal and report had been prepared by the Clerk and previously circulated. The proposal included an 3.9% increase to the precept to £37,700 (£35697) which would mean a Band D property would pay a Parish contribution of £68.23pa (£65.67). This proposal also included adjustments to increase some expenditure lines due to the proposed NCJ salary proposals and Employer pension contributions with effect from 1.4.19, the need to budget for an election, with an anticipated increased training requirement for new Councillors, plus increased costs outside Parish Council control if existing services were to be maintained. However, some expenditure lines were also reduced when compared to recent budget line expenditure over recent years in order to avoid increasing the Precept any further.

The budget proposal was unanimously agreed.

e) To set the precept for the year ending 31.3.20 and complete Precept Billing authority. A precept for the year ending 31.3.20 of £37.700 was unanimously agreed. The Billing authority was completed and signed by Cllrs Exley (Chairperson), Cllr Orton, Cllr Ward and Sharon Jones, Parish Clerk.

f) To consider final tree cutting grant payment request from St Mary's PCC. Paid invoices had been received for all of the works and the final grant payment of £1750 unanimously agreed. Chq 000807. Power of Competence.

g) To consider any reserve requirements: Position and transfers as at 31.12.18 were circulated and noted, including the need for a manual transfer of the Scout hut reserve funds at year end towards the new fence. To review again March meeting. **Action: Clerk**

h) To agree purchase of additional dog litter bin.

Further to the existing bin at Old Station Road/footpath to Glebe Way overflowing over the Christmas period and a request from Mid Suffolk District Council to supply a second bin, it was unanimously agreed to purchase a new 50l bin est cost £228. **Action Cllr Exley and Clerk.**

i) Any other financial matters. Installation arrangements for the new noticeboard was discussed.

It was noted installation would ideally need to be undertaken by volunteers and the exact location needed to be confirmed further to a exploratory hole to be dug. **Action:** Cllrs Exley and Fletcher.

10. To agree any increase for allotment rents.

It was unanimously agreed not to increase current rents.

11. To agree nomination for Buckingham Palace Garden Party

It was unanimously agreed to nominate Cllr Orton. **Action Clerk.**

12. Election: to consider election flyer content and agree printing.

Cllr Fletcher circulated the proposed flyer, which was unanimously agreed.

It was agreed to ask Gipping Press to print folded copies and Councillors would help circulate. **Action: Clerk.**

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

Nothing mentioned.

