

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 4th March 2020 at 7pm .

In the absence of Cllrs Exley (Chairperson) and Cllr Davey (Vice Chair), Councillors were required to choose a Councillor to preside at this meeting (General Standing order 3p). Cllr Norman Foster was proposed,seconded and unanimously agreed to undertake this role.

1.Present:Cllr N Foster (chairing meeting), P Allen, D Foster, B Gardiner, D Nunn, H Orton, S Jones (Clerk), SCC/DCllr A Stringer and one member of the public.

Apologies: Cllrs A Davey, M Exley, S Judd, E Ward and 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. Nothing declared.

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 24.2.20

Pages 1736-1737 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 and District reports as appended to these minutes.

Cllr Stringer asked if Mendlesham CLT would be interested in joining with Elmswell to promote a design competition for community housing.

Action: Clerk an agenda item for the next CLT meeting.

Cllr Stringer also reported that he had received confirmation for pilot funding for a speed recognition system, in addition to the current equipment, which would identify vehicle registration plates.

Action: Cllr Stringer to prepare a written report on this project.

Action Clerk: an agenda item for the April meeting.

Public Forum: nothing raised.

5. Planning

a) Applications:

DC/20/00502 Mendlesham Hall, Hoggars Road, Mendlesham:

Listed Building Consent- replacement of all windows, doors and porch. Creation of access to the kitchen. Removal/replacement of cement based render in lime.

Unanimously approved, subject to approval from the listed building/heritage officers.

DC/20/00819 Land adjacent to Riverside Cottage, Mendlesham

Green: Non material amendment to application DC/19/02283

Gable ends to be brickwork instead of previously approved render.

The meeting was opened to allow the member of the public to express his concerns.

After discussion, it was unanimously agreed to object to this non material amendment with the following comment.

"In view of the history of this site and the comments made by the Planning Appeal Inspector, render only should be used to provide as much reflectivity as possible, protect neighbour amenity and to remain in keeping with the design of neighbouring properties and general design of Mendlesham Green" .

DC/20/00512 Westwood Hall Farm, Clockhouse Lane, Stonham

Parva: Application for prior notification or forestry development- proposed building, Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6- erection of agricultural building. To note consultation requests received but due to short time scales, Mendlesham was unable to reply. Noted.

7.40pm the member of the public left.

b) Results:

DC/19/05281 Fir Tree Farm, Mendlesham Green Application for listed Building Consent- Installation of lift. Grant.

DC/19/05916 Land to North West of, Mason Court, (Known as Old Engine Meadow) Mendlesham.

Discharge of conditions application for 4242/16:

Condition 4 (Landscape Protection), Approved

Condition 8 (Fire Hydrants), Approved

Condition 9 (Refuse Provision), Approved

Condition 13 (Highways), Approved

Condition 19 (part discharge) (Surface Water Drainage Details) – Refused.

DC/20/00435 48 Middy Close, Mendlesham Larger Householder Extension Application to determine if prior approval is required for a Proposed Larger Home Extension.... Erection of single storey rear extension – confirmation prior approval is not required and free to carry out development.

DC/20/00176 Bendalls Farm, Hobbies Lane, Mendlesham Householder Planning Application- Erection of extension to existing outbuilding. Grant.

c) Reports:

MSDC Development Control Committee B 4.3.20 DC/18/03147 Land off Old Station Road and Glebe Way, Mendlesham. It was noted that the MSDC Committee had approved this outline application for 28 dwellings with one access. The Parish Councillors hoped a second access could still be agreed with the applicants.

d) Correspondence:

Notification of Appeal reference: APP/W3520/W/19/3227306

Land adjacent to 17 Brockford Road, Outline application for the erection of 8 dwellings with associated works including vehicular access, provision of a pedestrian link, infrastructure and landscaping. 1.4.20 The Blackbourne Community Centre, Elmswell. It was agreed Cllr N Foster would represent the Parish Council and Cllr H Orton the Neighbourhood Plan committee as required.

6. Reports

a) Clerks report & delegated decisions:

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.

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

£3200 MSDC Locality grant sound equipment confirmation of application.

£3500 MSDC Locality grant water heater and softener work confirmation of application.

£373.56 MSDC Street Cleaning grant Q4 sent.

MSDC 2020/21 cost of emptying Litter bins £36.05 (£35), Dog bins £42.23(£41).

Mendlesham CLT: meeting arranged 23.3.20.

F & GP : staff appraisal : meeting arranged 25.3.20

Community Centre: to review storage 10.3.20 further to closure of Mendlesham Preschool.

Scout Hut project: draft planning application received from Mr Fletcher, Clerk to process.

Revised NP Work:

Meeting 17.2.20. Draft minutes circulated.

Draft SEA report due at the end of next week.

Draft policies circulated with response to Mr Moore and Clerk required.

Consultation Station Fields residents - in process.

Suffolk County Council Highways Grasscutting for Mendlesham planned for 15.6.20.

Defibrillator at Mendlesham Green: With many thanks to a resident the telephone box light was now working.

Correspondence:

Nothing of significance that has not already been circulated.

Delegated Decisions by Clerk : Playingfields project: removal of rubble 3 loads @ £150.

b) Village Organisations report: A report on the Parish Council working party reviewing social need and isolation had been previously circulated. No proposals or decisions required at present.

c) Chairs report :nothing reported.

d) Questions to the Chair: No questions asked.

7. Mendlesham Parish Council Financial matters

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

000940	32.31	J Lawes Ltd cc water cylinder and parts - part of pc project re cc water .
DD	19.54	WAVE Mendlesham Playingfields water bill
000941	35.68	J Lawes Ltd Mendlesham playing field fencing removal parts
000942	2.00	Mendlesham Town Estate annual rent for Mendlesham Green Playingfields Page 1741

000943	42.84	S Jones reimbursement telephone costs 30.9.19-10.1.20
000944	82.66	S Jones reimbursement printer imaging unit
000945	161.05	S Jones reimbursement paper and printer cartridges
000946	106.00	Mendlesham Community Centre -room hire
000947	167.46	S Jones expenses 1.11.19- 29.2.20
000948	179.60	February street cleaning
DD	81.20	NEST February payment
000949	1037.08	February administration
DD	13.50	Google docs monthly fee
000950	8054.40	Essex County Council - Place work re NP SEA report and Historic Environment base

It was also unanimously agreed that the following payments could be paid before the 31.3.20 (year end) when received.

Impact Aggregates Ltd (removal of playingfield rubble £150 x three loads) . Paid 12.3.20 £540 including vat, cheque no 000951

Suffolk County Council St Lighting annual energy and maintenance costs.Paid 12.3.20 £1148.34 including vat, cheque no 000952.

MSDC planning application fee for Mendlesham Green Scout Hut as per ordinary meeting 8.1.20, 6b, p 1718 £616.

b) To note bank reconciliation and management information to 29.2.20. Noted with no questions. Cllr D Foster checked bank reconciliation to bank statements.

c) To confirm proposed transfers between ear marked reserves and general reserves.

The following was unanimously agreed as at 31.3.20 subject to final financial outcomes.

321 EMR Playingfield Projects £8263, noted will reduce re metal skip, fencing removal costs (more invoices re rubble removal to come) plus Project manager costs.

325 EMR Hard Courts £454.91 - this is a balance we have " in trust" to maintain the tennis courts. To be closed at year end and moved into Playingfield Projects to help towards new Muga.

327 EMR Neighbourhood Plan -this will reduce £6712 when we process the Place invoice. There will then be a balance which should be the remaining unspent Government grant, originally £3903 with a little already spent. There may be a shortfall with this, but also budgeted for NP in the budget from 1.4.220. May require a transfer from general reserves?

328 EMR Asset renewal : should be increased by £1500 at year end.

332 EMR CIL - Balance already allocated towards LED Lights at Community Centre.

334 EMR LED Lights -MSDC Locality grant from last year waiting to be spent.

Current balance £54434, to reduce at present at year end by some £5k?

It was noted there is vat to claim back for the year -some £4k before the invoices for this meeting. Claim imminent and subject to HMRC, but hopefully will be received before 31.3.20.

If "in year" surplus at year end, to place any surplus in the NP reserve or the Playingfields Reserve.

d) To agree the proposed asset register as at 31.3.20. The draft asset register as at 31.3.20, total value of assets as £247,525 was agreed.

e) To consider grant requests.

The following were unanimously approved:

£500 Mid Suffolk CAB (LGA 1972, s142) (chq no 000953)

£200 Age UK Suffolk (Power of Competence) (chq no 000954)

£125 East Anglian Air Ambulance (Power of Competence) (chq no 000955)

£125 Suffolk Accident Rescue (Power of Competence) (chq no 000956)

£200 St Elizabeth Hospice (Power of Competence) (chq no 000957)

£100 East of England Ambulance Service re Mendlesham and Wickham Skeith First Responders (Power of Competence) (chq no 000958)

£100 Headway Suffolk (Power of Competence) (chq no 000959)

£100 East Anglia's Children's Hospice (Power of Competence) (chq no 000960).

It was noted that these amounts would exceed the allocated budgets, but in view of the Grasscutting Churchyard Grant expenditure below budget acceptable.

f) To pay Clerk annual payment £150 for use of home as an office (mins 25.3.09 p805) Unanimously agreed (chq no 000961) Page 1743

g) To consider Governance questions and statements for the year ending 31.3.20 (FSO 1.5 Effectiveness of Internal Control (pc and charities).

The Clerk the statements from Section 1, the Annual Governance statement 2018/19 had been circulated. The Councillors unanimously confirmed that for the year ending 31.3.20, there was effective internal control for both Mendlesham Parish Council and for both charities, Mendlesham Community Centre and Mendlesham Memorial Playingfields Charity for which the parish council is the sole trustee.

h) To note arrangements for Asset Inspection.

Cllr Ward, Cllr Webb and Clerk to undertake March 2020 when Cllr Ward returns from holiday.

i) Any other financial matters.

Mendlesham Memorial Playingfields charity Cllr D Foster checked bank reconciliation to bank statements as of 5.1.20 £5.

8. Standing Orders:

a) To ratify financial standing orders orders wef 1.4.20

Parish Councillors unanimously agreed the decisions as agreed the 5.2.20 had been amended correctly. However it was noted existing " Mendlesham Financial Standing order 1.16 " The Council will maintain an average maintained balance on general reserves (not including EarMarked Reserves) equal to the normal annual Precept " should be included wef 1.4.20. **Action: Clerk**

b) To review general standing orders wef 1.4.20 . It was unanimously to not continue suspension of current standing order 5D " No individual shall serve as Chairman for more than three consecutive years" from 1.4.20. **Action: Clerk**

9. Mendlesham Green: track to 1-4 Mill Terrace/ Vine Cottage

Cllr Nunn reported a meeting had taken place with one resident, with another meeting to take place with another resident regarding use of the track at Mendlesham Green, owned by Mendlesham Parish Council to access privately owned gardens.

Action: Clls Nunn, Ward and Orton to report back as required.

10. Community assets: to consider registration of

a) Mendlesham Green Playingfields

8.20pm Cllr Allen declared an interest as he is chairperson of the Mendlesham Town Estate Charity, owners of the land and left the meeting.

It was unanimously agreed to proceed with registration of Mendlesham Playingfields as a Community Asset.

Action:Clerk

b) Any other asset.

It was unanimously agreed to proceed with registration of Mendlesham Kings Head ph and Mendlesham Bakery (shop and post office) as a Community Asset.

Action:Clerk

It was also agreed residents should be informed accordingly when appropriate. **Action: Clerk**

8.15pm Cllr Allen returned to the meeting.

c) To note and confirm any actions required regarding “ The Green” allotment land at Mendlesham Green.

Councillors considered the SALC E-Bulletin dated 20.2.20 regarding village green cases.

“A recent Supreme Court decision on village green registration is likely to be of interest to local councils (R (Lancashire County Council) v Secretary of State for the Environment, Food and Rural Affairs and another, and R (NHS Property Services Ltd) v Surrey County Council and another (conjoined appeals) [2019] UKSC 58). The judgment in the combined appeal by Lancashire County Council and NHS Property Services Limited was that land owned by the two local authorities could not be registered as town or village green under the Commons Act 2006 because the land was held by the authorities for defined statutory purposes and registration as town and village green would be in conflict with those statutory purposes. The recent or current use of land was held not to be salient, rather the statutory purpose for which the land was held. This judgment does not apply to privately owned land.

Local councils have broad powers to acquire and hold land under s.124 of the Local Government Act 1972.

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Further to the above judgment, to minimise the possibility of council land being successfully registered as village green, councils should be clear as to the statutory purpose for which their land is held (e.g. for recreation or allotment use), evidence this in the minutes and place notices on the land. It could also be recorded in conveyances or title documents”.

It was noted that the land at Mendlesham Green was owned by Mendlesham Parish Council and registered with the Land Registry as allotment land i.e. registered already with a statutory use other than a village green. Councillors discussed the need for notices on the land and unanimously agreed not to proceed further.

11. Data Protection Officer: To appoint Sharon Jones, Parish Clerk to undertake the role of Data Protection Officer for Mendlesham Parish Council, Mendlesham Community Centre Charity and Mendlesham Playingfields Charity with immediate effect to the 25.5.21. Unanimously agreed.

12.To review policies:

- **Best value**
- **Complaint Procedure**
- **Disciplinary Procedure**
- **Employee Grievance**
- **Information Guide under model publication scheme adopted**
10.12.08
- **Meeting document**
- **Mendlesham Community Engagement Statement**
- **Mendlesham Equal Opportunity Policy**
- **Model Publication**
- **Parish Noticeboard use**
- **Policy re grants**
- **Public use of grassed allotment area**
- **Records retention and dispersal policy**

- **Recruitment and Selection Policy** Page 1746
- **Social Media Policy**
- **Safeguarding**
- **GDPR policies including Privacy notice, Information Protection Policy, Information Security Incident policy, removable Media Policy and Data Protection policy.**

The above policies were all approved en mass, subject to change of Data Protection Officer details.

13. Any other business. None.

Meeting closed 8.15pm

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