

Mendlesham Parish Council

An Ordinary Parish Council meeting was held at the Old School Room, Mendlesham, Wednesday 11 May 2022 at 8.07pm .

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).

Apologies: Cllr Gardiner

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

2. 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.

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

3. Police report.No report had been received.

SCC/MSDC Cllr Stringer: No reports had been received.

Public Forum – to receive written questions and matters of concern received. No written questions had been received. No members of the public present.

4. Planning

a) Applications: none

b) Results: DC/22/01134 6 Mill Terrace, Mendlesham Green:
Householder Application -Erection of a first-floor rear extension to match that constructed on either side. Grant.

c) Correspondence: To include East Anglia Green Energy project.
Noted.

d) To note Planning Inspectorate Planning Appeal decisions re:

APP/W3570/C/3238600/601 Primrose Place, Brockford Road,
Wetheringsett

APP/W3570/C/3238594/95/96/97/98 Meadow View, Brockford Road,
Wetheringsett

APP/W3570/C/3238593 Oaks Meadow, Brockford Road, Wetheringsett

APP/W3570/C/3238589/590/591 Woodlands, Brockford Road,
Wetheringsett

APP/W3570/C/3238584/585/586 Two Oaks, Brockford Road, Mendlesham

APP/W3570/C/3238578/579/580/581/582 Woodview, Brockford Road,
Mendlesham

APP/W3570/C/3238576/577 Plot 7 (adj Woodview), Brockford Road, Mendlesham APP/W3570/C/ 3238574/575 One Acre Stables, Brockford Road, Mendlesham

The Appeal decisions were noted. It was agreed that a letter should be sent to the Planning Inspectorate and Mid Suffolk District Council to correct a statement made on behalf of Mendlesham Parish Council.

Action: Clerk.

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 and left the room.

e) Neighbourhood Plan: Mid Suffolk District Council (MSDC) Modification Submission Draft Consultation

- i) Report as appended to these minutes was noted.
- ii) Proposal to delegate responsibility for reply to MSDC/Examiner further to responses received, to the Mendlesham Neighbourhood Plan Committee. Further to the preceding Parish Council Annual Meeting. This agenda item was no longer required.

f) Any other planning matters: None

Cllr Lummis returned to the meeting.

5.Reports

a) Clerks report & delegated decisions:

Finance:

£55.46 UKPN Wayleave received.

Audit: Internal audit arrangements in place.

External audit: subject to the date of completion of the Internal audit, Public Right of Inspection planned for 13 June - 22 July 2022.

Allotments: Further the ye 31.3.22 Accounts Supporting statement, all rents for the year ending 30.9.21 have now been collected, apart from the £10 where a resident has moved. There is some movement with regard to new hire, changes in plots being hired and plots having been given up.

Delegated decisions:None

Correspondence:

National Grid GREEN consultation 21.4.22- 16.6.22, including letter from Dan Poulter MP.

b) Other organisation reports: none received.

c) Chairs report: nothing to report.

d) Questions to the Chair: No questions asked.

6. Mendlesham Parish Council Financial matters

The following payment was unanimously confirmed. Purchase of 2x speed device batteries est @ £45 each. **Action: Cllr Exley**

b) To agree to requirements regarding annual inspection of assets.

It was unanimously agreed the inspection for 2022/23 would be undertaken ideally February 2023 by Cllr D Foster, Cllr E Ward and the Clerk.

c) To approve Accounts and supporting notes for the year ending 31.3.22, including confirmation of allocated reserves. The accounts and supporting notes, plus allocated reserves were unanimously approved.

d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as at 31.3.22.

Annual Governance Statement 2021/22. Councillors confirmed they had read and confirmed the requirements of this statement. Unanimously approved.

The Accounting Statement 2021/22. Councillors confirmed they had read and confirmed the requirements of this statement. Unanimously approved.

Bank Reconciliation as at 31.3.22. Unanimously approved (*Clerks note Cllr Davey subsequently checked bank account balances to bank statements. This included the RBS accounting system bank reconciliation and the document as required by the External auditors*) .

Explanation of Variances. Unanimously approved.

All documents signed by the Chairperson and Clerk (RFO).

e) To confirm the asset register as at 31.3.22. Unanimously approved.

f) To approve the CIL return to MSDC as at 31.3.22. Unanimously approved.

g) To approve the monitoring system for the year ending 31.3.23. Continuation of the existing system was unanimously approved.

h) To appoint RFO for the year ending 31.3.23. Sharon Jones was unanimously appointed.

i) To consider Governance questions and statements for the year ending 31.3.22 FSO Effectiveness of Internal Control (parish council and as trustee of charities) Assertion 2- internal control JPAG was considered and confirmed as accurate.

j) To decide the level of Insurance cover and pay requested premium. See minutes Annual Parish Council meeting 11.5.22,p 1951, agenda item 15.

k)Proposal to authorise the Woodland Officer to spend up to £250 until 31/3/23, on any items required for the Woodland.
Unanimously approved.

l)Proposal to authorise the Woodland Officer to instruct Contractors with regard to Pest Control as and when required for 4 days work, cost approx £100 per day. Unanimously approved.

m)Proposal to allow Cllr Nunn,Cllr Exley and Cllr Gardiner (individually) to purchase items in respect of emergency playingfield or Community Centre repairs up to £100 as required.
Unanimously approved.

n)Proposal to authorise the Parish Clerk to authorise pest control work on Mendlesham Playingfields for 4 days work cost approx £100 per day. Unanimously agreed.

7. Jubilee event 2.6.22: To confirm lighting of the Beacon Event details.

It was noted details were still to be confirmed further to a forthcoming meeting of Mendlesham Scout Group.

After discussion the following was agreed and noted.

Lighting of the Beacon itself: **Action Cllr Nunn**

Mobile lighting owned by Mendlesham Football Club was required. **Action Cllr Lummis.**

PA equipment: **Action: Cllr N Foster** to support Mr Larkin.

Location of Scout tents: **Action: Clerk** to discuss with Scout Group.

Poster: **Action: Cllr N Foster.**

8. Playing fields:

a) Opening event for MUGA/WSA project: report and discussions as required. See report as appended to these minutes. It was unanimously agreed that the event should take place in July, ideally 4pm before the end of the school term. **Action: Clerk** to contact Mendlesham Primary School to request access to toilets and a suitable date.

b) To confirm painting project to erect painted boards on the post and rail fence near the Table Tennis Tables at Mendlesham Memorial Playingfields. See report as appended to these minutes. After discussion, the painting project was confirmed albeit direct onto the Mendlesham Parish Council container rather than boards on the post and rail fence. Vote all for with the exception of one abstention.

c) Any other playing field matters: None

9. Allotments: To confirm renewal proposal re licence land in front of the Cedars. Unanimously approved. **Action: Clerk**

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

A request was made for Councillors to receive associated papers for meetings earlier. It was noted that Clerk resources for May were extremely limited and this may not be achievable for May. (*Clerks note: after this meeting, trial procedures with regard to agenda items and associated papers have been put in place*).

A report was made regarding the new Scout Hut shed, including that the Scouts had been told not to fill in the ditch.

Meeting closed 9.03 pm.