

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Small Hall, Mendlesham Community Centre, Mendlesham on Wednesday 17th April 2019 at 7.30pm.

1. Present: Cllrs M Exley (Chairperson), D Foster, N Foster, D Nunn, M Watson and S Webb, S Jones (Clerk) and seventeen members of the public.

Apologies: Cllrs A Davey, N Fletcher, H Orton and E Ward.

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 Extra Ordinary meeting

2.4.19 as a true and accurate record of that meeting:

Pages 1646-1649 inclusive were unanimously approved, signed and dated by the Chairperson.

4.

Police report:

The Stowmarket Safer Neighbourhood Team April newsletter was read out with a report of a Parish Liaison meeting attended 15.3.19.

7.40pm SCC/D.Cllr Stringer and a member of the public arrived.

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

Public Forum: The following questions were asked:

How could HGV vehicles be prevented from going through Mendlesham Village? Cllr Stringer reported a Road Traffic Order costing some £5k would be required. Suffolk County Council officers had been asked to review recent data collected and provide options.

Dog fouling along the public footpath going through St Mary's graveyard was noted. **Action:** Parish Council to consider suitability of location and then provision of a new dog litter bin.

A question was asked about the use of electronic speed signs. Cllr Exley reported the timescales and project.

2 members of the public arrived.

A question was asked about traffic numbers along Front Street . It was reported data indicated some 2000 per day, some 100 hour each way at some times.

Page 1650

5. Planning

a) Applications:

DC/18/03147 Land off Station Road and Glebe Way, Mendlesham

Outline Planning Application (Access to be considered)- Erection of up to 28 dwellings (including 9 affordable homes) and provision of public open space. Reason(s) for re-consultation: Revised drawings and documents received 25.3.19

The meeting was opened for comments by members of the public. It was noted that this application had been considered before, with new documents dated 25th March to now be considered. It was also noted that the previously proposed access via Glebe Way was not included, with access via Old Station Road.

Concerns included:

- The safety of having access on Old Station Road, particularly with the Station Fields development access and use of the footpath from Glebe Estate to the school/ community centre/playfields site.
- It was noted that whilst this application was for up to 28 dwellings, this site formed part of a much larger area submitted to MSDC as a potential land bid.
- It was noted that this area provided the means to provide new access out of the village to ease traffic issues.
- The current volume of traffic via the conservation area needed to be addressed.
- Mendlesham was not averse to development.
- Capacity of the utility services to cope with present and additional housing was questioned.
- The size of dwellings Mendlesham required was noted ie bungalows, smaller dwellings, but also four bedroomed rental homes.
- A question was asked about if the developers had spoken to the Parish Council about their plans. It was noted a request had been made, as also received from other developers but the same response had been sent ie to wait until work on the revised Neighbourhood Plan had been completed.

Parish Councillor comments included:

- This was outside the settlement boundary
- Contrary to the adopted Neighbourhood Plan
- Contrary to the MSDC Community Strategy policy
- MSDC had a five year land supply (despite the comment in the application planning statement)
- Infrastructure requirements needed to be addressed.
- Pumping station and proximity to proposed dwellings needs to be considered.
- Need for a "relief" road, which this application could block.
- Consideration of proximity of Elms Farm . New layout encroached.

- Indicative layout now places road close to existing community housing development.
- Will need good landscaping

It was proposed, seconded and unanimously agreed to recommend refusal of this application.

b) Results:

DC/ DC/19/00449 Land adjacent to Riverside Cottages, Mendlesham Green:

Full Planning Application -Erection of 1 no3 bed house with integral garage.
Refused.

DC/19/00369 Boormalt, Old Station Road, Mendlesham

Full Planning Application -Erection of a security fence incorporating one gate and replacing three existing gates. Granted.

DC/17/04033 Memorial Farm, Norwich Road, Mendlesham

Planning application -change of use of land to hovercraft track. Grant.
2 members of the public left

c) Correspondence:

Town and Country Planning Act 1990

Appeal under section 78. Ref APP/W3520/W/19/3224996

DC/18/05243 Land at Cay Hill, Mendlesham Green- Outline Planning Application (Access to be considered) erection of 2no dwellings.
Cllr Nunn declared an interest as the applicant works for him and took no part in discussions.

It was unanimously agreed to respond to the Appeal, supporting the MSDC decision to refuse and also include the comments made on an earlier application for DC/18/02959. **Action:** Clerk

d) Report from Revised Neighbourhood Plan committee

Locality had confirmed that the grant currently held could be held for the same purposes this year. A return covering the balance of unspent grant as at 31.3.19 had been submitted.

The AECOM had been received with the SEA Environmental reports anticipated shortly. A committee meeting would take place later this month and a meeting had been requested with MSDC thereafter. Traffic data had also been obtained.

e) Any other planning matters: none.

A member of the public left.

6.Reports

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

Financial:

Notification of Precept payment £18,850

£2500 SCC Locality grant Mendlesham Green Play Equipment received.

£3000 MSDC Locality grant received for LED lighting. Quotes in process of being sought.

£5197.74 re vat reimbursement 1.8.18-31.1.19 received. As part of the year end accounts work, it became apparent a claim for £7.25 and £532.06 has been duplicated over two VAT claims. ie we have been overpaid £539.31. RBS our accounts package providers have helped adjust the accounts for the ye 31.3.19 and the VAT return 1.2.19-31.3.19 of £438.35 will now be -£100.96 (reimbursement cheque to be sent to HMRC)

SCC Locality grant re speed monitoring equipment £2010.82 not received. Reimbursement for tax paid £381.83 not received.

MSDC Street Cleaner grants £357.18 per quarter, six payments received, MSDC advised, waiting details re adjustment.

£4,000 grant confirmation seed funding for Mendlesham Community Land Trust received- need to keep as separate financial records.

Allotment fees outstanding chase with confirmation tenancies will be terminated if payment not received within one month. Flurry of payments received then received. £30, two different holders/plots outstanding as at 10.4.19.

Election: Notice of poll for the election of Parish Councillors for Mendlesham to be held Thursday 2 May 2019.

PAYE: year end completed. No further payment required. Account in surplus £80.15. Confirmation received to deduct from next payment due.

New dog bin: - installed.

Mendlesham Playingfields:

New Project: meeting in process of being arranged. May/June.

Issues with damage to junior football goals and use of land nearest the building resolved.

Path behind Glebe Way - contacted Metfield Estates again, apology for delay, area now strimmed.

Community Action Suffolk: renewed membership CAS1457/19 for Parish Council, Mendlesham Community Centre and Mendlesham Memorial Playingfields Charity. No fee.

Correspondence:

Thank you further to grants ..

Sport England: confirmation of project financial decommitment £1375 -this was further to our email of 29.11.17 and the work done to land drains which was not as much as expected.

Ashtons Legal: file closure for licence for access to 2 Mill Terrace, Mendlesham Green -archived until 12 March 2035 when file will be destroyed.

The Adnams Community Trust Report and Accounts 2017-2018

Delegated Decisions by Clerk : purchase of new battery for sit on lawnmower

8 members of the public left

b) Village Organisations report: nothing to report.

c) MSDC Parish Liaison meeting 7.3.19. Attended by the Chairperson and Clerk. Agenda items financial, investment strategy, update on Draft Joint Local Plan progress.

Questions asked about the success of move to Endeavour House, financial strategy and outcomes of investments and update on any merger with Babergh.

d) Scout Hut meeting: A meeting had taken place with Scout representatives with positive progress towards a new building made.

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

f) Questions to the Chair: none

Cllr Stringer left. Two members of the public remained.

7. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

The following payments were unanimously agreed.

000840	343.69	March street cleaning plus holiday
000841	2292.08	Administration March salary, plus excess hours ye 31.3.19
DD	133.63	NEST March contribution
000842	52.08	S Jones March expenses Page 1654

000843	291.74	Glasdon UK new dog bin
000844	524.22	Suffolk Association of Local Councils annual subscription
DD	5.49	Google monthly subscription
000845	19.00	Mendlesham Community Centre hire
000846	29.91	Environment Agency drainage charges
000847	58.09	J Downie reimbursement fuel
000848	35.25	J Lawes Ltd padlock
000849	130.77	S Jones printer cartridge
000850	100.96	HMRevenue and Customs, overpayment of VAT reimbursement
000851	48.00	J Downie reimbursement new battery sit on lawn mower
000852	35.25	J Lawes Ltd 50 50 shop/football store repairs

b) To review management information, bank reconciliation, position re reserves as at 31.3.19 . Noted and unanimously confirmed.

c) To consider financial arrangements for a power scythe. Cllr Stringer had committed £1,000 from his locality grant and a further £1,000 as required was unanimously agreed from general reserves. **Action:** Cllrs Stringer and Exley to liaise re purchase.

d) To agreed to purchase a dedicated Parish Council laptop. Unanimously agreed, approximately £500 from general reserves.

e) To note Asset Inspection report as at 28.3.19 and agree any actions required.

See report as appended to these minutes. Works since completed include repairs to the picnic table at Mendlesham Green, work to avoid removal of the Scout Hut Gate and removal of the seat at Mendlesham for decoration, It was agreed not to undertake any repairs on the village sign mortar cracks as repairs were not thought to prevent further deterioration.

Action: Clerk to thank Mr Favager for his help with the Mendlesham seat. It was noted that the Mendlesham Green Telephone box had been included in the inspection.

f) Any other financial matters: none .

8. Parish Council volunteers:

a) Risk Assessment for Volunteer workers: unanimously agreed as apart from the date of review, no change required.

b) To consider the request and requirements from Mendlesham Walking Party to undertake works as part of the Mendlesham Parish Council insurance cover.

Cllrs Foster declared an interest as they are members of the walking party group.

It was unanimously agreed that the advice received from Suffolk County Council Rights of Way and the Parish Council insurers needed to be followed. Therefore any works needs to be approved in advance and subject to risk assessments, working party specifications etc prepared under delegated authority to the Parish Clerk. The Clerk would also communicate with the Rights of Way team to confirm if volunteer work was required.

1. Volunteers need to complete and return the attached registration form and return to the Parish Clerk.
2. Any works identified need to be reported to the Parish Clerk and not carried out until confirmed by the Parish Clerk.
3. The Parish Clerk will liaise with SCC Rights of Way officers to agree that either County will carry out the work or Mendlesham will try to form a volunteer working party. If a working party, Mendlesham will then identify the source/supply of any equipment or materials for the work, appoint authorised persons to lead the project and complete an appropriate risk assessment form. Whilst the title working party, seems to imply many, it could be as few as two individuals. Lone working will not be approved.
4. The Clerk will then communicate accordingly to try to get a working party together and make sure we have appropriate risk assessments and requirements covered etc. SCC will also help as required.

9. Parish meeting: To confirm arrangements for the Parish meeting 23rd April 2019. Noted.

10. Mendlesham Green allotments:

To consider request from local resident, Mill Terrace, to pipe ditches adjoining allotment land. Not discussed as no further information received from the resident.

11. Any other business: matters of report and future agenda items. Nothing raised.

