

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 16th May 2018 at 8.15pm.

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

**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 works to the entrance of the Mendlesham playingfield re flooding as their property was adjacent and affected by the flooding.

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

**3. Police report:** Not available

**SCC Cllr/ DCllr Stringer reports :**Not available

**Public Forum:** no members of the public present.

### 4. Planning:

#### a) Applications:

**DC/18/01486 5 Church Road, Mendlesham : Application for Listed Building Consent- Removal of chimney and re-render the south elevation.** Unanimously approved subject to approval from the Heritage Officer.

#### b) Results:

**DC/18/00951 Elms Farm, Old Station Road, Mendlesham:**

Householder Planning Application- creation of vehicular access, dropped kerb and construction of ramp. Grant

#### Appeal to The Planning Inspectorate ref

**APP/W3520/W/17/3189706 The Stackyard Nursery, Old Station Road, Mendlesham MSDC ref 1428/17.** Appeal Dismissed. Noted.

#### c) Correspondence:

**d) Mendlesham Housing Survey:** The accuracy of the number of residents was questioned. **Action Clerk** to check and advise accordingly. Provisional meeting date of 12th June with Cllr Orton , Cllr Exley and hopefully Cllr Stringer to attend was confirmed.

**e) Any other planning matters:** nothing

**6.Reports:**

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

**Financial:**

VAT return 1.3.18-31.3.18 £65 sent

**Data Protection:** Standard Services Agreement completed with Local Council Public Advisory Service and Mendlesham Parish Council re Data Protection Officer wef 25.5.18.

**Revised Neighbourhood Plan:** completed Memorandum of Understanding completed between MDSC and Mendlesham Parish Council dated 1.5.18. Application for NPIERS Health Check submitted.

**Playingfields:**

Junior Football coaching days ( 6 days 3x2) agreed for Summer holidays for Mendlesham Playingfields. Enquiry re Sunday team not taken forward by club. Application for s123 Cil grant for new playingfield equipment at Mendlesham Green to be submitted.

**Asset Inspection:** correspondence re property at Mendlesham Green Meadow and boundary concerns completed.

**Scout Hut:**

Email sent to Scouts requesting update re new Scout Hut. Letter received from our Solicitors advising they are placing file in storage until 2034.

**Correspondence:**

Correspondance re bus services ( already circulated)

**Delegated Decisions by Clerk :** none

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

Cllrs noted a report received from Mendlesham Community Council which had been previously circulated. The Street Fayre had been deemed a success although there had been challenges to overcome regarding the trailer, street closure and parking arrangements.

Cllrs also noted a report from Mendlesham Scout Group covering the new Scout Hut project and also providing an update on local Scouting. It was agreed to obtain a quote to fence and secure the Scout hut land. **Action: Clerk** re quote and also to reply to Scouts.

**c) Parish Meeting 24.4.18.** It was noted that this had been a good meeting and well attended.

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

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

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

**a) To approve invoices for payment**

The following invoices were unanimously approved for payment.

**Main account**

dd	13.57	NEST monthly payment
000742	44.00	Miss R Brown -Parish meeting refreshments
000743	38.00	Mendlesham Community Centre hire fees
DD	5.50	Google monthly fee
000744	136.65	S Jones reimbursement printer cartridges
000745	127.11	April Street Cleaning costs
000746	770.41	April administration costs

**b) To approve Asset Register as at 31.3.18.**

Unanimously approved and signed by the Chairperson and Clerk (RFO).

**c) To agree requirements regarding annual inspection of assets.**

Cllrs N Fletcher, D Foster and N Foster volunteered to inspect the assets.

**d)To approve Accounts and supporting notes for the year ending 31.3.18, including confirmation of allocated reserves.**

The accounts and supporting notes, plus allocated reserves were unanimously approved and signed by the Chairperson and Clerk (RFO).

**e) External Audit: To approve for External Auditors, PKF Littlejohn LLP as at 31.3.18**

**Annual Governance Statement 2017/18.** Read out in full and unanimously approved.

**The Accounting Statement 2017/18** Unanimously approved.

**Bank Reconciliation as at 31.3.18** Unanimously approved with Cllr Exley checking bank account balances to bank statements. This included the RBS accounting system bank reconciliation and the document as required by the External auditors.

**Explanation of Variances** Unanimously approved.

All documents signed by the Chairperson and Clerk (RFO).

**f) To approve monitoring system for year ending 31.3.19.**

Continuation of the existing system was unanimously approved.

**g) To appoint RFO for year ending 31.3.19.**

Sharon Jones was unanimously appointed.

**h) To note Heelis & Lodge appointed as Internal Auditors for year ending 31.3.19.**Noted.

**i) To decide level of Insurance cover and pay requested premium.**

See agenda item for the Annual Parish Council meeting. The premium payment would be an agenda item for the June meeting.

**j) Proposal to authorize the Woodland Officer to spend up to £250 until 31/3/19, on any items required for the Woodland.**

Unanimously approved.

**k) Proposal to authorize the Woodland Officer to instruct Contractors with regard to Pest Control as and when required for 4 days work, cost approx £60 per day.** Unanimously approved.

**l) Proposal to allow Cllr Nunn, Cllr Exley, Brian Gardiner and John Downie (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.**

Unanimously approved.

**m) Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playingfields for 4 days work cost approx £60 per day.** Unanimously agreed.

**n) Any other financial matters:** It was noted that there was a new digital system regarding VAT. **Action: Clerk** to check implications for Parish Council.

**8. Playingfield Matters:**

a) Report regarding Mendlesham Street Fayre. Cllr Exley and the Parish Clerk reported on decisions made with regard to parking and the Mendlesham Playingfields.

b) To note complaint received from Mendlesham Community Council and agree further actions as required. It was agreed to formally reply to the emails received and "Spotted in Mendlesham" comments confirming support for Mendlesham Community Council events, including the Street Fayre, but also explaining that decisions made were the responsibility of the Parish Council, nothing to do with Mendlesham Football Club.

**Action Clerk :** to prepare letter for approval.

c) To confirm proposed user agreement with Mendlesham Football Club. Unanimously agreed with Chairperson and Clerk to sign on behalf of the Parish Council. **Action: Clerk.**

d) To consider quote for works to gateway to Playingfields gate, to path to 50 50 shop. Cllrs D and N Foster declared an interest in this item as their property was adjacent and affected by the flooding.

After discussion, it was unanimously agreed not to go ahead with this work, pending further information about the cause and how to resolve the flooding. It was noted that any works as required may need to wait until next Spring/Summer.

e) Any other playingfield matters. A complaint had been received from a resident about the length of grass at Mendlesham Playingfields. Cllr Stringer had helped with this matter and arranged with Mid Suffolk District Council for the grass to be immediately cut.

A question was asked about the new Mendlesham playingfield project and the Clerk advised that there was a need to chase the MSDC consultant for a response further to our emails of 9th April, noting a "not in the office" reply had been received until the end of April.

**9. GDPR:**

**a) Report:** The Clerk reported work was progressing, but there was still much to achieve. Electronic files had been reviewed twice, paper files would be reviewed after this week when Parish Council records were away for audit, some policies, based on templates received from the Local Council Public Advisory Service were an agenda item for this meeting and once approved email disclaimers and web updates could be completed. E news was presenting difficulty but it was unclear as to if this was due to the host experiencing delays in providing updates, or instructions not being followed correctly. It was also noted the Community Centre records needed to be included.

**b) To approve the following policies with effect from 25.5.18**

**Privacy notice**

**Information Protection Policy**

**Information Security Incident Policy**

**Removable Media Policy**

**Data Protection Policy**

Subject to amendments to the Data Protection policy with regard to the type of information that may be held, all of the above policies were unanimously approved.

**c) To confirm consents required to hold personal data for Parish Councillors, Allotment Holders, Community Centre personal hirers, Emergency Plan officers, Employees and any others as identified.**

Noted. **Action Clerk:** General Data Protection Awareness Checklist for Parish Councillors to be an agenda item for the June meeting.

**10. Noticeboards:**

**a) To note damage to Parish Noticeboard outside Old School Room, Mendlesham: Noted.** This had been reported to the Police crime ref 37/22809/18 and repairs were currently being undertaken at a cost estimated at approximately £100.

**b) To agree working party site meeting for proposed new noticeboard.** It was agreed Cllrs Foster, Cllr Fletcher, Exley and Davey would participate **Action: Cllr D Foster.**

9.50pm The meeting then went into camera, although there were no members of the public present as the following agenda item related to confidential staff matters.

**11. To note 2018-19 ALCC and SLCC National Salary Award for Mendlesham employees.** Noted. Individual staff salary details had been checked and were signed by the Chairperson.

**12. Any other business:**

Cllr N Foster asked if the Parish Council had a safeguarding policy.

The Clerk reported that as far as she was aware, this was not a requirement as the Parish Council was not responsible for events involving direct responsibility for children or vulnerable adults but in the event of further guidance on this, a policy could be implemented.

A question as asked about the planning history of a property at Mendlesham Green. **Action Clerk.**

Meeting closed at 10.05pm

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