

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 3rd July 2019 at 7.30pm .

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

**Apologies:** Cllr D Nunn

The Mendlesham Parish Council filming statement was read out.

**2. To note Mendlesham Parish Council can coopt for the Parish Councillor vacancy.** Noted and subject to applications received, to be an agenda item for the August meeting.

**3. Declarations of interest:**

**a) To note Councillor's declarations of interest in any of the following agenda items.** The Clerk declared an interest in the agenda item relating to LED lighting for Mendlesham Community Centre as she is Chair of Governors for Mendlesham Primary School which shares ownership of the Main Hall.

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

**4. To approve the draft minutes of the following meetings as a true and accurate record of that meeting:**

**a) Ordinary Parish Council meeting 5.6.19.** Pages 1667-1672 inclusive were unanimously agreed as a true and accurate representation of the Ordinary Parish Council meeting held on the 5.6.19 and were duly signed and dated by the Chairperson.

**b) To note the draft minutes of the Annual Parish Meeting 23.4.19. To be approved at the 2020 Parish Meeting.** Noted.

7.35pm a member of the public arrived.

**5.**

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

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

A question was asked about a poster for recycling. Cllr Stringer reported this had been requested.

Questions and discussion included:

New draft local plan, how to obtain a " Mendlesham relief road" ( *Clerks note see later agenda item* ) , proposed cuts to bus services and publicity regarding proposed cuts to Health Visitor numbers.

**Public Forum:** nothing raised.

Page 1673

## **6. Planning**

### **a) Applications:**

#### **DC/19/02615 White Oaks Norwich Road, Mendlesham**

**Householder Planning Application: Erection of a single storey front extension and replacement of existing flat roof with pitched roof; Addition of horizontal cladding and render over existing stone cladding.** Unanimously recommended for approval with no further comment.

#### **DC/19/02974 Land East of, Brockford Road, Mendlesham: Full Planning Application- Change of use of land for the siting of 4no residential caravans**

Unanimously recommended for refusal. The exact location of this application was difficult to identify due to poor documentation including the maps provided. It was noted further to previous applications for either this site or neighbours, new information was provided regarding the flood risk and Mendlesham's Neighbourhood Plan. It was agreed that the flood information provided, did not alleviate the concerns about the site, which not only included flooding of the River Dove but also surface and ground water flooding. Whilst the applicant felt this application was in accordance with the Mendlesham Neighbourhood Plan, this was incorrect. Previous concerns including location in open countryside, highways issues etc still applied.

The information about a water bore hole as well as the possibility of septic /holding tanks having been installed was also of concern.**Action: Clerk** to report to the Environment Agency to ensure these had been installed correctly and with the appropriate permissions.

#### **DC/19/02973 Land East of the Laurels, Brockford Road, Mendlesham: Full Planning Application -Change of use of land to enable standing of four static caravans on the land, with a maximum of three touring caravans.**

Unanimously recommended for refusal. The exact location of this application was difficult to identify due to poor documentation including the maps provided. It was noted further to previous applications for either this site or neighbours, new information was provided regarding the flood risk and also regarding heritage matters. It was agreed that the flood information provided, did not alleviate the concerns about the site, which not only included flooding of the River Dove but also surface and ground water flooding. It was noted the flood information seemed to show this location in flood zone 3. The Applicant's reasons supplied with regard to mitigation for the local heritage was also not supported. Previous concerns including location in open countryside, highways issues , etc still applied . The space available for caravans to be a minimum of 6 metres apart was in question? The information about a water bore hole as well as the possibility of septic /holding tanks having been installed was also of concern.**Action: Clerk** to report to the Environment Agency to ensure these had been installed correctly and with the appropriate permissions.

**b) Results:**

**DC/19/02275 Bendalls Farm, Hobbies Lane, Mendlesham:**

Householder Planning Application-erection of extension to existing outbuilding. Grant

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

Householder Planning Application- erection of a garden shed. Grant

**DC/19/01839 Park House Brockford Road. Mendlesham:** Outline Planning Application (Including access, all other matters reserved)

Erection of 2 no single storey dwellings and vehicular access. Grant.

**DC/19/02283 Land adjacent Riverside Cottages, Mendlesham**

**Green:** Erection of a new dwelling. Grant.

**c) Correspondence:**

Receipt of the draft Joint Local Plan was noted.

Cllr Allen declared a non pecuniary interest as he is chairperson of Mendlesham Town Estate, owners of Mendlesham Green Playingfield site.

It was unanimously agreed to ask DCllr Stringer to request MSDC to amend the proposed settlement boundary for Mendlesham Green to exclude the playing field and include the areas from the Scout Hut site to Shingle House as previously requested.

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

**(i) To note committee meeting date 17.7.19.** Noted.

**(ii) Any other matters.** Questions were asked about the need for the Revised NP to include provision of a " relief road" and traffic improvements. This had been previously discussed with MSDC officers and advice provided as to how this subject could be strengthened as part of the plan.

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

**7. Parish road infrastructure/ Traffic:**

**a) To discuss way forward.**

Discussion included:

HGV numbers at peak times along Front Street.

Stowupland/Saxham Street permit system was not a solution.

Need to provide evidence ( NP Supporting document, SID data, photographs) to confirm actual issue not perceived.

**Action: Clerk** to contact Wetheringsett Parish Council to seek advice about the type of data available from SID machine.

**Action All:** to try to evidence via photos with accompanying dates, times and locations.

### **8. Scout Hut project:**

**a) Report:** Mr Fetchers report had been previously circulated to all Parish Councillors. Mr Fletcher also reported at the meeting:

- A request not to levy a hire fee for the site until the new building was up.
- Details of pledges received and requested.
- Position with regard to new building proposed which would require a new planning application. Exact costings awaited.
- Need to confirm position with regard to CIL ( both regarding application for funds and position on obtaining a waiver for CIL monies to be paid)
- Advertising programme underway
- Scout fundraising for normal scouting activities.

8.40pm a member of the public left.

### **b) To discuss and agree assistance from Mendlesham Parish Council**

Discussion included:

- Congratulations to Mr Fletcher for his work so far.
- The need for a new planning application. In the name of Scouts or Parish Council?
- Request for assistance for the planning fee application
- The discrepancy about the length of term of lease to be provided of 30 or 25 years and reasons why 25 years was previously advised.
- The need to obtain confirmation from the Secretary of State for a non commercial lease
- The need to confirm any CIL liability
- The need for the Parish Council to ask for updated legal advice.

8.45pm Cllr Stringer left.

It was unanimously agreed the Parish Council were generally supportive of this project. A question was asked about how much had been raised to date with Mr Fletcher reporting £9975 in the bank plus a pledge of £6k from Mendlesham Charities. Applications totally approximately £80k had been made. Others to be made to bring if all agreed a figure of some £120k. It was estimated the new build project would be £150/£200k. It was noted further financial information was required regarding the Scout organisation plus the need to confirm they could afford to run and repair the building once in use.

It was agreed Parish Councillors would provide any further questions to the Clerk and once more information was available, Mr Fletcher would need to return to the Parish Council.

## **9.Reports**

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

### **Financial:**

#### **Audit:**

External Audit papers sent to Auditor within allocated timescale. Papers on web site. Notice of Public Rights of Inspection advertised ( noticeboards, web site and E News).

**Allotments:** request by two individuals to each rent 5 allotments-tenancies sent out for signature with additional clause "only for domestic cultivation" ( Arnold Baker). Two allotment tenancies terminated further to allotment inspection. A new tenancy also in process.

**Mendlesham CLT:** Solicitors contacted- waiting contact. Information meeting to be attended Cllr Exley and Clerk 18.7.19 re funding.

**Path from Glebe Way and St Joesphs Centre:** Metfield Estates have after chasing, cut grass/weeds, now advising will not do so again and land has been adopted by " The Council". Not advised which council or provided as requested any legal documentation to confirm. Will need to return to MSDC and other action?

**Resident complaint** re weeds along highway and need to replace MSDC sign on grass area Horsefair Close and Ducksen Road. Communicated with Suffolk County Council re need to incorporate whole village re annual weed spray due 24.6.19. In contact with MSDC re replacement sign. Resident letter was acknowledged and will provide detailed outcome when known.

**Ducksen Road/ Health Centre** path blocked by parked vehicle on highway. Asked Stowmarket Safer Neighbourhood Plan team and Cllr Stringer to help. Resolved same day of request.

**Remembrance day :** 10th Nov St Marys 9.30am -contacted US Lakenheath and received confirmation they will send a representative if at all possible. Details of VE proposed events sent to Community Council and St Marys, asking them to keep us informed.

**Scout Hut site:** contacted Scouts, a couple of weeks ago, about trailer and metal rubbish outside fence. Advised it was them rather than fly tipping and scrap person to remove.

**PAYE:** Salary payments have been calculated this month with higher than normal tax and national insurance deductions. Have contacted HMRC and been advised this was because two payments have been made in one tax period ( due to timing of pc meetings) and should be adjusted by the system in subsequent months. Street Cleaner advised accordingly.

**Street Furniture:** No comments re proposed new dog bin. Church confirmed all good with them. Will try to seek confirmation from MSDC re powers to erect in conservation area and order.  
Grit bin at the corner of Church Road/Brockfrock Road broken -thought by grass cutter. Will investigate replacement procedures and costs for next meeting.

**Mendlesham Defibrillator:** details sent as requested to NHS- apparently there have been issues with the batteries for our model.

**Permissive footpath to Woodland:**

County to discuss at committee 12th July.

**Correspondence:** nothing of significance that is not an agenda item or reported accordingly.

**Delegated Decisions by Clerk :** None

**b) Village Organisations report:** Nothing to report.

**c) Path along Glebe Way to Old Station Road.** See Clerks report

**d) Chairs report .** Nothing to report that is not an agenda item.

**e) Questions to the Chair**

A question was asked about brambles overgrowing signs. It was agreed the Suffolk County Council self help scheme would be an agenda item for a later meeting. **Action: Clerk**

**10. Mendlesham Parish Council Financial matters**

**a) To agree invoices for payment**

The following invoices were unanimously agreed.

000868	100.12	S Jones reimbursement No dogs signs
000869	57.00	Mendlesham Community Centre hire
000870	145.20	Rialtas Business Solutions Ltd annual accounts service
000871	30.00	Rialtas Business Solutions Ltd transfer to new pc laptop
000872	143.00	June Street Cleaning Page 1678

000873	556.70	June administration
000874	1394.51	HMRC PAYE q1 less £80.15 credit 31.3.19
DD	5.50	Google docs monthly fee
DD	60.90	NEST monthly payment
000875	2805.00	Jeremy Benn Associates Ltd 50 % fees Strategic Flood Risk Assessment report
000876	500.00	Anthony Collins Solicitors LLP payment on account of work for Mendlesham CLT

**b) To note bank reconciliation and management reports to**

**31.5.19.** Noted

**c) To note purchase of the power scythe@ £1264.85 exc vat (£1k to come from Cllr Stringer locality grant).** Noted

**d) Any other financial matters.** Nothing

**11. Playingfield matters:**

**New project:**

**a) To confirm contract for Mr Woodley, Project Manager and appoint two Parish Councillors to sign on behalf of Mendlesham Parish Council witnessed by the Clerk.** Unanimously agreed Cllrs Exley and Davey to sign on behalf of the Parish Council, witnessed by the Clerk. Term 3.7.19 to 2.7.20.

**b) Report re project to include order for tennis tables, tender documents and procedures, S106 application, planning permission etc.** Table tennis tables on order. Terms and conditions of supply as part of the PING offer unanimously agreed with Clerk authorised to sign. Storage found . Tender documents and process confirmed. Need for Planning permission for MUGA lighting still to be confirmed. S106 application arrangements in process with final information to be incorporated after results of tender bid.

**c) To suspend General Standing order 18 diii " the invitation to tender shall be advertised in a local newspaper..." for these tenders.** Unanimously agreed for this project as both tenders would be advertised on the Public Contracts Finder website and there was little point in trying to find local suppliers for the project from a local press advert which would also cost. It was considered this would be an unnecessary use of public funds.

**d) To note and confirm acceptance of MSDC Developer Contributions grant for £1220 for two table tennis tables.**

Unanimously confirmed with Clerk authorised to sign acceptance letter.

9.30pm an extension of standing orders to 10pm was confirmed.

**It was agreed the following agenda items would be suspended until the next meeting.**

General playingfield matters:

- e) Playingfield hire fees: to review.
- f) 50 50 shop building hire fees to review
- g) Premises licence requirements/actions.

**h) Any other playingfield matters :** nothing reported.

**12. LED Project: to note and agree as required.** Nothing to report.

**13. Community Centre Small Hall new doors project: to note and agree as required.** Nothing to report.

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

An incident of the Air Ambulance landing at Mendlesham Playingfields was reported with a discussion about the Health and Safety arrangements that would have been in place by the Emergency Services discussed.

The need to review the use of developer contribution monies and consider a Mendlesham 10 year plan was discussed.

**Action: Clerk** an agenda item for a forthcoming meeting.