

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 13 December 2023 at 7pm.

1. Present: Cllrs A Davey, (Chairman), P Allen, M Exley, D Foster , N Foster, S Judd, D Lummis, C Orton, H Orton, E Ward, S Jones (Clerk), SCC/MSDC Cllr A Stringer and 1 member of the public.

Apologies: None required.

Acceptance of apologies: Not required.

The filming statement was read out.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared at present. Cllrs D and N Foster declared they may need to consider declaring an interest with regard to the 50 50 shop and asbestosis agenda item depending on discussion and proposals as their property neighbours the 50 50 shop building.

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) Extra Ordinary Meeting 29.11.23. Pages 2095-2098 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

4. Police report: Nothing received.

SCC/MSDC Cllr Stringer: See reports as appended to these minutes. Cllr D Foster thanked Cllr Stringer for his support with the Mess Free Mendlesham project. It was noted the need and location for a Community wheelie bin could be covered at the next meeting under a Pride in Your Place grant agenda item. **Action: Clerk**

Public forum: The member of the public reported a conversation he had had with an officer from the Environment Agency regarding the River Dove and the size of a pipe draining into the River. No other items had been received from the public prior to this meeting.

5. Planning matters:

a) Applications:

DC/23/050322 The Spinney Brockford Road, Mendlesham, Mendlesham. Householder Application -Construction of vehicular access (retention of)

The applicant was present and explained difficulties regarding the layout of his property and that of the neighbour, his personal circumstances and the need to be able to access the highway at all times in an emergency.

Councillors noted:

- Both properties had been subject to a planning condition for a native hedge adjacent to the Highway. Part of the hedge had been removed for the application access.
- The second drive access did not appear to conform with the normal specifications required by Highways and therefore may not provide sufficient splay and visibility when accessing the highway? A consultee response had yet to be received according to the MSDC planning website.

It was unanimously agreed to comment only, as follows:

- A Highways response to this application is essential with regard to the need to have a Highways approved visibility splay or not.
- That it was understood that the planning permissions for this property included a planning condition to retain the hedge adjacent the highway. Part of the hedge has been removed to create the access now proposed. This either needs to be taken into account accordingly or the planning condition removed at least in part?

DC/23/04502 Cherrygate Farm, Norwich Road, Mendlesham. Planning Application – Erection of fabrication building (following demolition of existing buildings). It was unanimously agreed to support this application with no comment.

b) Results:

DC/23/03821 20 Chapel Road, Mendlesham: Householder Application
-Erection of front porch extension. Grant.

c) Correspondence: Nothing received.

d) Any other planning matters.

Details of a MSDC planning committee meeting had been received for 20.12.23 at 5.30pm. Cllrs had difficulty in attending this meeting. It was agreed Cllr Davey would attend virtually if possible.

6. To co opt a Mendlesham Parish Councillor.

Mr Stephen Hyde was unanimously co-opted as a Mendlesham Parish Councillor and duly signed his Acceptance of Office. His eligibility to stand for office was confirmed by the Clerk.

7. Reports

a) Clerks report & delegated decisions

Finance:

Pride in our place grant spend total £400.

Cllr Exley has advised paint for exterior of 50 50 shop building, 31sqm from J Lawes is £65.85 cuprinol cheapest @ £21.95 for 2.5 litres, 3 tins required. Note grant spend required by 31.3.24. Can also spend in accordance with grant application on clearing weeds via Mess Free Mendlesham. **Agenda item for January.**

Street lighting over Christmas: have confirmed Mendlesham to copy SCC and leave the lights on Christmas eve into Christmas day and New years eve into New year's day.

Delegated decisions: None

Correspondence:

Request for grant donations from Citizens Advice Mid Suffolk and Headway. Advised agenda items for March meeting.

MSDC Call for Nature Recovery

Emergency Traffic Notice Byway 59

National Grid post consultation newsletter.

Suffolk Accident Rescue Service -grant request (in diary for March agenda).

b) Other reports.Cllrs D and N Foster had prepared a transport report which was duly noted.

c) Chairs report: The website had been duly switched to the new domain. The new microsoft emails were working with Parish Councillors to switch shortly.

d) Questions to the Chair: None

8.Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Payment of the following invoices was unanimously confirmed.

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OL	1161.17	November administration
DD	93.19	Nest November 2023
OL	161.00	November Street Cleaning
DD	9.20	Google docs monthly fee
OL	75.00	Mendlesham Educational Charity Old School Room hire 12.7.23- 6.9.23
OL	164.27	S Jones reimbursement Toner Giant invoice printer toner
DD	728.64	Compete 266 Ltd via Go cardless. NCE agreement to Annual 365 Licences, 11 x MS354 business basic (agreed extra ord meeting 29.11.23)
OL	128.88	NFU Mutual renewal insurance policy Grasscutting tractor
DD	1129.77	UKDMO 2nd loan repayment re street lights

b) To note management and bank reconciliation reports as at 30.11.23. Noted. **Action Cllr Judd** to confirm bank reconciliation statement to bank statements.

c) To continue the budget for the year commencing 1.4.24.

Revised documents had been circulated in advance of the meeting to all Councillors, including the amounts that may be agreed to be spent from the later agenda items.

MSDC info Nov 2023 Mendlesham tax base for 2024/5 is £569.80 0.1% increase on previous year (to be confirmed MSDC Jan 2024) .

It was noted that depending on decisions for the following items, the proposed balanced budget could require a precept of £57,318 (£51,000) This would mean an increase of 12.28% .

It was agreed to consider the following agenda items and return to this agenda item later in the meeting.

d) To confirm direct debit arrangements for Compete 366 Ltd via Go Cardless re Microsoft Annual 365 Licences. Unanimously confirmed.

e) Any other financial matters: none

9. Mendlesham Green new Scout building

a) To confirm appointment of Birketts LLP to represent Mendlesham Parish Council to:

- i) provide legal advice of disposal of land est fees £1,000 plus vat.
- ii) To act in relation to the Agreement for Lease to Mendlesham 1st Scout Group est fee £5,000 plus VAT and disbursements.

After discussion, it was agreed that this agenda item needed to be postponed to the next meeting, to ask for Scout representatives to attend and in advance of the meeting provide a full up to date report on the project, including financial costs , secured funding , timescales, phases and key personnel to take the project forward.

Action: All Councillors to provide any other information requests for the Scouts by 17 December.

Action: Cllr Lummis to provide details of potential alternative legal work costs.

Action: Clerk to contact Scouts accordingly.

10. Playing field matters:

50 50 shop and football store building complex:

a) Report of information obtained and actions undertaken with regard to closure of the building due to believed broken asbestos panel.

Building Survey report: Two quotes had been obtained from professional and known contractors (£385/£750 excl VAT) .

Asbestos reports. A quote had been obtained from a known professional local business to undertake an Asbestos Management survey (£435 excl VAT), if required an Airtest Survey (£350 excl vat). Mendlesham Community Charity had obtained quotes (£365 and £595) for the Management Survey but there was uncertainty if this was for a residential not public building and qualifications and requirements).

b) To appoint contractors to provide:

- i) Structural Engineers report and Asbestos Report/ advice re works required. It was unanimously agreed to appoint Ipswich Insulations to undertake the Asbestos Management Survey (£435 excl VAT) and if as assumed required an Airtest Survey (£350 excl vat). The need to provide quotes on any repairs and information regarding the safety of existing contents or recent contents was also required.**Action: Clerk.**

- ii) It was unanimously agreed to appoint Concertus to undertake a Building Survey @ £385 excl vat subject to the Asbestos Management Survey and Air Testing.

The need to consider at a later stage Electrical and Mechanical surveys was noted.

It was unanimously agreed the two organisations currently occupying the building should be approached with a request to provide financial grants for these reports and or any subsequent works. **Action: Clerk.**

Mendlesham Green Play equipment:

c) To appoint a contractor to replace the Swing Unit and High Bar unit. Three quotes had been obtained from professional suppliers. After consideration, it was unanimously agreed to appoint Play Equip to replace the swing unit using existing seats and chains and the trapeze unit . Total max cost £7643. It was noted that this cost was already included as part of the current budget planning, but anticipated that funding could be obtained from applications to Cllr Stringer's Locality fund, Mendlesham Community Cafe, Mendlesham Community Charity and Mendlesham Educational Charity. **Action: Clerk.**

Cllr Stringer left the meeting

d) To note position re replacement football goals. Cllr Lummis reported the goals had been delivered. **Action: Cllr Lummis** to unwrap and check so that the invoice could be paid at the January meeting. Installation would be arranged when the weather had improved. It was noted that funding for these had been agreed from EMR 328 Asset Renewal which should also be topped up at year end by the same budget expenditure line.

e) Any other playing field matters: none.

The meeting then returned to

8c To review the budget.

The Clerk was questioned regarding the detail of the individual budget items, including Street Cleaner grants, Woodland needs, and cost of Dog bins and Litter bin emptying.

Action Clerk to review Salary costs further to the forthcoming appointment of a new clerk and handover arrangements, the receipt of MSDC Street Cleaning grant and expenditure re dog /litter bin emptying.

11. To confirm Parish Council meeting dates for 2024. Unanimously confirmed.

9pm Cllr Hyde left the meeting.

An extension to standing orders of 30 mins was agreed.

The meeting then went into camera the following agenda items covered confidential staff matters to include:

12. Staff matters:

a) Report (F & GP) on Clerk recruitment .

The recent recruitment process was reported, including five applications, three candidates called for interview, although one withdrew on the day.

Either of the two candidates were considered capable of undertaking the role, both required training, but one more than the other.

b) To appoint a new Parish Clerk.

It was agreed to offer the position to Peter Grogan SCP 16 for the 6 month probation period. One Cllr abstained from the vote, purely because he had not received further details about the candidates. Otherwise the vote was unanimous.

Action: F & GP

c) To confirm arrangements for training and handover for the new Parish Clerk. A good handover and training for the new Clerk was unanimously supported.

d) To confirm termination of employment details for the existing Parish Clerk To be a subsequent meeting agenda item.

e) Any other staff matters. None

13. Any other business: none

Meeting closed 9.22pm

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