

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 March 2021 at 7.00pm.

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

Apologies: Cllrs S Judd 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.Cllr Ward declared an interest in the item 11 Tenders at Mendlesham Green as she is an allotment holder on that site.

Cllrs D and N Foster declared a pecuniary interest in the agenda item relating to the proposed sale of Mendlesham Community Centre as their property borders Mendlesham Playingfields.

Sharon Jones, Clerk reported that she knew the residents of White Oak Farm re planning application DC/21/01048 Cherrygate Farm.

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) Ordinary Parish Council meeting 10.2.21. Pages 1834-1840 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.Questions asked included the Appeal process and timescale for locations along Brockford Road, Mendlesham and why MSDC needed to refinance housing stock. Cllr Stringer duly replied.

Public Forum: No written questions had been received and members of the public present were asked, but raised nothing.

5.Planning

a) Applications:

DC/20/05495 Land SouthEast of Low Road Farm, Mendlesham Road, Wetheringsett Cum Brockford Planning Application: - Change of use of land as a Gypsy and Traveller site for stationing of 1no mobile home and 1 no touring caravan; erection of hardstanding Page 1841

It was unanimously agreed to recommend refusal of this application for the following reasons:

- MSDC has a five-year supply of Gypsy and Traveller sites, and the emerging Joint Local Plan reports that there is a need for only one space over the next fifteen years. MSDC also has well in excess of a five-year supply for residential properties
- There is a lack of clarity in the application regarding means of sewage disposal with different information in different documents. but are concerned whatever system is used, if it is appropriate in an area that regularly floods and the environmental impact on the nearby River Dove and ground.
- The adjacent road extremely close to a junction with the A140 is one way, extremely narrow, has no pedestrian access and appears totally unsuitable as access for caravans.
- Impact on intrusive light pollution already existing in the area.
- Will contribute to the existing negative impact on neighbouring amenity.
- Risk of flooding

DC/21/00293 Mendlesham Hall, Hoggars Road, Mendlesham, Stowmarket Planning Application -Erection of grain storage shed.

19.25 Cllr Nunn arrived.

19.27 A member of the public arrived.

After discussion it was unanimously agreed to recommend approval of this application, subject to consideration of a traffic management plan covering vehicle movements to and from the site re storage of grain from other farms in the locality.

DC/21/00973 Perkins Farm, Tan Office Lane, Mendlesham Full Planning Application -Change of use of land and erection of a detached holiday let (following removal of existing building) and siting 4no holiday pods; Erection of cartlodge to serve Perkins Farm.

After discussion it was unanimously agreed to recommend approval of this application subject to the following:

- respect for use by other users regarding the right of way.
- no more than four pods
- holiday let to be used as such ie not as a permanent residential dwelling

DC/21/01077 Land North of, Mill Road, Mendlesham Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a Building for Agriculture or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 -Erection of agricultural/horticultural building, including polytunnels, bund and track.

After discussion it was noted that whilst not qualified to determine if prior approval was required, to request consideration of the following:

- Traffic and road suitability:the additional traffic this business will create in addition to the recent increase of traffic due to the cattle farming business, set up in the last 12 months opposite. Mill Road is a narrow rural road, and links to either other such roads. Potentially vehicles will also need to come through the conservation area of Mendlesham village which is already experiencing increasing volumes and issues relating to larger vehicles. We would ask for a traffic management plan to be produced.

-Potential Light pollution: will there be an impact on local residential properties, including Hobbies Lane, Thatched Cottage and Mill Road from the polytunnels

DC/21/01048 Cherrygate Farm, Norwich Road, Mendlesham

Planning Application -change of use of land and buildings from poultry unit to structural insulated panels manufacturer (Class B2)

After much discussion, including representation from members of the public, it was unanimously agreed to recommend refusal for this application for the following reasons:

Mendlesham's adopted Neighbourhood Plan, policy MP4 "supports change of use ... to business ... within the wider parish where they provide additional work opportunities and do not compromise the rural setting or adversely affect neighbourhood amenity". Whilst this application does provide employment opportunities, there were extreme concerns about the impact on:

- the severe loss of residential amenity for the residents of White Oak Farm, including noise from the production of panels and extensive new traffic movements 24/7 along the shared driveway, immediately in front of their dwelling, including the impact on their equine activities/interests.

Whilst supporting the content of the report from the Environmental Health officer, to ask for this to be extended further to cover the impact of the traffic noise on the dwelling of White Oak Farm, with only a small garden area between the driveway and the bungalow.

- the loss of residential amenity re noise on other nearby residents

- the impact of the types and number of additional vehicles accessing and leaving the driveway to/from the A140 via a totally unsuitable " bell" area at the " junction"

- The use of toxic chemicals and dangers associated with production.
- Impact of light pollution
- This application does not have the support of local residents or Mendlesham Parish Council.

DC/21/01142 Elms Farm, Station Road, Mendlesham Householder Planning Application -Creation of access to the highway (following removal of boarded fencing).

Unanimously agreed to recommend approval of this application subject to approval from the Heritage Officer and English Heritage.

b)Results:

DC/20/05838 Windrush House Hobbies Lane Mendlesham

Householder Application -Erection of single storey rear extension (following demolition of conservatory) and extension to existing flat roof. Grant.

DC/21/00419 White Oak Farm, Norwich Road, Mendlesham

Discharge of Conditions Application for DC/19/01690- Condition 3 (Details of Illumination).

c) Correspondence: It was noted an Extra Ordinary meeting would be held 24.3.21 further to further planning applications received.

d) Consultations:

i) SALC Consultation re Design Codes: Noted. No response agreed.

6. Road direction signs for Mendlesham Health Centre

a) Report. Cllr Stringer reported on a meeting with Suffolk County Council Highways exploring the need and possible locations for additional signage for Mendlesham Health Centre.

b) Recommendation by Parish Council : After discussion, Cllr Stringer was advised that Mendlesham Parish Council did not consider a need for additional signage on the church wall or outside the Old School Room. Improved signage at the entrance of the Health Centre should be considered.

7. Reports

a) Clerks report & delegated decisions

Finance:

VAT return monies received 1.12.20-31.1.21 £ 3475.42. In sufficient VAT to claim back re February 2021. Street Cleaner Q3 grant monies received. Q4 applied for.

Accounts software package upgraded.

WSA painting event:

£100 donation from Mendlesham Internet Cafe

£132 donation Mendlesham Community Council
£220 donation Mendlesham Education Foundation .

Allotments: Hire fees as at 30.9.20 paid with the exception of 2 invoices £30 total- one holder £20 has been in contact 10.3.21, other will be chased and tenancy terminated as required . New allotment rented out .

Signage: still outstanding further to last months report.
Mill Road missing signage, asked Cllr Stringer to proceed with MSDC.

Revised NP Reg 14 Consultation:
15th February 2021- 12th April 2021. Responses being received and dealt with as required by Mr Moore/Clerk.

Playingfields: Rospa reports received, nothing requiring immediate attention. Agenda for next month.
Grass cut by Vertus. Keys to gates provided. Damage to playingfields, Concertus have admitted liability and apologised. Currently should be in communication with Vertus to sort . Note issue also included a damaged pipe in the Bottle Store area. Concertus have confirmed the pipe has been replaced, but cannot confirm there will be no issues once building back in use. If so confirmed, whoever would need to go back to Concertus.JMAT and School aware.

Mendlesham CLT: meeting 12.4.21

Scout Hut project:
PC working party met 3.3.21
Meeting with Scout representatives 23.3.21
Then agenda item for Ord meeting.

Delegated decision: none

Correspondence:
Grant requests
Request for business to bring mobile shop monthly to sell eco products (*Clerks note: This was agreed as positive, with a suggestion the shop parks in front of the new MUGA at Mendlesham Playingfields*).
Email from resident Front Street concerned about increase in farm vehicles, damage to vehicles, noise, speeding, damage to road surface .
Confirmed actions ie Police and request in the next monthly newsletter.
MSDC Leisure Sport and Physical Activity strategy consultation actioned.
Page 1845

b) Other organisation reports: none available

c) Chairs report : A meeting had been arranged at Westhorpe Village Hall 18.3.21. The Chairperson was unable to attend, but it was agreed Cllr Exley would attend instead.

d) Questions to the Chair: none

8.Mendlesham Parish Council:

Financial matters

a) To confirm payment of invoices.

Payment of the following were unanimously confirmed.

DD	83.44	NEST Feb payment
OL	32.65	S Jones reimbursement playingfield gate keys
OL	1075.92	Administration Feb
DD	12.42	Google Jan
DD	20.42	Google Feb includes £8 domain registration renewal
OL	382.55	Gipping Press NP Consultation materials
OL	576.00	PLayequip Leisure Ltd ROSPA reports 4.3.21 x 2
OL	173.39	J Lawes Ltd WSA event materials and stone for Woodland
OL	150.00	S Jones working from home allowance
OL	46.44	S Jones Feb expenses
OL	1258.37	SCC Street lighting energy ye 31.3.21
Internal TF	301.25	EMR CLT for Clerk time to 28.2.21

b) To note bank reconciliation and management information to 28.2.21. Noted. No questions asked. (*Clerks note Cllr Orton subsequently checked bank statements to bank reconciliation*).

c) To confirm proposed transfers between ear marked reserves and general reserves to include Clerk time for Mendlesham CLT work.
Subject to year end figures, it was unanimously agreed to transfer the following to/from Ear Marked Reserves:

EMR Street Furniture: £3k addition

EMR Neighbourhood Plan: unspent expenditure ye 31.3.21 addition

EMR Asset renewal: £1500 addition

EMR Playingfields: no action unless it needs a top up further to purchase of a sign, rail and Project Managers fee.

EMR Data Breech Reserve: £1k addition

EMR CLT: reduce by £301.25 re clerk time to 28.2.21.

Another member of the public arrived.

d) To agree the proposed asset register as at 31.3.21. Provisionally noted, with Mendlesham Playingfields project work to be included. A quote had been obtained from the Accounts package provider for an Asset Manager addition. After discussion it was agreed not to proceed with this purchase but to use an Excel spreadsheet for the year ending 31.3.22.

Action:Clerk.

e) To consider grant requests:

The following were unanimously approved:

£500 Mid Suffolk CAB (LGA 1972, s142) (chq no 000987)

£200 Stowmarket Foodbank (Power of Competence) (chq no 000994)

£125 East Anglian Air Ambulance (Power of Competence) (chq no 000988)

£125 Suffolk Accident Rescue (Power of Competence) (chq no 000989)

£200 St Elizabeth Hospice (Power of Competence) (chq no 000990)

£100 East of England Ambulance Service re Mendlesham and Wickham Skeith First Responders (Power of Competence) (chq no 000991)

£100 Headway Suffolk (Power of Competence) (chq no 000992)

£100 East Anglia's Children's Hospice (Power of Competence) (chq no 000993).

A request from Fresh Start New Beginnings was unable to be supported as it was considered whilst extremely important, it benefited a small niche of young people rather than the wider population of Mendlesham Parish. There were also only limited funds available.

f) To pay Clerk annual payment £150 for use of home as an office (mins 25.3.09 p805) Unanimously agreed, online payment.

g) To consider Governance questions and statements for the year ending 31.3.21 (FSO 1.5 Effectiveness of Internal Control (pc and charities). Section 1, the Annual Governance statement 2019/2020 had been circulated. Cllrs individually confirmed receipt and understanding, confirming that for the year ending 31.3.21, 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 Asset Inspection. Cllr Ward reported the inspection took place 4.3.21. A report and actions would be an agenda item for the next Parish Council meeting but there was nothing of significance to action in the meanwhile.

i) Any other financial matters: to include bank reconciliation for Mendlesham Memorial Playingfields Charity to bank statements as of 5.1.21 £15 was noted.

9. Standing Orders: To ratify general standing orders and financial standing orders wef 1.4.21. Unanimously noted and confirmed, no change to general standing orders, changes to Financial Standing order 11h re amounts to £500 and £5000 accordingly.

10. Registration of Community Assets:

a) To note registration of Mendlesham Kings Head PH and Mendlesham Green Playingfield. Noted.

b) Report and proposal regarding other asset applications. Cllr Allen reported regarding the impact on his business plans, new funding possibilities for the community further to the recent budget. He also reported that any future registration of Community Assets should be notified to the owners before actioning.

20.37 Cllr Nunn had left the meeting

11. Tenders re land at Mendlesham Green:

a) To discuss a request to sell part of land relating to Tender A. It was unanimously agreed no sale of the land should occur which would castigate the area or be for part of the land.

Tender Bids Further to E News 22 February 2021 and closing date Friday 5th March 2021. Bid 2 received in unmarked envelope. Opened in the presence of Cllrs Allen and Ward 1.3.21 virtually. Bids 1 and 2 received in marked envelopes (email first, reported could not accept). Opened in the presence of Cllr Davey 8.3.21.

b) Tender A: review bids and confirm preferred bid.

Land at Mendlesham Green extending to approximately 2.47 acres:
Bid 1: use to produce Hay/haylage whilst maintaining the land and limiting disturbance to neighbouring properties where possible. Offer £90 per acre. Unanimously agreed.

c) Tender B: review bids and confirm preferred bid.

Tender B: Land in front of The Cedars, Mendlesham Green 1.20 acres:
Bid 2: use extended garden area. £205.10pa Unanimously agreed with notification to consider the need for planning permission as required.

d) Any other matters relating to tender/ land: none

12. Allotment Noticeboard: to confirm repairs required and location. Cllr Ward reported the condition of the board now made it unusable and there was also a need to consider a change of location. **Action: Cllr Gardiner** to inspect and consider as required.

13. Proposed Sale of Mendlesham Community Centre:

To confirm Parish Council support as required, to deliver a new village hall, if the sale of Mendlesham Community Centre by Mendlesham Community Centre Charity to Suffolk County Council is agreed. Parish Council support Unanimously confirmed

20.55 an extension to standing orders for 30 minutes was agreed.

14. Playingfields

MUGA/ WSA

a) To confirm opening of MUGA for hire (as previously agreed) and also if area is to be open to the public to use or not from 29TH March, subject to confirmation area can legally be opened. Unanimously agreed to open, with unlocked gates. Signage to still be provided. Concerns re damage to surface noted, but considered more important the facility is now used.

b) To confirm opening of WSA from 29TH March, subject to confirmation area can legally be opened. To also confirm removal of security fencing and installation of disabled ramp rail, signage and table tennis tables. Unanimously agreed. Working party to remove security fencing 29.3.21 with either temporary or permanent sign if then available.

c) To agree reimbursement process/payment to the Project Manager. A future agenda item.

d) To agree to a maintenance contract with Sports Courts Ltd.

Three year contract £695 plus vat for Muga and WSA unanimously approved.

e) Any other matters regarding MUGA/WSA project. Damage to the ground was reported with contractor to repair.

f) Sale of mower: It was agreed Cllrs Gardiner, Nunn and Exley (two out of three) could proceed with the sale of the mower. In case of need the mower could be moved to Cllr Exley's premises with the insurers to be notified accordingly.

g) 15.2.21 Damage and repair of playingfields: see Clerks report.

h) Any other playing field matters. Cllrs D Foster and Orton reported on the Wheel Sport Area painting event.

Further to earlier discussions it was agreed all hire for the MUGA or any other playing field facility ,at the discretion of the Parish Clerk, could be suspended, until end of June 2021 to encourage Mendlesham community use further to Covid Emergency.

15. Parish meeting: to confirm date, virtual or physical location of meeting. Virtual meeting 20th April 2021 agreed.

16. To review policies:

The above policies were all approved en mass, subject to the minor changes as stated.

- Best value
- Complaint Procedure (*formatting to be improved*)
- Disciplinary Procedure
- Employee Grievance
- Information Guide under model publication scheme adopted 10.12.08 (*minor update to say we do and will continue to publish pc agendas as well via E News*).
- Meeting document
- Mendlesham Community Engagement Statement (*minor update to say we do and will continue to publish pc agendas as well via E News*).
- Mendlesham Equal Opportunity Policy
- Model Publication
- Parish Noticeboard use (*needs updating to include all parish noticeboards*)
- Policy re grants
- Public use of grassed allotment area
- Records retention and dispersal policy
- Recruitment and Selection Policy
- Social Media Policy
- Safeguarding
- GDPR policies including Privacy notice, Information Protection Policy Information Security Incident policy, removable Media Policy and Data Protection policy.
- Website Accessibility Statement (*to be reviewed Cllr Davey and Clerk and return for approval*)

- Protocol for Virtual meetings

17. Any other business: matters of report and future agenda items.
Nothing reported.

Page 1851

Meeting closed 21.25