

## 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 3rd June 2020 at 7.00pm.

**1. Present:** Cllrs A Davey ( Chairperson), M Exley , D Foster, N Foster, S Judd, D Nunn, E Ward, S Jones (Clerk), SCC/D.Cllr Stringer and three members of the public.

**Apologies:** Cllrs P Allen, B Gardiner, H Orton 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 Nunn declared an interest in planning application DC/20/01950 Whitehouse Farm, as he owns the property.

**b) To agree any dispensations with regard to declarations of interest.** Not required.

**3. To approve the draft minutes** of the following meetings as a true and accurate record of that meeting:

**a) Annual Parish Council meeting 13.5.20 .** Pages 1748-1750 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.

**b) Ordinary Parish Council meeting 13.5.20.** Pages 1751-1758 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:** A report had been received since the last meeting and circulated. No further questions or comments.

7.06pm a member of the public joined the meeting.

**SCC Cllr/ DCllr Stringer reports :** Cllr Stringer reported on Covid 19/County matters including health and testing re Covid, closure and reopening of schools, domestic abuse, rehoming and Sizewell C application. He advised his District report would follow but briefly reported on grant funding for small businesses and that the 2nd draft of the Local Plan was due to be published next month, with no anticipated surprises for Mendlesham, just minor amendments but with the Mendlesham Green Playingfield inside the settlement boundary.

No questions asked.

**Public Forum:** Members of the public were present, including some via telephone rather than video. The Chairperson provided the opportunity for any questions or comments, but no one spoke.

## **5. Planning:**

### **a) Applications:**

The Chairperson asked Cllr Exley to open discussions on the following applications.

Cllr Nunn declared an interest in planning application DC/20/01950 Whitehouse Farm, as he owns the property and took no part in any discussions relating to this application.

**DC/20/01950 Whitehouse Farm, Whitehouse Lane, Earl Stonham Planning application:** Use of building as a motor vehicle repair and servicing garage and MOT Vehicle Testing Centre. It was unanimously agreed to support this application.

**DC/20/01980 Mendlesham Hall, Hoggars Road, Mendlesham Listed Building Consent-** Minor alterations comprising the reinstatement of roof dormer windows, the insertion of a new first floor window and a porch to the house. It was unanimously agreed to support this application subject to approval from the Heritage Officers.

### **b) Results:**

**DC/20/01525 Land Adjacent to, 17 Brockford Road, Mendlesham.**

Application for approval of reserved matters following outline approval 0366/17 Appearance, Landscaping, Layout and Scale for Erection of 2no dwellings. Grant.

**c) Correspondence:** none

**d) Any other planning matters:** none

## **6. Mendlesham's Revised Neighbourhood Plan**

**a) To note committee meeting 26.5.20.** Noted.

**b) Report:** A report had been circulated prior to the meeting as appended to these minutes. There were no further questions or comments.

**c) To approve the proposed draft Revised Neighbourhood Plan version 4.4 May 2020 and proposed content regarding the draft SEA report.** Unanimously approved.

**d) To confirm that these documents including supporting documents should be immediately published on the Mendlesham web site with paper copies made available as soon as it is safe to do so and forwarded to Mid Suffolk District Council.** Unanimously approved. It was noted and agreed documents would be placed in the public domain ( web site) as soon as possible, anticipated the following week.

## **7.Reports:**

### **a) Clerks report & delegated decisions.**

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

**Allotments:** We have an outstanding agenda item for non payments of allotment fees for year ending 30.3.19. Would suggest Allotment Officer and Clerk liaise and a suitable,sensitive letter specifically for each holder is now sent re outstanding fees ( *Clerks note: confirmed*).

**Mendlesham Green:** Rights of way

A meeting was due to take place 4.6.20 with residents. ( *Clerks note delegated authority for Cllrs Nunn and Ward to act on behalf of the Parish Council in this matter was unanimously agreed*).

Residents of another property, No 3 Mill Terrace had provided a 1958 solicitors letter confirming the residents of no 3 have a right of way " with or without vehicles to the cartway to the North East side of the property leading to Mill Lane". This has been accepted on proviso that any damage to pc owned land is repaired. This had been agreed.

**Sound equipment:** agreement via email that School can use sound equipment to facilitate use of Small Hall and children returning to school

**Street Cleaner equipment:** Order placed for a professional street cleaner " trolley" Cost £169.90 plus vat £33.98 total £203.88. Grant will be provided via Cllr Allen to reimburse £169.90.

**Social distance posters:** agreed for all Mendlesham Parish Council managed or owned public outside areas.

**Community Centre:** Cllr Stringer asked if he could install a cabinet in the Community Centre Small Hall for sound/projector equipment which was unanimously agreed.

**Correspondence:** none

**Delegated Decisions by Clerk:** none

7.30pm Two members of the public left.

**b) Chairs report:** The Chair had nothing to report that was not an agenda item.

**c) Questions to the Chair:** no questions asked.

## **8. Financial matters: Mendlesham Parish Council**

### **a) To approve invoices for payment**

000982	93.49	John Downie reimbursement fuel for playingfields
OL	693.00	S Jones reimbursement MSDC Scout hut Planning app fee
OL	99.99	S Jones reimbursement computer screen
OL	35.35	S Jones reimbursement new box audit .
OL	245.00	Heelis and Lodge int audit ye 31.3.20 mpc. Note no charge pfield charity audit
OL	2946.06	Business Services at CAS Ltd insurance renewal premium wef 1.6.20
DD	12.42	Google monthly fee
OL	222.20	May street cleaning
OL	1055.24	May admin
DD	81.20	NEST May payment
OL	5.69	S Jones reimbursement ties for pfield notices

The following payments were also unanimously approved on behalf of Mendlesham Community Centre Charity ( Mendlesham Parish Council sole trustee) .

000215	188.36	Chubb Fire & Security Ltd annual alarm fee
000216	987.44	Mendlesham Parish Council reimbursement ins premium community centre
000217	80.00	Heelis & Lodge internal audit ye 31.3.20
000218	296.98	May admin, May cleaning
DD	60.24	BT monthly bill

**b) To review the internal audit report for Mendlesham Parish Council for the year ending 31.3.20 and any actions required.**The internal audit report had been received and circulated to all Parish Councillors. It was noted that all was found to be in order with no action required.

**c) To agree requirements regarding annual inspection of assets.**

The inspection covering the year ending 31.3.20 had been cancelled due to the Covid 19 lockdown. It was agreed Cllrs Ward and Webb would inspect the assets when it was possible to do so.

19.31pm A member of the public left.

**d) To approve Accounts and supporting notes for the year ending 31.3.20, including confirmation of allocated reserves.**

The accounts and supporting notes, plus allocated reserves were unanimously approved. To be signed by the Chairperson and Clerk (RFO) at the earliest possible date.

**e) External Audit: To approve for External Auditors, PKF Littlejohn LLP as at 31.3.20.**

The asset statement as at 31.3.20 had been previously agreed, but an addition of the Sickie mower purchase @ £1441 was required. The asset register as at 31.3.20 was unanimously agreed with a new total value of assets as of 31.3.20 of £248,966.

**Annual Governance Statement 2019/20.** Read out in full and unanimously approved.

**The Accounting Statement 2019/20.** Unanimously approved.

**Bank Reconciliation as at 31.3.20.** Unanimously approved with Cllr Exley having previously checked bank account balances to bank statements. This included the RBS accounting system bank reconciliation and the document as required by the External auditors.

**Explanation of Variances** Unanimously approved.

All documents to be signed by the Chairperson and Clerk (RFO) at the earliest possible date.

**f) To approve monitoring system for year ending 31.3.21.**

Continuation of the existing system was unanimously approved.

**g) To appoint RFO for year ending 31.3.21.**

Sharon Jones was unanimously appointed.

**h) To note Heelis & Lodge appointed as Internal Auditors for the year ending 31.3.21.** Noted.

**i) To decide the level of Insurance cover and pay requested premium.** The level of overall cover had been increased to £500k and payment of the premium authorised earlier in the meeting.

**j) Proposal to authorize the Woodland Officer to spend up to £250 until 31/3/21, on any items required for the Woodland.**

Unanimously approved.

**k) Proposal to authorize the Woodland Officer to instruct Contractors with regard to Pest Control as and when required for 4 days work, cost approx £100 per day.** Unanimously approved.

**l) Proposal to allow Cllr Nunn, Cllr Exley, Cllr Gardiner and John Downie (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.**

Unanimously approved.

**m) Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playingfields for 4 days work cost approx £100 per day.** Unanimously agreed.

**n) To confirm process for checking/authorising on line payments of invoices.** Unanimously agreed. To be signed by the Chairperson and Clerk at the earliest possible date.

**o) Any other financial matters:** none.

**9. Mendlesham Community Council representative.** To appoint Cllr Exley in place of Cllr Davey. Unanimously confirmed.

**10. Mendlesham Parish Council Finance and General Purposes Advisory Committee.** To authorise Cllr Norman Foster to join the committee in place of Cllr Davey. Unanimously confirmed.

**Action Clerk:** to arrange an agenda and meeting so that a proposal regarding staff appraisal could be an agenda item for the July meeting.

### **11. Playingfields**

a) MUGA and WSA projects: The clerk reported the Muga works excluding line painting, CCTV and lighting had been completed by the contractors with a further stage invoice expected imminently. WSA contractors expected back on site shortly.

b) To confirm delegation to Project Manager to authorise trench works (two quotes obtained) and suspend financial standing orders 10.3 and 11.1h regarding 3 quotes required in view of current Covid Emergency and short timescales for the work to be undertaken as part of the project works. Unanimously confirmed.

c) To confirm actions taken with regard to grant for playingfields maintenance via Mendlesham Football Club. Unanimously confirmed that Mendlesham Football Club had a rolling 12 month contract to use Mendlesham Playingfields.

d) Any other playingfield matters. Discussion and agreement included:

Works to a tree by UKPN

Use of Mendlesham Playingfields by Pilates, subject to confirmation that the group was insured and risk assessments completed to include the Covid Emergency were in place.

Rospa inspections: the clerk could approach another provider to obtain further details of service and prices and return to council for final approval.

8pm Cllr Stringer left the meeting.

Dog owners were walking on the playingfields. Discussion included options to discourage.

Alcohol was being consumed with bottles left. Noted.

The children's play area was being used. After discussion it was agreed to reissue notices and circulate closure again via E News. **Action: Clerk.**

Mendlesham Preschool outside area needed clearing. **Action Clerk** to contact preschool representatives and give two weeks notice to clear or Parish Council would. Agenda item for July meeting.

**11. Any other business:** A thank you to Suffolk County Council Street Lighting/Highways to be sent re prompt action over a damaged light in Old Station Road. **Action: Clerk.**

Meeting closed at 8.23pm

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