

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 14th July 2021 at 7.00pm.

Present: Cllrs N Foster (vice chairperson, chairperson for this meeting), M Exley, D Foster, B Gardiner, H Orton, E Ward, S Jones (Clerk) and SCC/MSDC Cllr A Stringer.

Apologies: Apologies had been received from Cllrs A Davey (chairperson), P Allen, S Judd, D Nunn and S Webb. 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.

Cllrs Denise and Norman Foster declared a pecuniary interest regarding planning application DC/21/03678, the proposed works to Mendlesham Community Centre, although the title of the application was in the name of Mendlesham Primary School, as their residential property borders Mendlesham Playingfields. Cllr N Foster reported that he would not chair this part of the meeting, which would be chaired for this item to Cllr Exley. This was unanimously agreed.

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) Ordinary Meeting 9.6.21

Pages 1871-1877 inclusive were unanimously agreed as a true and accurate representation of the meeting, duly signed and dated by the Chairperson.

4.

Police report: No report had been received.

SCC/MSDC Cllr Stringer: See reports as appended to these minutes.

Questions asked included :

When MSDC would make a decision regarding the allocation of £400k? Not known.

Observation regarding wear to a newly surfaced part of road. Cllr Stringer to report accordingly.

Public Forum – to receive written questions and matters of concern received. No written questions had been received.

5. Planning

a) Applications:

DC/21/03234 30 Old Market Street, Mendlesham. Application for Listed Building Consent. Replacement of 6no windows. Unanimously agreed to support in line with the Heritage Officer's comments.

DC/21/03490 Horsefair Close, Mendlesham. Householder Application- Erection of single storey front, side and rear extensions. Unanimously agreed to support with no comments.

Cllrs N and D Foster declared their pecuniary interests and took no part in the following application discussion and decision.

DC/21/03678 Mendlesham Primary School, Old Station Road, Mendlesham: Full Planning Application: Refurbishment of Pre-School and Hall to provide 2 SEN Classrooms, Group Rooms and ancillary areas, erection of canopy over entrance and installation of air source heat pump.

It was unanimously agreed to support this application, with the following comments:

There are parts of this application that are incorrect. This application for works covers property solely owned by Mendlesham Community Centre Charity for which Mendlesham Parish Council is sole trustee. The Preschool was only one of many community hirers using these village hall facilities under hire from the Charity.

We have also not had the formal notification as owners as required for this application. However as Trustee we were fully aware of the proposed works and fully support them.

Cllr N Foster continued to chair the meeting.

DC/21/03760 Willow Farm, Mendlesham Green, Mendlesham: Application to determine if Prior Approval is required for a Proposed; Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6-Replace storage building for hay, straw and machinery.

It was unanimously agreed there was nothing to comment.

b) Results:

DC/21/02529 Meadow View, Mendlesham Green: Householder Application- Erection of a single storey rear/side extension. Grant.

DC/21/00973 Perkins Farm, Tan Office Lane, Mendlesham: Full Planning Application- Change of use of land and erection of a detached holiday let (following removal of existing building) and siting 4 no holiday pods; Erection of cartlodge to serve Perkins Farm. Grant.

DC/21/01296 Land adjacent to Park House, Brockford Road, Mendlesham: Submission of Details for Reserved Matters following Outline Approval DC/19/01839 dated 12/6/2019 – Appearance, Layout, Landscaping and Scale for Erection of 2 no dwellings and new vehicular access. Reserved matters approved.

DC/21/02456 23 Middy Close, Mendlesham: Householder Planning Application- Erection of rear conservatory. Grant

c) Correspondence: nothing to report.

d) Any other planning matters: nothing to report.

6. Mendlesham Neighbourhood Plan

a) Report: see report as appended to these minutes.

b) Any other Neighbourhood Plan matters: none

7. Reports

a) Clerks report & delegated decisions:

Finance:

£99.30 Wayleave Eastern Power Networks plc

£405.41 Q1 2021 MSDC Cleansing Grant claimed.

External audit: documents sent in good time. Confirmation of the dates of the period for the exercise of public rights published.

Request for donation from Old Newton Under Fives Preschool.

Mendlesham Green Burial Grounds: Two complaints re length of grass. Trustee details provided.

Meadow behind Chapel: Contact from successful tender bid. Advised documents had been sent in the post -not received, copies sent 30.6.21. Nothing more to date.

USA Memorial: Bench- enquiry from resident re condition and volunteering to undertake works. Confirmed not a parish council owned asset, believed to be Mendlesham Community Council. Page 1880

Allotments: complaint regarding one allotment, holder contacted accordingly. Correspondence re one particular allotment and future tenancies. Reported not currently available.

Track at Mendlesham Green: correspondence with resident regarding ownership of properties and licence over track. No action required.

Mendlesham Village sign: Confirmation of order £1895.60 provided. Payment will be strictly on receipt of delivery.

Active Travel Public consultation: response provided to MSDC. Also notified and requested a meeting with SCC Rights of Way to discuss ROW issues and in particular the link between Mendlesham and Mendlesham Green. MSDC officers also willing to attend.

Delegated decisions: none other than above.

Correspondence: nothing other than agenda items.

b) Scout Hut Project report: email received 8.7.21 noted.

c) Other organisation reports: none available

d) Chairs report : nothing to report.

e) Questions to the Chair: no questions asked

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices:

The following invoices were unanimously agreed for payment.

DD	83.44	Nest June 2021
000995	225.80	Glasdon UK Ltd grit bin
DD	12.42	Google June monthly payment
000996	1077.72	June admin
000997	148.80	Rialtas Business Solutions Ltd annual support and maintenance - accounts package
000998	96.00	Suffolk Fire and Security call out MUGA cctv camera hit with a football. 11.5.21 14:36:20 -footage of incident records an hour slow so actually 15:36:20.
000999	20.00	J Michell reimbursement fuel for woodland Page 1881

OL	1271.01	HMRC Q1 PAYE
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b) To review management reports and bank reconciliation as of 30.6.21. Not available.

c) Any other financial matters: It was agreed to not to support the Old Newton Preschool request for funds- not in accordance with policy or budget.

7.36pm Cllr Stringer left.

9. Playingfield matters:

a) To agree any actions required further to the ROSPA Report and information from Play Equip Ld. A call from Play Equip plus the works to the surface at Mendlesham Green was still awaited. Information regarding bolts and the MUGA had been received and passed on to the project manager.

b) Report and proposals further to a meeting with a volunteer to manage bookings of Mendlesham Playingfields Cllrs Davey and Allen were not present, so the Clerk provided a summary of the meeting with the volunteer. The offer from the volunteer was unanimously accepted with thanks, subject to completion of an Acceptance of Office to follow the Mendlesham Code of Conduct. It was agreed any non sporting events should be referred to the Parish Council via the Clerk in the first instance.

c)Mendlesham Muga/ WSA project: to review and agree outstanding actions to include:

i) Hand rail/table tennis tables- further to information received from the project manager, it was unanimously agreed to install a galvanised handrail @ approximately £200. It was noted a meeting with the contractor was due to take place regarding installation of the table tennis tables and agreed the Project Manager should be asked to ensure all previously agreed works had been undertaken or would be undertaken.

Action Clerk.

A question was asked about use of the purchased sealant for the Wheel Sport Area art due to further information obtained. It was agreed a small area should be sealed as a trial. **Action: Cllrs Foster.**

ii) **Use of wheel items for MUGA.** Further to new information, it was agreed posters for the MUGA should not include any mention of wheels. It was also noted that in the event of concern, keyholders should "close" the area without further reference.

iii) Private booking arrangements for MUGA, including hire fees, lighting costs, locking site before hire etc).

It was agreed from 1.9.21 the hourly cost of hire for the MUGA would be £20 per hour with £5 per hour for lighting as required.

The Playing Fields co ordinator would provide Cllr Exley with information regarding MUGA hire. Cllr Exley would then either himself or ask other MUGA keyholders to lock the area before hire and ensure the required equipment was in place. The hirers would collect the key and pay fees and key deposit to Cllr Allen at the Kings Head ph and be asked to leave the MUGA unlocked at the end of hire, returning keys to Cllr Allen and collecting their key deposit.

Keyholders: Cllrs Exley, Allen, Foster, Gardiner and Davey.

v) Reimbursement for the project manager: It was unanimously agreed to increase the agreed reimbursement for the project manager to 2% of the final project costs. This would be subject to invoice. It was also noted an addendum to the Project Manager contract was required. **Action: Clerk.**

vi) Any other matters: none

d) To review Mendlesham playingfields hire fees:

It was unanimously agreed with effect from 1.9.21 to reinstate the following agreed hire fees for Mendlesham Playingfields:

1. Match hire of the Mendlesham owned pitch £50. Mendlesham Football Club to have first priority subject to timely early notification of bookings and games.

It was agreed that whitelining was now part of the Parish Council grounds contract and the £50 fee was payable by all hirers.

It was also noted that this included use of goals and nets as owned by Mendlesham Football Club as previously confirmed with the Club.

2. Hire of the pitch on Mendlesham Community Centre owned land or any other part of Mendlesham Playingfields (ie not pc owned pitch) £10 per hour or if longer required £30 for four hours, or to clarify £10 per hour for hours 1, 2 and 3, 4th hour no fee, then £10 per hour for hours 5, 6 and 7th with 8th hour no fee etc.

Hirers to arrange whitelining, either themselves or via a commercial arrangement with Mendlesham Football Club.

3. For any other organised activity, community, or commercial, on any part of the playingfields fees as per no 2 to apply. Page 1883

It was noted these fees were to be paid to Mendlesham Parish Council. No toilet facilities were available and portable toilets are not permitted.

If changing rooms/ toilets were required, these would be separate hire arrangements with the John Milton Academy Trust.

e) Any other playingfield matters: Key to the container to be given to Cllr Gardiner. Already also held by Cllr Gardiner.

10. Church and Town Trust trustee: to confirm process of appointment for Parish Council trustee vacancy . It was unanimously agreed to advertise the vacancy via the parish newsletter and E News. **Action: Cllr Allen and Clerk.**

11. Festival of Suffolk: to discuss, including nomination of a Festival Community Champion. Cllr N Foster volunteered in a personal capacity.

12. Grass cutting re Mendlesham Green Allotment area, Mendlesham Woodland plus any other areas required. After discussion, it was agreed to offer the Mendlesham Green allotment area to the Mendlesham Green land behind the Chapel provisional tenancy holder for no extra remuneration. **Action: Clerk.**

No other areas required grasscutting.

A resident request had been received to reduce the playingfield hedge to 1.7m. It was agreed to action this in the Autumn, subject to ground conditions.

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

Meeting closed 8.56pm.

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