

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 9th June 2021 at 7.00pm.

Present: Cllrs A Davey(chairperson), M Exley, D Foster, N Foster, B Gardiner, D Nunn, S Jones (Clerk), SCC/MSDC Cllr A Stringer and a member of the public operating a video system for members of the public to view as required.

Apologies: Apologies had been received from Cllrs P Allen, H Orton, S Judd, E Ward 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. 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) Annual Parish Council meeting 5.5.21.

Pages 1863-1865 inclusive were unanimously agreed as a true and accurate representation of the meeting, duly signed and dated by the Chairperson.

b) Ordinary Meeting 5.5.21

Pages 1866-1870 inclusive were unanimously agreed as a true and accurate representation of the meeting, duly signed and dated by the Chairperson.

To note the following as a true and accurate representation of the meeting.

c) Annual Parish Meeting 20.4.21, Pages 522-523 were duly noted, with pages 524-533 being appended reports. These minutes will be formally approved at the next Annual Parish Meeting.

d) Annual General Meeting of Mendlesham Memorial Playingfield Charity 5.5.21 . Page 19-20 were duly noted. These minutes will be formally approved at the next Annual General Meeting for the Charity.

4.

Police report: No report had been received.

SCC/MSDC Cllr Stringer: See reports as appended to these minutes. Questions asked included Cross County Border public transport as part of a consultation, and about the District underspend.

Public Forum – to receive written questions and matters of concern received. No written questions had been received and nothing raised by the member of the public present (filming).

5. Planning

a) Applications: none

b) Results:

DC/21/02144 4 Church Road, Mendlesham.

Notification of works to trees in a Conservation Area- Notification of works to trees in a Conservation Area- Reduce 1no Birch Tree (T1) by up to 2m to balance growth and reduce group of Conifers (T2) by 3m and lift branches by 2m. Does not wish to object.

DC/21/02024 20 Mayfield Way, Mendlesham. Householder Application -Erection of single storey flat roof rear extension. Grant.

DC/21/02283 Land to North West of, Mason Court (Known as Old Engine Meadow) Mendlesham. Discharge of Conditions Application for DC/19/05949 – Condition 3 (Biodiversity and Enhancement Strategy) and Condition 4 (Landscape Management Plan).

DC/21/01935 Land to North West of, Mason Court (Known as Old Engine Meadow) Mendlesham Discharge of Conditions Application 4242/16- Condition 10 (Piping of Drainage Ditch and Condition 11 (Details of Estate Roads).

DC/21/02777 Barn at Mendlesham Manor, Brockford Road, Mendlesham Application for Non Material Amendment relating to DC/18/04336- Minor changes to approved drawings with changes to proposed fenestration and internal layout reconfigured, Addition of balcony. Approved.

DC/20/05901 The Stackyard Nursery, Old Station Road, Mendlesham

Full Planning Application- Change of use of agricultural building with food processing and visitor facilities including a farm shop, cage, art and craft gallery to form 1no dwelling. Refused.

c) Correspondence: nothing received.

d) Any other Planning matters: none.

6. Mendlesham Neighbourhood Plan

- a) Report including changes and actions further to the Reg 14 Pre submission consultation. Noted.
- b) Revised Neighbourhood Plan 4.8.1, May 2021 including supporting documents. Submission of draft documents to Mid Suffolk District Council for the next stage of the process unanimously confirmed.
- c) To confirm publication of latest documents on the Mendlesham website. Unanimously confirmed.
- d) Any other Neighbourhood Plan matters : none

7. Parish tree, hedge and wildflower project.

- a) To note responses further to E News 19.4.21. Noted.
- b) Report. Noted.
- c) To confirm way forward: to request Cllrs Exley and D Foster coordinate this project on behalf of the Parish, separately from Mendlesham Parish Council, reporting back to the Parish Council only in case of need, liaising with residents, Mid Suffolk District Council and similar organisations as required. Unanimously confirmed.

8. Reports

- a) Clerks report & delegated decisions, including delegated decisions from 7- 17 May 2021.

Clerks delegated actions 7th May -17th May:
Planning consultation replies:

Reply: DC/ 21/02456 23 Middy Close Mendlesham Householder Planning Application -erection of rear conservatory

Mendlesham Parish Council supports this application but would wish to retain the no permitted development rights for any future requests.

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

This property neighbours and overlooks the burial ground at Mendlesham Green- please see photos as provided, in particular the space available and proposed windows overlooking the burial ground.

Mendlesham Parish Council has no objection to the extension as indicated but are concerned that it does not lead to loss of amenity for visitors to the burial ground or loss of amenity for the existing and any future residents of the property or indeed if this is a planning consideration? We will respect your professional judgement as this is outside our expertise, but hope that there will be no loss of amenity and that the proposed application does not lead to a dominant, overbearing property in relation to its rural, sensitive setting.

Please retain the no permitted development rights for any future requests.

Mendlesham Playingfields grasscutting contract Vertus- signed 19.5.21

Finance:

£614.14 S126 vat claim submitted 1.2.21-31.3.21 duly received.

Mendlesham Green Playingfields: resident question asked re length of grass. MSDC contacted, apologised and to cut early this week.

Scout Hut:

Clarke and Simpson appointed and relevant information forwarded. 24.5.21. No response, asked again 4.6.21.

Request from MSDC Infrastructure team re CIL liability further to planning application in the name of Mendlesham Parish Council. Cllr Stringer assisted with out come email 2.6.21 Richard Kendrew " I have reviewed this planning application DC/20/01454. I can confirm that as the CIL charge is zero we would not require an assumption of liability. All we would ask for from any of the parties involved would be the date that works commencement on site. This will enable us to remove the CIL liability notice from the land register."

Mr Fletcher notified a start date of 1.7.21. MSDC CIL Notice of zero demand received.

Vacancy parish council appointed trustee: Mendlesham Town Estate. Vacancy further to the resignation of Mr Downie. Details of role to be received shortly. Need to decide the process of reappointment.

Mill Road: Residents complaints of dog fouling to Cllr Gardiner. Cllr Stringer also provided advice. We have offered Parish Council notices with polite requests- not followed up by residents. Page 1874

Meadow behind Chapel: Chased successful tender bid by email and left a phone message 9.6.21.

USA Memorial: spoken to St Mary's, Church Architect being asked for opinion

Delegated decisions: none other than above.

Correspondence: Communication with Dr D Poulter MP office regarding a meeting was noted and agreed to defer to review in September.

b) Other organisation reports: The position regarding a number of officers for Mendlesham Community Council not wishing to re stand for election was noted with concern.

c) Chairs report: nothing to report.

d) Questions to the Chair: No questions asked.

9. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices. The following payments were unanimously confirmed.

DD	83.44	Nest May 2021
DD	1129.27	PWLB repayment
DD	12.42	Google May 21 monthly payment
OL	1077.72	May admin
OL	2978.26	Business Services at CAS Ltd annual insurance premium
OL	340.00	Heelis and Lodge internal audit 31.3.21. NB no fee for internal audit Mendlesham Playingfields internal audit
OL	1260.19	Vertas Group Ltd -maintenance Mendlesham Playingfields
OL	17.69	S Jones reimbursement of hand sanitiser, laminating pouches
OL	655.55	MSDC Litter and Dog bin emptying 1.4.21-31.3.22
OL	102.76	J Lawes Ltd -stain and materials for noticeboards
OL	13.60	B Gardiner reimbursement re woodland fuel

b) To review the internal audit report for Mendlesham Parish Council for the year ending 31.3.21 and any actions required. The report had been previously circulated to all Parish Councillors. The Clerk reported she had checked all of the documentation to be sent to the External Auditor and further to the recommendation under Bank reconciliation to use the date 31.3.21 for all bank accounts, could find nothing other than 31.3.21 used. The internal report was then duly noted with no proposed actions required.

c) To confirm Heelis & Lodge appointed as Internal Auditors for the year ending 31.3.22. Unanimously confirmed.

d) To note Public Right of Inspection of Accounts for the Year ending 31.3.21 Monday 14 June 2021-23.7.21. Noted.

e) To note AGAR submission deadline of 2nd July to External Auditors. Noted.

f) To approve maintenance work to the Mendlesham Village Sign @ £1895.60. Unanimously confirmed, noting these funds would need to be spent from the EMR Street Furniture. It was also agreed that the question of further quotes for this work were not required as this work needed to be completed by the original manufacturer for the sign. **Action: Clerk**

g) To purchase a replacement grit bin, for the corner of Brockford Road, Church Road and Oak Farm Lane @ approx. £200. Unanimously confirmed, noting there may also be a need later in the year to transfer from the EMR Street Furniture, if the in year budget for street furniture was insufficient. **Action: Clerk**

10. Playingfield matters:

a) To agree any actions required further to the ROSPA Report and information from Play Equip Ld. Nothing yet received.

b) To review delegation to the Parish Clerk regarding hire and fees for Mendlesham playingfields from 1 July 2021. Unanimously agreed to extend this delegation to the Parish Clerk to the end of August 2021.

c) Report and proposals further to a meeting with volunteer to manage bookings of Mendlesham Playingfields . Meeting arranged with Cllrs Davey and Allen 14.6.21

d) To note internal audit report for Mendlesham Memorial Playingfields Charity year ending 31.3.21. Noted with no actions required.

e) Any other playingfield matters. An issue with overhanging trees at Mendlesham Green Playingfields was noted. **Action: Cllr Nunn.**

11. Street Cleaning:

a) To confirm a working party to propose terms of recruitment for a new street cleaner, including a review of litter bins and job description, for confirmation at the July meeting. Unanimously confirmed: Cllrs P Allen, B Gardiner, N Foster and E Ward proposed. **Action Clerk** to forward details of existing documents to Cllr N Foster.

(Clerks note: this is diarised for the August meeting rather than the July meeting)

12. Babergh and Mid Suffolk District Councils Active Travel Public Consultation: After discussion, it was agreed to respond suggesting improvements to the track part of the ROW between Oak Farm Lane and Mendlesham Green for an improved surface for walkers and cyclists, as well as the need for continued access by horse riders. Not only would this improve use by the different user groups, but it would also provide an alternative off road means of travel between Mendlesham and Mendlesham Green.

Action: Clerk to respond to the consultation.

Action: Cllr Nunn to discuss with landowners.

Action: Cllr Davey to discuss with the Mendlesham Walking Group.

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

Meeting closed 8.16pm.
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