

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 6th November 2019 at 7.30pm .

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

Apologies: Cllr S Webb

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.

Cllr Gardiner declared a non pecuniary interest in agenda item 5d(ii) the notes of the meeting with applicants and owners of land next to Glebe Way as his property abuts the land, although there is a footpath between.

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) Ordinary Parish Council meeting 2.10.19.

Pages 1698-1703 inclusive were unanimously agreed as a true and accurate representation of the meeting and duly signed and dated by the Chairperson.

4.

Police report: No report had been received.

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

Cllr Stringer was asked about Mid Suffolk District Council and why Climate emergency was not higher on the agenda?

Public Forum: No questions from the public.

5. Planning

a) Applications:

DC/19/04060 Mill House, Mendlesham Green: Full planning application -conversion of garage to form 1 No. dwelling and erection of garage (following demolition of glazed link and porch to existing dwelling).It was unanimously agreed to recommend approval of this application for the following reasons:

- There was no new access onto the highway
- There was a similar footprint
- There would be little local impact
- The new dwelling would be in keeping with the existing property.

DC/19/04610 30 Front Street, Mendlesham: Notification of Works to Trees in a Conservation Area -T1 Silver Birch- Crown reduce height and spread of the canopy. T2 Ash- Crown reduce height and spread of the canopy, remove deadwood. Unanimously recommended for approval.

b) Results:

DC /19/04147 Mendlesham Manor, Brockford Road, Mendlesham. Application for Listed Building Consent- External repairs and internal works as detailed in the schedule of works. Grant

DC/19/01042 Pear Tree Cottages, 66 Front Street, Mendlesham. Householder Planning Application -Erection of outbuilding; Erection of side and first floor extensions to garage. Refused.

DC/19/00959 Land North East Of, Chapel Road, Mendlesham. Outline Planning Application (Access to be considered) -Erection of up to 49 no. dwellings and construction of Vehicular Access. Refused.

Report MSDC Development Control Committee meeting of 16.10.19 It was noted the outcome of this meeting had been circulated.

c)Correspondence:

Suffolk Minerals & Waste Local Plan Modifications Consultation: to note and confirm any response. No response agreed.

d) Revised Neighbourhood Plan

- (i) Notes of working party meeting 28.10.19. Previously circulated. Noted.
- (ii) Notes of meeting 29.10.19 with agent and applicants DC /18/03147 Land next to Glebe Way. Previously circulated. Noted
- (iii) Any other matters: none

e) Any other planning matters: It was noted eight appeals had been lodged regarding planning applications along Brockford Road, Mendlesham.

6.Reports

a) Mendlesham Community Land Trust report. Draft minutes of the meeting 15.10.19 had been previously circulated. Legal formation of the trust was in process.

b) Clerks report & delegated decisions: Actions taken from last meeting and correspondence

Planning: Appeal Land adjacent to 17 Brockford Road. Documents and further response submitted within time frame of Appeal.

Parish Cllr Training Wednesday 13th November.

St Joesphs:

Meeting requested with Trustees 9/19. Further contact further to social media comments.

Suffolk Local Authorities Parish Engagement Meeting (Planning) 15.10.19 Cllr Exley and Clerk attended. Aim to consider County Planning procedures and possible improvements for all. Further discussion, SALC Conference 18.11.19.

Suffolk County Council: Local Government Boundary Commission review consultation extended to January 2019 closes 2.1.20.

Mendlesham CLT: Solicitors currently processing applications to form Trust.

Replacement Grit bin Church Road, Mendlesham. County chased.

Correspondence: nothing of significance, that has not been circulated.

Delegated Decisions by Clerk : none

c) Village Organisations report:

Mendlesham Community Council had reported the Fireworks event had been a success. An application was in the process of being made for the street closure for the 2020 Street Fayre. The Clerk had confirmed Parish Council support of this event as part of the application. **Action: Cllrs Davey and Nunn** to contact Mendlesham Community Council with regard to traffic management as part of this application.

Mendlesham Walking Group had submitted reports further to their AGM and also training to monitor footpaths, working in association with Suffolk County Council.

c) Chairs report : nothing to report.

e) Questions to the Chair: nothing asked.

7. Mendlesham Parish Council Financial matters

a) To agree invoices for payment:The following invoices were unanimously agreed.

000895	£69.00	MSDC emptying litter and dog bins -incorrectly invoiced.Please note this cheque has been destroyed- incorrect amount see later.
000898	£63.00	Mendlesham Community Centre hire fees Approved last meeting, but then mislaid, stopped at bank, reissued 000901
000902	£82.80	MSDC emptying litter and dog bins -incorrectly invoiced
000903	£333.80	Administration expenses 1.4.19-31.10.19 plus telephone 28.2.19-30.9.19
DD	£5.50	Google monthly fee
000904	£166.56	S Jones reimbursement ink and paper
000905	£245.00	Heelis and Lodge pc internal audit ye 31.3.19
000906	£388.60	Glasdon UK Limited new dog bin
000907	£852.78	Administration October.
000908	£179.60	Street Cleaning October
DD	£60.90	NEST monthly pension contribution
000909	£309.00	Anthony Collins Solicitor -Mendlesham CLT legal fees.
000910	£110.00	Suffolk.cloud support and hosting of website 1.11.19-31.10.20
000911	£60.18	John Downie reimbursement of fuel for grasscutting

b) To note bank reconciliation and management information to 20.10.19. Noted. No questions asked. Cllr N Foster checked bank statements to bank reconciliation.

c) To commence budget for year commencing 1.4.20.

The Clerk (RFO) had prepared and previously circulated budget papers for discussion. It was noted this work would continue at subsequent meetings with further information regarding the tax base anticipated before the next meeting. The need to consider replacement of some items of street furniture was noted, any new projects for 2020 needed to be considered and some of the expenditure budget lines, reduced last year, were indicating the need to consider reinstating previous levels if possible.

A member of the public left.

d) To discuss and agree request from Mendlesham Walking Group to provide 50% funding (approx £400) for new Mendlesham walking leaflet. After discussion it was agreed not to support this request as it was not in accordance with policy.

e) Any other financial matters. None.

8. Playingfield matters:

Mendlesham New project:

a) Report and any decisions as required. Delivery of the external table tennis tables was imminent. Waiting for confirmation of planning permission to move the lights before any clearance/works could commence.

b) Any other matters re new project. None

Mendlesham Playingfield Boundary agreement:

c) To confirm and sign revised legal agreement between Mr R Fenning and Mendlesham Parish Council covering the boundary between Mendlesham Parish Council owned playingfield land and the adjacent arable field to incorporate the planting of 25 Oak Trees, a hedge height of no more than 1.8 metres, with the hedge planted on Mendlesham Parish Council owned land with the boundary one metre to the west of the root line of the hedge. Agreement unanimously confirmed, signed by Cllrs Exley and Davey, witnessed by the Parish Clerk.

Mendlesham Playingfield: to include hire fees, terms and conditions, maintenance and provision of equipment.

d) Report. Further to communication from Mendlesham Football Club, the cost to the club, time and funds, to prepare the grounds for use by non Mendlesham Football Club teams was noted.

e) To agree any required proposals. It was agreed to review any financial shortfall towards the end of the football season and consider reimbursement from Mendlesham Community Centre Charity as income from the additional use was benefitting the Charity.

f) Public toilet: to consider provision of a public toilet. After much discussion, including financial implications, anti social damage, cleaning requirements and priority as a parish council project for residents, it was unanimously agreed not to proceed with the provision of a public toilet.

Any other playingfield matters: Rospa Inspection reports had been received for both playingfields. A complaint had been made to Mid Suffolk District Council who arranged the inspections, as three pieces of equipment at Mendlesham Green had not been included and already identified wear and tear to eyelets and possibly shackles for the large tower at Mendlesham had not been specifically detailed. Response awaited.

With the exception of the Mendlesham Tennis court areas which were imminently due to be replaced, all comments were very low, low risk with the exception of the swings at Mendlesham Green which were moderate risk. The following observations and actions were agreed.

- Algae, moss -to be cleaned by volunteers.
- Mendlesham Green litter bin, projecting bolt thread. **Action: Cllr Nunn**
- Mendlesham Green swings/stepping stones/balance beam - these had subsequently been checked and no action was required.
- Mendlesham Tower- eyelets, shackles. **Action: Clerk** to ask professional play company to replace as required.

9. Vexatious complaints policy or amendment to existing policies to discuss. Information had been obtained by the Clerk from the internet, other parish councils and SALC regarding the availability of a model policy or policies already adopted by others. It was noted SALC/NALC did not have a model policy.

Action: Clerk to draft a revised complaints policy for a later agenda item.

9.15pm The meeting went into camera to discuss a confidential staff matter and the Clerk left.

10. To review contracted annual hours for Parish Clerk contract.

It was agreed to increase the contracted hours for the Parish Clerk to 80 hours per calendar month plus holiday (*Clerks note contract includes bank holidays and two additional days, pro rata*) with effect from 1.4.19 .

It was also agreed that a meeting of the Finance and General Purposes committee should meet to discuss staff appraisal requirements and procedures. **Action: Clerk**

9.20pm Clerk returned

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

Action: Clerk to raise June 2020 to review fireworks and dogs.

Meeting closed 9.30pm

