

Mendlesham Parish Council

An Ordinary Parish Council meeting was held via google meet video in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, 3.4.20, Wednesday 10th February 2021 at 7.35pm.

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

Apologies: Cllr S Webb.

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. 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 the meeting:

- a) Extra Ordinary Parish Council meeting 20.1.21 . Pages 1831-1833 inclusive were unanimously agreed as an accurate record of that meeting. It was agreed they would be signed and dated by the Chairperson at the earliest opportunity.

4. Police report: nothing received.

SCC Cllr/ DCllr Stringer reports : Please see Cllr Stringer's reports as appended to these minutes. Cllr Stringer had also provided an update on the Community Automatic Number Plate Recognition (ANPR) Project ANP pilot. No questions were asked.

Public Forum: No members of the public were present and no written questions had been received.

5.Planning

a) Applications:

DC/20/05818 Boundary Farm Cotton Road Mendlesham. Full Planning Application. Conversion of and extension to dairy building to form annexed accommodation ancillary to host dwelling (re-submission of withdrawn application DC/20/01550) Re- Consultation . Application restarted due to receipt of revised Site Location Plan COT092-S1-B on 3.2.2021. Unanimously agreed to support, subject to Listed Building/Heritage Officer approval.

DC/20/05819 Boundary Farm Cotton Road Mendlesham. Application for Listed Building Consent- Works to facilitate conversion and extension to dairy building to form annexed accommodation ancillary to host dwelling (re-submission of withdrawn application DC/20/01551). Application restarted due to receipt of revised Site Location Plan COT092-S1-B on 3.2.2021. Unanimously agreed to support, subject to Listed Building/Heritage Officer approval.

b) Results:

DC/20/05832 Fleece Cottages, Front Street, Mendlesham:

Application for works to trees in a conservation area, T1 (Field Maple) reduce crown by 3m.T2 (Ash) reduce and balance crown and raise canopy. T3 (Norway Maple) reduce south side of crown
Ash T2 (12M high, 350 mm dia) reduce the East side of the crown overhanging Keepers Cottage by up to 2 metres (not top) and balance remainder of crown as required. Raise canopy all around to crown break level.

Norway Maple T3 (12M high, 300 mm dia) reduce south side of crown overhanging Old Telephone Exchange by up to 2 metres (not top).

Field Maple T1 (9M high, 350mm dia) reduce the crown of the tree back to the most recent points of reduction (3 metres).

Does not wish to object

DC/20/05945 3 Old Orchard, Mendlesham. Application for works to tree in a Conservation Area- cut back Walnut tree in rear garden as branches overhang neighbouring property. Does not wish to object

DC/20/05230 Wicks Farm Potters Lane Mendlesham Full application- Change of use of agricultural land to equine use and construction of menage. Grant.

DC/20/05688 Green Farm, Mendlesham Green Full Application- change of use of land and siting 4 no Glamping Pods and provision of parking. Grant.

DC/20/05643 Barn 4 Ashes Farm, Oak Farm Land, Mendlesham

Application for prior approval of a proposed: Change of Use of Agricultural Building to 1no. Dwelling House (Class 3) and for building operations reasonably necessary for the conversion. The Town and Country Planning.(General Permitted Development) (England) Order 2015 (as amended)- Schedule 2, Part 3, Class Q.Prior approval to the development is required and has been given.

c) Correspondence: none.

6. Reports

a) Clerks report & delegated decisions

Finance:

VAT return submitted 1.12.20-31.1.21 £ 3475.42

Street Cleaner Q3 grant payment confirmation received £396.76

Precept 2021/22:

MSDC confirmation of receipt of Mendlesham Parish Council's Precept

Upon the Charging Authority with a precept for 2021/22 of £40,000. This will be paid to the Parish in two instalments, 50% in April 2021 and 50%

in September 2021. This precept gives the Parish a Council Tax Band D amount of £71.23. This is an increase of 1.63% on 2020/21. (*Clerks*

note: note the Mendlesham Tax base had reduced- no monetary change on last year) . These are the amounts that will be shown on the Council

Tax Bill. Also confirmation that, in addition to the 1st Precept instalment, a grant payment of £531 will be paid to the Parish in April 2021.

Allotments: Hire fees as at 30.9.20 paid with the exception of 3 invoices £50 total.

Signage: reported

30mph sign overgrown outside Elm Farm

HGV sign at Old Station Road, path to Glebe Way as possibly not required?

Caution/site traffic outside Stationfields Lovells? Not required?

Old Station Road sign: Old Station Road, path to Glebe Way in need of replacement(MSDC confirmed)

Mill Road signage: missing, in communication with MSDC/ local residents.

Missing footpath sign at Mendlesham Green (erected same day as report).

Revised NP Reg 14 Consultation: 15th February 2021- 12th April 2021.

Street light: Street Light 33 - reported and chased as not working.

Delegated decision: none

Correspondence:

Grant requests as circulated- agenda item March meeting.

b) Other organisation reports: none received.

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

d) Questions to the Chair: none

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7. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices.

Payment of the following were unanimously confirmed.

DD	103.60	NEST Jan payment
OL	361.91	Street Cleaning January and final back payment since 1.4.20 and holiday pay.
OL	1262.64	Administration January plus back pay since 1.4.20
DD	20.33	Wave 1.8.20-29.1.21 water Mendlesham Playingfields
OL	178.30	S Jones reimbursement ink toner and paper
OL	78.09	S Jones expenses Jul 20- Jan 21

b) Report and request for Mendlesham Parish Council to financially assist youth event to paint the Wheel Sport Area slopes. Cllr D

Foster and Cllr Orton reported expenditure for this event was a total of £477 (£345 paint, £132 materials. Graffiti Artist and The Mix -no cost). It was anticipated funding was covered with applications to Mendlesham Computer Club, Mendlesham Community Council and Mendlesham Education Charity anticipated as being successful. Cllr Allen also reported he would underwrite this funding with proceeds from the Bottle Bank as required.

c) Request from Woodland working party for approx. £50 for works to entrance. Cllr Gardiner reported works as required, materials costing approx £50, plus possibility of needing to hire a wacker plate . Expenditure up to £60 was unanimously agreed.

d) To minute Cllr Allen, Cllr Gardiner and Mrs J Gardiner as Parish Council volunteers undertaking street bin emptying to be covered under MPC insurance cover. Unanimously agreed

e) Any other financial matters. None

8. Playingfields: Mendlesham Memorial Playingfields

a) Report and proposal regarding installation of high-rise nets.

Further to new information available. Cllr Allen had provided a report, as appended to these minutes, as appended detailing new information regarding the project and proposing permission was now granted. Unanimously agreed on basis, installation of the fixings below ground, use of the nets for periods of play only, posts and nets to be stored away from the playingfields when not in use.

Planning permission to be obtained by Mendlesham Football Club as required. **Action: Cllr Allen** to advise Mendlesham Football Club.

b) To agree wayforward re volunteer offer to manage hire bookings for Mendlesham Playingfields.

Unanimously agreed Cllr Davey and Allen should explore this with the volunteer and return with a proposal.

The need to also link hire of the Community Centre and other sports uses (MUGA) was also required and the need to consider risks associated with any conflicts of interest. **Action: Cllrs Davey and Allen.**

c) Any other playingfield matters. Cllrs Foster and Allen confirmed they were able to hold keys to both Playingfield gate padlocks in case of emergency. **Action: Clerk**

9. Allotments:

a) To agree tender process for two grazing licence tenancies at Mendlesham Green. Unanimously agreed. **Action Clerk.**

10. Quiet Lanes: Report and decision regarding way forward/3rd location. See report as appended to these minutes from Cllr N Foster. After discussion it was unanimously agreed not to include Mill Road but to include Oak Farm Lane/ Tan Office right of way to Mendlesham Green for consultation. Cllr Stringer was asked to contact Suffolk County Council Rights of Way officers regarding gates erected on the Right of Way.

11. To commence review of general and financial standing orders wef 1.4.21. After discussion including recent decisions to suspend this standing order, it was unanimously agreed no changes to General Standing Orders were required, but to change Financial Standing Order 11h for "contracts less than £25k and anything below £3k and above £100 we shall strive to obtain three quotes" to "contracts less than £25k and anything below £5k and above £500 we shall strive to obtain three quotes". **Action: Clerk** to provide a final document for ratification at the March Meeting.

12. Risk assessment: To review internal control risk assessment and management policy. Unanimously approved including update to controls to include reference to include online banking payment of funds.

13. 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. The Clerk had questioned if further action or documentation was required regarding the risk assessment action " An annual inspection is completed to identify record and schedule works required".

After discussion it was unanimously agreed that the Woodland Officer was experienced and competent to undertake this action, but written confirmation should be held each year for the Parish Council records.

Action Clerk: to request this from the Woodland Officer. If the Woodland Officer preferred to have an independent condition survey of the trees, that was acceptable to the Parish Council and could be organised.

Handyman/ Volunteer risk assessment: confirmed.

Street Cleaning : confirmed to be signed by Cllr and Mrs Jenny Gardiner and Cllr Allen **Action: Clerk.**

Playingfield Rospa reports: should be undertaken before next meeting.

Community centre legionnaire checks. Confirmed. It was also noted during Covid Lockdown closure Cllr Gardiner was running the taps weekly.

Action: Cllr Exley

Community centre pat tests -overdue. Unanimously agreed to commission Windrush Electrical to undertake in the Easter holidays. **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, **Action: Clerk** to delete old records (overdue since Christmas 2020).

Community Centre fire risk assessment. Unable to review at present due to difficulties in communicating with school due to Covid Lockdown.

Action: Clerk to review in three months time.

Community Centre Covid reopening: to review before reopening permitted under Government legislation at the time.

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.

14. 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.

15. To agree process to consider request from Mendlesham Scout Group regarding length of term of proposed lease for new building. It was unanimously agreed that a working party (Cllrs Davey, Allen, Nunn, Orton and Ward) should meet, initially in camera to review the background to this project and the recent requests received. When ready the working party should then meet with Scout representatives and then return to a Parish Council meeting with a proposal. **Action: Clerk.**

16. Any other business: matters of report and future agenda items. Cllr Gardiner reported he still had to contact Cllr Nunn regarding sale of the grasscutting mower.

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Meeting closed 20.52