

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 13th May 2020 at 7.00pm.

Present: Cllrs A Davey(chairperson), M Exley, D Foster, N Foster, S Judd, D Nunn, H Orton, E Ward, S Jones (Clerk), SCC/MSDC Cllr A Stringer and one member of the public.

Apologies: received after the meeting from Cllrs Allen and Gardiner who had been unable to join the meeting due to technical issues and Cllr Webb (personal reasons).

The filming statement was not read out.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. The Clerk declared an interest in an item to be reported further to a request from Mendleham Primary School to use the community centre areas to facilitate children back to school in line with Government requirements as she is chair of Governors.

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

3. To confirm all actions and correspondence received further to:

a) Mendlesham Parish Council Emergency plans for working due to Covid /Coronavirus agreed by email 24.3.20. Noted and unanimously confirmed.

b) To note The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 3.4.20.Noted and unanimously confirmed.

c) To note Government publications regarding extension of statutory audit deadlines for 2019-2020. Noted.

d) To confirm Clerks reports from 23.3.20 to 13.5.20, noting a summary to be included as part of these minutes. Noted and unanimously confirmed.

4. Police report.No report had been received.

SCC/MSDC Cllr Stringer: See reports as appended to these minutes. Cllr Stringer also reported the recycling centres were about to be opened and requested any reports of fly tipping to MSDC to also be advised to him.

Public Forum – to receive written questions and matters of concern received. Nothing raised.

5. Planning

a) Applications:

The Chairperson asked Cllr Exley to lead on the Planning part of the agenda.

DC/20/01631 6 Freelands, Mendlesham Householder Planning Application – Erection two storey side extension and first floor rear extension. Unanimously agreed to recommend support with no comment.

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. After discussion it was agreed to respond “Parish Council and Neighbourhood Plan Group objects to use of development in this area on principle. However as Outline permission was approved on Appeal the only comments the Parish Council wishes to make are with regard to traffic, UPVC windows and hedgerow (noting the plan to protect and increase)”. Unanimously agreed.

DC/20/01550 Boundary Farm, Cotton Road, Mendlesham (part in the Parish of Cotton). Planning application. Change of use, conversion and extension of existing dairy buildings into annexe accommodation following partial demolition. Unanimously agreed.

DC/20/01551 Boundary Farm, Cotton Road, Mendlesham (part in the Parish of Cotton). Application for Listed Building Consent. Works to facilitate conversion of existing dairy buildings into annexe accommodation. See response to 01550 plus subject to consent of heritage officers.

b) Results: To note outcome of MSDC Committee Development Control A, 13.5.20 re DC/19/05915, Land North East of Chapel Road, Mendlesham . This meeting did not take place.

c) Correspondence: nothing received.

d) To receive a written report from the Revised Neighbourhood Plan committee and confirm draft documents may be sent to MSDC. A written report had been received from Mr Moore and circulated prior to the meeting. It was unanimously agreed that the draft SEA Report, could be forwarded to Mr Isbell, Mid Suffolk District Council on a strictly confidential basis by Cllr Stringer.

7.48 Cllr Stringer left the meeting.

e) Any other planning matters: none

6.Reports

a) Clerks report & delegated decisions: see 3d.

Summary of weekly Covid Clerks reports 23.3.20- 13.5.20

Finance:

VAT return 1.4.19- 29.2.20 £4425.29 received.

MSDC £6700 received re £3200 MSDC Locality grant sound equipment .

£3500 MSDC Locality grant water heater and softener work.

CIL payment £3387.62 1.10.19- 31.3.20 received.

£54.8 UK Power Networks PLC Wayleave

£20,000 Precept 2020/21 Installment 1, received

VAT claim form submitted 1.3.20 - 31.3.20 £ 1670.36. Funds received.

Google subscription/accounts: another account purchased for use by the Chairperson. This will cost an additional £4.14 per month (Clerks delegated authority due to need to hold virtual meetings).

Accounts year end 31.3.20 set up new EMR Reserves for Mendlesham CLT, Water Project and Sound Project as balances of grant monies still to be spent. Checked and adjusted EMR War Memorial to include interest received during year. Checked and adjusted EMR Neighbourhood Plan so amount matches amount of Neighbourhood Locality grant still to spend. Adjusted Mendlesham CLT EMR so that room hire fees for ye 31.3.20 paid from grant, but note clerk time not adjusted - will need to do so this new financial year. Also included notional grant to Community Centre to cover clerk time spent, i.e. not reimbursed financially.

Audit ye 31.3.20: Internal audit completed.

Accounts and AGAR to be approved and published by 31 August 2020 at the latest. Public rights period to commence on or before 1 September 2020. Final audited accounts and external auditor report and certificate to be published by 30 November 2020

Mendlesham Playingfields: Playequipment area closed 25.3.20.

Designated Cllrs checking for safety. MUGA/WSA work ceased, reconvened 19.5.20 subject to provision of risk assessments and in line with distancing and Government guidelines at the time. Insurers notified. Muga invoice £37586 plus vat Total £45103.20 received. Supported by application for payment by project manager. Grant drawdown received from MSDC.

Community Centre : closed 19.3.20. Confirmation Insurers, arrangements put in place re closure Community Centre in order 30.3.20. No access without permission from the Clerk.

Woodland: Kept open, with residents notified to follow guidelines re social distancing and self isolation. Woodland Officer continuing to check for safety.

Street Cleaning: 24.3.20 Street Cleaner advised to stop working until further notice. MSDC Street Cleaning agreement: signed on behalf of parish council 22.4.20 and returned to MSDC. Risk assessment provided to Street Cleaner, no questions, with signed copy returned to Parish Clerk.

Purchase of Sound equipment: the purchase of Professional Sound equipment £3259 including vat and delivery, three quotes obtained, this being the middle quote only by £3, but supplier local and known for customer service.

Scout Hut: Planning application made, fee paid by Parish Council. Ecology report required, Scouts confirmed they would commission and pay.

FP6 : Church Road, behind Mayfield Way, reported narrow path and access over ditch for wheelchair user. SCC investigating.

Seats at Mendlesham Green: volunteer has restrained them.

Mill Terrace:

30.4.20 Further request from resident to fill in ditch and move fence. Advised unable to consider at present and consideration of permission not possible- need to wait.

Revised NP:

18.3.20 Mendlesham Neighbourhood Plan Group meeting with applicants and agents for planning matters re land next to Glebe Way.

Allotments: Request from resident regarding hire of land in Front of Cedars -query including overgrown hedges and land. Advised land already hired for grazing and asked them to come back to me if any actions required re hedge. Asked to be offered the site if current tenancy terminated, advised would likely be put up for tender and as residents they would be aware, but have also made a note in the allotment register.

Data Protection: Changed DPO details with Google account, email footer, ICO office (ord meeting 4.3.20).

Planning :

Decisions

DC/20/00819 Land adjacent Riverside Cottages, Mendlesham

Green : Non Material Amendment Gable ends to be brickwork instead of previously approved render. Amendment details refused.

DC/18/01486 5 Church Road, Mendlesham Discharge of conditions Condition 3 (Render) Condition 4 (Materials).

DC/20/00502 Listed Building Consent Mendlesham Hall, Hoggars

Road Mendlesham Replacement of all windows, doors. Creation of access to the kitchen. Removal/replacement of cement based render to render in lime. Grant.

DC/18/04322 1 Water Run Cottage, Hobbies Lane Mendlesham re caravan- grant under devolved powers MSDC CEO.

DC/20/00405 5 Church Road, Mendlesham Discharge of conditions application DC/17/05776 condition 3 (Fenestration), Condition 4 (Materials).

DC/20/00416 5 Church Road, Mendlesham Discharge of conditions application DC/18/01486 condition 3 (render), Condition 4 (Materials).

Planning Correspondence:

Planning 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. Cancelled. We will be notified when a new date has been set.

Correspondence:

Lloyds Bank: notification that wef 10.5.20 pc discounted terms and conditions are changing as follows:

Current charge £ 5 per month.

From 10.5.20 £7 per month, plus

- charges for cash in and out £1 (per £100) for first £1500 per month, £0.90 (per £100) for anything over £1500 per month.

- Cheques (in or out £0.85)

- Credit in £0.85

- Electronic payments (in and out), other debits, other credits Free.

Grant thank you letters: St Elizabeth Hospice, Suffolk Accident Rescue Service, East Anglian Air Ambulance, East Anglia's Children's Hospices, Age UK, Mid Suffolk Citizens Advice .

Suffolk County Council (District of Mid Suffolk) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (Variation No. 3) Order 202.

Boundary Commission: electoral review of Suffolk unlikely to now be implemented until 2025.

Mendlesham Primary School: Request to use community centre areas to facilitate return to school for Reception, Y1 and Y6 children further to Government requirements. *(Clerks note: unanimously agreed exclusive use of building to the end of July 2020, subject to insurers confirmation and all utility costs to be covered) .*

No questions asked.

Clerks delegated authority: purchase of additional google account £4.14 per month

b) Chairs report: nothing reported.

c) Questions to the Chair: No questions asked.
19.50pm the member of the public left the meeting.

7. Mendlesham Parish Council Financial matters

a) To confirm payments agreed under 3a. 8.4.20. The following payments were unanimously confirmed.

000962	5.81	J Lawes Ltd street cleaner bin bags
DD	206.24	NEST March payment
000963	8.54	S Jones March Expenses
000964	546.02	Suffolk Assn Local Councils annual membership
DD	7.91	Google monthly subscription
000965	38.55	HMRC balance Q4 PAYE
000966	2212.89	March administration excess hours,holiday pay 2019/20- checked Cllr Exley
000967	388.37	March street cleaning and holiday pay 2019/20
000968	3252.28	Eastern Entertainment Services Ltd purchase pa equipment.
		Page 1756

000969	295.20	SportsCourts UK Ltd -removal of contaminated skip Playingfields project
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b) To confirm payment of further invoices.The following payments were unanimously confirmed.

000970	150.00	National CLT Network CIO- annual membership confirmed by members of Mendlesham CLT
DD	81.20	NEST April
000971	45103.20	Sports Courts UK Ltd part payment re MUGA project.
000972	69.99	S Jones reimbursement annual fee for Norton Security for pc owned computer.
000974	91.00	Mendlesham Education Charity Old School Room hire Jan-March 2020
000975	636.54	MSDC 1.4.20-31.3.21 litter and dog bin emptying
DD	9.66	Google monthly fee -noting additional Chairpersons account for part of this month.
000976	30.39	Environment Agency drainage charges
000977	1055.04	Administration April
000978	183.80	April street cleaning
000979	91.23	S Jones reimbursement printer parts
000980	55.30	S Jones reimbursement shredder purchase
000981	49.78	S Jones reimbursement grass cutting belts
Payment to be made	693.00	Confirmation payment of scout hut planning fee subject to confirmation Scouts to sort and pay for ecology report.
Payment to be made		Community Action Suffolk Insurance renewal 1.6.20 min £2435.34

c) To note all other financial and audit requirements for the year ending 31.3.20 will be future agenda items. Noted.

d) To confirm CIL return as at 31.3.20 to MSDC. No expenditure or receipts during year. Unanimously confirmed.

e) To delegate to the Parish Clerk, re -declaration of compliance for The Pensions Regulator (by 30.9.20). Unanimously confirmed.

f) Any other financial matters. None

8. Any other business. None.

Meeting closed 7.55pm

Page 1758