

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 4th September 2019 at 7.30pm .

**1. Present:** Cllrs M Exley ( Chairperson), P Allen, D Foster, N Foster, S Judd, H Orton, E Ward, S Jones (Clerk), SCC/MSDC Cllr Stringer and three members of the public.

**Apologies:** Cllrs B Gardiner, D Nunn and S Webb.

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.

7.35pm Cllr Davey arrived

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

**a) Extraordinary Parish Council meeting 28.8.19.** Pages 1689- 1690 inclusive were unanimously agreed as a true and accurate representation meeting and were duly signed and dated by the Chairperson. However page 1691 was not confirmed or signed by the Chairperson. **Action: Clerk** for next meeting

### 4.

**Police report:** no reports had been received since the last meeting.

**SCC/MSDC Cllr Stringer:** See County report as appended to these minutes. It was noted that Mendlesham had received no response further to two letters regarding the Joint Local Plan with Cllr Stringer to pursue accordingly.

**Public Forum:** nothing raised.

### 5. Planning

#### a) Applications:

**DC /19/03978 56 Ducksen Road, Mendlesham.** Application for approval of reserved matters following grant of Outline Planning Permission -DC/18/00545-Access, Scale, Appearance, Landscaping, and Layout for Erection of a semi-detached two storey dwelling and formation of parking area and new vehicular access.

Cllr Davey declared a non pecuniary interest in this application as his partner was a cousin of the applicant.

Cllr discussions included:

- That outline planning had been approved, despite the recommendation by Mendlesham Parish Council to refuse due to concerns about residential amenity for what would now be the middle property of a three dwelling terrace. Page 1692

- It was unclear from this application if the driveway materials were permeable or not. This could impact on existing surface flooding on Chapel Road?
- It was noted there was a precedent to convert semi detached dwellings into a three dwelling terrace in the village.
- If approved, there should be no construction vehicles parking on the highway and times of work should be defined as weekdays 8am to 5pm and Sat mornings.

The meeting was opened for members of the public to comment as follows:

- The new dwelling was 1m higher than Noahs Rest ( neighbouring property) .
- There would be an impact on the existing solar panels efficiency at Noahs Rest
- Previously a hipped roof had been suggested as helping to mitigate against a shadow over the solar panels which was not part of the plans for this application.
- Obscured windows were required on the end wall as these overlooked the living room for Noahs Rest.

A proposal was made and seconded to recommend approval of this application with comments regarding building times and no parking, permeable surface and need for a hipped roof/obscured windows.

After further discussion, another proposal was made and seconded to recommend refusal of this application with the same comments/concerns. The vote for refusal was 5 for, 3 against so the refusal motion was carried.

**b) Results:** none received.

**c) Correspondence:** None.

**d) Neighbourhood Plan /Draft Local Plan**

(i) To note and agree proposed response to Babergh and Mid Suffolk Joint Local Plan Consultation 22/7/19- 30/9/19. Confirmed including revised comment from Mr Moore regarding Neighbourhood Plan allocations.

(ii) To note letter sent to Tom Barker, MSDC regarding proposed settlement boundaries for Mendlesham and Mendlesham Green plus land allocations for Mendlesham. Noted.

(iii) To receive reports of Parish Council representation at meeting re Local Plan 13.8.19. Noted.

(iv) Any other matters.

Ongoing work to cover windfalls was noted. It was also agreed residents should be reminded of the Draft Local Plan consultation via E News and the Parish Newsletter. **Action:Clerk** Page 1693

2 members of the public left.

## **6.Reports:**

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

#### **Financial:**

##### **PAYE:**

Monthly salaries now seem to be adjusted further to July tax month of two payments in one tax month. Notice received that HMRC had not received notification that payment would not be made in August and warning a penalty may be levied. Return then sent.

4.9.19 email received advising another notice had been made but could not be seen on HMRC system-waiting for more information.

This may stem from different dates of pc meeting/payment of salaries. To prevent this occurring again will use the 7th of the month as payment of salaries.

##### **Dog bin:St Marys Church**

MSDC confirmed no issues re planning permission/Conservation Area. Bin ordered £388.60.

##### **Grit Bins:**

Damaged bin at Church Road/Brockford Road bend reported to SCC with request for them to remove and replace.

**Bank Mandate:** Mandate changes completed. Cllr Allen now a signatory.

**Mendlesham CLT:** Paperwork received from Solicitor. Now need a meeting and to discuss further with Debbie Wilding.

**Cllr Judd:** Register of interests and all formalities completed. Mendlesham web site updated accordingly and MSDC advised.

##### **50 50 shop:**

New lighting now installed.

##### **Antisocial behaviour Mendlesham**

##### **School/Playingfields/Community Centre.**

Incidents of broken glass reported to Police with Stowmarket Safer Neighbourhood Team also advised. 37/53149/19. CCTV checked.

##### **Correspondence:**

Nothing of significance

**Delegated Decisions by Clerk :** none.

**b) Village Organisations report:** nothing reported.

**c) Open meeting 22.8.19 re Green Spaces.** This meeting had been attended by some 20 residents/ organisation representatives and was deemed to have been a success. Notes of the meeting to follow.

**d) Chairs report :** nothing to report.

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

**7. To confirm Mendlesham Parish Council response to Suffolk County Council Green Access consultation.** Delegated authority was given to the Clerk to respond.

**8. Mendlesham Parish Council Financial matters**

**a) To agree invoices for payment .** The following invoices were unanimously agreed.

DD	5.50	Google monthly admin
000887	1550.00	ARC Tree Surgery Ltd work at Mendlesham playingfield re trees.
000888	39.00	J Michell reimbursement fuel for woodland
000889	179.60	August Street Cleaning
000890	852.58	Administration August plus tax rebate
DD	60.90	NEST monthly contribution
000891	82.89	Street cleaner holiday cover
000892	696.00	Anthony Collins re CLT set up
000893	101.76	Windrush Electrical 50 50 shop light
000894	84.00	Windrush Electrical tennis court lights

**b) To note receipt of External Auditors report for the year ending 31.3.19 and confirm any actions as required.**Not received.

Remaining members of the public and SCC/MSDC Cllr Stringer left.

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

**9. Playingfield matters:**

**Mendlesham New project:**

a) Report and any decisions as required. The Clerk reported an informal meeting with Tony Bass, MSDC and discussions about toilets and showers. After discussion it was agreed to seek further financial information to provide a portaloo and then consult with residents.

**Action: Clerk.**

Cllrs Foster declared an interest as they are members of MendleshamWalking Group who have requested toilet availability.

- b) Grant Offer from MSDC re Multi Use Games Area and Wheeled Sports Area projects: to confirm and sign. Not received.
- c) To agree plan for required demolition of fencing and wall. Cllr Gardiner had been quoted £120 for a metal skip with reimbursement of the value of the metal. It was agreed this plus a conventional skip should be used.

## **10. Parish Council managed assets**

**To review financial income, costs and need for hire agreement documentation and confirm way forward. To include:**

**a) Mendlesham Playingfields-** it was agreed that all organised events required authorisation via a signed user agreement. It was agreed to research fees for similar facilities and discuss at a later meeting. **Action: Cllr Allen and Cllrs Foster** to research further and provide details to the Clerk for a future agenda item.

It was noted that use of the Playingfields by Mendlesham Primary School would also need to be considered.

**b) 50 50 shop/Footballers store/Use of back room by drama groups.** For further discussion at the same meeting as a).

**c) " Green Area " and old Scout Hut area at Mendlesham Green.** It was agreed to continue with the existing arrangements for the Green at Mendlesham Green. The need for a formal document covering the use of the land at the old Scout Hut site was noted. It was agreed to ask the Scouts and Mr Fletcher for a report January 2020 so a decision could be made at that time, depending on the progress seen with the Scout Hut building project.

**d) Mendlesham's Woodland:** existing arrangements to continue.

**e) Any other:** The new noticeboard was raised with Cllrs Fosters to establish the exact position with Lovells.

**11. Public Licence responsibilities for Mendlesham Community Centre/Mendlesham Playingfields: To discuss and agree any required actions.** It was agreed to explore the costs and requirements to de licence the Mendlesham Playingfield with regard to alcohol.

**12. Mendlesham Parish Council training requirements .** It was agreed to ask Gordon Mussett via SALC to deliver a Mendlesham three hour training session ideally to be attended by all Councillors. Page 1696

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

Nothing raised.

Meeting closed at 9.25 pm

Page 1697