

## **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 5th May 2021 at 7.30pm.

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

**Apologies:** Apologies had been received from Cllr Nunn. *(Clerks note: also belatedly from Cllr Webb after the meeting).*

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.** Nothing declared.

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

**3. Police report.**No report had been received.

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

**Public Forum** – to receive written questions and matters of concern received. No written questions had been received. No members of the public present.

### **5. Planning**

#### **a) Applications:**

##### **DC/21/02512 Boundary Farm, Cotton Road, Mendlesham:**

Application to determine if a prior approval is required for a proposed Erection, Extension or Alteration of a building for Agriculture or Forestry use. Town and Country Planning ( General Permitted Development) ( England) Order 2015 as amended Schedule 2, Part 6- Erection of general purpose agricultural building for storage of straw.

It was unanimously agreed, Mendlesham Parish Council was not qualified to comment on if prior approval was required for this application, but had no local matters of concern or information to provide.

#### **b) Results:**

**DC/21/02107 34 Horsefair Close, Mendlesham.** Non Material Amendment sought following grant of planning permission DC/20/03993 DATED 9/11/2020 -Amend external finish to painted render. Approved.

**c) Correspondence:** nothing received.

**d) Any other Planning matters:** none.

## 5.Reports

**a) Clerks report & delegated decisions:** nothing to report.

**b) Other organisation reports:** none received.

**c) Chairs report:** nothing to report.

**d) Questions to the Chair:** No questions asked.

## 6. Mendlesham Parish Council Financial matters

The following payments were unanimously confirmed.

DD	83.44	Nest March 2021
DD	12.42	Google 9.4.21 monthly payment
OL	2349.34	April admin and hol pay/excess hours to ye 31.3.21
DD	12.42	Google 10.5.21 monthly payment
DD	220.79	NEST April 2021
OL	39.96	J Michell reimbursement woodland fuel

**b) To agree requirements regarding annual inspection of assets.**

The annual inspection for 2020/21 had been an agenda item for the meeting 28.4.21. It was unanimously agreed the inspection for 2021/22 would be undertaken ideally February 2022 by Cllrs Exley ,Gardiner and the Clerk.

**c)To approve Accounts and supporting notes for the year ending 31.3.21, including confirmation of allocated reserves.**

The accounts and supporting notes, plus allocated reserves were unanimously approved. To be signed by the Chairperson and Clerk (RFO) at the earliest possible date.

**d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as at 31.3.21.**

**Annual Governance Statement 2020/21.** Read out in full and unanimously approved.

**The Accounting Statement 2020/21.** It was noted that reinstatement for the year ended 31.3.20 had been required and undertaken in accordance with audit requirements for ye 31.3.21 for clerk salary and expenditure and box 4 & 6. Unanimously approved.

**Bank Reconciliation as at 31.3.21.** Unanimously approved ( *Clerks note Cllr Davey subsequently checked bank account balances to bank statements. This included the RBS accounting system bank reconciliation and the document as required by the External auditors* ) .

**Explanation of Variances.** Unanimously approved.

All documents to be signed by the Chairperson and Clerk (RFO) at the earliest possible date.

**e) To confirm the asset register as at 31.3.21.** Unanimously approved.

**f) To approve the CIL return to MSDC as at 31.3.21.** Unanimously approved.

**g) To approve the monitoring system for the year ending 31.3.22.**

Continuation of the existing system was unanimously approved.

**h) To appoint RFO for the year ending 31.3.22.** Sharon Jones was unanimously appointed.

**i) To consider Governance questions and statements for the year ending 31.3.21 FSO Effectiveness of Internal Control ( parish council and as trustee of charities)**Assertion 2- internal control 1.14-1.21 were read out, considered and confirmed as accurate.

**j) To decide the level of Insurance cover and pay requested premium.** It had been agreed at the earlier Parish Annual Council meeting that whilst renewal information as of 1.6.21 had yet to be received, existing cover arrangements were still correct. It was unanimously agreed renewal should be confirmed when details are received.

**k)Proposal to authorize the Woodland Officer to spend up to £250 until 31/3/22, on any items required for the Woodland.** Unanimously approved.

**l)Proposal to authorize the Woodland Officer to instruct Contractors with regard to Pest Control as and when required for 4 days work, cost approx £100 per day.** Unanimously approved.

**m)Proposal to allow Cllr Nunn,Cllr Exley and Cllr Gardiner (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.**

Unanimously approved.

**n)Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playingfields for 4 days work cost approx £100 per day.** Unanimously agreed.

## **7. Quiet Lanes**

a) Consultation responses: to note

All responses received had been previously circulated to all councillors. A question was asked and reply provided that information for residents living on the proposed lanes had been hand delivered. This information was the same as that detailed in the Mendlesham monthly newsletter and E News (*Clerks note: approved by the Chairperson in accordance with parish council policy*)

After discussion it was noted 11 responses had been received. 8 for, 3 not in favour.

b) Report: See report as appended to these minutes.

There were some questions/comments. These were discussed and where possible answered.

c) Proposal to confirm submission of two schemes:

i) U5217 /Hoggars Road

ii) Oak Farm Lane/Wash Lane/ Tan Officer Lane

In accordance with Standing Order 3s, a Councillor requested a recorded vote.

### **i) U5217 /Hoggars Road**

Proposed to confirm nomination as a Quiet Lane by Cllr N Foster, seconded Cllr Orton. Vote in favour : Cllrs A Davey, M Exley, D Foster, N Foster, B Gardiner, S Judd, H Orton and E Ward. Vote against Cllr P Allen. Motion carried.

### **ii) Oak Farm Lane/Wash Lane/ Tan Officer Lane**

Proposed to confirm nomination as a Quiet Lane by Cllr N Foster, seconded Cllr Orton. Vote in favour : Cllrs A Davey, M Exley, D Foster, N Foster, B Gardiner, S Judd, H Orton and E Ward. Vote against Cllr P Allen. Motion carried.

d) To agree financial contribution towards the Quiet Lanes scheme

Further questions were asked regarding number and cost of signs.

It was noted that from the start of this project, Mendlesham had neither the funds or had agreed to make a financial contribution. The reasons for this request was explained as having been requested from all parishes involved with the project to contribute towards a contingency fund.

Cllr Stringer left the meeting.

It was proposed and seconded that Mendlesham should not make a financial contribution.

Cllr N Foster then reported that Cllr D Foster and himself would make a personal contribution to the project.

A Cllr then reported that Cllrs D and N Foster therefore had a financial interest in this vote, which should be declared and therefore both Cllrs should not vote on this proposal. Cllrs Fosters confirmed accordingly and did not vote. It was confirmed by all that a recorded vote was not required.

The vote was then 7 in favour ,none against. Motion carried.

**8.Resolution to delegate to Sharon Jones, Parish Clerk, authority to make all decisions on behalf of Mendlesham Parish Council as considered necessary and record as such, in accordance with the requirements of Part 2 of the Openness of Local Government Bodies Regulations 2014, from 7th May until 17th May 2021 or until physical meetings or virtual meetings can legally take place.**

Parish Councillors were asked to confirm that they understood this resolution. The Resolution was then unanimously confirmed .

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

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Meeting closed 8.31pm.