

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 18th April 2018 at 7.40pm.

**1. Present:** Cllrs M Exley ( Chairperson), A Davey, H Orton, E Ward, M Watson, S Webb, S Jones (Clerk). SCC/MSDC Cllr A Stringer and Elizabeth Ling ( MSDC Community Led Housing officer).

**Apologies:** Cllr D Nunn, N Fletcher, D Foster and N Foster.

The Mendlesham Parish Council filming statement was not read out.

### **2. Declarations of interest:**

**a) To note Councillors declarations of interest in any of the following agenda items.** Nothing raised.

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

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

#### **a) Extra Ordinary Parish Council Meeting 4th April 2018.**

Pages 1556-1560 inclusive were unanimously approved as an accurate record of the meeting and signed by the Chairperson.

### **4. Presentation from Elizabeth Ling MSDC re Community Led Housing:**

Elizabeth reported;

- details of her role which took effect January 2018 for a two year period, which was to help communities deliver their aspirations for community led housing, to meet local needs.
- a fund of £225k was available to help her do this with flexibility for what and how this could be spent but with 60% allocated towards capital costs and 40% other needs such as conveyancing, specialist advisors.
- There were many options regarding delivery, including working in partnership with a provider, via a Community Land Trust which could involve as much work as a Neighbourhood Plan but could include the security of not being forced to sell under legislation or going it alone.
- factors to be considered would include the levels of rent a provider was able to offer.
- Once the anticipated Mendlesham new Housing Needs Survey was received, identifying needs, if required Elizabeth would offer her services to support the project/ a Parish Council committee.

8.00pm Elizabeth left.

**SCC/MSDC Cllr Stringer reports :** as appended to these minutes. Cllr Stringer also reported that Babergh and Mid Suffolk District Council housing targets had to be combined under a joint delivery due to the forthcoming Joint Local Plan. This would require new mechanisms for both Councils to deliver this.

**Police report:** a report, appended to these minutes had been circulated to all Councillors. The date of the next Public Partnership meeting of 9th May was noted and Cllrs asked to advise the Clerk if they wished to attend.

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

## **5. Planning:**

### **a) Applications:**

**DC/18/00633 Latin Hall, Brockford Road, Mendlesham:**  
**Application under section 73 of the Town and Country Planning Act**  
**-Erection of 2 no dwellings including associated works without**  
**compliance with Condition 6 (Surface water discharge ) and**  
**condition 7 ( Landscaping )**

It was unanimously agreed to:

- a) Support removal of the Landscaping Condition as works to remedy the error regarding removal of hedging had been rectified with new planting.
- b) Not to support removal of the condition for surface water discharge as further information regarding works carried out, planned or not was not available, either as part of the application or on request from MSDC officers. Surface water and flooding had been a concern when the Parish Council had recommended refusal of the build so more information was required before any other decisions could be made.

### **b) Results:**

**DC/17/05609 Poplar Farm Mendlesham:** Application for Listed Building Consent - Conversion of curtilage listed barn to a single dwelling -grant.

**DC/18/00313 The Willows, Stowmarket Road, Mendlesham:**  
Householder application -erection of a cartlodge/annexe and new vehicular access -grant.

**c) Correspondence:** Details of the Stowmarket Vision for Prosperity draft document consultation had been received, circulated and noted with no further action agreed.

**d) Mendlesham Housing survey:** the report was still awaited.

**e) Any other Planning matters :** an extension had been agreed for a planning application relating to 5 Church Road, so would be an agenda item for the May meeting.

## **6. Reports**

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

### **Financial:**

VAT return 1.4.17- 28.2.18 £2794.45 received. VAT Return 1.3.18-31.3.18 to be sent as part of year end work.

Street Cleaning grant: Q4 £357.18 received.

Cllr Stringer Locality grant re Revised Neighbourhood Plan work £6,000 received.

Notification of £17848.50 re Ist Half of 2018/19 Precept payment .

Notification of £3914.02 Neighbourhood CIL payment ( re 3084/16 two bungalows on Brockford Rd) Letter received advises £3912.02?

£52.76 Wayleave payment received.

MSDC paid £6k Locality grant to Mendham Parish Council. All sorted for ourselves in time for year end, but could have implications for Mendham re audit requirements and this is the third time this has happened.

Officers and Cllr Stringer aware.

Notification NALC/SLCC have agreed a salary review for the next two years- details to follow.

**Allotments:** chased outstanding rents as at 30.3.17. All rents now received with exception of two holders ( £30 total) whom have been issued with notice of termination unless payment received this month.

**Licence over track at Mendlesham Green,** contact made with our solicitors and quote for Parish Council legal work provided with residents notified.

**External Audit arrangements:** documentation received. Year end information now obtained- Accounts and audit paperwork to be completed.

**Mendlesham Green Telephone Box:**

Agenda item re donation, installation and agreements. Scouts have offered to help paint -will need discussions re risk assessment, what, when etc.

Working party : Cllrs Ward, Exley and Clerk to meet to agree purchase of required parts.

**Noticeboard:** Have received lots of information from Cllrs Foster. The information is in a paper form as they are having difficulties with their email system. Not an agenda item for this meeting as they are unable to attend. (*Clerks note: a site meeting to consider potential sites to take place, prior to an agenda item for May meeting?*)

**Dog Fouling :**

Further conversations with MSDC. There is no dog warden, guidance pack is in need to up date re contact information, but we have done what we can. Only last option and further to resident suggestion is signs. Have obtained some MSDC ones free of charge and propose we try to use on a temporary basis for sites of concern? (*Clerks note: agreed*)

**CAS :** Renewed membership ( free)

**GDPR:** Have not managed to progress this at all since last meeting. Will need to do so after Parish Meeting, completion of accounts/paperwork for audit.

**Standing Orders:** Email received from SALC with details of new NALC model standing orders which if we adopt will need to be agreed at May meeting

**Playingfields:**

Community Council have signed, but still to be received, a new user agreement (copy of previous held)

Site meeting to take place few days before Street Fayre re use of playingfields as car parking if ground conditions wet. Parish Council to make decision.

On going discussions with Mendlesham Football Club re user agreement. Mendlesham Football Club and Community Centre Co ordinator taking forward enquiry from another club re use of a pitch.

Understand from Cllr Davey, community football match to be an agenda item for next Community Council meeting.

**Missing Glebe Way Road signs:** reported and MSDC sorting.

**Welcome letters:** Mendlesham Community Council not ready or agreed to take on, Clerk doing at present, but needs to be advised of new residents please.

**Correspondence:**

Letters of thanks received re organisation grants.

Contact by resident concerned about lack of signage for Health Centre

Notification of withdrawal of Galloway contract for bus service. I

**Delegated Decisions by Clerk :** none

**b) Village organisations report:** Cllr Davey had previously circulated a report of the Community Council meeting of Monday 26th March.

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

**d) Questions to the Chair:** nothing asked.

**7. Mendlesham Parish Council Financial matters**

a) To agree invoices for payment

The following invoices were unanimously approved for payment.

000728	444.00	MSDC Litter and dog bin emptying
000729	7.50	J Lawes Ltd bin bags street cleaner
000730	92.17	S Jones printer cartridges
000731	523.24	SALC annual membership Page 1564
000732	190.44	RJ Nunn & Sons fertiliser not

		application costs for playingfield
000733	31.01	S Jones March expenses
DD	13.57	NEST Feb payment
000734	300.00	Local Council Advisory Service -I year Data Protection Officer Service
DD	5.49	Google docs monthly fee
000735	65.90	Glasdon UK Limited litter bin liners
000736	29.45	Environment Agency drainage charges
000737	43.06	S Jones reimbursement stationary
000738	208.71	Street Cleaning
000739	2851.94	Administration costs
000740	1975.00	The Community Heart Beat Trust re defrib at Mendlesham Green

b) Asset inspection report: see report as appended to these minutes. In addition to the outstanding actions from last year, it was agreed to write to the resident regarding the boundary concern, Cllr Exley would liaise with Cllr N Foster re the seat at Mendlesham and the Scouts would be contacted regarding the Scout Hut land.

c) Other financial matters. It was unanimously agreed that Cllr Exley, Cllr Ward and the Parish Clerk were authorised to sign the agreement with Community Heatbeat Trust regarding provision of the Mendlesham Green defibrillator and associated service.

### **8. Speed Device Project:**

a) Report. Cllr Exley reported that Suffolk County Council has requested that Mendlesham entered into a Memorandum of Understanding. There had been concern about potential liabilities, in particular regarding responsibility for highway repairs.

After seeking advice from the Parish Council insurers, the advice was

received that “ ... they ( Suffolk County Council) had agreed to amend the wording under Item 10 as follows, as the wording shown on the original agreement is far too broad and could expose the Council to pay damages they are not covered for under their insurance policy

*‘The Organisation will indemnify the County Council against any loss or damage arising out of any negligent act or omission of the Organisation and/or its agents acting under its direction in relation to the installation, operation and/or removal of the devices. Such indemnity will be limited to the lesser of £10 million or the amount payable by the Organisation’s insurers in respect of any such claim.’*

We would also not be able to provide cover for repairs to the highway, as this is not an asset covered on the policy and the damage would not have been caused by an insured peril”

**Action Cllr Exley** to return to SCC accordingly.

### **9. Revised Neighbourhood Plan:**

a) To sign Memorandum of Understanding with Mid Suffolk District Council.

It was unanimously agreed that Cllr Exley, Cllr Ward and the Parish Clerk should to sign the Memorandum of Understanding accordingly.

b) To confirm NPIERS application for a Health Check at the end of July for the revised Neighbourhood Plan. Unanimously agreed.

### **10. Any other business:**

A resident had contacted a Parish Councillor with concerns as per the Clerks report regarding signage for Mendlesham Health Centre. It was agreed to contact the Health Centre.

Meeting closed at 9.30pm

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