

Mendlesham Parish Council

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

Present: Cllrs A Davey(chairperson), P Allen, M Exley, D Foster, N Foster, B Gardiner, S Judd, D Lummis, H Orton, E Ward and S Jones (Clerk).

Apologies: Cllr D Nunn.

Cllr Lummis was welcomed to the Council. It was noted that his Acceptance of Office and Register of Interests had been duly completed within the required timescales.

The council also noted with sadness the recent passing of Jim Baker who had serviced the community for many years with various roles, including Parish Councillor.

The filming statement was not read out as no members of the public were present.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. None 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 9.2.22

Pages 1926-1931 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: It was agreed to wait to see if Cllr Stringer would arrive later.

Public forum: No written questions had been received and no members of the public were present.

6. Planning

a) Applications: none.

b) DC/22/00106 Walnut Tree House, Front Street, Mendlesham:

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

c) Correspondence: Information regarding potential future electricity infrastructure projects had been received from Mid Suffolk District Council.

d) Any other planning matters: none

Cllr Stringer arrived and provided his reports.

SCC/MSDC Cllr Stringer: Please see reports as appended to these minutes. In addition, County report included a verbal report on closure of Saxham Street and difficulties with diversions. Further to a question, there was also discussion regarding bus routes, budget implications for level of service including how any potential cuts could affect Mendlesham.

6. 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. A reply had been received from Clarke and Simpson, further to Parish Council questions of meeting 12.1.22. After further consideration, including the Draft Head of Terms re Alienation, it was agreed to confirm the draft terms as proposed. **Action Clerk** confirm to Clarke and Simpson, then once Clarke and Simpson have confirmed the draft was acceptable with the Scout group, seek permission as required from the Secretary of State and further information regarding appointment of Parish Council solicitors.

b) To agree to a request from Ist Mendlesham Scouts regarding a shed. After receipt of further information, the proposed shed, but not fence, was unanimously agreed. Cllr Lummis volunteered to help the Scouts as required. **Action: Clerk** to advise accordingly.

7 . Mendlesham's Woodland

a) To review the Annual Tree Inspection report . The report had been previously circulated to all Parish Councillors, with all present confirming receipt.

b) To agree any actions as required further to the Annual Tree report including:

- i) T13 fell to the ground or monolith to 6m. The urgency of this work was noted. After due consideration, including financial, it was agreed to fell this tree . **Action Clerk** to a local regular contractor to the Parish Council to provide a quote. It was agreed that whilst the amount was unknown, in view of the urgency, subject to the amount being as anticipated, the local contractor could be appointed without returning to Council. **Action: Clerk.**
- ii) T12 Picus survey @ £505.25 exc vat. It was agreed to obtain quotes to fell this tree.
- iii) Further inspection 2023 @ £1569.75 excl vat. No decision was made on this agenda item. **Action: Clerk** to diarise to establish further reports from the Woodland Officer regarding progress re the actions required in the Annual Tree Inspection report in the Autumn.

c) Any other woodland matters: It was noted with thanks that during the recent storms, a local contractor had voluntarily cleared away a tree from the highway.

8. Reports

a) Clerks report & delegated decisions

Finance:

£2077.41 1.4.21- 28.2.22 VAT reimbursement received.

£405.41 MSDC Cleansing Grant Q4 application made.

Allotments: Rents for ye 30.9.21 received with the exception of £40 and £9.16 (reminder letters sent beginning of March, £40 acknowledged) and another for £10. The £10 person has moved house so we have no further information to chase so will probably become a bad debt at year end.

Playingfields: MUGA and WSA project has been finalised re MSDC grant, £6853.63 to be received before year end.

CLT: Have confirmed membership of National CLT from 1.4.22 £150.

Litter and Dog bins: reconciled numbers and locations with MSDC further to a forthcoming invoice for emptying.

MSDC Corporate Peer Challenge 16.3.22.Clerk attending.

Vehicle Tax re lawnmower renewed to 30.1.23.

Delegated decisions: None

b) Other organisation reports.

Jubilee report: It was confirmed that the nomination for a community representative(s) for the Jubilee Torch event would be included as the work of the Parish Awards working party.

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

d) Questions to the Chair : nothing asked

9. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

The following invoices were unanimously agreed for payment.

DD	83.44	Nest February 2022
DD	26.40	Google Feb plus £8 domain renewal
OL	140.60	February Street Cleaning
OL	1077.72	February admin
OL	298.61	A Woodley additional project manager fee, revised cost of MUGA/WSA project
OL	2059.68	Haydens's Arboricultural Consultants re Mendlesham's Woodland tree inspection report.
OL	2.00	Mendlesham Green Playingfield land rent ending October 2021.

OL	16.11	Clerk expenses Jan - Feb 2022
OL	110.00	Suffolk.Cloud website ye 31.10.22
OL	1651.20	Playquip UK Ltd, works to tower unit Mendlesham Playing Fields
OL	150.00	S Jones annual payment for use of home as an office (mins 25.3.09 p 805)
Internal TF	253.30	EMR CLT for Clerk Time to 3.3.22
To follow	1081.91 plus vat?	Street Lighting energy invoice (Clerks note: invoice received was £1079.91 plus Vat when received) .
To follow	Approx £600	Playingfield Rospa reports x2

b) To note bank reconciliation and management information as at 28.2.22. Noted with no questions asked.

c) To confirm proposed transfers between earmarked reserves and general reserves to include:

In addition to the meeting 12.1.22 8 f p1923:

Clerk time for Mendlesham CLT work. Reimbursement unanimously agreed £253.30 see a).

Village sign: Councillors were reminded £1895 for Mendlesham village sign plus base works were required from the Street Furniture EMR.

d) To note inspection of Parish Assets 3.3.22 and agree actions as required.

A report had been previously circulated to all Parish Councillors. Proposed actions were confirmed.

Mendlesham Green Grit Bin : **Action:** Cllrs Gardiner and Exley.

Village Sign base: **Action** Cllr Allen

Edith Clements Memorial Seat: **Action** Cllrs Foster.

Parish Noticeboard outside the Old School Room: **Action** Clerk

e) To note the proposed asset register as at 31.3.22.

Draft asset register noted. Formal approval required after the end of the financial year.

f) To consider grant requests.

After much discussion, with one proposal not receiving a seconder, it was proposed, seconded and unanimously agreed to fund:

£200 to Mid Suffolk CAB (LGA 1972, s 142, online payment)

£200 to Stowmarket Foodbank (cheque 001000).

It was noted that these payments exceeded the grant budget expenditure provision for the year.

g) To pay Clerk annual payment £150 for use of home as an office (mins 25.3.09 p805). Unanimously agreed.

h) To consider Governance questions and statements for the year ending 31.3.22 (FSO 1.5 Effectiveness of Internal Control (pc and charities) . Section 1, the Annual Governance statement 2020/2021 and FSO 1.5 had been previously circulated. Cllrs individually confirmed receipt and understanding, confirming that for the year ending 31.3.22, there was effective internal control for both Mendlesham Parish Council and for both charities, Mendlesham Community Centre and Mendlesham Memorial Playingfields Charity for which the parish council is the sole trustee.

i) To note bank reconciliation for Mendlesham Memorial Playingfields Charity as at 3.1.22. Noted £15 in bank account.

j) Any other urgent financial matters. It was agreed Clerk time for Mendlesham Community Centre charity work £2443.60 March 21-February 2022 to be invoiced.

10. Standing Orders: To ratify general standing orders and financial standing orders wef 1.4.22. Unanimously agreed. It was noted revised amounts regarding EU contracts had been received. **Action Clerk** to update standing orders accordingly.

11. Playingfields:

a) To note outcome of MSDC s106 grant fund. Application for £6853.63 of S106 grant held by Mid Suffolk District Council had been confirmed for payment. This completes this grant.

b) To confirm payment to the Project Manager £298.41.

Unanimously agreed further to revised total cost of project £196,399.

c) Any other matters : It was agreed an opening event for the MUGA/WSA project was required. **Action: Cllrs Foster and Clerk.**

12. To review policies:

The above policies were all approved en mass, subject to the minor changes, including review dates as stated.

- Best value
- Complaint Procedure
- Disciplinary Procedure
- Employee Grievance
- Information Guide under model publication scheme adopted 10.12.08
- Meeting document
- Mendlesham Community Engagement Statement (*change location of Mendlesham Green Noticeboard, three parish notice boards*)
- Mendlesham Equal Opportunity Policy
- Model Publication
- Parish Noticeboard use (*no longer required*)
- Policy re grants
- Playingfield CCTV Policy
- Public use of grassed allotment area

- Records retention and dispersal policy
- Recruitment and Selection Policy
- Social Media and Electronic Communication Policy
- Safeguarding
- GDPR policies including Privacy notice, Information Protection Policy Information Security Incident policy, removable Media Policy and Data Protection policy*.
- Website Accessibility Statement (*to be reviewed Cllr Davey and Clerk and return for approval*)
- Protocol for Virtual meetings

*Councillors reviewed recent advice received regarding Data Protection including use of .gov website and emails. It was unanimously agreed to continue with existing arrangements noting the requirements of the Mendlesham Policies regarding use of personal emails and equipment.

13. To confirm risk assessment for Mess Free Mendlesham.

Unanimously confirmed. **Action Clerk** to clarify position re insurance.

14. Any other business matters of report and future agenda items.

None.