

## Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 6 March 2024 at 7pm.

**1. Present:** Cllrs A Davey, (Chairman), P Allen, D Foster, N Foster, S Hyde, S Judd, C Orton, H Orton, E Ward, S Jones (outgoing Clerk), A Johnson (Clerk), SCC/MSDC Cllr A Stringer and 2 members of the public.

**Apologies:** Cllr D Lummis (non-personal reasons)

**Acceptance of apologies:** Confirmed.

**The filming statement** was read out.

Another member of the public arrived.

**2. To note MSDC confirmation for Mendlesham Parish Council to co-opt a new Parish Councillor** – noted deadline 31<sup>st</sup> May 2024

**3. Declarations of interest:**

**a) To note Councillor's declarations of interest in any of the following agenda items.** Cllrs D and N Foster declared an interest in regards to the grant request for contribution to Mendlesham Community Charity Coronation Legacy Fund towards a bench located near the Old Station Road/Chapel Road junction, as both members of a volunteer group for the Mendlesham Community Charity with Cllr N Foster as Chair of the volunteer group. Cllrs D and N Foster also declared an interest in relation to the 50/50 shop decisions due to being a neighbouring property.

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

**4. Parish Clerk:**

a) To note the appointment of Amy Johnson as Parish Clerk wef 9.2.24 Unanimously confirmed.

**5. Minutes:**

**a) Ordinary Meeting 7.2.24.** Pages 2113-2120 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

**6.**

**Police report: Nothing received.**

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

A Councillor raised a question over price of trees in SCC/MSDC Cllr Stringer's report – **ACTION** SCC/MSDC Cllr Stringer to confirm figures.

Another Councillor queried what the rural transport grants were for.

SCC/MSDC Cllr Stringer advised that the bus improvement plan was not aimed at rural areas, whereas the Better Buses transport grants are.

Cllr D Lummis arrived 7:12pm

**Public forum:**

The members of the Public present confirmed that they did not wish to raise any matters other than existing agenda items.

It was agreed to move the following agenda to this part of the meeting for Page | 2121

the benefit of the members of the public.

## **12. Playing field matters:**

### **a) 50 50 shop and football store building complex: To note Asbestos/ Building condition reports as received and agree the way forward.**

Questions to Concertus following their report were answered and circulated. Asbestos and building condition report confirmed as received. Confirmed that the building cannot be re-opened yet.

A Parish Councillor asked for financial details for both organisations using the 50 50 shop building, to use as a consideration for future decisions on the building. ACTION – CLERK: to request from Mendlesham Community Charity and Mendlesham Football Club.

It was noted further to conversations with Duty Fire Officer, Suffolk that a fire risk assessment can be done by the building owner ie without a professional body being assigned.

Concertus report detailed work required to the building that will need attention.

Quote obtained of £99.80 for materials to encapsulate cracked asbestos panels.

The following was proposed, seconded and unanimously agreed:

- To spend £99.80 as per quote provided to encapsulate the broken asbestos panels
- A separate working party to be arranged to sort guttering, blocked drains, clear scrubs and cracks in the glass
- Decorate
- Risk assessment to be completed: ACTION Cllr P Allen to complete before next Parish Council Ordinary meeting with assistance from Cllr A Davey if required.
- New signage required

A Councillor raised the question if electrical checks have been done in the building and if the 50 50 shop could operate without using electricity. S Jones (outgoing clerk) confirmed no electrical checks have been recorded and a member of the public confirmed the 50 50 shop could not operate without electricity. ACTION CLERK – find electrical contractor and request a quote for electrical inspection

Another Councillor questioned if the current insurance requires electrical checks and fire risk assessments to be regularly completed as part of their terms and conditions. ACTION CLERK – check insurance documents and confirm

It was anticipated that once the asbestos panels are encapsulated the football club will be able to access their store room?. The 50 50 shop must wait until fire risk assessment and electrical inspections have been completed (and any further action required taken) before re-opening as it is a public building.

### **b) To confirm Vertus contract wef 1.4.24**

Quote:

One Year Contract 1st March 2024- 31st March 2025 £8,280.58

Three Year Contract 1st April 2024-31st March 2027 – Year 1 £8,017.11,  
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Year 2 \* £8,257.62, Year 3 \* £8,670.50

\* Note this hasn't taken into account any National wage increases which may come into place

The 3 year contract was proposed, seconded and motion carried,  
Vote – 9 for 1 abstain

**c) To confirm MSDC grasscutting contract wef 1.4.24.**

Quote £1419.09 for 6 cuttings from MSDC

Noted complaints received that this was not enough and cuttings have been left behind.

It was unanimously agreed to go ahead with the contract from 1.4.24.

ACTION CLERK to diarise for review in November to put out to tender for next year.

**d) Any other playing field matters**

Work on replacing equipment at Mendlesham Green playingfield to commence 7<sup>th</sup> March.

ACTION CLERK – arrange to deliver swing seats to Cllr E Ward

2 members of the public left the meeting.

**7. Planning matters:**

a) Applications:

**DC/24/00570 Perkins Farm, Tan Office Lane, Mendlesham:**

Application under Section 73 of The Town and Country Planning Act 1900 – Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/21/00973 dated: 22/02/2021 – Change of Use of land and erection of a detached holiday let (following removal of existing building) and siting 4No holiday pods; erection of cartlodge to serve Perkins Farm. To allow Revised style of holiday pods, Inclusion of CIL phasing plan and reduce size of garage/store.

Mendlesham Parish Council unanimously recommends acceptance of this application, but request that our comments re DC/21/00973 continue to be considered as follows:

- no more than four pods.
- holiday let not to be used as a permanent dwelling
- Right of Way is retained.

**DC/24/00571 Perkins Farm, Tan Office Lane, Mendlesham:**

Householder Application – Erection of single storey side extension and installation of screened ground mounted solar array.

Mendlesham Parish Council unanimously recommends acceptance of this application, but asks that the Place Services holding response regarding the ecological information being out of date is taken forward.

**DC/24/00572 Perkins Farm, Tan Office Lane, Mendlesham:**

Application for Listed Building Consent – Erection single storey side extension and internal alterations

Mendlesham Parish Council unanimously recommends acceptance of this application subject to approval from the Heritage Officers.

**DC/24/00541 Wood Acre, Mendlesham Green:** Householder Application - Erection of single storey front extension and detached double cartlodge, including re-positioning oil tank.

It was proposed, seconded with motion carried 8 for, 2 abstentions to recommend refusal of this application due to concerns about the detached double cartlodge as follows.

The height of the cartlodge is 4.8m.

Whilst the height of the residential dwelling cannot be established we are concerned that the cartlodge will dominate the property particularly as it is located at the front, close to the highway and negatively impact on the street scene.

Please consider our adopted Neighbourhood Plan policy MP6 and the Babergh Mid Suffolk Joint Local Plan Part 1 LP03.

b) Results:

**DC/23/04502 Cherrygate Farm, Norwich Road, Mendlesham:**

Planning Application - Erection of fabrication building (following demolition of existing buildings). – Granted

**DC/24/00630 Land South Of, Chapel Road, Mendlesham:**

Application for a Non Material Amendment relating to 4242/16 (OUT) and subsequent references DC/19/05949(RM) and DC/22/03698 (NMA) - Change road surfacing from a small section of block paving along the road to asphalt in order to have a more consistent and durable road throughout the development. This change of surface material will extend to include a footpath to the front of plots 6 and 7. – Granted

c) Correspondence: Suffolk County Council Local Transport Plan Consultation from 12.02.24 for eight weeks. ACTION Cllrs N and D Foster to provide a report for Parish Council Ordinary meeting 10<sup>th</sup> April.

d) Any other planning matters:

Extraordinary meeting arranged for Wednesday 27<sup>th</sup> March at URC Chapel for applications received that require response before the next ordinary meeting on 10<sup>th</sup> April.

## **8. Reports:**

a) Clerks report & delegated decisions:

### **Finance:**

VAT Return 1.4.23- 31.1.24 £ 3208.24. **Received 26.2.24**

Grant £517.50 received from Mendlesham Community Charity re 50 50 shop building project.

MSDC Cleansing Grant £474.11 notification of payment received.

**Nat West:** letter sent 26.2.24

**Allotments:** Request from resident at Mendlesham Green to improve the allotment directly in front of her house into a more formal car parking area. This will be an April agenda item.

**Mendlesham Defib:** Now in order and live. Cllr N Foster is now monitoring and responsible reporting back to Community Heart Beat Trust.

**Invitation from Community Action Suffolk – 20<sup>th</sup> March Sapiston Village Hall** to represent the Parish to celebrate 20 yrs of RCC Chair Canon Sally Fogden – Cllr Judd unable to attend.

**Training:** A Johnson (clerk) has completed two training courses and is now undertaking a further two.

**Complaint** re height of dog bin on footpath near Mayfield Way

**Delegated decisions:** None

**Correspondence:**

**Anglian Water Pumping Station at Mendlesham Green-** contact re Storm Babet overfull and possible additional housing at Mendlesham Green. Response at capacity, AW monitoring. Report any incidents. Resident email 2.3.24 confirming pumping station overflow again on 18.2.24 is Mendlesham Green – noted in PC records and resident advised the need to report to AW for any future occurrences.

**Emails received:** complaint from resident about a dog and owner behaviour in Mendlesham Green.

Bus stop signs on Chapel Road near Old Engine Meadow development queried by resident to Cllr A Stringer

Question asked regarding deployment of Police Safety Cameras in Mendlesham with response provided

Parish Services Survey received from BMSDC Local Plan ACTION CLERK Playquip have advised work to replace equipment at Mendlesham Green to commence tomorrow (07.03.24)

b) 34<sup>th</sup> Bomb Group War Memorial report:

Report was circulated in advance of the meeting.

Further to previous emails and their offer, we have asked the Daughters of the American Revolution to consider a grant application for:

1. A new 34<sup>th</sup> Bomb Association flag estimated cost £2500-£3k. This is the estimated cost from one potential manufacturer after making enquiries of three companies.

Potential manufacturers required more detailed photos of the existing flag - so that is now to be organised.

2. We have also included the need for works subject to Church permission, to the path edges and path. However no costings are yet available. The Church are investigating costs and a member of the committee is also investigating.

c) Other organisation reports: to include from Mendlesham CLT  
 CLT Report was circulated in advance of the meeting.  
 Meetings have been held with MSDC, CAS and two housing associations and have been beneficial. Further consideration required before moving forward with any offers from the housing associations. A review is needed to make sure all potential sites, not already considered, have been. Another call for sites will be made at the beginning of April.

d) Better Buses report (Cllr N Foster):  
 SCC is still arranging exact details of a route but has been approved in principal. Zoom meeting with SCC to follow. Cllr N Foster to provide a written report for April meeting.

e) SCC devolution report (Cllrs D & N Foster)  
 Consultation period – 10 weeks. Cllrs D & N Foster to provide written reports for April meeting.

f) Chairs report: nothing to report

g) Questions to the Chair:  
 Cllr H Orton proposed the topic of the Parish Meeting to be flooding, with a report and presentation giving details of any progress made. Cllr A Davey to consider and confirm.

## 9. Flood matters

Cllrs D Lummis and A Davey visited sites of flooding with local developer. The local developer has offered to use their design team to survey catchment for flood water area.  
 Noted a build up of silt in the river and under bridge at Mendlesham Green.

## 10. Mendlesham Parish Council: Financial matters

### a) To confirm payment of invoices.

Payment of the following invoices was unanimously confirmed.

OL	1219.86	Admin February 24 ( plus back pay from 1.4.23 to 29.2.24 )
DD	162.03	Nest February 24
OL	176.16	February 24 Street Cleaning
DD	17.20	Google docs monthly fee
OL	15.00	Mendlesham Playingfields Charity -grant to keep bank account open (already paid)
OL	TBA	SCC Streetlighting
OL	240.14	S Jones reimbursement for clerk printer

OL	195.00	SLCC Membership
OL	462.00	Concertus 50/50 building Condition Survey
OL	71.25	S Jones reimbursement for Viking Stationary for new Clerk Including £12.20 for stamps
OL	867.89	Admin February 24
OL	26.00	A Johnson 1/12 <sup>th</sup> annual payment for use of home as an office
OL	108.00	Clerk Basic Training 3 sessions SALC
OL	7.00	S Jones reimbursement for key cut for MPC container
OL	187.21	S Jones reimbursement for expenses 1.8.23 – 29.2.24
OL	TBA	J Lawes Ltd equipment for Mess Free Mendlesham weeds - £390.20 to confirm payment before year end on receipt of invoice to include any other items to be paid
OL	38.00	Suffolk Wildlife Annual subscription
OL	17.00 (+ VAT)	SALC Introduction to Local Councils e-course N.B. to be authorised for payment pending receipt of invoice – amount may change subject to VAT
OL	17.00 (+ VAT)	SALC Introduction to Planning for Local Councils e-course N.B. to be authorised for payment pending receipt of invoice – amount may change subject to VAT
OL	7643.00	Playquip – estimated amount subject to invoice

**b) To note bank reconciliation and management information to 31.1.24** – Noted with no questions asked.

**c) To note management information to 29.2.24** – Noted with no questions asked

**d) To confirm proposed transfers between earmarked reserves and general reserves**

i) Clerk time for CLT reimbursement - A transfer from the CLT EMR to General Reserves of £106.15 was authorised. This had been previously circulated to CLT Trustees with no queries received.

ii) Clerk time for Mendlesham Community Centre Charity sale/new build project – invoice Mendlesham Community Centre £595.35 (33.75hrs @ £17.64 March 23- Feb 24 inclusive) authorised.

iii) Any other transfers – unspent 4090 provision for asset renewal £6,700 to 328 EMR Asset Renewal authorised.

**e) To note the proposed asset register as at 31.3.24** – noted with new play equipment at Mendlesham Green being carried out.

**f) To consider grant requests.**

**To include contribution request to Mendlesham Community Charity Coronation Legacy Fund towards a bench located near the Old Station Road/Chapel Road junction.** – report was circulated and after discussion the proposal was withdrawn with no decisions made.

After discussion, it was proposed, seconded and unanimously agreed to fund:

£200 to Mid Suffolk CAB (LGA 1972, s 142, online payment)

£200 to Stowmarket Foodbank (cheque 001007)

**g) To consider revision and agree Clerk annual payment for use of home as an office (previously mins 8.3.23 p2016)**

Proposed that payment of home office to be paid monthly £26 as 1/12<sup>th</sup> of £312. Unanimously agreed.

**h) To consider Governance questions and statements for the year ending 31.3.24 (FSO Effectiveness of Internal Control (pc and charities))**

Section 1, the Annual Governance statement 2022/2023 and March 23 JPAG had been previously circulated. Cllrs confirmed receipt and understanding, confirming that for the year ending 31.3.24, there was effective internal control for both Mendlesham Parish Council and for both charities, Mendlesham Community Centre and Mendlesham Memorial Playingfields Charity for which the parish council is the sole trustee.

**i) Any other urgent financial matters** – none.

## **11. Asset Inspection**

a) Report – asset inspection has been postponed. New date 11<sup>th</sup> March 2024 weather dependant.

b) Proposals further to report – Not applicable.

**13. Standing Orders:** To confirm general and financial standing orders from 1.4.24.

Unanimously confirmed.

## **14. D Day and Beacon Lighting: 6.6.24**

a) Report (Cllr N Foster) – Report circulated ahead of the meeting. A group of volunteers to organise a themed event on the evening of Thursday 6<sup>th</sup> June 2024 at the Scout Field in Mendlesham Green on behalf of the Parish Council.



Proposed there will be some games for children, music, catering provided by the Scouts and a short address and prayer from Father Phillip Gray, followed by lighting of the beacon in coordination with other beacons. The organisers to apply for any necessary licensing and to provide relevant risk assessment.

b) Proposal to delegate all responsibilities for this event to Mendlesham Community Charity (Cllr N Foster) – not applicable.

**15. Emergency Plan:**

a) To continue a review – noted with no questions asked.

**16. Policies.** To review

After discussion it was unanimously agreed to delay revision until July.

ACTION CLERK

**17. Any other business:** matters of report and future agenda items – none.

Meeting closed 8.55pm.