

## **Mendlesham Parish Council**

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 12th January 2022 at 7pm.

**Present:** Cllrs A Davey( chairperson), M Exley, D Foster, N Foster, B Gardiner, H Orton, E Ward, S Jones (Clerk) and SCC/MSDC Cllr A Stringer.  
**Apologies:** Cllrs P Allen, S Judd and D Nunn.

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.** Cllr Ward declared a pecuniary interest in the agenda item regarding allotment rents as she is an allotment holder.

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

**3. Minutes:** To confirm the following as a true and accurate representation.

#### **a) Extra Ordinary Meeting 5.1.22**

Pages 1915-1919 inclusive were unanimously agreed as a true and accurate representation of the meeting, duly signed and dated by the Chairperson.

### **4.**

**Police report:** Nothing received.

**SCC/MSDC Cllr Stringer:** See reports appended to these minutes. Cllr Stringer also reported issues regarding defibrillators at Bacton and provided an update regarding the Babergh/Mid Suffolk District Council draft Local Plan. Questions/Observations included land supply allocations, 5 year housing supply continuation plus the need for policies to include provision for different types and sources of utility supplies in the future.

### **5. Planning**

a) Applications: none

b) Results: none

c) Correspondence: none

d) Revised Mendlesham's Neighbourhood Plan: To note and confirm return of unspent Locality grant funds as requested. Further to a report from the Clerk, it was noted £2303 unspent grant would need to be returned.

e) Any other planning matters:none.

## **6. Mendlesham Scout Hut:**

a) To review and agree draft terms and documentation for a response to Clarke and Simpson.

The draft documentation was discussed. It was agreed the plan covered by the new lease should be the red line area as detailed on the plan provided, with community access to the Beacon and the bus shelter to remain. Further questions were asked. **Action: Clerk** to contact Clarke and Simpson accordingly.

b) To agree to the appointment of legal representation for Mendlesham Parish Council. It was agreed to ask a legal firm if they could act on behalf of the Parish Council in this matter. **Action: Clerk.**

## **7. Reports**

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

#### **Finance:**

£405.41 MSDC Cleansing Grant q3 application

Allotment hire fees invoices for period ending 30.9.21 sent with monies now being received.

**Mendlesham's Woodland:** Report re Tree Inspection - quote confirmed and visit arranged 2.2.22. Woodland Officer aware and should be in attendance.

**Street Cleaner employment:** Pension details advised. All recruitment requirements now completed.

#### **2022 / 2023 Budget information/considerations:**

MSDC confirmed that there will be no increase to litter bin ( £37.13 per bin) and dog bin (£43.49 per bin charges for the financial year 2022/23. Jan 22 MSDC confirmed tax base as notified Nov 21 remains unchanged.

#### **Playingfields:**

Maestro Football Club: user agreements completed. Arrangement in place re payment of hire fees.

Mendlesham Football Club: user agreements sent and chased. Need to do invoice from 1.9.21-31.12.21.

MUGA use for residents as previously discussed sorted.

Lights: Keys held by Cllrs Gardiner, Exley, Fosters Allen and Clerk re token use. Cllr Gardiner holds the only key to empty and retrieve tokens . Mr Woodley investigating source of an extra key.

**Delegated decisions:** none

**Correspondence:** as circulated. Nothing not an agenda item or of significance.

**b) Mendlesham Green – potential events Summer 2022 and grass cutting.** A preliminary plan to hold a community event at Mendlesham Green was reported. It was agreed this could be a Parish Council organised event, but further details would be required for a later agenda item. **Action Cllrs Orton, Nunn and Ward. Action: Clerk** to contact the farmer and formalise grass cutting arrangements for 2022.

**c) Other organisation reports:** Mendlesham Community Charity a public meeting 18.3.22 was noted.

**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.** The following invoices were unanimously agreed for payment.

OL	30.00	S Jones reimbursement hire Main Hall 5.1.22
DD	83.44	Nest December 2021
DD	18.40	Google Dec monthly payment
OL	140.60	Dec Street Cleaning
OL	1077.72	Dec admin
OL	388.17	HMRC paye q3
OL	171.00	Membership SLCC
DD	35.00	Annual fee Data Protection ICO
OL	3780.57	Vertus Playingfields maintenance 1.7.21- 31.3.22
OL	169.00	S Jones expenses 1.4.21-31.12.21
OL	36.00	B Gardiner reimbursement keys cut re playingfields.

**b) To review bank reconciliation and management information @ 31.12.21** Noted with no questions asked. Cllr Exley checked bank statements for the reconciliation report 31.12.21. It was noted Cllr Davey had checked this for the information to 30.11.21.

**c) To agree any increase for allotment rents**

Cllr Ward declared a pecuniary interest in the agenda item regarding allotment rents as she is an allotment holder and took no part in discussions or the decision.

After discussion it was agreed to increase allotment tenancy rents by 50% for the year commencing 1.10.22. **Action: Clerk** to provide allotment holders with the required notice.

It was also agreed to waive the fees for one allotment holder as they helped maintain the area and prepare new plots.

**d) To review staff Spinal points wef 1.4.22 .** Reviewed. No action required.

**e) To consider three-year budget.** Reviewed. Increasing trends noted.

**f) To consider any reserve requirements:** Details as of 31.12.21 had been previously circulated. The following was noted and agreed.

EMR 321 Playingfields current bal £2193.01. However there is an outstanding commitment re Mendlesham Playingfield tower work of £1376 plus vat plus an overspend on the MUGA/WSA project some £8k ( £6853 still to claim?). Agreed proposal at year end will be to return the EMR to nil with any balance funds used to adjust either line 4270 General Playingfield or 4520 MUGA.

322 Woodland bal £5000. Report commissioned @ £1716 may need to come from EMR. Also may need to cut some trees down further to report? Consider closer to year end.

324 War Memorial -funds held in trust/ No action required.

EMR 326, 333,334.338. All Community Hall reserves hopefully to be used for new build

327 NP - £2303 to be returned to Locality .

330 Telephone box -leave.

332 CIL -agenda item g.

335 328 asset reserves -leave as min or increase at year end?

337 CLT -held in trust not ours to change.

340 Street Furniture £3k. -committed for replacement Mendlesham Village Sign £1895 but the base also needs work. Leave

339 Sound project £300 -balance locality grant. Leave

**Action:** All to be reviewed again closer to year end.

**g) To consider CIL Expenditure for monies already received.**

It was noted that any CIL money received and not spent within 5 years can be requested to be returned to MSDC. An annual review of monies held but not spent should take place annually before financial year end. CIL money received to date is as follows:

£67.10 4.7.17

£3914.02 12.4.18

£2212.92 18.10.18

£3387.62 9.4.20

£3322.02 8.10.20

Total £12903.68.

£4043 was spent on new Mendlesham Community Centre doors in the year ending 31.3.19.

So funds available to still spend is as follows:

£3322.02 8.10.20

£3387.62 9.4.20

£ 2151.04 18.10.18 ( £2212.92 less £61.88 spent towards the doors) .

Total £8860.68 as per EMR

No further action proposed.

**h) To complete the budget process for Mendlesham Parish Council for the year ending 31.3.23.**

The Clerk had previously circulated two different draft budgets one with a Precept of £42,400, the other £43,000, plus a report outlining tax base indicative figures as received November 2021, confirmed unchanged January 2022. After discussion, it was proposed and seconded to increase the precept to £44,000, increase the expenditure budget lines between grant provision and playingfield expenditure by £500 per budget line. It was noted this would be a 5.83% increase for Band D properties £75.38 (£71.23 pa) against the current tax base information. Unanimously agreed.

The reasons for the increase were noted as follows:

- i) The Precept was held for the previous year due to unknown Covid implications.
- ii) Inflation was rising
- iii) There was a need to maintain Parish Council spending power to help the community.
- iv) There would be a need for more community support further to changes at other local charities or those outside Mendlesham but supporting the community.

**i) To set the Precept for the year ending 31.3.23 and complete Precept Billing Authority.**

It was proposed, seconded and unanimously agreed to set a Precept of Forty Four Thousand Pounds ( £44,000). The Precept Authority was signed by Cllr Davey, Cllr N Foster and the Clerk/RFO.

**j) Any other urgent financial matters.** None

**9. Playing fields:**

- a) To note review of hire fees is not due until August 2022. Noted
- b) To consider appointment for Rospa reports. It was agreed to make the same arrangements as last year. **Action: Clerk**
- c) Any other playingfield matters : None

**10. To confirm arrangements for Parish Meeting and Parish Awards 19.4.22. Action:** Cllrs Orton, Ward, Stringer and the Parish Clerk to take forward as discussed.

**11. Any other business:** matters of report and future agenda items. None.