

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 28th April 2021 at 7.00pm.

1.Present: Cllrs A Davey (Chairperson), P Allen arrived 19.03, M Exley, D Foster, N Foster, D Nunn, H Orton, E Ward, S Jones (Clerk) and SCC/MSDC Cllr A Stringer.

Apologies: Cllrs S Judd and S Webb. Cllr B Gardiner had apologised but hoped to join later during the meeting (joined 20.30)

The Mendlesham Parish Council filming statement was not read out as no members of the public were present at the beginning of the meeting.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. None received.

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 noting the published meeting of 14.4.21 was cancelled due to National Mourning and legal requirements.

a) Extra Ordinary Parish Council meeting 24.3.21. Pages 1852-1854 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. It was noted that Suffolk Police were only able to attend Microsoft Teams meetings.
19.03 Cllr Allen arrived.

SCC Cllr/ DCllr Stringer reports : Please see Cllr Stringer's reports as appended to these minutes.

19.07 a member of the public arrived.

Questions asked included the Appeal process and timescale for locations along Brockford Road. 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/21/02024 20 Mayfield Way, Mendlesham - Erection of single storey flat roof rear extension. Unanimously recommended for approval with no comments.

DC/21/02144 4 Church Road, Mendlesham Notification of works to trees in a Conservation Area- Reduce 1no Birch Tree (T1) by 3m and lift branches by 2m. Unanimously recommended for approval subject to Tree Officer approval.

b)Results:

DC/20/04542 The Workshop, The Willows, Cay Hill, Mendlesham Green Planning application Erection of open workshop /storage area and erection of welfare block (retention of) Grant.

DC21/01405 30 Old Market Street. Mendlesham, Application for works to a tree in the Conservation Area -crown reduce and lift 1 no Bay Tree in rear garden. No objection.

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

c) Correspondence: none

d) Road names: To discuss proposed road names for new development at Land South of Chapel Road, Mendlesham. Councillors discussed suggestions further to a previous public consultation for the Station Fields development, plus further suggestions further to consultation further to this agenda item.

After discussion it was unanimously agreed the two road names for this development to be proposed to Mid Suffolk District Council would be Abbott Way and Lawton Close.

There was much support for a road named " Roy Colchester...."

It was agreed that this name should be used for a road on the proposed development on land next to Glebe Way, which was also closer to Roy's family home. **Action: Clerk** to notify the Colchester family and MSDC.

e) Any other planning matters: A pre planning application meeting had taken place 13.4.21 between the Mendlesham Neighbourhood Plan group and applicants.

6. Mendlesham Scout Hut Project:

a) Report: Cllr Davey provided details of a working party meeting with Scout representatives 23.3.21 (as appended to these minutes). It was also noted notwithstanding agenda item b, legal representation advice now recommended appointment of a land agent to agree in detail Heads of Terms and draft lease arrangements before appointing solicitors.

b) Proposal from working party to appoint Parish Council solicitors/agents to:

- i) Prepare/ Negotiate Heads of Terms and draft lease: lease term 30-year, annual ground rent, £500pa five yearly reviews. Completion lease/building June 2022. Completion Heads of Terms June 2021.

The meeting was opened up to allow the member of the public/ Scout representative to speak. He reported that a June 2022 completion date for erection of the building could not be guaranteed as this would depend on grant funding success as and when. He could not say when funding would be in place for the build to commence but did confirm it would be in one phase. He confirmed Scouts had raised £42k, and that the cost of the building was estimated at £200k.

After discussion, it was unanimously agreed to authorise the Clerk to appoint the Land Agents, cost £200 per hour estimated 4-6 hours, to discuss as required with 1st Mendesham Scout. Group heads of terms and lease arrangements. It was noted that a delivery date of the building needed to be agreed, so that the project continued or not. It was noted the Land Agents fee would be paid for from diminishing reserves.

- ii) Seek permission as required by the Secretary of State.

The Clerk was authorised to seek permission as required, once the required information had been agreed. Unanimously agreed.

c) To confirm permission for water and electricity connection to site. After discussion, including the need for a commencement date for planning permission and CIL purposes, this was motion was carried for 7, 1 against. **Action: Clerk** to forward a letter of permission to the Scouts.

d) To confirm permission for advertising banners on Scout Hut Land and at Mendlesham. Permission was unanimously agreed for the Scout Hut Land but not at Mendlesham playingfields.

e) Any other matters: The Scout representative asked to be advised regarding the Agent meetings etc . Noted.

19.19 A member of the public left. Shortly afterwards another member of the public arrived.

7. Reports

a) Clerks report & delegated decisions

Finance:

£20,000 1st Half of Precept 2021/2022 notification received.
Street Cleaner grant Q4 £396.76 grant monies received.

PAYE ye 31.3.21. Further to completing year end and conflicting information from the PAYE system and HMRC website details for our account. Telephoned the HMRC helpline to determine exactly how much is due. Advised £601.18 - invoice for payment.

£1400 received further to sale of Wessex grass mower serial 150108
External Audit requirements received. As a smaller authority with an income /expenditure greater than £200k ye 31.3.21 we are subject to an intermediate review. Submission deadline for approved AGAR Friday 2nd July.

£531 Parish grant payment 2021/22 notification received.

£614.14 S126 vat claim submitted 1.2.21-31.3.21

Allotments: Hire fees as at 30.9.20 all paid. Another allotment rented out, but one only rented out last July has been terminated by the holder.

Signage:

Mill Road missing signage, asked Cllr Stringer to proceed with MSDC further to email received. (**Clerks Action:** Cllr Stringer asked for an email asking him to chase). Old Station Road HGV sign/30mph sign -not aware anything has happened? Lovell sign now removed.

Playingfields:Damage to playing fields - Vertus reported re seeding etc week of 29.3.21.

Mendlesham CLT: meeting 12.4.21

Muck Heap and flies @ Mendlesham Green: resident concerns received re muck heap- ongoing.

Additional trees, hedges, wildflowers:

Responses coming in further to E News 19.4.21. To be an agenda item, including areas previously discussed regarding Parish Council owned land June. In meanwhile discussing with Cllr Stringer as demand may exceed available resources from MSDC.

Scout Hut: resident concerns re parking and safety. Scouts are aware and will monitor/change existing arrangements.

Delegated decision: none

Correspondence:

SCC ANPR project: Further to email responsive from Parish Councillors and data from Cllr Exley reporting lack of speeding issue identified via existing signs, have confirmed Mendlesham Parish does not wish to participate in this pilot at present.

Grants thanks yous: received from Stowmarket Food bank, East Anglia Children’s Hospices, Suffolk Accident Rescue Service, St Elizabeth Hospice, East Anglia Air Ambulance, Citizens Advice

Fields in Trust: details of AGM

b) Eco Festival report (as appended to these minutes) . Cllr D Foster reported Mendlesham was already doing some successful “ green projects” and noted it would be good to revisit this report for further green projects when resources allowed.

c) Other organisation reports: none available

d) Chairs report : nothing to report that is not an agenda item.

e) Questions to the Chair: none

8.Mendlesham Parish Council:

Financial matters

a) To confirm payment of invoices.

Payment of the following were unanimously confirmed.

OL	26.89	S Jones expenses March 2021
OL	1077.72	March admin
OL	57.00	S Jones reimbursement Chapple sign WSA
OL	31.11	Environment Agency general drainage charge
OL	561.42	SALC Membership 2021/22
OL	150.00	National CLT annual membership -EMR- Mendlesham CLT
OL	109.98	S Jones reimbursement Rawlins sealer -WSA event sealer
OL	124.02	A Woodley reimbursement for WSA event paint -PAID 16.04.21
OL	601.18	HMRC q4 paye plus outstanding amount -confirmed HMRC call 7.4.21 PAID 16.04.21
OL	74.99	S Jones reimbursement Norton PC protection annual renewal

b) To note review bank reconciliation, management information, position re reserves as at to 31.3.21. Noted and confirmed. No questions asked.

Clerks note: The clerk had circulated an email to all Parish Councillors 23rd April as follows:

“ Further to EMR adjustments re CIL and the bank interest received for the War Memorial funds we hold in trust, please see a revised Summary Receipts and Payments and Reserves detail.

You will note that our General/current Year funds are now some £18k when we are aiming to have funds at a level of the Precept £40k.

Some of this should be adjusted this year with the conclusion of the MUGA/WSA project. Hoping the current EMR £6328.18 will more or less cover outstanding costs, plus we will get a little back, still to be claimed from Mid Suffolk District Council.

Also note we have healthy EMR's which whilst some of this is not our money to spend EG EMR for War Memorial, part EMR NP, EMR CLT, and some represents locality money for what were Community Centre Parish Council projects eg Water, LED as well as Sound project, things are not as bad as they could be.

Whilst the transfer to EMR CIL is correct for the year end procedures and some funds were already designated for Community Centre work, think once we get to the end of the MUGA/WSA project, we need to review if we want to drawdown some CIL money towards covering the overspends etc.but we need to check CIL expenditure regulations at the time.

I also have to do a CIL return for 31.3.21 and need to also check how long we have held some of this EMR as I think we only have five years to spend different amounts received”

c) Any other financial matters: none

9. Asset Inspection:

a)Report : Cllr Ward reported as per the report appended to these minutes.

b) To agree actions, including condition of seat and noticeboard at Mendlesham Green.

Actions:

Fence at Land behind the Chapel; Mendlesham Green. Action Cllr Nunn

Hedge in front of the Cedars, Mendlesham Green: in need of mechanical trim. **Action Clerk** to diarise for September

Noticeboard at Scout Hut, Mendlesham Green: confirmed can be moved to new location near telephone box, Mendlesham Green. **Action: Cllr Gardiner.**

Grit bin, telephone box, playequipment Mendlesham Green. Action Cllr Ward and Orton to form a working party with volunteers. Page 1860

Seat in front of Vine Cottage, Mendlesham Green: it was noted it had been recently repaired but needs monitoring during the year. **Action:**

Parish Councillors from Mendlesham Green

34th Bomb Memorial: Action Clerk to contact St Mary's Church

Grit bin: Brockford Road, Church Road corner: Action Clerk June meeting agenda

Mendlesham Village sign: Action Cllr Allen to clean top of sign. Then once cleaned if still required **Action Clerk** to contact suppliers for further advice. Base : **Action All** to consider a local builder to undertake work.

10. Licence for land at Mendlesham Green.

To execute licence on behalf of Mendlesham Parish Council

a) Land behind Mendlesham Green Chapel. **Action: Clerk** to chase signed licence and funds. Clerk then authorised to sign licence on behalf of Mendlesham Parish Council, duly witnessed by independent persons.

b) Land in front of the Cedars, Mendlesham Green Clerk authorised to sign licence on behalf of Mendlesham Parish Council, duly witnessed by independent persons.

11. Playing fields

20.30 Cllr Gardiner joined the meeting.

a) Report on opening of MUGA/ WSA, including WSA paint event.

Unanimously agreed this was a huge success, one of the best community events held for many years. Thanks to Cllrs Foster, Orton and all involved.

b) To confirm signage/ communication re use of MUGA.

After much discussion, it was unanimously agreed to ask users not to use wheeled equipment to be kept under review.

Action Clerk to provide two temporary notices for approval by Councillors via email

1. to politely ask users to help protect surface by not using wheels /wearing correct footwear
2. Contact details regarding how to hire.

c) Report on sale of mower. Cllrs Nunn and Gardiner reported sale of the mower had been completed at a sale price of £1400.

d) Report on damage and repair of playing fields. Repairs had been completed and grass had quickly grown.

e) ROSPA report on Mendlesham Playing fields: Noted.

Actions: Clerk to contact Playequip re tower comments and MUGA stud comments.

Actions Cllr Gardiner and Cllrs Foster: to waterjet, clean equipment as required.

f) ROSPA report on Mendlesham Green Playing fields: Noted.

Action: Clerk to contact Playequip re hole in surface at corner of multi play equipment.

Action: Cllr Nunn to reduce bolt length on litter bin post and check/remove rotten stepping post.

g) Any other playing field matters. It was noted the new contractors for Mendlesham Playing Fields were doing a good job. **Action: Cllrs Davey and Allen** to meet with volunteer and representative of Mendlesham Football Club re email received and offer to book playing fields.

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

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Meeting closed 20.54