

## **Mendlesham Parish Council**

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 8th September 2021 at 7.00pm.

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

**Apologies:** Cllr S Judd.

It was noted that Cllr S Webb had tendered her resignation on 8.9.21 with immediate effect. Cllr Webb was thanked for her contribution.

The filming statement was 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. Minutes:** To confirm the following as a true and accurate representation.

#### **a) Ordinary Meeting 11.8.21**

Pages 1885-1889 inclusive were unanimously agreed as a true and accurate representation of the meeting, duly signed and dated by the Chairperson.

**b) Strictly Confidential minutes of agenda item 13 Ordinary meeting 11.8.21** ( not available for the public until further notice).

Pages 1-2 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.

A question was asked about Cycling Route improvements, in particular a proposed improvement for a route in the Parish.

**Action: Cllr Nunn** to speak to the Landowners.

**Action: Clerk** to send Cllr Stringer details of recent communications with SCC and MSDC officers.

**Public Forum** – to receive written questions and matters of concern received. No written questions had been received and nothing was asked at the meeting.

## 5. Planning

### a) Applications:

**DC/21/04616 48 Middy Close, Mendlesham:** Householder Application -Erection of a front porch, addition of a window to ground floor wc and block paving to front to create additional parking. Unanimously approved for approval subject to the car parking areas being permeable materials.

### b) Results:

**DC/21/03490 43 Horsefair Close, Mendlesham.** Householder Application- Erection of single storey front, side and rear extensions. Granted.

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

**DC/21/00293 Mendlesham Hall, Hoggars Road, Mendlesham.** Planning Application -Erection of grain storage shed. Granted.

Cllr Stringer left the meeting.

**c) Correspondence:** The completion of the Local Government Boundary Commission review for the County of Suffolk was noted, including the removal of Wetheringsett Parish and inclusion of Stowupland in the Upper Gipping Ward.

**d) Any other planning matters:** nothing.

## 6. Reports

### a) Clerks report & delegated decisions

**Meadow behind Chapel:** Re tender bid previous offer further to tender, letter sent confirming withdrawal of offer.

#### **Scout Hut project:**

Clarke and Simpson representative met with Scout representatives 7.9.21 re lease.

**Messy Mendlesham/ Welcome Back Funding:** further to request, after application, it was not a case of one pack of adult (15) and (15) children's litter pickers. Requested 12 adults, 3 children size litter pickers.

**Delegated decisions:** see Welcome Back Funding item as above plus hire of equipment to remove woodland trees -see invoices.

**Correspondence:**

Google Cloud and Workspace accounts have been migrated from Google Ireland Ltd to Google Cloud EMEA Ltd. Our DD list has been amended accordingly.

MSDC Hackney Carriage, Private Hire Operator, Vehicle and Driver Policy consultation until 16.9.21

MSDC Gambling Act 2005 consultation until 16.9.21

**b) Other organisation reports:** none

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

**d) Questions to the Chair:** none

**7. Mendlesham Parish Council: Financial matters**

**a) To confirm payment of invoices**

The following invoices were unanimously agreed for payment.

OL	607.00	Porch Builders hire of security fencing Mendlesham MUGA/WSA project
OL	5.95	J Lawes Ltd staples for woodland
DD	83.44	Nest August 2021
OL	23.25	H Orton re CLT and NP meeting refreshments 6.9.21
OL	1077.52	August admin
DD	16.16	Google August monthly payment
OL	36.00	B Gardiner hire of winch reimbursement for woodland work

**b) Any other financial matters:** none

**8. Playingfield matters:**

**Mendlesham:**

**a) Report further to the ROSPA Report, meeting and subsequent quotes for Mendlesham Playing fields equipment and MUGA.**

Details of a site meeting, attended by Cllr Gardiner with the Rospa Inspector. A quote and options for works had been received.

**b) To agree works as proposed for the Multi Tower complex @ £1376 plus vat.** After discussion and subject to evidence and final confirmation to proceed from Councillors ( via email and majority view), that the works to reduce the width of the openings were current new legislation/advice also applicable to existing equipment, the installation of the two sets of two sets of handles plus the chain rope were unanimously agreed. The remedial work to the tunnel to prevent finger traps, free of cost, were also agreed.

**Action Clerk.**

**c) To agree works to the MUGA further the ROSPA report and further information as received from ROSPA Inspector and Contractors.** Cllr Gardiner volunteered and was unanimously authorised to undertake works to the entrance gates and their associated bolts. The other bolts as mentioned in the Rospa Report were noted as superficial and not safety matters. **Action: Cllr Gardiner.**

**d) To discuss and agree WI proposal for a bench near the Wheel Sports Area.** It was agreed that Cllr Davey would take this forward with WI representatives, Cllrs Gardiner and Fosters and Mr Woodley. **Action: Cllr Davey.**

**e) Report: Playing field Bookings CoOrdinator role.** It was noted this role was now being undertaken by the Parish Clerk.

**f) Report: re hire update for Playing fields and MUGA.** The following was noted.

- Playingfields hire only currently Mendlesham FC.
- Understand MFC query re Vertus whiteline of technical box does not need to be taken further.
- Parish clerk now has control over [playingfields@mendleshampc.org](mailto:playingfields@mendleshampc.org) google account and details of matches to be played and when by MFC.

**g) To agree to hire agreement documents for hire.** Draft documents had been previously circulated by the Clerk and were agreed for general use of the playing fields plus an addendum for MUGA hire. The need for another addendum for football users was noted. **Action: Clerk** for October meeting. It was also noted there was a requirement for MUGA and Playingfields risk assessments. **Action: Clerk.**

**h) To agree to notices for MUGA and Playing fields.** Draft notices were agreed, including order of a professional manufactured sign for the MUGA. **Action: Clerk**

**i) Proposal from Mendlesham Football Club regarding the storage of High-Rise nets on site.** After discussion it was agreed further information and alternative proposals were required from Mendlesham Football Club. In the meanwhile the existing permission of nets and poles only to be in situ whilst matches were played and then removed from the site remains.

**k) Any other Playing field matters:**

Installation of the Mendlesham new table tennis tables at a cost of £250 plus resin costs was agreed.

Mendlesham Green grid mat lifting was noted. **Action: Cllr Ward** to monitor.

**9. Land Management:**

**a) To note SCC Highways letter regarding hedge and tree at Mendlesham Green and confirm required action.** Noted. **Action: Cllr Nunn.**

**b) Mendlesham Playing Fields: to confirm arrangements to cut boundary hedge.** Noted. **Action: Cllr Nunn and Clerk** with notice of works to be hand delivered to neighbours.

**c) " Green area" at Mendlesham Green. To agree ragwort control.**

Cllr Nunn was authorised to take forward next year cutting arrangements to include spot ragwort control with potential interested farmer. **Action: Cllr Nunn**

**d) Land behind Chapel at Mendlesham Green:**

**i) to confirm access arrangements when requested by neighbouring residents.** It was agreed Cllrs Orton and Ward would hold the gate key and confirm access as requested, subject to confirmation from Cllr Nunn that the land and hay crop would not be damaged.

**ii) to agree to any ragwort control as required.** Cllr Nunn was authorised to take forward next year cutting arrangements to include spot ragwort control with potential interested farmer.  
**Action: Cllr Nunn**

**e) Any other land management matters: Action Clerk** to obtain a quote for a tree inspection for Mendlesham's Woodland. Page 1894

**10: Street Cleaning:**

**a) Working party report regarding Mendlesham litter bin arrangements.** Minor changes as previously agreed nearly completed.

**b) Working party proposal to replace x no litter bins/ liners.**  
Nothing required or proposed.

**c) To confirm proposed contract for new Street Cleaner employee**

A draft document had been previously circulated by the Clerk and was unanimously agreed. An application for the role had been received so interviews either the 11th or 14th October would take place. It was agreed to delete the decision making re appointment to Cllrs P Allen, N Foster and E Ward or any other Parish Councillor if either of these Councillors were unable to undertake this role. **Action: Clerk**

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

Meeting closed at 8.47 pm.

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