

An Annual Parish Council meeting for Mendlesham Parish Council was held at the Old School Room, Mendlesham, Wednesday 11 May 2022 at 7.00pm.

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

**1. To elect the Chair of the Parish Council**

Cllr A Davey was proposed and confirmed he was willing to undertake the role. There were no other nominations. Cllr Davey was seconded and appointed with an unanimous vote.

**2. To elect the Vice-Chair of the Parish Council**

Cllr N Foster was proposed, confirmed he was willing to undertake the role. There were no further nominations. Cllr N Foster was seconded and appointed with a unanimous vote.

**3. To receive the Chair's Declaration of Acceptance of Office.**

Cllr Davey signed the Chair's Declaration of Acceptance of Office, witnessed by the Clerk.

**4. Welcome, apologies for absence and filming statement.**

Apologies had been received from Cllr Gardiner.  
The filming statement was not read out.

**5. To approve the new code of Conduct.** It was unanimously agreed to adopt the Local Government Association new Model Councillor Code of Conduct 2020. Councillors confirmed receipt and understanding of the code, including guidance notes and presentation slides of Suffolk Association of Local Councils arranged presentation. No further training was considered necessary.

**6. Declarations of interest:**

a) To note Councillor's declarations of interest in any of the following agenda items.

Cllr Lummis declared a Disclosable Pecuniary Interest interest in the Neighbourhood Plan agenda item as he has a beneficial interest in land off Old Station Road and Glebe Way, Mendlesham.

Cllrs D and N Foster declared an Other Registrable interest in the agenda item relating to Mendlesham Community Centre, as their property may be affected financially or their wellbeing affected, depending on the location of the New Building Project.

b) To note any dispensations with regard to declarations of interest.  
Not required.

**7. To approve minutes of Extra Ordinary meeting** held on 4 May 2022 for accuracy and as a true record of the meeting.  
Pages 1945-1948 inclusive were unanimously approved as an accurate record of the meeting of 4 May 2022, signed and dated by the Chairperson.

**8. To appoint members to the following existing committees/roles as required :**

**Allotment representative**

Cllr Orton was reappointed.

**Finance & General Purposes Advisory committee**

It was agreed that this committee should only meet as circumstances dictate such as for a disciplinary matter, and if so the committee would be Cllrs Allen, Exley, N Foster and Ward.

**Planning Committee**

It was agreed that this committee should not meet.

**Footpath Officer:** Cllr Exley for Mendlesham was reappointed and Cllr Ward appointed for Mendlesham Green.

**Woodland Officer** Mr J Michell was reappointed.

**School/Community Centre Joint Liaison Committee** Cllrs Exley, Nunn, and Orton were reappointed. It was noted this was representation only, with no delegated powers. There was a discussion and agreement that this committee should continue to meet with representatives of Mendlesham Primary School, including after the sale of the Community Centre building.

**Action: Clerk** to request a meeting September 2022.

Cllr Lummis left the meeting as he had declared a Disclosable Pecuniary Interest interest in the Neighbourhood Plan agenda item as he has a beneficial interest in land off Old Station Road and Glebe Way, Mendlesham.

**Neighbourhood Plan Committee** Cllrs Exley, Orton and Ward plus Peter Dawson, Terry Moore and SCC/MSDC Cllr A Stringer were reappointed.

It was agreed, 5 for, one abstention plus three Councillors not voting as they were members of the committee, that this committee would have delegated responsibilities as follows:

Committee with delegated powers to bring forward a revised Neighbourhood Plan and associated documents, including any other specific tasks as delegated by Mendlesham Parish Council, This committee has no delegated financial powers. The Chairperson of the committee must be a Parish Councillor.

It was also unanimously agreed Mr Moore was able to attend meetings and vote virtually.

Cllr Lummis returned to the meeting.

**USAAF 34TH Bomb Memorial Advisory Committee** Cllrs Allen, Nunn and Orton, Carolyn Triscott, Father P Gray and Cllr A Arnold, (Wetheringsett Parish Council) were re-appointed. Authorisation agreed to monitor the memorial and funds.

Cllrs D and N Foster declared an Other Registrable interest in the agenda item relating to Mendlesham Community Centre, as their property may be affected financially or their wellbeing affected, depending on the location of the New Building Project and left the meeting.

**Community Centre Advisory committee.** It was unanimously agreed to disband this committee.

Cllrs D and N Foster returned to the meeting.

### **9.Standing Orders:**

#### **General standing orders and Financial standing orders from 1.4.22.**

Unanimously agreed, noting the footnotes regarding contract amounts were still to be updated. **Action: Clerk**

**10. To confirm payment of PAYE, pension and utility bills** as required, without waiting until authorisation of Ordinary meeting plus payment of direct debits. A list of direct debits had also been circulated. Unanimously confirmed.

**11. To appoint bank signatories:** Cllrs Allen, Davey, Nunn and Orton plus Sharon Jones, including use of online banking facility unanimously confirmed. Any two to sign.

**12.To confirm Mendlesham Parish Council payments to be made, where possible online, rather than cheque in accordance with Financial Standing Orders and the Mendlesham Online protocol.** Unanimously agreed.

#### **13.To appoint Parish Council representatives to the following organisations:**

It was noted Mendlesham Community Council now Mendlesham Community Charity no longer required Parish Council representation.  
Suffolk Association of Local Councils: Cllr Exley reappointed.

#### **14. To review inventory of land and assets.**

The asset register as at 31.3.22 was an agenda item for the following Ordinary meeting ( Clerks note: later unanimously agreed).

#### **15. To review arrangements regarding insurance cover.**

It was noted that the current insurer as arranged via Community Action Suffolk(CAS) no longer wished to renew as of 1.6.22. A document of cover requirements and questions had been returned to CAS and acknowledged. Further discussion was awaited. In view of timescales, it was unanimously agreed to delegate decisions regarding this matter to the Clerk, with further information to be circulated to Parish Councillors for agreement by email as possible.

**16. To review membership** of Suffolk Association of Local Councils, Community Action Suffolk , Suffolk Wildlife Trust, Suffolk Preservation Society and Fields in Trust. Unanimously confirmed.

**17. To review complaints procedure and procedures** for handling requests made under the :  
Freedom of Information Act 2000  
Data Protection Act 1998.  
General Data Protection Regulation ( GDPR) 2018, including continuation of Sharon Jones as GDPR Officer.  
Unanimously confirmed.  
The Chair reminded Councillors of their responsibilities regarding Freedom of Information and Data Protection.

**18. To review Council's policy for dealing with the press/media.**  
Unanimously confirmed with no changes required. It was noted only the Chairperson could deal or delegate responsibility for speaking with the press/media on behalf of Parish Council, including as sole trustee for both charities.

**19. To review the Council's employment policies and procedures.** It was noted these were in place and reviewed 9 March 2022 page 1935 no 12.

**20. To review the Councils expenditure incurred under the general power of competence.** It was noted The Supporting Statement for the Accounts for the Year ending 31.3.22, details this expenditure which will be confirmed at the Ordinary meeting of 11 May 2022.

**21. To confirm meeting dates** for the remainder of 2022.  
Parish Council meetings confirmed.