

An Annual Parish Council meeting for Mendlesham Parish Council was held at the Old School Room, Mendlesham, Wednesday 17 May 2023 at 7.00pm.

Present: Cllrs A Davey, P Allen, M Exley, D Foster, N Foster, S Judd, D Lummis, H Orton, E Ward, S Jones (Clerk) and one member of the public.

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. To receive Parish Councillor Acceptance of Office.

Cllr S Judd had completed her Acceptance of Office, witnessed by the Clerk 10.5.23.

Cllr C Orton had completed his Acceptance of Office, witnessed by the Clerk 12.5.23.

Cllrs Davey, Allen, Exley, D Foster, N Foster, D Lummis, H Orton and E Ward completed their Acceptance of Office 17 May 2023 duly witnessed by the Clerk. This completed the requirements for Mendlesham Parish Councillors.

5, Welcome, apologies for absence and filming statement.

Apologies had been received from Cllr C Orton (personal reason). This was accepted by the Council.

The filming statement was read out.

6. General Power of Competence: to resolve that Mendlesham Parish Council meets the criteria of having a qualified clerk and 2/3 elected councillors at the last ordinary election and is eligible to use the General Powers of Competence (Prescribed Conditions) Order 2012 until the Annual Meeting of Mendlesham Parish Council after the next ordinary election. The election held 4.5.23 had provided 10 Elected Councillors for 11 seats. Sharon Jones, the Parish Clerk is also Cilca qualified. It was therefore noted and confirmed that Mendlesham Parish Council is able to use the General Powers of Competence until the Annual Meeting of Mendlesham Parish Council after the next ordinary election.

7. To note the Mendlesham Code of Conduct. The code as adopted 11.5.22 was duly noted.

8. Data Protection: to note the Mendlesham Data Protection policies including New Councillor Privacy Statement, Information Protection Policy and complete GDPR Check list for Councillors. Noted. The GDPR Check list was completed by Cllrs Davey, Allen, Exley, D Foster, N Foster, D Lummis, H Orton and E Ward. **Action: Clerk** Cllrs Judd and C Orton to complete.

9. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared.

b) To note any dispensations with regard to declarations of interest.

Not required.

7.04 A member of the public arrived.

10. To approve minutes:

Extra Ordinary meeting held on 19 April 2023 for accuracy and as a true record of the meeting.

Pages 2027-2029 inclusive were unanimously approved as an accurate record of the meeting of 19 April 2023 , signed and dated by the

Chairperson.

7.06 A member of the public arrived.

Neighbourhood Plan draft committee minutes 17.5.22 To note as per standing order 5j and proposed disbandment of the Mendlesham Neighbourhood Plan Committee , draft minutes of the last meeting 17.5.22 were circulated to all committee members, with no further comment. A member of the public subsequently provided a comment with regard to accuracy of the minutes which will be placed on file accordingly. Unanimously confirmed.

11. 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 and Cllr Ward for Mendlesham Green were reappointed. Cllr D Foster was also appointed for the Parish.

Woodland Officer Mr J Michell was reappointed.

Playing field equipment officers: Mr B Gardiner Mendlesham, Mr D Nunn Mendlesham Green were reappointed. It was also noted and confirmed that Mr Gardiner could continue to hold keys for Parish owned assets.

School/Community Centre Joint Liaison Committee Cllrs Exley, Orton and Lummis were appointed. It was noted this was representation only, with no delegated powers.

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

Emergency Planning Officers: Mr David Nunn, Mendlesham Green, Cllr Exley, Mendlesham were reappointed.

12.Standing Orders:

General standing orders and Financial standing orders from 1.4.23. Unanimously agreed.

13. 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.

14. To appoint bank signatories: Cllrs Allen, Davey, and H Orton plus Sharon Jones, including use of online banking facility unanimously confirmed. David Nunn to be removed as a signatory, Cllr Ward to be added as a signatory. Any two to sign. **Action: Clerk**

15.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.

16.To appoint Parish Council representatives to the following organisations:

Suffolk Association of Local Councils: Cllr Exley reappointed.

17. To review inventory of land and assets.

The asset register as at 31.3.23 was an agenda item for the following Ordinary meeting (Clerks note: later unanimously agreed).

18. To review arrangements regarding insurance cover.

The current insurance arrangements to 31.5.23 were noted. A proposal from 1.6.23 had yet to be received, but was expected shortly. 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.

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

20. 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.

21. 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.

22. To review the Council's employment policies and procedures. It was noted these were in place and reviewed 8 March 2023 page 2018/9 no 12.

23. 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 31.3.23, details this expenditure which will be confirmed at the Ordinary meeting of 17 May 2023.

21. To confirm meeting dates for the remainder of 2023.
Parish Council meetings confirmed.

Meeting closed at 7.18 pm

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