

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 15th May 2019 at 8pm.

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

**Apologies:** Matthew Charters

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. Police report:** The last report received had been circulated at a previous meeting. A consultation request had been received from SALC following implementation of the revised local policing model in October 2018. A response was agreed. **Action: Clerk**

**SCC Cllr/ DCllr Stringer reports :** See reports as appended to these minutes. A question was asked and Cllr Stringer agreed to investigate regarding the last Suffolk County Council Pavement inspection for Mendlesham, in particular regarding concerns about an area of pavement in Old Market Street. Cllr Stringer was asked for the number of official MSDC traveller sites. There are four official sites around Mendlesham although not owned by MSDC.

**Public Forum:** Cllr Stringer was asked and responded accordingly about his role in the planning process. It was noted the Parish Council is not a statutory consultee, but asked as a courtesy for a local opinion.

### 4. Planning:

#### a) Applications:

#### **DC/19/00922 11 Thorpe House, Ducksen Road, Mendlesham**

Householder Planning Application – Erection of a garden shed.

Unanimously recommended for approval.

#### **DC/19/01839 Park House, Brockford Road, Mendlesham**

Outline Planning Application (some matters reserved) -Erection of 2no single storey dwellings and vehicular access.

This application was considered in its own right. This application referred to application 3084/15 Latins Hall which whilst recommended for refusal by the Parish Council had been subsequently approved and two bungalows since built. Residents from the new dwellings had subsequent raised the same concerns regarding the lack of pavement and speeding vehicles along a busy road as previously raised by the Parish Council.

After consideration, Parish Councillors unanimously recommended this application for refusal with the same concerns as for 3084/15, but in addition noting MSDC now has a 5 year land supply and our Mendlesham Neighbourhood plan has been adopted.

It was believed planning legislation had also changed with garden land no longer being categorised as brown site land. The need to protect trees and hedges was to be stressed again and the existence of breeding water voles very close to be included.

**b) Results:**

**DC/19/00542 Land at Brockford Road, Mendlesham Planning Application** -retention of change of use of agricultural land to site a domestic mobile home including a new vehicular access to the highway, gateways and fences. Refused.

**DC/19/00545 Land on Brockford Road, Mendlesham. Planning Application**- change of use of land for the siting of a static residential caravan and provision of hardstanding for up to three touring caravans. Refused.

**DC/19/00544 Land on Brockford Road, Mendlesham. Planning Application** – Change of use of agricultural land to breeding kennels and stationing of a mobile home for office use including a new vehicular access to the highway. Refused.

**DC/19/01176 Russells, Hobbies Lane, Mendlesham. Householder Planning Application** -erection of attached lean- to carport and associated hardstanding. Grant.

**DC/18/00313 The Willows, Stowmarket Road, Mendlesham**  
Discharge of Conditions for DC/18/00313 – Condition 6 (Refuse bins and collection areas) and Condition 7 (Access surface treatment).

**c) Correspondence: MSDC re changes to permitted development.**  
Noted.

**d) Report from Revised Neighbourhood Plan committee and plus actions/decisions required.**

An advisory committee meeting had taken place 9.5.19. A draft SEA report had been received and comments provided. There was a need to complete a supporting document for traffic which would be completed locally. The need for a professional report providing more detail regarding flooding risk for the land allocation sites was identified. It was noted that as at 31.3.19 the NP earmarked reserve totalled £12503. However, £6k District locality grant from this was allocated for SEA work by The Place. Whilst not yet complete, as at 31.3.19 their work was £5592 for the SEA and £1120 for Historic reports already completed. A further £3863 was also ring fenced further to the national Locality grant for future publishing costs and a Health Check.

It was unanimously agreed that Cllrs Exley, Orton and Ward unanimously could commission the Flood information report up to £3,000 with any balance to come from general reserves.

**e) Any other planning matters:** none

## **6.Reports:**

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

**Actions:** Further to last meeting and non agenda items:

**Internal audit:** documents already with auditor, papers from these meetings to be forwarded via email.

External audit arrangements received and in hand.

### **Mendlesham Playingfields:**

New Project: meeting re Table Tennis tables 3.5.19. Working party meeting 16.5.19. Agenda item for pc meeting 5.6.19.

Playingfields hire fee review . Agenda item for pc meeting 5.6.19

**LED Lighting:** quotes obtained. Agenda item for pc meeting 5.6.19

**New dog bin near Church:**Agenda item for pc meeting 5.6.19

**New Scout Hut:** currently lots of communication. Mr Noel Fletcher has taken over as project manager. Plan to have as an agenda item with full report 3.7.19, to include request for financial contribution from Parish Council to help match fund grant applications. Have advised situation re legal fees, lease, provision of land and support.

**Correspondence:** none

**Delegated Decisions by Clerk:** none

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

Cllrs noted a report received from Mendlesham Community Council. "The Community Council had a very successful day despite the cold weather. Those that came reported they had a great time. Those providing food WI, Scouts, Toddler Group and Church made more money than last year. Other organisations have also said they had a good day. We heard from so many visitors how much they enjoy the Fayre. I would like to thank the people who sponsored us; Tramspread; Galloway; DJ Howlett Motor Engineers; Jaiger Engineering; Bluesky; 3 Point Property Management; Ince Development Ltd; Baronia; M L Property Consultants & Classic Stoves. Also thanks to Acorn Kennels and Brian Palmer Haulage who sponsored our Grand Draw and thanks to Brian for delivery of the trailer for our stage. Your support helped make the day a success.Many thanks to everyone who gave up their time to help make the day a success".

### **c) Suffolk County Council Highways event 17.5.19.**

The Chairperson and Clerk had attended an event that morning covering the launch of a Highways initiative for Community Self Help. Details of the presentation/scheme would be circulated when available.

A member of the public raised his concerns about the traffic and safety for residents particularly regarding Front Street/ Church Road junction. It was noted there were strong concerns locally about traffic and agreed to have this as an agenda item as soon as possible. Cllr Stringer would also help Mendlesham explore possible solutions. **Action: Clerk** re agenda item. The need to consider if this initiative would assist Street Fayre highway closure arrangements was also noted.

**d) Parish Meeting 23.4.19.** It was noted that this had been a good meeting and well attended.

**e) Community Land Trust :** whilst this would be a separate legal entity to that of the Parish Council it was noted a meeting had taken place with another to be arranged to agree the type of legal entity required and details of the trust deed.

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

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

## 7. Financial matters: Mendlesham Parish Council

### a) To approve invoices for payment

The following invoices were unanimously approved for payment.

#### Main account

Mendlesham Parish Council invoices for payment.

000853	841.98	April Administration
000854	178.00	April Street Cleaning
DD	60.90	NEST April contribution - includes new rates
000855	537.18	S Jones reimbursement for: laptop £479.97, laptop case £14.48, Mouse and projector cable £24.74, Microsoft Office £17.99
000856	35.12	M Favager refurbishment materials - seat at Old Market Place. £12 of which no invoice available.
000857	42.29	H Orton Parish meeting refreshments and picture frames
DD	5.50	Google monthly subscription
000858	51.44	J Lawes - materials for seat. Page 1664

000859	70.40	S Jones reimbursement stationary.
000860	63.00	Mendlesham Community Centre room hire

9.15pm two members of the public left.

**b) To approve Asset Register as at 31.3.19.**

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

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

Cllrs Ward and Webb volunteered to inspect the assets.

**d) To approve Accounts and supporting notes for the year ending 31.3.19, 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 31.3.19**

**Annual Governance Statement 2018/19.** Read out in full and unanimously approved.

**The Accounting Statement 2018/19** Unanimously approved.

**Bank Reconciliation as at 31.3.19** Unanimously approved with Cllr Exley having previously checked 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 31.3.20.**

Continuation of the existing system was unanimously approved.

**g) To appoint RFO for year ending 31.3.20.**

Sharon Jones was unanimously appointed.

**h) To note Heelis & Lodge appointed as Internal Auditors for the year ending 31.3.20.**Noted.

**i) To decide the 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 31/3/20, 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, Cllr 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) To confirm CIL return as at 31.3.19.** Unanimously agreed and signed by the Chairperson and Clerk.

**o) Any other financial matters:** It was noted that Cllrs Exley and Stringer had delegated authority and could proceed with the purchase of a powersythe up to £2,000 ( meeting 17.4.19,7c,p1655) .

**11. Any other business:** none

Meeting closed at 9.30pm

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