

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 8th July 2020 at 7.30pm.

1.Present: Cllrs A Davey (Chairperson), P Allen, M Exley , D Foster, N Foster, B Gardiner, S Judd, H Orton, E Ward, S Jones (Clerk) and four members of the public.

Apologies: Cllrs D Nunn and S Webb. SCC/D.Cllr A Stringer had sent apologies and hoped to attend later.

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. Cllrs Foster declared an interest in planning application DC/20/02631 as this was for premises next door to their son's premises.

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) Ordinary Parish Council meeting 3.6.20. Pages 1759-1765 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) To note draft minutes of Annual General Meeting 27.5.20 of Mendlesham Memorial Playingfields Charity for accuracy- to be confirmed at the next meeting of charity. Pages 17-18 were noted and considered accurate.

4. Police report: A report had not been received since the last meeting.
SCC Cllr/ DCllr Stringer reports : it was agreed to move this agenda item until Cllr Stringer was present.

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.

DC/20/02539 Land adjacent Riverside Cottages Mendlesham Green. Application under Section 73 of the Town and Country Planning Act for DC/19/02283 for variation of condition 2 (Approved Plans and Documents). Letters of objection had been received and circulated to Parish Councillors before the meeting.

After discussion it was agreed that the content of this application was no different to DC/20/00819 discussed 4.3.20 p1739 and the same response should be sent to the Planning Authority.

DC/20/02631 16 Old Market Street, Mendlesham. Application for works to tree/s in a Conservation Area- H1-conifer hedge to be reduced by 1-2m in height, H2 -conifer hedge to be reduced by 3-4m in height to allow more light into the garden, T1 Conifer tree to be reduced, T2 Apple Tree to be reduced and shaped, T3 Yew tree to have small overhanging limbs reduced back to the boundary. Unanimously agreed to recommend approval, subject to the approval of the MSDC Tree Officer.

b) Results: None received.

c) Correspondence:

DC/20/01550 and DC/20/01551 Boundary Farm, Cotton Road Mendlesham. Receipt of notifications both applications have been withdrawn.

d) MSDC Development Control B meeting 8.7.20 – report re decision for DC/19/05915 Land North East, of Chapel Road, Mendlesham. Cllrs Stringer and Exley. It was agreed this item would be deferred until later in the meeting when Cllr Stringer had arrived.

e) Any other planning matters: none .

6. Reports

a) Clerks report & delegated decisions

Finance:

UKPN Wayleave payment £99.30 received.

SCC Locality grant funding notification £2200 - contribution for purchase of speed indicator device purchased September 2018.

MSDC Cleansing grant claim quarter ending June 2020 submitted.

External audit paperwork and CIL return submitted 24.6.20 ie before due dates.

£15,000 MSDC Developer contribution Mendlesham Playingfield project £ 1670.36 vat reimbursement re March 2020 received.

Allotments: We allocated three new cleaned allotments in the past month. Only for two allotments to be given up within the week.

Have chased all but one who still have outstanding non payment of allotment fees for year ending 30.9.19.

Sound equipment: equipment used to great success for funeral. Now held and controlled for community use by Mr Larkin. Page 1767

Street Cleaner: Return to work meeting held with Cllrs Allen, Gardiner and Clerk 25.6.20. Returned to work 22.6.20. New equipment and PPE equipment provided.

Playequipment areas: opened 4.7.20. Insurers advised and confirmed.

Delegated decision: none

Correspondence:

Cllrs discussed the use of E News further to a request received from a democratically elected political representative. It was agreed E News should only contain information pertinent to Mendlesham. It was agreed requests received from political sources should be confirmed as suitable for circulation by the Chairperson or in his absence, the Vice Chairperson.

b) Report from working party re open spaces maintenance (Cllr Exley). A report had been circulated prior to the meeting proposing no change which was unanimously agreed. A question was asked about Station Fields. It was noted open space maintenance for this development was the responsibility of a management agreement and not something Parish Council could take further. **Action:** Cllr Allen to advise a resident of the estate accordingly.

c) Report further to meetings regarding properties adjacent to Mendlesham Green Allotment land. Cllr Ward reported outcomes of meetings Cllr Nunn and herself had attended. A further meeting was also due to take place 9.7.20.

19.50pm Cllr Gardiner left the meeting.

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

e) Questions to the Chair:

A question was asked if a resident had been provided with a link to this meeting . This was confirmed.The resident was present.

7. Mendlesham Parish Council: Financial matters

a) To approve invoices for payment

Payment of the following were unanimously confirmed.

000982	93.49	John Downie reimbursement fuel for playingfields To note this cheque was destroyed, incorrect amount on checking.
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000983	93.43	John Downie reimbursement fuel for playingfields (replacement cheque)
OL	18000.00	Sports Courts UK Ltd -stage payment re Muga, Mendlesham Playingfield work, Paid 23.6.20
OL	21.26	S Jones reimbursement re 2 boxes for leaflets for walking group.
OL	1123.20	Porch Builders hire of security fencing 13.220-.18.6.20 Mendleshamplayingfields project -MPC EMR
OL	148.80	Rialtas Business Solutions Ltd annual support and accounts software
DD	12.42	Google monthly fee
OL	12.45	S Jones reimbursement protective gloves for St Cleaner
OL	35.00	S Jones reimbursement protective masks for St Cleaner
OL	203.88	Glasdon UK Ltd mobilo street cleaning unit
000984	14.40	B Gardiner reimbursement lawnmower tyre repair
000985	19.50	J Michell reimbursement fuel for woodland
OL	179.60	Street Cleaning June
OL	1055.24	Administration June
DD	81.20	NEST June payment
OL	1251.86	HMRC q1 2020 PAYE
DD	5.28	DD claimed 28.5.20, no bill received, Anglian Water business (<i>Clerks note bill obtained 9.7.20- all in order</i>)
OL	32.73	S Jones expenses April- June 2020

b) To review management information and bank reconciliation as at 30.6.20. Noted. No questions. (Clerks note- Cllr Allen confirmed bank statement amounts 9.7.20).

c) To note re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 25.6.20. Noted.

d) Any other financial matters. None

8pm Cllr Stringer arrived

8. Request for memorial plaque for Mr Roger Keeble, proposed location, plinth of Mendlesham Village sign. Unanimously agreed in principle. Need for proposed wording, size for final approval. **Action:** Clerk.

9. Mendlesham Scouts: request to erect 12@6x 17'9 metal garage type building at Mendlesham Green, to replace existing sheds. After discussion it was agreed to ask Scouts to consider the rural setting of the building as well as the context of the proposed new Scout Hut building and consider a dark green building. It was also noted the Scouts should check the planning permission requirements and if an application was required, fund it accordingly.

4.cont. SCC Cllr/ DCllr Stringer report. See reports as appended to these minutes. (Cllr N Foster left the meeting for a couple of minutes during these reports).

5d. MSDC Development Control B meeting 8.7.20 – report re decision for DC/19/05915 Land North East, of Chapel Road, Mendlesham.

Cllr Stringer was asked and explained that whilst he was a member of this MSDC committee, he represented the electorate, including any applicants. Therefore he was not allowed to vote on this or other Mendlesham agenda items, or speak as part of the discussion prior to a decision, other than in the same capacity as members of the public and Parish Council.

The vote had been approved 4 votes to 3.

It was noted that as part of the decision making process, the documents covering the emerging Revised Neighbourhood Plan had not been presented to the Committee. There were also questions asked both during and after the meeting but currently unanswered “ if the impact on the draft Neighbourhood Plan had been considered”

It was agreed once an answer to this question had been received in writing, the Parish Council would need to consider the evidence relating to the decision process and any options, including a judicial review application. A press release and E News would be issued the next morning.

20.35pm A member of the public left.

Cllr Stringer, Exley and Mr Moore were thanked for representing the Parish.

20.37 A member of the public left.

10. Staff matters

a) Report from working party. A report had been circulated prior to the meeting and was noted.

b) To adopt NALC Good Employer Guide. Unanimously agreed,

c) To adopt Mendlesham appraisal documents/procedure and appoint representative(s) of Mendlesham Parish Council to undertake appraisals with employees. Appraisal documents and procedures unanimously agreed. Cllrs Allen and Ward appointed to undertake the appraisals and report outcome to the Chairperson. **Action:** Cllrs Allen and Ward.

d) To note requirement to review/update employee contracts and ensure financial responsibilities are able to be fulfilled in case of need. Noted.

11. Consultations:

a) LGA Code of conduct- to agree response. Unanimously agreed to confirm support with no concern. **Action:** Clerk

b) Proposed Fire/Police station for Stowmarket- to agree response. Unanimously agreed to confirm support with no concern. **Action:** Clerk

12. Playingfields

a) To note reopening of Playequipment areas wef 4.7.20 and risk assessment measures in place for Covid 19 mitigation. Noted.

b) To appoint Playequip Leisure to undertake Rospa inspections and minor remedial maintenance work for 2020/2021. Unanimously agreed.

c) Mendlesham MUGA and WSA projects:

A report had been received by Mr Woodley, confirming WSA contractors were back on site. Estimated for 3 or 4 weeks. Using showers for toilet provision. The Clerk confirmed she had checked the financial report provided by Mr Woodley and the project was still within the budget, including grant and ear marked pc reserves, including the following decisions.

d) To agree additional works/quotes at Mendlesham Playingfields as follows:

i) Car park works: Trench, ducts. Cllrs unanimously agreed to the lower of the two comparable quotes obtained @ £5876. Cllrs agreed to suspend financial standing orders 11h, re the requirement to obtain three quotes in view of the timescales for this work to take place.

ii) Tree trimming- quote unanimously accepted @ £675.

- iii) New power works to flood lights. A quote had been received with a second requested. It was unanimously agreed to replace the distribution board as well as cable requirements. Cllrs agreed to suspend financial standing orders 11h, re the requirement to obtain three quotes in view of the timescales for this work to take place and to accept the lower of two quotes when received.
- iv) Any other works to be agreed: none.
- d) Mendlesham Preschool Garden:
 - i) To agree clearance works, including hire skip and disposal of Tyres. Unanimously agreed.
 - ii) To approve new fencing and gates (est £3100 fencing, gate £1168). This was not approved. It was agreed a new proposal was required, to replace with wooden fencing along the playingfields/ car park boundary only.
- e) Any other playingfield matters: A request had been received from the Junior Football hirers to hold training sessions . It was unanimously agreed that payment of outstanding invoices were first required. A comprehensive risk assessment would then need to be submitted for further consideration, but there would be no permission granted to access toilets either in the Community Centre Building or for a portaloo. Further decisions could be made via email.

It was noted that there was an outstanding agenda item for a review of hire, including fees, for use of Mendlesham Playingfields. It was also noted it was likely more requests would be received to use the playingfields as organisations unable to currently meet inside, consider initially meeting outside for their activities.

Action: Cllrs Allen and Exley to prepare proposals for the August meeting.

13. Any other business: matters of report and future agenda items.

Nothing raised.