

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 5th June 2019 at 7.30pm .

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

Apologies: Cllr H Orton

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

2.Matthew Charters: It was noted that Matthew Charters had not taken up his position as a Mendlesham Parish Councillor further his election for this role at the May election. Declaration of Office and Register of interest forms had not been completed.

Mid Suffolk District Council had been notified and notices asking if ten or more members of the electorate wished to call for an election to fill this vacancy were currently being displayed on the Parish Notice Boards and had also been circulated via Mendlesham E News.

3. Receipt of Register of Interests: It was noted Register of Interest declarations had been completed by Cllrs P Allen, A Davey, M Exley, D Foster, N Foster, B Gardiner, D Nunn, H Orton, E Ward and S Webb by 29th May 2018, witnessed by the Parish Clerk, forwarded to Mid Suffolk District Council and also posted to the Mendlesham Web site on 3rd June.

4. 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.

10d: The Chair moved this part of the agenda item regarding appointment of Project Manager for the Mendlesham Playing Field project. After discussion, it was unanimously agreed to suspend standing orders, particularly financial standing orders 10:3 and 11:3 and appoint Mr Woodley as project manager @ 1.25% of the value of the project. It was unanimously agreed Mr Woodley was the best person for this role, without the need to consider further alternatives as he was local, experienced through his professional role and previous community projects to undertake this work and had local knowledge of the site. The rate of remuneration was considerably less than the standard 6% for this role.

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

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

- a) Annual Parish Council meeting 15.5.19.** Pages 1657-1660 inclusive were unanimously agreed as a true and accurate representation of the Annual Parish Council meeting held on the 15.5.19 and were duly signed and dated by the Chairperson.
- b) Ordinary Parish Council meeting 15.5.19.** Pages 1661-1666 inclusive were unanimously agreed as a true and accurate representation of the Ordinary Parish Council meeting held on the 15.5.19 and were duly signed and dated by the Chairperson.
- c) To note the draft minutes of Mendlesham Memorial Playingfields Charity AGM 15.5.19. To be approved at the 2020 agm.** Noted.

6.

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.

Public Forum: no members of the public present.

7. Planning

a) Applications:

DC/19/02283 Land Adjacent Riverside Cottages, Mendlesham Green Planning Application. Erection of a new dwelling.

After discussion it was unanimously agreed to recommend approval for a two bedroom dwelling with sympathetic consideration of the neighbours comments. A three bedroom dwelling would not have been recommended for approval due to the likely need for more vehicle parking space.

DC/19/02275 Bendalls Farm, Hobbies Lane Mendlesham: Householder planning application erection of extension to existing outbuilding.

It was unanimously agreed to recommend approval .

DC/19/02287 White Oak Farm, Norwich Road Mendlesham: Planning Application-erection of agricultural storage building.

It was unanimously agreed to recommend approval for private use only.

DC/19/01690 White Oak Farm, Norwich Road, Mendlesham: Planning Application – Mixed use of land for the keeping of horses and agricultural production of hay, erection of stable block comprising 8no stables with associated tack and feed rooms, creation of equestrian arena, lunge ring, muck clamp and grass bund.

It was unanimously agreed to recommend approval for private use only.

b) Results: none

c) Correspondence: none

d) Revised Neighbourhood Plan

(i) To note committee meeting 9.5.19. Draft minutes of the meeting had been previously circulated and were duly noted.

(ii) Meeting with MSDC 21.5.19 Notes of the meeting had been previously circulated and were duly noted.

(iii) To appoint JBA Consulting to prepare a Strategic Flood Assessment Report @ £5482 (£2741 payable in advance). Finance from EMR Neighbourhood Plan and general reserves.

Further to last meeting, the cost of this report was higher than previously anticipated.

It was unanimously agreed that Mr Dawson should make the final decision regarding appointment and nature of works to be undertaken by JBA Consulting, but the expenditure of £5482 (£2741 payable in advance) was unanimously agreed. Finance from EMR Neighbourhood Plan and general reserves.

iv) Any NP matters: Mr Moore had spoken with East Bergholt regarding Mendlesham's revised Neighbourhood plan. Arrangements for the data for a Mendlesham Supporting Document for Traffic were noted and agreed. **Action: Cllrs Davey and Exley.**

e) Any other planning matters: none

8. Reports

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

Financial: Confirmation of MSDC seed corn grant re CLT £4k.

Audit: Internal audit completed. Papers returned. External audit arrangements in hand.

Mendlesham Playingfield tree: further to emails and responses, will confirm to Tree Surgeon, works on two trees can be carried out in August or later. Grasscutter volunteer also concerned as he cannot get under trees on playing field with Tractor, waiting height required and will then ask tree surgeon to quote.

Scout Hut project:

Report received. Agenda item for 3.7.19

Allotments: request by two individuals to each rent 5 allotment. Will check size to ensure will fall within allotment tenancy sizes rather than agricultural tenancy.

Correspondence: nothing requiring report.

Delegated Decisions by Clerk : none

b) Village Organisations report: nothing reported

c) Community Land Trust meeting 20.5.19 report and to note legal work instruction. It was noted a Community Benefit Society had been approved by the forming CLT as the appropriate legal entity. Legal instructions would now be made with fees to be paid from the £4k monies held on behalf of the CLT by Mendlesham Parish Council. A logo was also in process.

d) Allotment inspection report: An inspection had been undertaken by Cllr Orton and the Clerk on 22nd May. A couple of actions had been identified. **Action: Clerk.**

e) Chairs report : The required powerscyth had been identified and ordered. A question was asked about if landowners permission was required and the Clerk reported that this was understood not to be the case, but SCC Rights of Way would need to be notified in advance. It was reported that following the arable land on which the permissive temporary footpath to Mendlesham's Woodland is located, being advertised for sale, the current owner had been approached and was open to arrangements to protect the existence of this path for the community. Cllr Stringer reported this could be achieved by a traffic order and he would agree to a locality grant for this purpose. Cllr Stringer left.

f) Questions to the Chair:

Unauthorised alcohol drinking at Mendlesham Playingfields was raised.

Action: Clerk to forward details of the Premises Licence for the site to all Cllrs for an agenda item at the next meeting.

9. Mendlesham Parish Council Financial matters

a) To agree invoices for payment

The following invoices were unanimously agreed.

000861	14.99	S Jones reimbursement Norton Security one year subs pc laptop.
DD	5.50	Google monthly subscription
000862	4.67	S Jones reimbursement replacement handles for box used to send audit documents.
000863	84.05	J Downie reimbursement fuel for playing fields grass cutting
000864	330.00	Parkers Pitches re spraying new football pitch as previously agreed. Note both pitches sprayed in error.
DD	60.90	NEST monthly contribution
000865	841.98	Administration May
000866	178.00	Street Cleaning May

b) To review internal audit report for Mendlesham Parish Council for the year ending 31.3.19 and any actions required.

The internal audit report had been received and circulated to all Parish Councillors. It was noted that all was found to be in order with no action required.

c) To agree purchase of a new dog bin (approx £300) to be located adjacent to the footpath through St Mary's churchyard/Church Road. Purchase of a 35l green dog bin agreed subject to further consultation with residents including St Mary's Church and confirmation that this was within Parish Council statutory powers for the conversation area/ proximity to St Mary's Church. **Action:Clerk**

d) To confirm insurance cover from 1.6.19.Councillors reviewed and unanimously agreed the proposed cover with a five year undertaking. Cheque number 000867 £2404.07 payable to Business Services at Community Action Suffolk was approved and signed.

e) Any other financial matters none.

9pm a member of the public arrived.

10. Playingfield matters:

a) To review internal audit report for Mendlesham Memorial Playingfields Charity for the year ending 31.3.19 and any actions required.The internal audit report had been received and circulated to all Parish Councillors. It was noted that all was found to be in order with no action required.

b) To agree purchase of new signage regarding no dogs for Mendlesham Playingfields. Purchase of six signs approved (£124.31)

c) To note meetings of 16.5.19, 28.5.19 with MSDC. Notes of these meetings had been previously circulated and were noted.

d) To note and agree proposals regarding Phase 1 and 2 for the new Mendlesham playingfields project and authorise delegated responsibilities to include planning application (if required) tender bids, s106 application of funding from MSDC, project manager appointment etc. To confirm use of Earmarked reserve for process costs (planning application, project manager costs, tender costs etc) Unanimously approved. Delegated responsibilities to Mr Woodley, Cllrs Exley and N Foster and the Clerk to progress these requirements, but with final decisions to be made by Mendlesham Parish Council.

Action:Cllrs Exley and N Foster to prepare paperwork for Project Manager role.

e) To approve the purchase of two external tennis tables and equipment via SCC Most Active County/PING project Est @£775 each with funding to be requested from MSDC s106 funds or Mendlesham Parish Council funds if not available from MSDC. To agree storage location.

There was much debate regarding the purchase of two tables and a storage location was not forthcoming.

Eventually it was unanimously agreed to approve this proposal and continue to find a storage location. **Action: Clerk.**

f) Any other playing field matters: Mention of the temporary boundary fence between the playingfields and Station Fields being in the way of the grass cutting tractor was mentioned. **Action: Cllrs Exley and Fosters** to ask when discussing the new noticeboard with Lovells.

9.30pm An extension to standing orders to 10pm was agreed.

11. LED Lighting project: To authorise works.

Quotes from three companies and specifications for different parts of Mendlesham Community Centre were discussed. It was noted that there were no charitable funds available for this work so was a Parish Council project. £3k had been received via Cllrs Stringers MSDC Locality Fund. A budget of £5k was unanimously agreed to complete works to Small Hall, Main Hall and associated areas. £2k to come from the Mendlesham CIL reserve. Delegated authority was given to Mr Woodley to agree the detail and arrange implementation of this project.

12. Community Centre Small Hall doors project: To authorise S106 application and works. It was unanimously agreed to proceed with new doors for the Small Hall. The need to ensure the new access included a ramp rather than steps was noted and agreed.

Action: Mr Woodley to agree specification and then obtain quotes .

Action: Clerk to complete a s106 grant application in the name of Mendlesham Parish Council as this is a Parish Council project as the Charity does not have the funds for these works.

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

None