

## **Mendlesham Parish Council**

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 8th January 2020 at 7pm .

**1.Present:**Cllrs M Exley ( Chairperson), P Allen ( arrived 7.20pm) ,D Foster, N Foster, B Gardiner, H Orton, E Ward, S Webb, S Jones (Clerk) SCC/DCllr A Stringer and three members of the public.

**Apologies:** Cllrs A Davey,S Judd and D Nunn

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 Ward and Sharon Jones, Clerk declared an interest in agenda no 9 allotment rents as they are both allotment holders.

#### **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 4.12.19**

Pages 1710-1716 inclusive were unanimously agreed as a true and accurate representation of the meeting and duly signed and dated by the Chairperson.

### **4.**

**Police report:** nothing received since last meeting.

**SCC/MSDC Cllr Stringer:** See County, District and Green and Libdem Group Budget Proposals for 2020/21 as appended to these minutes. Questions and discussion included the felling of a tree at Mendlesham and what was happening with Children's Centres.

**Public Forum:** nothing raised.

### **5. Planning**

#### **a) Applications:**

**DC/19/05281 Fir Tree Farm, Mendlesham Green.** Application for Listed Building Consent -Installation of lift. This application was unanimously recommended for approval subject to consent from the Listed Buildings Officer.

#### **b) Results:**

#### **DC/19/05452 Boundary Farm Cotton Road Mendlesham-**

Application for prior notification of proposed demolition. Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 11- Demolition of single storey four bay timber framed building with weatherboard cladding under a corrugated sheet roof. Note MSDC does not require details to be submitted for approval.

**DC/19/05487 Pear Tree Cottages, 66 Front Street, Mendlesham**

Householder Planning Application -Erection of garden room/home office  
-grant .

**c) Reports:** Meetings 3.1.20 x2 with planning application applicants.  
Noted. The need to plan long term, for a road to remove traffic from  
outside the village was raised.

7.20pm Cllr Allen arrived

**d) Correspondence:** Extra Ordinary Meeting 20.1.20 and planning  
applications for the agenda noted.

**6. Mendlesham Green Scout Hut Project:**

**a) Report:** A report had been previously received and circulated to all  
Councillors. Mr Fletcher( Project Manager) and Mr Bryant (Assistant  
Group Scout Leader) were available to answer questions.

**b) Discussion and decisions re way forward.** A new planning  
application was required for a new "log cabin" design. The planning  
application fee was reported as £1232, but if in the name of the Parish  
Council £616 ( 50% discount).

It was unanimously agreed that the application would be in the name of  
Mendlesham Parish Council, who would also fund the £616 application fee.

**Action: Mr Fletcher and Parish Clerk** to liaise accordingly.

**7. Training 13.11.19 and future actions:**

The Clerk reported that she had investigated the actions relating to  
dispensation requirements re declarations of interest and found no issues.  
A request had been made to SALC to confirm and also provide details of  
Cllrs expenses availability, but no reply had been received to date. It was  
agreed Cllrs Fosters, Orton, Webb would start a working party group, also  
inviting Cllr Jubb to consider proposals for Parish wellbeing  
improvements. **Action: Cllrs Fosters, Orton and Webb**

**8. Reports**

**a) Clerks report & delegated decisions:**

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

**Finance:**

Allotment rent letters as at 30.9.19 sent out and funds starting to come  
in.

MSDC Table Tennis grant application: request made for funds,  
acknowledgement received, funds will be sorted in New Year.

**Mendlesham Defibrillator:** Much time spent with this since last meeting, NHS defibrillator went out of service again over the Christmas Period. Community Heartbeat Trust has been brilliant. Finally made contact with NHS 3rd Jan- they were going to come and service/replace the battery that day. (*Clerks note: the non working of the light in the telephone box/defibrillator at Mendlesham Green was noted.* **Action Cllr Gardiner to ask an electrician for advice).**

**Community Centre Premises licence:** Have made contact with MSDC licencing re amending licence to exclude sale and consumption of alcohol on Mendlesham Playing Fields. Licence Department Officer confirmed our previous thoughts regarding liability. Understand the process is relatively straightforward with a fee of £89. We need to review the current plan and decide a new plan.

**Cedar Tree** at Mendlesham Green: Cllr Stringer dealing with. Receipt of resident concerns but understand most concerns went straight to Cllr Stringer.

**River Dove:** reports of digger working in River bed received 4.1.20 reported to Environment Agency.

**Footpaths:** report of overgrown vegetation for footpath 57 at junction of Buces Hill and Brockford Road received from Walking Group. Footpath Officer to consider this week.

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

**Delegated Decisions by Clerk :** none

**c) Village Organisations report:** nothing reported

**d) Chairs report :**nothing to report.

**e) Questions to the Chair:** A concern was raised about a sole action undertaken by a Cllr, regarding their safety and potential consequences.

**Action: Cllr Exley** to discuss with the Cllr.

Discussion included gaps in the new Mendlesham Playingfield hedge.

**Action: Cllr Exley** to plant new plants to fill.

## 9. Mendlesham Parish Council Financial matters

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

It was unanimously agreed Cllr Orton and the Clerk would sign the following cheques/authorisations with Cllr Exley to check the details.

DD	81.20	NEST monthly contribution
000921	1038.28	Administration December
000922	179.60	Street Cleaning December
000923	130.58	NFU Mutual annual ins woodland tractor
000924	6.00	J Lawes Ltd bin bags Street Cleaning
000925	161.00	The Society of Local Council Clerks annual renewal
000926	548.16	Playquip UK Ltd t/a Playquip Leisure Mendlesham tower works
DD	1129.27	Public Works Loan Board six monthly loan repayment Street Lighting
DD	5.50	Google monthly subscription
000927	120.43	Mid Suffolk District Council ROSPA report fees
000928	1023.04	HM Revenue and Customs PAYE Q3
DD	35.00	ICO: renewed data protection fee
DD		Google Cloud Renewal of domain name currently 5.50 per month/£33pa , indicated as revised price £4.60 per month?

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

**31.12.19.** Noted with no questions. Cllr Gardiner checked bank reconciliation to bank statements.

**c) To consider three-year budget :** A proposal had been prepared and previously circulated by the Clerk and was unanimously confirmed with an amendment to the 20/21 budget to include the budget to be agreed.

**Action: Clerk**

**d) To consider any reserve requirements.** Position as at 31.12.19 were circulated and noted. To review March meeting. **Action: Clerk**

**e) To complete budget process for Mendlesham Parish Council for the year ending 31.3.21**

Further to agenda items for previous meetings November and December: MSDC officers had confirmed, further to the changes in the Mendlesham tax base for 2020/21 £570.68 3.3%, a precept of £40,117 would show a published increase of 3.03%. A question was asked about the proposed reduction to the Church grasscutting budget. The need to replace litter bins and liners was also noted.

After discussion the budget for 2020/21 with £40,000 Precept was unanimously agreed with contingency expenditure to be adjusted to balance the budget.

**f) To set the precept for the year ending 31.3.21 and complete Precept Billing Authority** A precept for the year ending 31.3.21 of £40,000 was unanimously agreed. The Billing authority was completed and signed by Cllrs Exley ( Chairperson), Cllr D Foster, Cllr Ward and Sharon Jones, Parish Clerk.

**g) Any other financial matters.** None.

**9. To agree any increase for allotment rents.**

Cllr Ward and Sharon Jones, Clerk had declared an interest in agenda no 9 allotment rents as they are both allotment holders. It was unanimously agreed not to increase current rents. The waiver of a fee for Mr Clements was noted ( £74.40) in return for his work keeping the site tidy.

**10. Playingfields:**

Mr Woodley arrived.

**Mendlesham:**

**a) Report on project:**

Prestart meetings were in the process of being arranged with both contractors . A meeting 13.1.20 would take place re the Wheel Sport Project with Mr Woodley, Cllrs Exley, Fosters and Gardiner and the Parish Clerk.

**Action : Cllr Gardiner** to order a metal skip, ideally with a lockable cover in anticipation of commencing demolition works.

**b) To sign contracts for Wheel Sport Area and MUGA projects.**

The contract for the Wheel Sport Area was yet to be received. The contract for the MUGA project with Sports Courts was unanimously confirmed, signed by Cllrs Exley and Webb, with Sharon Jones Parish Clerk as witness.

An invoice had been received from Sports Courts for the deposit £ 12688 plus vat £2537.60, total £15225.60. It was agreed to request a drawdown of the grant funding from MSDC, but providing this was confirmed, a Mendlesham Parish Council cheque could be issued before receipt of the funds. **Action: Clerk.**

**10. Any other business:** matters of report and future agenda items. An offer to provide temporary fencing for the St Joseph's Centre had not been taken up.

Meeting closed 8.45pm

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