

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 11 January 2023 at 7pm.

Present: Cllrs A Davey (Chairman), P Allen, M Exley, D Foster, N Foster, B Gardiner, S Judd, D Lummis, S Jones (Clerk) and SCC/MSDC Cllr A Stringer.

Apologies: Cllrs H Orton (personal commitments) and D Nunn(personal commitments). Cllr Ward had indicated she may be late (personal commitments). Council noted and confirmed the absences. 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.

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Pages 1992- 1997 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

4. Police report: No report had been received. Cllr Ward arrived.

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

Public forum: No members of the public present and nothing had been received prior to this meeting.

5. Planning matters:

a) Applications: none received.

b) Results:

DC/22/04743 Cherrygate Farm, Norwich Road, Mendlesham:

Discharge of Conditions Application for DC/21/010148- Condition 4 (Site Boundary Noise Levels), Condition 5 (Sound insulation to be applied),Condition 14 (Operations to be Undertaken on Site) and Condition 16 (Fire Hydrants). Determined.

c) Correspondence: Nothing to report

d) Any other planning matters.

Formal Consultation of revisions to the Babergh and Mid Suffolk Planning Local Validation List (LVL) . Noted.

6. Mendlesham Scout Hut:

a) To review NALC LTN 45 and disposal of Allotment land guidance.

The above documents had been obtained from Suffolk Association of Local Councils.

b) To agree to actions required to obtain Secretary of State consent for a lease over the land.

It was noted that further to the Scouts agreeing to the Heads of Terms for their new build, Council needed to:

1. Decide the need to obtain permissions from the Secretary of State for disposal of land for less than commercial consideration.

It was unanimously agreed that a specific application to the Secretary of State was not required as a General Disposal Consent was available for less than commercial consideration as the Scout Hut building and Scout Group activities within the Parish are essential to the social well being of Mendlesham Parish and surrounding parishes. Whilst the proposed £500pa ground rent was known to be less than commercial value, it was agreed to appoint Clarke and Simpson to request the current commercial valuation of the proposed Heads of Terms/Lease. **Action: Clerk**

2. Agree actions required to obtain Secretary of State consent for disposal of allotment land.

It was unanimously agreed that whilst the proposed building was a replacement for an earlier Scout Hut located on registered Allotment Land, an application for disposal should be made and consent obtained. It was noted that evidence of a consultation would aid an application and agreed a consultation should take place. **Action: Clerk**

7. Mason Court: To consider request for new Highway sign. Mid Suffolk District Council had reported that residents were requesting a new Highway sign. This was unanimously agreed on the basis no payment would be required from Mendlesham Parish Council. **Action: Clerk**

8. Parish Newsletter: To note correspondence from Mendlesham Community Charity regarding paper newsletter and agree way forward for Mendlesham Parish Council contributions. It was unanimously agreed Mendlesham Parish Council was unable to pay for additional pages in the newsletter, over the two pages permitted at no fee. **Action Clerk** to advise Mendlesham Community Charity.

8. Reports

a) Clerks report & delegated decisions

Finance:

MSDC Cleansing Grant application ending December 2022 submitted. Nat West bank account open- waiting for paper confirmation before transferring £40k as previously agreed.

Mendlesham Playing Fields: unauthorised car has been removed.

St Joseph's Centre:

MSDC Planning Control report made regarding premises safety concerns. Contact from Trustees regarding a meeting.

Allotments: fee letters for year ending 30.9.22 sent.

Woodland: We have been advised that there is a restrictive covenant on the Parish Council owned woodland requiring the consent of the Vicar to fell any trees. Permission has been provided for the work of 10/11 January. Further investigation is required.

Village Sign.

Work completed. To be delivered 12.1.23 and payment made.

Goggle Accounts:

The google accounts for Chair@ mendleshamparish.org and the same for the Community Centre have been cancelled. This will now leave two accounts- the Parish Council one and the Playingfields one.

Delegated decisions: None

Correspondence:

Request for grant support :
Headway Suffolk Mobile Shop
St Elizabeth Hospice
SARS

Re pre planning for property along Brockford Road.
Details of works to Rights of Way

b) Other organisation reports. Nothing reported.

c) Mendlesham CLT. It was reported that in the absence of any forthcoming projects, Mendlesham CLT would reduce the number of meetings held. The website was "live" with a message to land owners about exception sites.

d) Chairs report : Nothing to report that is not an agenda item.

e) 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.

OL	135.82	NFU Insurance renewal for grasscutting tractor
OL	15.00	S Jones extra key MUGA light box
DD	18.40	Google monthly subscription
OL	138.61	S Jones reimbursement Ink cartridges
DD	135.29	Nest December 22
OL	280.91	December and back pay from 1.4.22 Street Cleaning
OL	1587.91	December and back pay from 1.4.22 Admin
DD	1129.27	UKDMO PWLB repayment re Street Lighting
DD	35.00	ICO Annual GDPR/Data Protection Fee
001003	1895.60	Village Sign People, payment approved meeting 5.10.22. To be delivered 12.1.23 Cllr Exley.
OL	42.00	Sports Courts UK Limited -new MUGA light box lock
OL	119.00	New street cleaner boots
OL	27.14	S Jones reimbursement 2x gloves for street cleaner
Google Domain		Automatic renewal Feb 2023- amounts not known at present due to cancellation of 2 out of four accounts.
OL	100.00	Mendlesham Education Charity hire of Old School Room Oct -Dec 22
OL	40,000	To new Nat West- amount already agreed but to note account open documentation.

It was agreed to diarise Nov 23 to review Street Cleaner PPE requirements. Written confirmation of current items supplied to be obtained. **Action: Clerk**

b) To review bank reconciliation and management information @ 31.12.23. Noted with no questions asked.

The Chairperson agreed to move to agenda item k, as Cllr Stringer needed to attend another meeting.

k) To request Cllr Stringer provides locality funds towards the design costs of a new community facility.

Cllr Stringer reported that he had some £13, 700 Mid Suffolk District Council Locality funds that due to the forthcoming election needed to be authorised towards the design costs of the new community building. Whilst Mendlesham Parish Council is the Trustee of the Charities likely to build the facility, Cllr Stringer requested the funds to be held in the name of the Parish Council , as a legal entity that was unlikely to change.

The Clerk reported the need for Mendlesham Parish Council to ensure that these funds would need to be spent on a specific project in the name of Mendlesham Parish Council with no contribution from Mendlesham Community Centre Charity with the professional designs then " granted" to Mendlesham Community Centre Charity to then be able to reclaim the VAT. (*Clerks note: LTN 32 was subsequently re circulated to all Parish Councillors with para 54 of particular note*). The Clerk also reported the need to hold such funds in trust to Mid Suffolk District Council and spend them as per the application.

It was noted that similar Earmarked Reserves already hold Locality funds for other village hall specific items.

It was unanimously agreed to ask Cllr Stringer for these funds, to then be held in a Parish Council EarMarked Reserve until required. **Action: Clerk**

Cllr Stringer left.

c) To agree any increase for allotment rents. Cllr Ward declared a Disclosable Pecuniary Interest as she rents an allotment and left the room. After discussion, noting that the last rent increase was being levied for the first time, in this allotment year, it was agreed not to increase allotment rents .

Cllr Ward returned to the meeting.

d) To review staff Spinal points wef 1.4.23.

It was noted that further to NALC/LGA 2022-23 National Salary Award, SCP 1 would not exist from 1.4.23.

It was agreed to move the Street Cleaner to SCP2 from 1.4.23.

The Clerk left the meeting.

It was agreed to move the Clerk from SCP24 to SCP 25 from 1.4.23

The Chairperson moved agenda e) to later in the meeting.

f) To consider any reserve requirements. The RFO had reported the following:

i) We hope to shortly transfer £40k from Lloyds to NatWest to take advantage of the bank deposit scheme protection.

Further to the the earmarked reserves/management info circulated:

ii) We have spent £ 636 (budget £500) in year for NP. At year end 31.3.23 we should transfer £242.58 EMR to general reserves i.e. take EMR to £0.

iii) We are over budget for the in year budget for woodland. £567 spent budget £500. Tree works 10/11 Jan £2976 will come from EMR.

iv) Mendlesham Village Sign invoice £1985 to come from EMR Street Furniture and we still need to repair the base.

Whilst the amount of EMR will then go down to @ £74389, this is mainly provision to replace ie Asset Renewal or funds that are protected how we spend i.e. CIL, or grants for village hall works or being held in trust i.e Memorial and CLT EMR.

There is also a balance of general reserves currently £24, 125, much less than our precept, i.e. not in accordance with Standing Orders. VAT paid to claim back at year end currently £ 1402.

After discussion items i-iv, the need to review Standing Orders, build up general reserves and consider for the next agenda items was agreed.

g) To consider CIL Expenditure for monies already received. No changes to existing agreements were agreed.

h) To complete the budget process for Mendlesham Parish Council for the year ending 31.3.24.

The need to have an expenditure budget for Scout Hut Legal fees £1100 was proposed and agreed. A proposal to fund this item by reduction in grants and training expenditure was not supported. It was agreed to increase the proposed precept accordingly. It was reluctantly but unanimously agreed to confirm the budget for 2023/2024 with a precept of £51,000 18.83 % increase for Band D and budget total of £ 58, 128.

i) To set the Precept for the year ending 31.3.24 and complete Precept Billing Authority. The Authority was completed requesting a precept of £51,000, signed by Cllr Davey as Chairperson and Sharon Jones as RFO/Clerk.

e) To consider a three year budget.

The information provided by the Clerk was considered and agreed with the precepts to be amended further to agenda i) and increased as required to balance. **Action: Clerk.**

j) Mendlesham Woodland: request for replacement posts. Purchase of two replacement posts for the woodland gate were unanimously agreed @ £80 if required.

l) Any other urgent financial matters. None.

10. To confirm arrangements for Parish Meeting and Parish Awards. 18.4.23. It was agreed that Cllr Orton (lead), Cllrs Davey, Ward and Stringer plus Parish Clerk were authorised to organise.

11. Mendlesham Playing Fields:

a) To confirm arrangements for hire of Mendlesham Playing Fields and MUGA for Street Fayre 1.5.23 including fees.

Cllrs D & N Foster declared an "other registerable interest" as they are both members of the Mendlesham Community Charity Committee organising the Street Fayre and left the meeting.

The Parish Council very much supports the event but decided further information was required regarding hire of the MUGA due to concerns regarding potential damage to the sports surface , confirmed no parking on the Mendlesham Parish Council (top) adult football pitch would be permitted and asked for more information regarding why the Changing Rooms were being requested.

The fee of £10 per hour for the grass areas for 1.5.23 was confirmed. The normal MUGA fee of £20 per hour to be advised to the Charity. Set up fees on the Sunday still to be confirmed. **Action: Clerk.**

b) Any other playing field matters:

MUGA light control box: It was noted that further to a key breaking in the lock, a replacement lock had been fitted.

12. Any other business: matters of report and future agenda items.

Further to a request it was noted the outcome of a resident complaint regarding playing field lights would be an agenda item for the next Community Centre Charity meeting.

Meeting closed 9.45pm

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