

An Annual Parish Council meeting for Mendlesham Parish Council was held in the Old Schoolroom, Mendlesham on Wednesday 15th May 2019 at 7.00pm.

Present: Cllrs P Allen, A Davey, M Exley (chairperson), D Foster, N Foster, B Gardiner, D Nunn, H Orton, E Ward and S Jones (Clerk).

1. To elect the Chair of the Parish Council

No candidates were forthcoming.

It was unanimously agreed to suspend part of standing order 5e " No individual shall serve as Chairman for more than three consecutive years " until the next Annual Parish Council meeting.

Cllr M Exley volunteered, was proposed and seconded. The vote was unanimous.

7.05pm a member of the public arrived.

2. To elect the Vice-Chair of the Parish Council

Cllr A Davey was proposed and seconded. There were no further nominations and the vote was unanimous.

3. To receive the Chair's Declaration of Acceptance of Office.

Cllr Exley signed the declaration, witnessed by the Parish Clerk.

4. To receive Parish Councillor Acceptance of Office.

Cllrs P Allen, A Davey, M Exley, D Foster, N Foster, B Gardiner, D Nunn, H Orton, E Ward duly signed their Acceptance of Office document, witnessed and signed by the Clerk, It was unanimously agreed to accept signed Acceptance of Office documents, duly witnessed by the Clerk for Matthew Charters and Sabina Webb over the day few days. (Clerks note: Cllr Webb signed her Acceptance of Office witnessed by the Clerk later that evening).

5. Welcome, apologies for absence and filming statement.

The Chairperson welcomed Cllrs to the meeting. Apologies had been received from Matthew Charters. The filming statement was read out.

6.Data Protection: to note the Mendlesham Data Protection policies including New Councillor Privacy Statement, Information Protection Policy and complete GDPR Checklist for Councillors.

Unanimously noted with Check list for Councillors completed by Cllrs P Allen, A Davey, M Exley, D Foster, N Foster, B Gardiner, D Nunn, H Orton, E Ward. (Clerks note: Cllr Webb signed her Checklist later that evening).

7.General Power of Competence: to resolve that Mendlesham Parish Council meets the criteria of having a qualified clerk and 2/3 elected councillors at the last ordinary election and is eligible to use the General Powers of Competence (Prescribed Conditions) Order 2012 until the Annual Meeting of Mendlesham Parish Council after the next ordinary election.

It was noted that a contested poll had been held 2.5.19, between thirteen candidates for election of eleven Parish Councillor positions. The clerk is qualified obtaining Cilca qualification 24th December 2009. The Parish Council unanimously resolved that it was eligible to use the General Powers of Competence (Prescribed Conditions) Order 2012 until the Annual Meeting of Mendlesham Parish Council after the next ordinary election.

8. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared.

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

6. To approve minutes of Ordinary meeting held on 17th April 2019 for accuracy and as a true record of the meeting.

Pages 1650-1656 inclusive were unanimously approved as an accurate record of the meeting of 17th April 2019, signed and dated by the Chairperson.

7. To appoint members to the following existing committees/roles as required :

Allotment representative

Cllr Orton was reappointed.

Finance & General Purposes Advisory committee

It was agreed further to previous discussions that this committee should only meet as circumstances dictate such as for a disciplinary matter, and if so the committee would be Cllrs Exley, Allen, Davey and Ward.

Planning Committee

It was agreed further to previous discussions that this committee should not meet.

Footpath Officer: Cllr Exley for Mendlesham and Mr T Moore for Mendlesham Green were reappointed.

Woodland Officer Mr J Michell was reappointed.

School/Community Centre Joint Liaison Committee Cllrs Exley, Nunn, and Orton were re appointed. It was noted this was representation only, with no delegated powers.

Neighbourhood Plan Committee Cllrs Exley, Orton and Ward plus Peter Dawson, Terry Moore and SCC/MSDC Cllr A Stringer were reappointed.

USAAF 34TH Bomb Memorial Advisory Committee Cllrs Allen, Nunn and Orton, Carolyn Triscott, Father P Gray and Cllr A Arnold, (Wetheringsett Parish Council) were re appointed. Authorisation agreed to monitor the memorial and funds.

Community Centre Advisory or working party. It was agreed the current working party would no longer meet. Charity Ordinary meetings would continue to be held on the same day as Ordinary Parish Council meetings with Extraordinary meetings then held additionally as required for business requiring time and debate.

11. Standing Orders:

General standing orders from 4.10.18 were unanimously agreed with the revision to standing order 5e as detailed above.

Financial standing orders from 1.4.18 were also unanimously confirmed.

12. To confirm payment of PAYE, pension and utility bills as required, without waiting until authorisation of Ordinary meeting plus payment of direct debits. A list of direct debits had also been circulated. Unanimously confirmed.

13. To appoint bank signatories: Cllrs Allen, Davey, Nunn and Orton plus Sharon Jones, including use of online banking facility unanimously confirmed. Any two to sign.

14. To appoint Parish Council representatives to the following organisations:

Mendlesham Community Council: Cllr Davey reappointed.

Suffolk Association of Local Councils: Cllr Exley reappointed.

7.30pm Cllr Webb and two members of the public arrived.

15. To review inventory of land and assets.

The asset register as at 31.3.19 was unanimously noted and agreed.

16. To review arrangements regarding insurance cover.

It was noted insurance cover was held via Community Action Suffolk (CAS) with Zurich and existing cover arrangements confirmed as correct. It was agreed on renewal (1st June 2019) the new parish council owned laptop and new noticeboard should be covered.

The outstanding administration requirements with Mendlesham School/ John Milton Academy Trust and Zurich regarding the community centre/school insurance was noted.

17. To review membership of Suffolk Association of Local Councils, Community Action Suffolk, Suffolk Wildlife Trust, Suffolk Preservation Society and Fields in Trust.

Unanimously confirmed.

18. To review complaints procedure and procedures for handling requests made under the :

Freedom of Information Act 2000

Data Protection Act 1998.

General Data Protection Regulation (GDPR) 2018

Unanimously confirmed with no changes required.

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19. To review Council's policy for dealing with the press/media.

Unanimously confirmed with no changes required. It was noted only the Chairperson could deal or delegate responsibility for speaking with the press/media on behalf of Parish Council, including as sole trustee for both charities.

17. To review the Council's employment policies and procedures.

Whilst these were in place and reviewed (6.2.19 page 1637 no 17), it was noted that a review of contract hours for the Clerk and training for performance reviews for the Cllrs was still outstanding. **Action: Clerk**

18. To review the Councils expenditure incurred under the general power of competence. The Supporting Statement for the Accounts for the Year ending 31.3.19, details this expenditure which was noted and unanimously confirmed.

19. To confirm meeting dates for the remainder of 2019.

Unanimously confirmed.

Meeting closed at 7.40pm

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