

## Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 9th February 2022 at 7pm.

**Present:** Cllrs A Davey( chairperson), P Allen, M Exley, D Foster, N Foster, B Gardiner,D Nunn, E Ward, S Jones (Clerk) and five members of the public.

**Apologies:** Cllrs H Orton and S Judd.

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.** Cllr Davey declared a non pecuniary interest in the agenda item DC/22/00106 Walnut Tree House as he is a neighbour. Cllr Davey confirmed he would take no part in the decision or vote for this item.

**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 12.1.22

Pages 1920-1925 inclusive were unanimously agreed as a true and accurate representation of the meeting, duly signed and dated by the Chairperson.

**4.Co option:** To co opt a new Mendlesham Parish Councillor.

Further to confirmation received from Mid Suffolk District Council that an election had not been requested by the electorate and Mendlesham Parish Council could co opt, the vacancy had been advertised from December, with a deadline of 31.1.22 for any applications.

Two written applications had been received and circulated prior to the meeting to all Parish Councillors, with both candidates in attendance at the meeting.

Both candidates verbally reported why they had applied and the contribution they were able to provide.

They were asked if they had any questions from the Parish Council- none.  
7.10pm SCC/D.Cllr Stringer arrived.

The Parish Councillors asked both candidates further questions .

7.20pm Both candidates left the meeting.

After discussion, it was proposed and unanimously agreed that Councillors would vote via a paper, non recorded vote. The votes were passed to the Clerk who counted them as 4:4 ie a split between both candidates. In accordance with general standing orders 3R and 8A the Chairman provided a casting vote for Daniel Lummis to be co opted.

**Action:** Chairperson and Clerk to notify the candidates accordingly.

**Police report:** Constables Country had been received and circulated to all Parish Councillors.

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

A question was asked and answered about financial matters relating to Social Care.

**Public forum:** No written questions had been received or were asked at the meeting.

## **6. Planning**

### **a) Applications:**

**DC/22/00473 1 Mead Way, Mendlesham:** Householder Application- Erection of single storey infill side extension, construction of new pitched roof to replace existing flat roof, re-position chimney and extension of boundary fence.

This application was moved as the applicants were present.

It was unanimously agreed to support this application.

2 members of the public left the meeting.

### **DC/22/00106 Walnut Tree House, Front Street, Mendlesham:**

Householder Application- Construction of solid panel roof to existing conservatory.

Cllr Davey declared a non pecuniary interest in the agenda item

DC/22/00106 Walnut Tree House as he is a neighbour. Cllr Davey

confirmed he would take no part in the decision or vote for this item and

asked Cllr Exley to lead on this application. It was unanimously agreed to support this application.

### **DC/22/00430 Mendlesham Manor, Brockford Road, Mendlesham:**

Application for Listed Building Consent Removal of cement infill panels, timber frame repairs and application of lime render. It was unanimously agreed to support this application subject to Conservation Officer support.

### **b) Results:**

DC/21/06588 2 Riverside Cottage, Mendlesham Green: Householder

Application: Erection of detached double cartlodge. Grant

**c) Correspondence:** none

**d) Any other planning matters:** none

## **7. Mendlesham Scout Hut:**

a) To review response from Clarke and Simpson regarding Draft Heads of Terms questions (if received) and confirm Draft Heads of Terms. Nothing had been received.

b) To agree to a request from Ist Mendlesham Scouts regarding a shed. After discussion Councillors requested further information regarding size, location, height, materials of shed and fence including a plan which would show the proposed shed in relation to the current planning permission.

**Action: Clerk**

## **8. Jubilee events:**

a) Beacon event Thursday 2<sup>nd</sup> June. It was agreed Mendlesham Scout Group had permission to cater for the event, subject to all responsibilities regarding liability, food standards resting with the Scout Group.

Permission has been obtained from Mendlesham Football Club to use their portable lights if required. It was noted the event was likely to be held in the lighter evening.

There was a discussion about limited car parking but anticipated that friends may share transport.

b) Report and any decisions as required regarding the event at Mendlesham Green. A short report and draft communication was discussed for the event to be held at Mendlesham Green Sunday 5th June. In view of further information, it was agreed this event would need to be an informal event rather than an event organized by Mendlesham Parish Council.

c) Report and proposal regarding Mendlesham event. It was noted that an organisation was planning a Street Party event on Sunday 5th June.

d) Any other Jubilee matters: none

## **9. Mendlesham's Woodland**

a) To review Annual Tree report (if received). Not received.

b) To agree to any actions as required further to the Annual Tree report. Not received.

## 10.Reports

a) Clerks report & delegated decisions

### **Finance:**

£405.41 MSDC Cleansing Grant q3 application confirmation of payment received.

### **Precept:**

MSDC confirmation of receipt of precept 2022/2023 £44,000. This will be paid to the Parish in two installments, 50% in April 2022 and 50% in September 2022.

This precept gives the Parish a Council Tax Band D amount of £75.38. This is an increase of 5.83% on 2021/22. These are the amounts that will be shown on the Council Tax Bill.

### **Playingfields:**

Mendlesham Football Club: user agreements still awaited.

Invoice 1.9.21-31.12.21 £640 sent and agreed with MFC.

Maestro Football Club confirmed booking for the junior football club two days in half term.

### **Revised Neighbourhood Plan:**

MSDC has initiated SEA consultation to the three statutory bodies further to the report received November 2022.

**Charity Commission returns:** completed for Mendlesham Community Centre Charity and Mendlesham Memorial Playingfields Charity.

**Freedom of Information** application received and information provided 4.2.22 ( deadline 9.2.22) by hand with " complaint letter reply " to address non FOI matters. Time taken 14.75 admin hours excluding email information provided before FOI request received.

**Delegated decisions:** playingfield hire decision re MFC invoice.

### **Correspondence:**

MSDC: correspondence regarding Large Scale Energy Projects.

Resident contact re trees along boundary of St Joseph's Centre.

b) Other organisation reports: none.

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

d) Questions to the Chair: none

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

**a) To confirm payment of invoices.** The following invoices were unanimously agreed for payment.

DD	83.44	Nest January 2022
DD	18.40	Google Jan monthly payment also note G Suite renewal 5.3.22 confirmed further 12 months.
OL	140.60	Jan Street Cleaning
OL	1077.72	Jan admin
DD	22.05	Wave Mendlesham Playingfields 30.7.21-29.1.22
OL	169.00	Mendlesham Education Foundation Old School Room hire 12.5.21- 31.12.21
OL	2303.00	Neighbourhood Planning, Groundwork UK, return of balance of unspent NP grant.

b) Any other urgent financial matters: none

**12. Playing fields:**

a) To consider resident request regarding signage re history of Memorial Playingfields. It was agreed Cllr Exley would undertake work on this project.

b) Any other playingfield matters: none

**13. To commence review of general and financial standing orders**

A review of the current general and financial standing orders was undertaken with no new amendments required.

**14. Risk assessment: To review internal control risk assessment and management policy.** No amendments required other than date of review.

**15. To review all other risk assessments.**

a) Woodland: hazzard map and risk assessment: no amendments required at present other than date of review

b) Handyman/Volunteer risk assessment: no amendments required at present other than date of review

- c) Playingfield Rospa reports: It was noted new reports have been commissioned to be delivered March 2022.
- d) Community Centre: pat tests, fire risk assessment, legionnaire checks, Covid risk assessments. It was noted these checks are now the responsibility of the John Milton Academy Trust.
- e) Risk assessment for lighting the Beacon to be reviewed before planned event 2.6.22. Noted. **Action: Clerk**
- f) To consider if any other risk assessments are required.

It was noted the Street Cleaner risk assessment had been reviewed as part of the recent recruitment process and the next review could be February 2023.

**16. To review effectiveness of Internal Auditor, Heelis & Lodge and then propose to appoint for year commencing 1.4.21. To include review of**

- a) Independence
- b) Competence
- c) Review of relationship with clerk and councillors
- d) Review of audit planning and reporting
- e) Review of audit scope

Unanimously confirmed, noting Heelis and Lodge were qualified and experienced to undertake this role with no conflicts of interest. The relationship with the Clerk was good and whilst councillors do not normally get involved with contacting the internal auditor directly, there was no reason to anticipate any difficulties in such a situation. It was agreed the form of audit planning, reporting and scope should remain unchanged.

**17. Staff contract:** to confirm the end of the probationary period of employment for the Mendlesham Street Cleaner . Unanimously confirmed. **Action:Clerk**

**18. Any other business:** matters of report and future agenda items. A question was asked about extending 30mph areas further to new development. After discussion it was agreed not to pursue this matter at present.

It was reported that the posts for the Quiet Lanes project had been installed. It was noted the MSDC offer of street pickers had yet to be received. **Action: Clerk.**

Meeting closed at 20.34.