

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 5th February 2020 at 7pm .

1. Present: Cllrs M Exley (Chairperson), P Allen, A Davey, D Foster, N Foster, B Gardiner, D Nunn (from 7.05pm) H Orton, E Ward, S Webb, S Jones (Clerk) and SCC/MSDC Cllr Stringer

Apologies: none

The Mendlesham Parish Council filming statement was not read out as no members of the public were present.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items.

Sharon Jones, Clerk declared an interest in 8 and 9 as she is Chair of Governors for Mendlesham Primary School, joint owners and users of Mendlesham Community Centre Main Hall areas and agenda item 12c as the school also used parts of the playingfields.

Cllr Gardiner and Sharon Jones declared an interest as the contractor for agenda no 8, was the heating engineer for their own residential properties. Cllr Allen declared an interest as the heating engineer had previously been the heating engineer for his property.

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

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

a) Extra Ordinary Parish Council meeting 20.1.20

Pages 1723-1726 inclusive were unanimously agreed as a true and accurate representation of the meeting and duly signed and dated by the Chairperson.

4.

Police report: A police report had been received and previously circulated.

7.05pm Cllr Nunn arrived.

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

Questions and replies included the position regarding:

The call for sites- delivery was low.

A planning appeal for the caravans, Brockford Road , Mendlesham-still waiting.

Works to the River Dove- reported to the Environment Agency.

It was noted that further to the consultation on the Northern Ipswich Bypass being dropped, it was hoped via Cllr Stringer that Mendlesham would support Ipswich in any mitigation projects forthcoming.

It was agreed Mendlesham would be willing to be involved in a trial Police pilot involving APR SID Devices.

Public Forum: no members of the public present.

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5. Planning

a) Applications:

DC/20/00176 Bendalls Farm, Hobbies Lane, Mendlesham

Householder Planning Application -erection of extension to existing outbuilding. It was unanimously agreed to recommend approval of this application with no comments.

b) Results:

DC/20/00115 Playingfield, Old Station Road, Mendlesham:

Discharge of conditions application for DC/19/04769- Condition 3 (Prevention of Light Pollution).

DC/20/00042 Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development (England) Order 2015- 48 Middy Close, Mendlesham, Erection of single storey rear extension. Refused.

c) Reports: Meeting 13.1.20 had taken place with planning applicants. The applicants had yet to confirm the notes of the meeting were an accurate record of the meeting.

d) Correspondence: Nothing to report.

6. Open spaces maintenance:

a) To discuss and agree way forward with regard to Mendlesham Parish Council accepting ground maintenance responsibilities for:

- i) Old Engine Meadow
- ii) Other existing or future open spaces within the Parish that are not owned by Mendlesham Parish Council.

It was agreed that a working party, including Cllrs Stringer, Exley, Gardiner and Ward would investigate what would be involved, to include all spaces and return with a report and proposal for a decision at a later meeting.

7. Mendlesham Revised Neighbourhood Plan:

a) Report:

Committee meeting 13.1.19 minutes still to be done. Next meeting 17.2.20. Traffic supporting documents have been finalised and published on website.

Final report of JBA consulting SFRA report received 31.1.20 . Terry Moore progressed/ progressing outstanding supporting documents and final draft of NP Document itself. Meeting 17.2.20.

Terry and Place Services (Jon Crane with Pete Dawsons overview)
progressing other SEA work - all needs to dovetail.
MSDC need to commission a Habitat report from Place services
Further consultation for Station Fields residents to happen imminently.

b) To confirm request to Mid Suffolk District Council to commission an updated Habitat screening report, noting MSDC should pay for the basis report but any costs over and above would be payable by Mendlesham Parish Council. Unanimously confirmed.

c) Any other NP business. None

8. Mendlesham Community Centre grant project:

Water improvements

a) To consider three options regarding direct hot water machines and decide. The middle size machines were agreed for both kitchens.

b) To agree on the need for a water softener. Agreed.

c) To note improvement works for tanks, emersions etc. Noted

d) To note confirmation of £3500 Locality grant availability and agree any additional grant funding from Mendlesham Parish Council. £3500 Locality grant application agreed, £1500 to be provided from Mendlesham Parish Council funds with Clerk authorised to source at the end of financial year eg Grants, Churchyard grasscutting surplus, renewal or general reserves. Total project budget £5,000.

9. New Sound system for Parish Council and Community Centre use and additional equipment for projector system.

a) To confirm. Confirmed.

b) To note confirmation of £ 3200 Locality grant availability . Agreed.

10. Reports

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

Finance:

Allotment rent letters as at 30.9.19 sent out and funds continuing to come in. Will chase outstanding payments at earliest opportunity.

Need to do a VAT return .

Credit notification £1055.40 returned from JBA Consulting re SFRA report work for Revised NP. Initial cost estimated £4675, 50% up front fee £2337.50, Actual cost £1448. VAT paid, reimbursed etc part of these figures.

£373.56 MSDC Street cleaning grant q3 19/20 receipt of funds notification. Note this adjusts over payment of grants by MSDC ye 31.3.19 £12688 MSDC MUGA and Wheeled Sports Area grant - deposit drawdown for MUGA contractors.

£1016.67 MSDC grant towards Table Tennis Tables, Mendlesham Playing Fields project

£1000 notification Suffolk County Council Locality grant contribution notification re conservation mower notification.

£2020.82 Locality funding for speed monitoring equipment is still outstanding. Cllr Stringer chasing.

MSDC confirmation of receipt of Mendlesham Parish Council's Precept Authority, a precept for 2020/21 of £40,000.00.

This will be paid to the Parish in two instalments, 50% in April 2020 and 50% in September 2020. This precept gives the Parish a Council Tax Band D amount of £70.09. This is an increase of 2.73% on 2019/20. These are the amounts that will be shown on the Council Tax Bill.

Notification Lloyds bank 2.2.20 changes to access to online banking and security systems. (*Clerks note: Authorised signatories confirmed they have card readers/cards.*)

Parking at Mill Terrace, Mendlesham Green: contact from resident (*Clerks note: it was agreed Cllrs Nunn and Ward would meet if required*).

Mendlesham Old Market Street area: contact from volunteer re planting. (*Clerks note: agreed to finance a statement plant if required, but not as a memorial*).

Mendlesham CLT: meeting 15.1.20 Another meeting to be arranged. Meeting with MSDC officers requested to discuss the possibility of Mendlesham community housing, particularly with regard to current/future planning applications.

Scout Hut project: communication ongoing re planning application.

Fleece PH Amercian memorabilia: residents are asking questions about where it is. (*Clerks note: Cllr Exley reported he is due to attend a meeting shortly regarding a museum*)

Correspondence:

Age UK request for grant

MSDC details of Community Governance review

Delegated Decisions by Clerk : Community Centre water items purchased.

In addition, Cllr Exley and the Clerk briefly reported their attendance and content of a Mid Suffolk District Council Parish Liaison meeting of 4.2.20. It was noted the first meeting of the working party for social isolation had met and a report circulated. Complaints had been received and reported to Suffolk County Council regarding timing and quality of road works in the Conservation Area.

b) Village Organisations report: nothing received. Mendlesham Community Council report to come.

c) Chairs report: Nothing to report that is not an agenda item.

d) Questions to the Chair: A question was asked about comments on "Spotted in Mendlesham" via social media and how the Parish Council should respond. After discussion, including noting the current policy, not to engage with Social Media, it was agreed not to change this policy, but it was acceptable if anyone wanted to post the Mendlesham E News items on Spotted in Mendlesham.

11. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

The following invoices were unanimously agreed for payment.

000932	408.56	S Jones reimbursement, cc water cylinder and parts - part of pc project re cc water .
000933	91.00	Mendlesham Educational Foundation Old School Room hire Oct -Dec 19
000934	87.98	S Jones reimbursement re ink cartridges (pc should get £20 cashback)
000935	144.00	S Sacker (Clayden) Ltd metal skip re Playingfields project
000936	38.00	Suffolk Wildlife Trust annual membership
DD	5.50	Google monthly fee
000937	1025.48	Administration January
000938	179.60	Street Cleaning January
DD	81.20	NEST January payment Page 1731

000939	8.97	B Gardiner reimbursement pc water project for cc
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b) Any other financial matters. None

12. Playingfields:

Mendlesham:

a) Report on project|:

Prestart meetings had been held with both contractors. Work was due to start mid/end February. Volunteers had removed the fencing with the walls to be demolished and subsequent rubble removed being planned. Further to potential marking of a coloured surface, it was agreed the surface should be black.

b) A quote for CCTV of £1976.11 had been received .

Cllrs agreed that there was no time to obtain any further CCTV quotes and suspended Financial standing orders 10.3 and 11.1h regarding " striving to obtain three quotes". Quote unanimously accepted.

c) To sign contracts for Wheel Sport Area It was unanimously agreed to proceed with this contract with Cllrs Exley and Davey, duly appointed to sign on behalf of Mendlesham Parish Council, duly witnessed by the Parish Clerk.

d) To agree Premises licence amendment re sale and consumption of alcohol on Mendlesham Playingfield.

Further to pc ord mins 4.9.19 p 1696 11, the Clerk had contacted MSDC Licensing who had confirmed that the Parish Council had responsibilities for the sale and consumption of alcohol on Mendlesham Playingfields in accordance with the Premises Licence and current designated area. An application to amend the Licence could be made, subject to a fee to either remove or amend the area covering alcohol sale and consumption. Cllrs discussed potential amendments or removals. Mention was made of the Community Centre Social Club and the potential activities/requirements of their customers.

9pm. Cllr Allen declared a pecuniary interest as he owns a competitor business in the village and left the room.

An extension to standing orders to 9.30pm was agreed.

After further debate, it was unanimously agreed that the current Premises licence should remain unchanged.

e) A request had been used from a neighbouring football club to hire a pitch at Mendlesham Playingfields. Details of fees charged at other locations had been previously circulated. It was unanimously agreed the fee for this would be £30,in addition to those charged by Mendlesham Football club, subject to completion of a hire agreement and to the end of this football season.

f) A request from Mendlesham Community Council for karts to be part of the Street Fayre located on Mendlesham Playingfields was agreed. Cllr Allen returned.

13. To commence review of general and financial standing orders wef 1.4.20

Model NALC financial standing orders 2019 had been received with a revised proposed Mendlesham Financial Standing orders circulated in advance of the meeting.

Proposed financial standing orders 1.14, 4.1, 5.8, £5k amounts as compared to £500 delegated to the Clerk, in conjunction to the Chairman..... Under 4.1, was queried by a Councillor.

A telephone call to SALC had been made by the Clerk that day to confirm understanding and general practice of using the two different amounts.

After debate, the proposed financial standing orders as originally circulated, was agreed from 1.4.20

Action: Clerk to provide a final document for ratification at the March Meeting.

Due to time restraints it was agreed to review the General Standing orders as of 1.4.20 at the March meeting. **Action: Clerk.**

14. Risk assessment: To review internal control risk assessment and management policy. Unanimously agreed, noting that this policy would need to be reviewed again to incorporate any mitigation actions required further to new statutory requirements further to The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018. **Action: Cllr Davey and Clerk**

15. To review all other risk assessments:

The following had been reviewed and circulated prior to the meeting. They were unanimously agreed en bloc with the following comments/actions:

Woodland: hazard map and risk assessment . This had been checked with the Woodland Officer who had confirmed that this is still being adhered to although recently it had only been him undertaking volunteer work.

Handyman risk assessment: confirmed.

Street Cleaning : confirmed with Street Cleaner to sign. **Action: Clerk.**

Playingfield Rospa reports already reviewed pc ord mins 6.11.19 p1709

Community centre legionnaire checks. Confirmed. **Action: Cllr Exley**

Community centre pat tests -to be done professionally summer 2020. Not done last year due to works. **Action: Clerk**

Working party grass cutting risk assessment , task record for each event. Confirmed. Volunteer forms to be completed as required, but checked each time still applicable.

GDPR risk assessment : confirmed at present but to be reviewed re statutory requirements coming into force from Sept re web sites. Will need to be reviewed and updated again before then. **Action: Cllr Davey and Clerk.**

Community Centre fire risk assessment. Confirmed.

Required: Community Centre cleaner risk assessment to include COSH policy, further to now having taken cleaning in house. Cleaner is aware of the need for someone to know if she does any sole cleaning. **Action: Parish Clerk.**

There are risk assessments for ad hoc events such as lighting the beacon, projects to demolish tennis courts, but it was agreed these would be reviewed and in place at the time, at the time and not as part of this formal review.

12. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.20: To include review of

a) Independence

b) Competence

c) Review of relationship with clerk and councillors

d) Review of audit planning and reporting.

e) Review of audit scope.

Unanimously confirmed, noting Heelis and Lodge were qualified and experienced to undertake this role with no conflicts of interest.

The relationship with the Clerk was good and whilst councillors do not normally get involved with contacting the internal auditor directly, there was no reason to anticipate any difficulties in such a situation. It was agreed the form of audit planning, reporting and scope should remain unchanged

17. Parish Meeting: To confirm arrangements for the Parish Meeting 14th April 2020. It was agreed that thought would be given for a topic, with climate change suggested. Otherwise all arrangements will be the same as for previous years.

The following items were held in camera, although no members of the public were present to be asked to leave as it is sensitive employee information .

18. To review staff salaries from 1.4.20

It was proposed and agreed to continue with existing salary scales from 1.4.20 , in the absence of NALC/SLCC agreement.

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

None.

Meeting closed 9.25pm

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